Purpose:

The purpose of this Standard Operating Procedure is to provide guidelines for furnishing required bid back-up material.

Procedure:

1) Review the Invitation to Bid (ITB)
2) Create a list of specific requirements and information requested in the ITB.
3) If the ITB includes separate documents that include all required bid submittal information, save a copy of these file in the "Proposals" folder on the 'P' drive (P:\all projects\10 - Prelim & Estimating\Job No. and Name\Preliminary\02 Proposals)
4) Assign responsibilities for any requirements beyond the preconstruction manager as necessary. Provide deadlines with each request that will allow completion of the overall bid package submittal as required. Examples include, but are not limited to:
   A) Construction Schedule
   B) Logistics Plan
   C) Contract Review
   D) A-305 Requirements
5) Once received review all items provided and organize them with the proposal package.
6) Submit all information prior to the bid deadline.