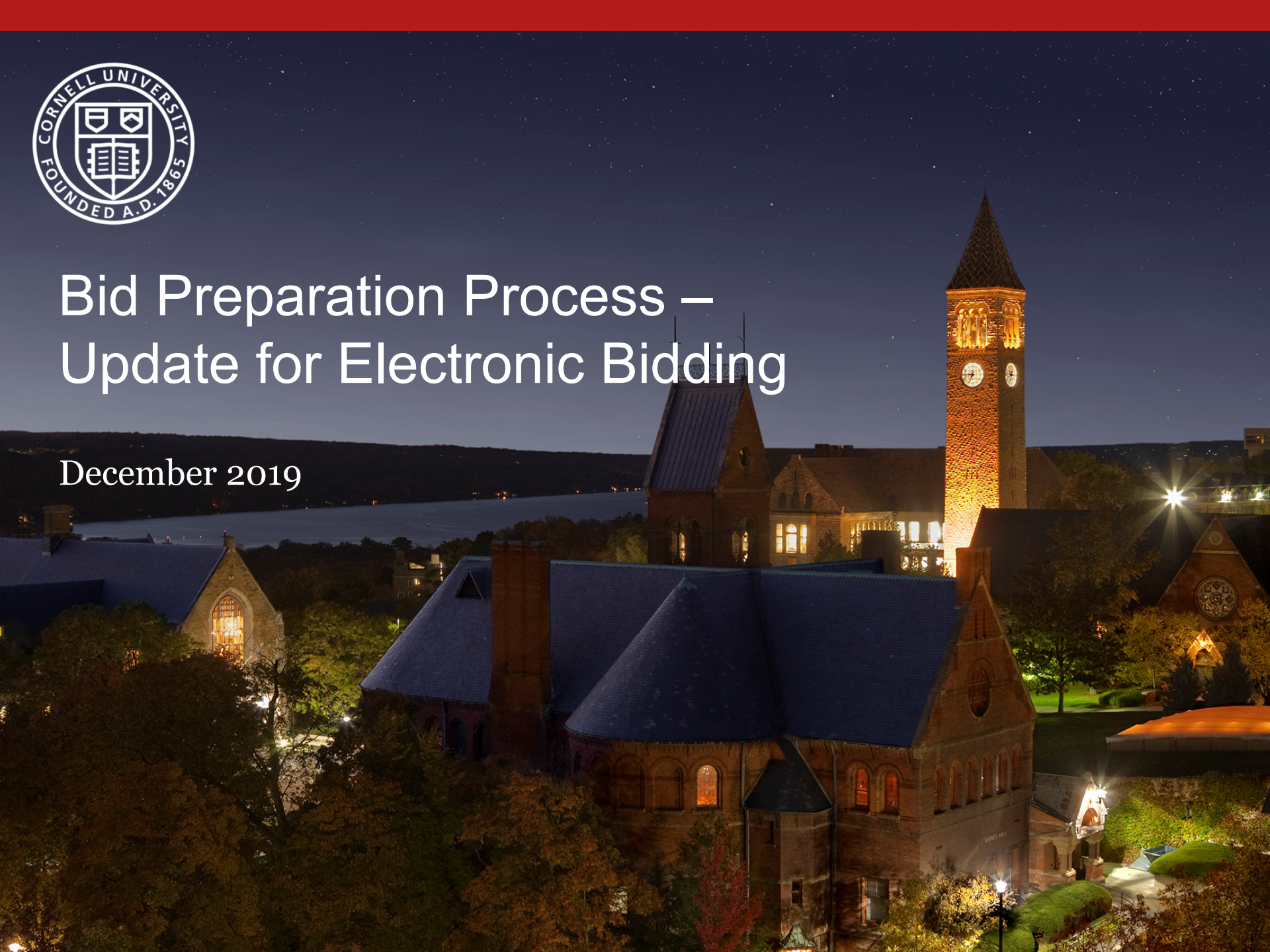


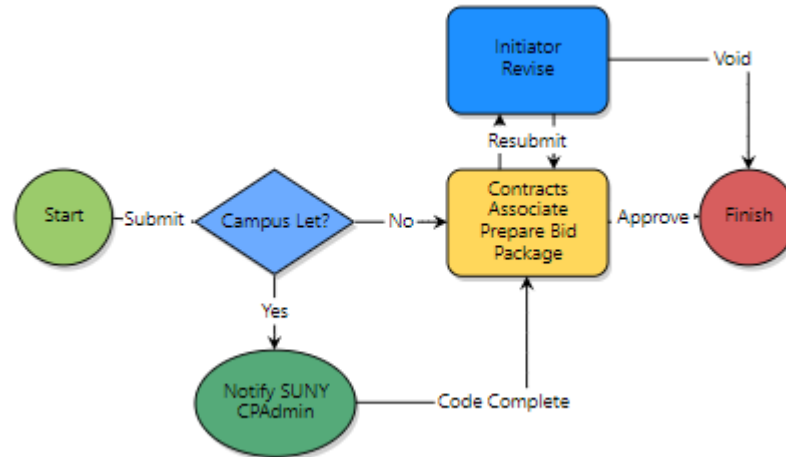
Bid Preparation Process – Update for Electronic Bidding

