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