

Distribution	SUBJECT	Date
	BIDDING PROCEDURE	09-01-2014

PURPOSE: The purpose of this procedure is to outline the actions which take place when the project has been put out for bid. It shall be the responsibility of the CM to ensure that a project gets into the bidding process in a timely fashion and an original job budget is prepared prior to start of construction.

PROCEDURE: When a CM determines that a project is ready to be bid, he proceeds in the following manner:

- a. Initiate invitation to bid letters and have them sent via email, fax or mail to subcontractors and suppliers in the project area. The letters should indicate the nature of the project, approximate time of the start of construction, where the site office will be, where the location will be to receive bids, the bidding deadline, etc.
- b. The CM may post the plans on the FDC Plan website, fdcplanroom.com
- c. If determined necessary by the CM, the CM may decide to notify local plan offices. The CM will then obtain a copy of the plans and specifications and see to it that these plans and specs are placed in the appropriate plan offices.
- d. The CM will then proceed to set up appointments with prospective bidders and discuss the various implications of the plans and specifications for that individual's trade with him in person. When it is determined that the bidding process has been basically completed the CM will notify both successful and unsuccessful bidders of the results of their bid.

NOTE: It shall be the policy of the Company that the lowest bidder will not necessarily receive the award for the particular item of construction. Awards shall be made on the basis of price, ability to perform and complete the work, financial strength, past performances and results of checks into references for past performances.