



# CONSTRUCTION PROJECTS BIDDING PROCESS

BY: BURHANUDDIN UDAIPURWALA

## HOW TO LOOK FOR OR FIND PROJECTS:

- Plan Rooms
- iSqFt
- Builders Exchange
- Building Connected
- Dodge Plan Room
- Houzz
- Angie's List
- Homeadvisor
- Word of Mouth
- Repeated Clients
- Network with General Contractors and Developers
- Join Chamber of Commerce local chapters
- Advertisement

# BIDDING AS A SUBCONTRACTOR:

- OBTAIN CONSTRUCTION DOCUMENTS (PLANS AND SPECIFICATIONS)
- REVIEW THE CSI INDEX AND DETERMINE IF THE PROJECT PERTAINS TO YOUR TRADE
  - Division 01 — General Requirement
  - Division 02 — Site Construction
  - Division 03 — Concrete
  - Division 04 — Masonry
  - Division 05 — Metals
  - Division 06 — Wood and Plastics
  - Division 07 — Thermal and Moisture Protection
  - Division 08 — Doors and Windows
  - Division 09 — Finishes
  - Division 10 — Specialties
  - Division 11 — Equipment
  - Division 12 — Furnishings
  - Division 13 — Special Construction
  - Division 14 — Conveying Systems
  - Division 15 — Mechanical/Plumbing
  - Division 16 — Electrical

## IDENTIFY THE PROJECT SCOPE:

- LOOK THRU DRAWING INDEX AND DETERMINE WHAT SHEETS YOU WOULD NEED TO REVIEW
  - “C” sheets for Civil Plans
  - “L” sheets for Landscaping Plans
  - “A” sheets for Architectural Plans
  - “M” sheets for Mechanical Plans
  - “E” sheets for Electrical Plans
  - “P” sheets for Plumbing Plans
  - “S” sheets for Structural Plans
  - “FS” sheets for Foodservice Plans
- REVIEW PLANS AND DETERMINE IF THE SCOPE AND COMPLEXITY OF WORK IS WITHIN YOUR CAPACITY

# QUANTITY AND MATERIAL TAKEOFF AND DETERMINE JOB COST:

- PERFORM A THOROUGH MATERIAL TAKEOFF
- INCLUDE PERCENTAGE OVERAGE ON MATERIAL
- DETERMINE MATERIAL COST (EITHER PER SF OR LF COST OR LUMP SUM COST)
- ENSURE TO INCLUDE DELIVERY COSTS, HANDLING FEES, AND STORAGE COSTS
- DETERMINE WHAT EQUIPMENT WOULD BE REQUIRED (OWNED OR RENTAL)
- DETERMINE LABOR REQUIREMENT (EITHER DAILY RATE OR LUMP SUM COST)
- DETERMINE OTHER MISCELLANEOUS OVERHEADS SUCH AS GL INSURANCE AND WORKER'S COMP INSURANCE, OFFICE RENT, COMPUTER USAGE, PRINTING, MILEAGE, EMPLOYEE BENEFITS, UNFORESEEN CONDITIONS, MATERIAL BREAKAGE, EQUIPMENT BREAKDOWN, AND ETC.
- LOOK AHEAD FOR ANY MATERIAL PRICE INCREASES
- ANY LIQUIDATED DAMAGES
- PROFIT

## BID SUBMISSION PROCESS:

- ENTER THE NAME OF PROJECT
- ENTER BID SUBMISSION DATE
- SUBMIT BID CLEARLY IDENTIFYING THE SCOPE OF WORK AND TOTAL BID AMOUNT
- LIST ALL ITEMS THAT YOU ARE EXCLUDING FROM YOUR BID
- LIST ANY ITEMS WHICH ARE RESPONSIBILITY OF OTHERS
- BID COST BREAKDOWN
- CLEARLY LIST NUMBER OF DAYS REQUIRED TO FINISH THE PROJECT FROM THE DATE OF COMMENCEMENT
- MUST DETERMINE THE VALIDITY OF BID (30 DAYS, 60 DAYS, ETC)
- LIST WARRANTY TERMS, IF ANY
- LIST PAYMENT TERMS
- ENSURE TO INCLUDE ANY SPECIFIC BIDDING REQUIREMENTS SUCH AS PERFORMANCE BOND, BID BOND, SPECIAL INSURANCE PREREQUISITES, AND ETC.