

Procurement compliance coordinator

Designer, during solicitation

Bidding Coordinator, during solicitation:
 1) Reschedules bid opening, when required
 2) & Receives Bidding Documents, Addenda/ Updated bidding documents
 · Enters data in **PITS**
 · keeps 1 set, binding addenda into fronts of manuals and drawings.
 3) Receives preliminary Bid Tab, reviews, and notifies Designer of deficiencies

Location Coordinator
 1) Receives bid tab (f.y.i.).
 2) Readies location on bid opening day.
 3) Receives bids until Designer arrives

Designer
 1) Arrives 30 minutes before bid opening
 2) Receives and reviews Bid Envelopes
 3) Approves Bid Envelopes for opening
 4) Distributes copies of Bid Tab to all attending
 5) Conducts bid opening and fills out Bid Tab
 6) Signs Bid Tab as Designer & Presiding Official
 7) Obtains Owner rep signature if present
 8) Same day faxes Bid Tab to Bid Coordinator
 9) Makes necessary copies for self
 10) Within 24 hours, sends to Bid Coordinator Bid Tab, Bid forms, bonds, and envelopes.
 11) Investigates any concerns

Project Manager
 1) Approves (by initialing) Designer letter of recommendation, or makes other recommendation as to disposition of bids.
 2) Addresses any issues requiring **SBC** action

Bidding Coordinator
 1) Recommendations and approvals:
 · Receives and checks.
 · Obtains Project Manager approval of Designer recommendation.
 · Awaits **SBC** if required.
 · Enters data in **PITS**.
 · Files recommendation.
 2) Resolution:
 · If rejected, closes file.
 · If awardable, initiates Contract.

Bidding Coordinator
 1) Preliminary results:
 · Checks bids and Bid Tab.
 · Amends Bid Tab if needed.
 2) Gives copy of Bid Tab to:
 3) Enters data in **PITS**.
 4) Files Bid Tab and Bids.
 5) Secure cashier's checks.
 6) Asks Designer for missing Documents
 7) Verifies license, if appears awardable

· Facilities AVP
 · PDC Director
 · Project Manager
 · SBC agenda manager and by fax to:
 · State Architect
 · Dodge Reports

Bidding Coordinator
file closure when all bids rejected:
 1) Enters data in **PITS**.
 2) Disposes of cashier's checks.
 3) Bidding Documents disposition:
 · Holds if Project Manager is certain of imminent re-use in re-bid.
 · Otherwise, gives to Project Manager
 4) 1 File disposition:
 · Holds if Project Manager is certain of imminent re-bid.
 · Otherwise, sends to main files.