

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR THE PREPARATION AND APPROVAL
CERTIFIED BID TABULATIONS (CBT)**

PURPOSE:

To establish responsibilities and overall procedures for the preparation and processing of Certified Bid Tabulations (CBTs).

DEFINITION:

Certified Bid Tabulations (CBT)

State of Alabama Bid Law requires that all Public Works involving construction contracts exceeding \$50,000 be publicly advertised and open to bid by any qualified contractor licensed in the State of Alabama. The CBT documents the bid opening process and the prices provided by the bidders. It has important legal ramifications in the award of the bid in accordance with State law and must therefore be accurate and timely.

REQUIRED INFORMATION:

Since some projects may have a substantial number of alternates, varying CBT formats may be utilized according to the needs of the Project. As a minimum, all CBTs **must** have the following information:

- A header stating "TABULATION OF BIDS"
- The complete UAB Project Name
- The Date and Time (Central Standard Time) of the Bid Opening
- The location (Building Name and Room Number) of the Bid Opening
- The amount of the Funds Available for the Project (as read aloud by the Project Manager at the Bid Opening)
- The name of the Architect
- The length of time (in days) that the bids are valid and the calculated expiration date
- The official business name and business location of all bidders who submitted a bid
- The construction duration time

- The business name of the Bonding Company who issued the Bid Bond for the bidding contractor (in some cases, contractors may elect to provide a certified check in lieu of the Bid Bond if allowed by the Bidding Documents)
- The receipt of any Addendum issued by the Architect of Record
- Any notations on the sealed Bid envelope that affect the bid amount
- The Base Bid price
- The prices for any alternates
- A brief written description of each alternate, included on the same page as the bids for the alternates
- A final tabulated price of the Base Bid and any alternates
- A printed statement signed by the Architect of Record that "I CERTIFY THAT THIS IS A TRUE AND ACCURATE TABULATION OF THE BIDS RECEIVED ON THE CAPTIONED PROJECT." This statement must be notarized and sealed by a Public Notary licensed in the State of Alabama

PROCEDURES:

1.0 Preparation of Certified Bid Tabulations (CBT):

- 1.1 If outside architects are being used for the Project, the Project Manager provides the Architect of Record with a copy of this SOI at least ten (10) business days prior to the Bid Opening.
- 1.2 If a UAB Architect is the Architect of Record, he/she is responsible for developing the CBT for the Project.
- 1.3 The UAB Project Manager is responsible for following up with the Architect of Record to ensure the timely development and submittal of the CBT. In certain circumstances, it may be necessary to have the CBT developed and submitted on the day of the bid opening. Unless approved otherwise by the Director, all CBTs should be delivered to UAB within three (3) working days after the Bid Opening.

2.0 Reviews:

- 2.1 The UAB Project Manager should review the CBT to ensure that it has all required information and signatures. If not, the Project Manager should immediately return the CBT to the Architect of Record for correction. The Project Manager should also check the mathematical accuracy of the CBT.

2.2 The Department Director reviews the CBT and forwards it for processing in accordance with UAB procedures for Contract Award.

3.0 Distribution:

3.1 AVP for Facilities

3.2 Executive Director for Planning (for projects requiring Board approval)

3.3 Director of the Facilities Department responsible for the project.

3.4 The signed original CBT is sent to Central File for filing.

(END OF PROCEDURE)

(See Related SOIs for Contract Award process)