

**UAB FACILITIES
STANDARD OFFICE INSTRUCTIONS
PROCEDURES FOR CONSTRUCTION
BID OPENING**

PURPOSE:

To establish the construction bid opening procedures for Public Works projects that have a value equal to \$50,000 and greater.

REQUIREMENTS:

- UAB Project Manager shall attend bid opening or verify that UAB has a representative present.
- Funds Available Statement signed by Associate Vice President for Facilities.
- All Bidders must be licensed by the State of Alabama Licensing Board for General Contractors.
- A timepiece showing Central Standard Time (CST).

PROCEDURES:

The person(s) conducting the bid opening for the Awarding Authority (i.e., Architect or Engineer of Record) shall adhere to the following procedures.

1.0 Bid Time

- 1.1 Identify a timepiece within the bid opening room as the official timepiece.
- 1.2 Observe bid time using timepiece selected. The selected timepiece shall be the official timepiece for determination of time for the receipt of bids as specified in the Advertisement.

2.0 Organization of Bids

- 2.1 All bids shall be sealed and organized in alphabetical order without regard to receipt time. Any envelope not bearing the bidder's name shall be removed from the stack unopened.

3.0 Execution of Bid Opening

- 3.1 Announce the closure receipt time of all bids.

Example:

"According to the Awarding Authority's timepiece, it is now 2:00 p.m. CST, therefore the receipt of all bids is now closed and the bid opening process will follow."

- 3.2 Verify that all bidders within the alphabetized stack have provided evidence of their State of Alabama Contractor's license by providing their license number on the outside face (either side) of the bid envelope. All bids not giving evidence of the licensure shall be removed from the alphabetized stack and returned to the bidder unopened.
- 3.3 The Project Manager or lead UAB person shall read the Funds Available Statement signed by the AVP for Facilities.
- 3.4 Opening and Reading of Bids Received.
 - a. Acknowledge whether any information is noted on the outside face (either side) of the envelope. If any found, state/record what is noted, otherwise state "No information noted on outside face of envelope other than that which is required in specification." If the sum being bid (excluding bid increases/decreases as noted above) is revealed on the outside of the envelope, the bid no longer constitutes a "sealed bid", therefore the bid shall be removed from the alphabetized stack and returned to the bidder unopened.
 - b. State if bid bond is present and name of company rendering the bond.
 - c. State whether all addenda are acknowledged on the Proposal Form.
 - d. State amount of base bid and all alternates.
 - e. State length of construction time in calendar days.

After all bids have been opened and read aloud, the Architect of Record shall state:

Example

"All bids will be reviewed with the Awarding Authority and the lowest, most responsible and responsive bidder will be notified."

The Project Manager or lead UAB person shall, as a courtesy, express appreciation for the bidders' interest and support of UAB on the project.

NOTE: No attempt shall be made by any Awarding Authority's Representative (involved in the bid opening process or spectator) to answer any questions concerning the bid opening process or specifications. All clarifications should be received in written format as stated in the Instruction to Bidders.