

# BID PROCESS

This SAMPLE bid process and accompanying materials were originally developed for single family homeownership and rehabilitation projects. Many rental projects do not require a bid process such as this but when one is required these samples may be very helpful, even if they do require a bit of adjustment.

1. Advertisements for Bids
  - a. Identify units
  - b. Walk-through (if rehabilitation)
  - c. Packets availability—includes general information for bidders
  - d. Deadline for submission
  - e. Bid opening
  
2. General Information for Bidders
  - a. Receipt and opening of bids
  - b. Qualifications of bidders
    - 1) Insurance requirements (Agency requirements)
    - 2) Bond requirements (\$100,000 or more)
    - 3) Paid local employment taxes
    - 4) Workers' Compensation
  - c. Preparation of bids
  - d. Subcontracts
  - e. Modifications to bids
  - f. Method of bidding
  - g. Bid security (if required)
  - h. Liquidated damages for failure to enter into contract
  - i. Liquidated damages for failure to complete in timely manner
  - j. Conditions of work
  - k. Addenda or interpretations
  - l. Power of attorney (if applicable)
  - m. Laws and regulations
  - n. Method of award
    - 1) Lowest
    - 2) Lowest and best
  - o. Obligation of bidder
  - p. Safety standards and accident prevention
  
3. Bid Opening
  - a. Attendance sheet
  - b. Bid minutes
  - c. Tally sheet
  
4. Bid Award
  - a. Board authorization
  - b. Notification to both the successful and unsuccessful bidders