December 2019



Bid Preparation for Electronic Bidding

Revised Workflow



Bid Preparation for Electronic Bidding

New Blue Box Info in Start Step

*The lists below are provided as guidance about which bid documents are required based on the "Contract Type" selected. The various documents are located in the Documents Module of *e-Builder Resources project in the "Master Contractual Documents" folder. Please consult with your Director or the Facilities Contracts Office if you need help determining which "Contract Type" is appropriate for your project.*

It is recommended that the files be downloaded from there, edited as needed, and then uploaded using the Drag & Drop feature on the Attached Documents Tab after completing the required information on the Details Tab.

Attach the following documents for all projects:

- Asbestos Survey/Abatement Report
- Drawings (Stamped & Signed)
- Technical Specs
- SWPPP Form (if applicable)
- A/E Estimate (OPC)
- MWBE Calculation Worksheet

If Campus Let/Public Bid attach:

- DOB Spending Authorization (DOB B-1184)
- Front Ends_Campus Let Click here: [Campus Let Front Ends](#)

If Endowed/Invited Bid OR If Prevailing Wage (not Campus Let)/Invited Bid attach:

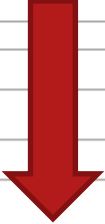
- Front Ends_Endowed Click here: [Invited Bidders Front Ends Cornell Funded \(aka Endowed\) Greater than \\$100K Electronic Bid Docs](#)

Bid Preparation for Electronic Bidding

New Required Data Fields in Start Step

- Bid Square Footage: Will be entered into the bid module and be included in the bid tabulation for bid analysis
- Unit Pricing? Select Yes/No

SUCF Funded?: ?		* Contract Type:	<input type="radio"/> Campus Let/Public Bid <input type="radio"/> Endowed/Invited Bid <input type="radio"/> Prevailing Wage (not Campus Let)/Invited Bid
SUCF Project Number: ?		* Grant Funding?:	Is there any Federal or Grant funding for this contract? <input type="radio"/> No <input type="radio"/> Yes
* OPC: ?	<input type="text"/>	Granting Agency: ?	<input type="text"/>
* Construction Budget Minimum: ?	<input type="text"/>	Name of Grant: ?	<input type="text"/>
* Construction Budget Maximum: ?	<input type="text"/>	* ACM Removal By: ?	-- Please select an option -- <input type="text"/>
* Bid Square Footage: ?	<input type="text"/>	* Unit Pricing?:	Is there any Unit Pricing? <input type="radio"/> No <input type="radio"/> Yes



Bid Preparation for Electronic Bidding

00007 - *e-Builder Resources:

Documents \ Master Contractual Documents \ Bid Documents \ 01 Front Ends Cornell Funded (aka Endowed) Greater than \$100K - Electronic Bid Documents (Future 2020)
(accessible on 12.16.2019)

Bid Proposal Certification Form

Electronic Bid Scope Template (populated by PM)

- Base Bid SOV & Allowances
- Alternates
- Include Estimated Costs

Bid Preparation – Bid Schedule of Values

9. → SCHEDULE OF VALUES *COMPLETED BY PM (BY CSI-DIVISION)*

a. → The undersigned agrees, prior to the award of a construction contract and upon the request of the Architect or Owner, to submit a complete, itemized and detailed "Schedule of Values" including Alternates elected, if any, showing the amount allocated to the various trades and subdivisions of the work, aggregating the total Contract Sum.

b. → To facilitate the evaluation of Bids, the undersigned has included in each part of his Bid the following values for the trades and/or subdivisions of the work as listed below. Values for work included under Alternate Proposals and to General Contractor's costs for General Conditions shall be excluded.

