

Facilities Construction contractor selection requirements

Important steps to follow for RFB, bid opening and award of construction contracts

Request for Bids

- Public notice posted on Quest CDN website min of 7 days
 - Additional notices may be added after Quest CDN notice is posted. They may include newspaper, Builder's Exchange, State Register, Construction Bulletin, system office website, directly notifying prospective bidders
- Quotes and sealed bids must have specific date & time for submission.
- Spec to include
 - Prepared and signed by professional (ie architect, engineer) *MS 326*
 - Not applicable if quote and building permit does not require signature
- Bid alternatives: Use "deduct" alternates to address market fluctuations
 - CMaR may use "add" alternates to GMP

Bid opening and award

- Sealed bids opened and read publically at due date
- Award
 - To lowest responsible bidder
 - Verify TG/ED/VO if preference used
 - Verify general contractor is registered on DLI website
 - Alternates must be taken in order as identified in RFB
 - If applying deduct alternate(s), the alternate(s) should not be added to contract at later date
 - If there are multiple low bids, negotiate lower amount or flip coin to determine award
- Reject bids
 - Alternation or erasure of any price is not written in ink or typed and initialed
 - Received after date and time due or at wrong location
 - Bid is not submitted as sealed
 - Bidder did not sign and date bid
 - Written verification that bidder failed to perform previous contract
- Email bid tab for all delegated projects (capital, HEAPR and Revenue Fund) to system office program managers
 - Identify vendor receiving award

Contract

- Funds must be encumbered prior to authorizing vendor to start work or payment. *Policy 6.5.5, part 6*
If employee authorizes work or payment without encumbered funds, 16A violation form must be submitted

Payment

- Pre-payment is not allowed *MS 16A.065, Policy 6.5.5, Part 7*

Contract amount	Delivery Method	Selection process options ⁽⁴⁾	Policy/Statute	VC/CFO approval required	Comments See RFB requirements
\$0-\$50,000	D/B/B	Sealed bid by public notice ⁽³⁾	Board Policy 6.5.5, part 8	No	
		Minimum of 2 quotes by phone or written ⁽¹⁾⁽²⁾	Board Policy 6.5.5, part 4, subpart B		
	JOC	Minimum of 2 bids ⁽⁵⁾	MS 16C.35		
	MC	Dept of Admin's annual contracts with minimum of 2 quotes	Board Policy 6.5.5, part 14, subpart D		
\$50,000-\$100,000	D/B/B	Sealed bid by public notice ⁽³⁾	Board Policy 6.5.5, part 4, subpart C	No	
	JOC	Minimum of 3 bids ⁽⁵⁾	MS 16C.35		
\$100,000-250,000	D/B/B	Sealed bid by public notice ⁽³⁾	Board Policy 6.5.5, part 8	No	
	JOC	Minimum of 4 bids ⁽⁵⁾	MS 16C.35		
Over \$250,000	D/B/B	Sealed bid by public notice ⁽³⁾	Board Policy 6.5.5, part 8	Yes unless delegation is given for Capital, HEAPR, or Revenue project - Board Policy 6.5.5, Part 2	If over \$1.5M: legislation notification needed if using operating funds or institutional receipts MS136.64, subd 1
	CMaR	RFQ in State Register & RFP issued to 3-5 shortlisted firms	MS 16C.34		

NOTES

(1) If quote obtained by phone, it must be followed by signed written quote

(2) Spec can be prepared by campus if signature of design professional is not required for building permit

(3) Public Quest CDN website

(4) Sole source and emergency declaration may be used for unique situations and requires approved by Vice Chancellor. MS16C.03, subd 18(d)

(5) Planned to be available 2013