

# SAUSAL

## CORPORATION

### Recommended Bidding Procedures

The following pointers have been developed to further the relationship between the prime contractor and subcontractor / supplier. Your acceptance and use of these procedures will enhance the prime contractor's analysis of your proposal, diminish the chances for error and misunderstanding, and increase the level of communication between the prime and subcontractor.

1. Lengthy, detailed, and/or complicated bids should be transmitted a minimum of one (1) day in advance of the bid date to afford the prime contractor an opportunity to analyze and coordinate the scope of work.
2. When proposals are transmitted in advance of the bid date, without the bid amount, the sender is requested to telephone the bid amount to the recipient in lieu of retransmitting the proposal with the bid amount stipulated.

Consider the following points when contemplating the merits of the first two items:

- Retransmitting long quotes ties up the recipient's fax resources. With the prime contractor receiving hundreds of quotes on bid day, this increased traffic jeopardizes his ability to be competitive, possibly costing the sender as well as the recipient the project.
- Retransmitting the quotation requires the prime to reread the entire proposal, checking for changes in wording or scope. This costs valuable time prior to the bid opening.
- A telephone call will convey the information faster, ensure the bid amount is received in a timely manner, and allow the contractor to ask questions. Corrections to the quote will be flagged, not requiring the entire quote to be re-read.

3. Quotes for material, equipment, and/or items which otherwise are not required to be listed by the prime in his bid, should be transmitted prior to bid day. The recipient of such proposals should respect the sanctity of the quotation while the sender should recognize the prime's need to have his fax resources available for the principal subcontractors (electrical, mechanical, structural, etc.) as the bid deadline approaches. If the sender is concerned about how the bid will be treated by the recipient prior to the bid opening, consider whether your interests are any better protected by a quotation sent just prior to the deadline as opposed to earlier, when there is no listing requirement.

4. Scope, including spec sections and bid amount, should be stated on the first page of the proposal.

5. State Contractor license number must be clearly shown on the bid, this is required by State Law.

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6. A phone number and contact should be clearly printed on the bid form. Phone numbers incorporated in the letterhead are often illegible once faxed. Be sure you are transmitting your bid to the correct party. Check the fax number.
7. Incorporate the information found on your fax cover sheet into your proposal form to eliminate one page from the transmission.
8. Acknowledge addenda in the quotation and be specific as to which addenda are being addressed.
9. All projects should be quoted as specified and/ or detailed. Example: If the project calls for mortar set ceramic tile (and clearly detailed), thin set should not be quoted as an equal or alternate. The prime contractor is unable to qualify its bid, and proposals contrary to the plans and specifications lead to confusion and misunderstandings.
10. In bidding Public Works projects the subcontractor/supplier should acknowledge and accept the same Agency terms and conditions of the contract as the prime contractor. Lengthy payment terms and conditions generally are not accepted by the prime. Special conditions proposed by the subcontractor should not be considered accepted merely because the subcontractor was listed by the successful bidder. Special conditions are best worked out with the prime contractor prior to bid day. If the proposer feels compelled to transmit company standard "terms and conditions," summarize the bid on the first page, and transmit the proposal prior to or early during the bid.
11. Printer pitch smaller than 12 point should be avoided when faxing proposals. Small printing is often illegible when faxed. Also, proposals should be prepared and transmitted only on 8 1/2" x 11" size paper or forms.
12. Please be available to answer questions about your quote on bid day.
13. Respond to all alternates.
14. Do not email bids without confirming by phone or fax. Email is not always monitored on bid day.
15. The General Contractor may request Performance and Payment Bonds. Provide information on rates, when possible.
16. Review all sections of the bid documents, not just your trade section. Verify requirements for scheduling, insurance, Labor Agreements and any other issues that could impact your costs.
17. If a revised quote or withdrawal is necessary it is best to call in. Any revised fax should clearly highlight "REVISED", in large, bold print.