



Project

Bid Administration

The bidding process is one of the most important steps in the construction of a new facility or the remodeling of an existing one. If not done properly, the process can create legal problems that must be resolved prior to beginning construction. These problems are not only time consuming but add preventable costs to the project.

In most cases, bid documents should be made available to the bidder in their entirety. Making only portions of documents available can result in inaccurate bids, as several documents may contain vital information relating to a particular segment of work. Partial sets may not contain all of the reference documents the bidder needs in order to submit an accurate bid. Furthermore, tracking planholders and bid document distribution is required to ensure that every bidder has received all of the information released during the cycle.

Bid Administration Teams

A&I understands that each project has its own unique characteristics. With that in mind, we assign a support team to coordinate every aspect of the bid document distribution and plan holder management. The A&I team will work with you to create a tailor made solution to meet the specific requirements of your bid. Our services include collecting and reporting information related to the planholders, planholders activity, document distribution with accompanying proof of delivery, order history and document submittal history. This information, as well as the project documents, is available on a 24/7 basis via a custom Sharefile project portal. Your project can be hosted in the Cloud in either a secure password protected planroom or an open access public planroom.

A&I Bid Administration Services

- ITB / NTB / NTC – Announcement and Notification Collaboration
- Comprehensive Review of the Bid Documents Prior to Web Publishing and Bidder Distribution (sheet counts, sheet order, required stamps and signatures, image quality)
- Digital Plan Indexing and Archiving
- Secure Sharefile Web-based Viewing and Ordering
- Attend Job Walks to Support Owner and Provide Bid Document Availability and Distribution Information
- Bidder / Plan Holder Registration and Management
- Auto Addenda Distribution to Registered Plan Holders
- Real-time Distribution of Addenda via Sharefile Notifications and Download Links
- Collect and Report Document Distribution POD (Proof of Delivery) Information
- Direct Billing to GC's, Subs and Third Parties
- Create and Maintain Database with Planholder Detail and Document Distribution Data
- Assist Public Sector Agencies and School Districts in Meeting Their Bidder Prequalification Requirements

Contributing Information for NTC / NTB / ITB

The A&I team will assist you in creating the appropriate instructions to bidders. The content of the notice will contain details directing the prospective bidders where to view and how to order the project documents. If desired, we can work with you to identify the direct cost of project documents to be paid by the bidders or an appropriate amount for a refundable or non-refundable deposit.

Indexing and Uploading Project Documents to Sharefile

A&I's Bid Admin team will coordinate with the appropriate contact to obtain the project bid documents and organize them for indexing and publishing to the project plan room. Typically these documents will include the RFP, Bid Forms, Plans, Specs, General Conditions, Soils Report and Addenda. During the process we compile the Project Name, Primary Contact, Notification Recipients, Bid Due Date and Job Walk schedule and make the information available to all plan room visitors. Every registered bidder is kept up to date with real-time email or fax notifications any time new documents are released by the owner or their agent. Your instructions and our expertise combine to create organized, efficient, successful bid experiences.

Planholders Registration and Management

A&I will create a project specific Plan Holders Registration Form that includes the owner's branding. This form collects pertinent bidder information.

- Contact name
- Company name
- Address
- Telephone, fax and email
- Trade and License information

For the bidder's convenience the Planholders Registration Form also includes:

- Owner's contact information
- Bid set cost or deposit amount
- Bid due date
- Job walk date
- Order requirements

Using the information provided on the bidder registration forms, we create a Plan Holders database collecting and reporting the details of plan holder activity and document distribution.

- Bid set order date
- Quantity of sets
- Bid set delivery date
- Addenda delivery dates
- Billing summary and reconciliation

Project Document Distribution

Distribution of bid sets is done on demand as orders are placed by the bidders. We offer fast secure digital downloads and printed copies of the bid documents. Standard methods of printed document distribution include in-store pick up, A&I delivery service, SoCal and GSO common carrier services, UPS and Federal Express.

Upon receipt, we automatically distribute addenda to the registered bidders/plan holders based upon the criteria determined by the project owner or their authorized representative. Specific details of addenda distribution will be determined on an individual basis. Bidders that place their orders after addenda have been issued will automatically receive them in conjunction with the original bid set documents.

Proof of Delivery

In most cases, every digital download or set of plans distributed to bidders, regardless of the destination or method of delivery must have a proof of delivery. The POD serves as verification that the bidder has received the appropriate documents at the appropriate time. This verification process can be of particular value in minimizing the possibility of contested bid results due to errors or omissions in the distribution of bid documents.

Customized Billing

We provide a variety of billing options and will communicate with the owner to determine the best method for their project.

- Bidders pay for the bid set + distribution and the owner pays for addenda and its distribution
- Bidders pay a portion of the cost of the bid set + distribution and the owner pays the difference including addenda and its distribution
- Bidder pays for everything – bid set, addenda and all distribution
- Owner pays for everything – bid set, addenda and all distribution

The four most common options are listed above; however, we are flexible in providing a method suited to your needs. The Plan Holders List captures the details of the billing regardless of the method employed.

Why Outsource the Bid Administration to A&I?

Often times the outsourcing of these tasks to A&I eliminates the need for the owner's professional staff to be tied up performing clerical and administrative tasks giving them more time to focus on their priorities. Previously over-burdened owner's employees have thanked us for allowing them to process more bids in a shorter period of time because we bore the responsibility of assuming these tasks.

With tight deadlines and DSA mandated schedules for meeting project approvals to which funding is tied, A&I's role in the bid process contributes to ensuring the owner's success in meeting the deadlines. Although a tangible value cannot be assigned to our contribution in this way the cost of not making the deadlines can be devastating to those who fail.

