

## **Outline of Bidding Requirements and Procedures**

Welcome to Building Contractors of SWFLA, Inc. and thank you for your interest with our company. We have created an outline to help existing and potential vendors become familiar with our vendor bidding systems.

This outline will clarify and list our pre-bid requirements and procedures. The intent is to clearly and briefly describe what our company requires from our subcontractors and suppliers prior to be considered to bid on projects, as well as our bidding procedures that must be followed so that complete, accurate and timely bids can be received.

Keep in mind that if you wish to be added to our bidders list these requirements and procedures must be adhered to. Companies that do not fulfill our conditions will not be considered on future projects and removed from our list.

### **A. General Pre-Bid Requirements**

1. Vendors Qualifications
  - a. Company Information
  - b. Company Licensing, Insurance, Other

### **B. Bidding Procedures**

1. Receiving an "Invitation to Bid"
  - a. Via Email
  - b. Via Fax
2. Your Proposal - Information to Included
  - a. Project Reference
  - b. Contact Reference
  - c. Bid Breakdown
  - d. You must Fax or Email your Bid On-time



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## **A.1 General Pre-Bid Requirements – Vendors**

### **Vendor Qualifications**

All Vendors are required to fill out and submit our Subcontractors Application, Code of Conduct forms, Licensing, Insurances and other documents. We will need these documents for you to be considered on future projects. Please follow the steps below.

### **Company Information**

1. Visit the Subcontractor/Vendor section of our website:  
<http://www.buildingcontractorsflorida.com/subcontractors.html>
2. On that page, please fill-in the [online subcontractor's information](#)
3. Then download the [Subcontractor's Code of Conduct Form](#), print it, fill it out, then fax it to our office. We must receive this form to complete your application process.

***Important:*** Be sure to include your company fax number and email with your company information.

### **Company Licensing, Insurance, Other**

Along with those forms, all companies must turn in the following:

1. Fax copies of your State Corporate Certificate, local business licenses and any other certification with your respected business
2. General Liability, Workmen's Compensation and Automotive Insurance
  - a. Have your insurance agent add us as a certificate holder, then
  - b. Fax us the certificate
3. W-9: Fill out and fax to our office

**Upon receiving all documents you will then be added to our bidders list. You will not be added until we receive all the required documents.**

## **B. Bidding Procedures**

After we have received the required information on your company you will then be added to our bidder list.

When a project comes up for bid and it falls within your company's scope of work we will send, either via email or fax, an "Invitation to Bid".

## **1. Receiving an "Invitation to Bid"**

### ***a. If you received the invitation via email***

- i. Review project information and bid due deadline
- ii. Follow email instructions to view plans
  1. \*\* It's easiest to click on the access hyperlink within the invitation or "Cut and Paste" the access hyperlink into your internet browser
  2. Once at GradeBeam click on "Documents" to access documents and plans
- iii. If you "Will Bid" click Save; if not, click "Will Not Bid" then click the "Save" button. Done, thank you.

### ***b. If you received the invitation via fax***

- i. Review project information and bid due deadline
- ii. Follow the view plans instructions
- iii. Determine if you "Will Bid" or "Will not Bid" then fax it to our office

## **2. Your Proposal - Information to include**

### **a. Project Reference**

- i. Be sure to include the Project Name, and address
- ii. Be sure to include your company representative's contact information and email address

### **b. Bid Deadline Requirement**

- i. "Bid Due" dates and times will be observed. Bids delivered after the specified time will not be considered. Late bids will be returned to the BIDDER with the notation: "This bid was received after the delivery time and is unaccepted."

### **c. Bid Breakdown**

- i. Breakdown each line item price of each portion of work
- ii. Separate materials and labor costs
- iii. Include durations, in working days, for each phase of work
- iv. Be sure to Fax or Email your Bid on time – Thank you.