Spec#
Section → Trades and/or Subdivision → Value Included in Base Bid

Division 1 → General Requirements →

Division 2 → Existing Conditions →

Division 3 → Concrete →

Division 4 → Masonry →

Division 5 → Metals →

Division 6 → Wood, Plastics and Composites →

Division 7 → Thermal and Moisture Protection →

Division 8 → Openings →

Division 9 → Finishes →

Division 10 → Specialties →

Division 11 → Equipment →

Division 12 → Furnishings →

Division 13 → Special Construction →

Division 14 → Conveying Systems →

Division 21 → Fire Suppression →

Division 22 → Plumbing →

Division 23 → HVAC →

Division 25 → Integrated Automation →

Division 26 → Electrical →

Division 27 → Communications →

Division 28 → Electronic Safety and Security →

Division 31 → Earthwork →

Division 32 → Exterior Improvements →

Division 33 → Utilities →

→ Total Bid → \$ →

Section Name	Section Type	Item Number	Short Description	Detailed Description	Estimated Total Cost	Estimated Total Base Bid (BID MANAGER; DO NOT MAP THIS COLUMN FOR	Estimated Total Alternates (BID MANAGER; DO NOT IMPORT THIS COLUMN)
Base Bid	Base Bid	Division 00	Procurement and Contracting Requirements				
Base Bid	Base Bid	Division 01	General Requirements			0	0
Base Bid	Base Bid	Division 02	Existing Conditions				
Base Bid	Base Bid	Division 03	Concrete				
Base Bid	Base Bid	Division 04	Masonry				
Base Bid	Base Bid	Division 05	Metals				
Base Bid	Base Bid	Division 06	Wood, Plastics, and Composites				
Base Bid	Base Bid	Division 07	Thermal and Moisture Protection				
Base Bid	Base Bid	Division 08	Openings				
Base Bid	Base Bid	Division 09	Finishes				
Base Bid	Base Bid	Division 10	Specialties				
Base Bid	Base Bid	Division 11	Equipment				
Base Bid	Base Bid	Division 12	Furnishings				
Base Bid	Base Bid	Division 13	Special Construction				
Base Bid	Base Bid	Division 14	Conveying Equipment				
Base Bid	Base Bid	Division 21	Fire Suppression				
Base Bid	Base Bid	Division 22	Plumbing				
Base Bid	Base Bid	Division 23	Heating, Ventilating, and Air Conditioning				
Base Bid	Base Bid	Division 25	Integrated Automation				
Base Bid	Base Bid	Division 26	Electrical				
Base Bid	Base Bid	Division 27	Communications				
Base Bid	Base Bid	Division 28	Electronic Safety and Security				
Base Bid	Base Bid	Division 31	Earthwork				
Base Bid	Base Bid	Division 32	Exterior Improvements				
Base Bid	Base Bid	Division 33	Utilities				
Base Bid	Base Bid	Unclassified	Unclassified				
Base Bid	Base Bid	Allowance 1					
Base Bid	Base Bid	Allowance 2					
Base Bid	Base Bid	Allowance 3					
Alternate 1	Alternate	Alternate 1					
Alternate 2	Alternate	Alternate 2					
Alternate 3	Alternate	Alternate 3					
Alternate 4	Alternate	Alternate 4					
Alternate 5	Alternate	Alternate 5					
Alternate 6	Alternate	Alternate 6					
Alternate 7	Alternate	Alternate 7					
Alternate 8	Alternate	Alternate 8					
Alternate 9	Alternate	Alternate 9					
Alternate 10	Alternate	Alternate 10					

If adding more than 10 altern.

2. → ALTERNATE PROPOSAL *COMPLETED BY PM TO ALIGN WITH GR*

a. → The undersigned, if awarded the Contract, proposes to perform in place of the scope of the work shown and specified herein as associated with the following Alternate Proposals, which amounts are to be added or deducted to the amount of the Base Bid as indicated for the Alternates specified in Division 1 of the Specifications.

b. → If the Bidder desires to indicate that the acceptance of the Alternates or Alternates will result in neither an addition to nor a deduction from the value of the Bid, the Bidder shall enter the phrase "No Change" in response to such Alternate or Alternates.

c. → It is understood that the Owner retains the right to accept or reject any of the Owner and Contractor may agree to all of the following Alternate Proposals within (XX) calendar days following the award of a construction contract for such other time as *COMPLETED BY PM (PART 30-GR: 300.00) IS APPLICABLE*.

Alternate No. → Description

→ ADD → DEDUCT

→ ONE → \$ → \$ →

Current Bid Form

Current Bid Form





Bid Preparation for Electronic Bidding

An electronic CSI Master Format/Uniformalt conversion tool is available in e-Builder Resources:

Documents \ User Resources \ **BP - Bid Preparation Process Help**

Documents \ User Resources \ BP - Bid Preparation Process Help Show File

Upload | Properties | Create Folder | Subscriptions | Copy To Clipboard: Private URL

<input type="checkbox"/>	Name ▲	Date Uploaded
Delete Move Copy Download Check Out Send Fill Out Form Compare Bluebeam Studio Page 1		
 <input type="checkbox"/>	Bid Preparation Project Manager Guide .pdf (version 1) Download (500.3KB) Redline Stamp Compare With Send Properties	11.04.19 03:25PM
 <input type="checkbox"/>	csi-to-uniformalt-ii-conversion-chart.xlsx (version 1) Download (65.0KB) Redline Compare With Send Properties Edit	12.03.19 10:54AM

Additional Training Sessions:

- 12/6/19 @10:30am Room 101 HSB
- 12/10/19 @ 1:00pm Room 102C HSB

- FCS PM Directors' Staff Meetings in December

e-Builder Questions

Questions?