APPENDIX P
CHECKLIST FOR RECEIVING AND OPENING BIDS

SECTION P.1 GENERAL

The University shall assure that the person receiving bids, called the Bid Officer, is thoroughly trained and knowledgeable in the proper procedure for receiving and documenting bids.

SECTION P.2 PROCEDURES FOR RECEIVING BIDS

P.2.1 Submission through Procure-to-Pay Portal

On the bid due date, all bidders must submit their responses through the W&M Procure-to-Pay portal, buyW&M, no later than the time specified in the Invitation for Bids (IFB). After the deadline, the system will automatically lock and will not accept any further submissions.

P.2.2 Revisions to Bid Submissions

If a bidder wishes to revise their bid amount, they must first withdraw the original submission from the W&M Procure-to-Pay portal and resubmit the updated bid prior to the designated deadline. Failure to do so will result in the bid being automatically locked and ineligible for consideration.

P.2.3 Storage of Bids

Bids are stored and maintained in the W&M Procure-to-Pay portal, buyW&M.

SECTION P.3 PROCEDURES FOR OPENING BIDS

P.3.1 Opening of Bids

Once the Agency Bid Officer determines that the bid opening hour has arrived, a statement should be made as to the number of bids received. It is prudent to inquire whether any bidder has any question about the pending opening. After receiving either a negative reply or after answering questions, proceed to open the bids in alphabetical order in the W&M Procure-to-Pay portal. Do not open work papers!

P.3.2 License Number Requirement

Paragraph 4 of the Instructions to Bidders requires the Contractor to place its License Class and License Number on the bid documents. Paragraph 4(c) of the HECO-7a gives instructions for action if not shown.

P.3.3 Verification by Bid Opening Designee

Prior to revealing any of the information in the bid, the Bid Opening Designee must verify that:

- The Bid Bond or Certified Check in the amount of 5% is attached where required and
- That the Form of Proposal is signed by the bidder and
- Bidder information complies with item 4(b) and (c) of the Instructions to Bidders.

Only then shall the other bid information be revealed. If the Bid Bond or Certified Check is not included or if the Bid is not signed, the bid shall not be read or considered.

P.3.4 Receipt of Bid Modifications

If a modification to the bid has been received, check it to assure that it has been signed by one of the persons listed on the Bid Form as authorized to make such modifications.

P.3.5 Bid Tabulation Forms

After Opening the Bids and checking for the information above, state the following items and record on the bid tabulation form:

P.3.5.1 Bidder / Contractor's Name
P.3.5.2 Virginia Registration No.
P.3.5.3 Work papers were_____ were not_____ submitted.
P.3.5.4 Receipt of Addenda 1 thru_____ are acknowledged.
P.3.5.5 Bid Bond or Certified Check is_____ is not_____ included.
P.3.5.6 Bid Form is signed.

THEN

P.3.5.7 Read Bid Information

- Any proper Bid Modification received,
- Part A. Building Base Bid Amount,
- Part B – Sitework Base Bid Amount,
- Any other Parts of the Base Bid,
- The TOTAL BASE BID AMOUNT, and
- Then any Additive Bid Item Amounts in order.
- (days for completion if Bidder was allowed to state such on the Bid Form)

P3.5.7 Any qualification to the requested information on the Bid Form shall be noted as the bid is read.

SECTION P.4 AFTER BID OPENING IS COMPLETE

P.4.1 Secure Maintenance of Submissions

All bids, bid bonds, and supporting documentation will be securely maintained within the W&M Procure-to-Pay portal. Access to these documents will be restricted to authorized personnel only.

P.4.2 Verification of Contractor Information

Using the Department of Professional and Occupational Regulation website, verify Contractor Class and Registration No. of the 3 lowest bidders (and listed Subcontractors, if any).

P.4.3 Preparation of Bid Tabulations

Prepare an official tabulation of bids indicating:

- Name and Project Code of project as on the specifications

- Time and date of bid receipt and opening
- Exact Name, address, and telephone number of Bidders
- Bidder's Virginia Registration Number (non-requirement statement).
- All amounts bid for Base Bid(s), Parts, the Total Base Bid Amount, any Bid Modification and Additive Bid Items.
- Completion time stated if Bidder was given the option.
- Acknowledgement of receipt of all addenda and number of addenda issued.
- Whether or not sealed work papers were submitted.
- Name of University's Bid Officer.