

Bidding with the City



A GUIDE TO THE CONTRACT LETTING
PROCESS

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PW
always open

I have a company...Now what?



- SEB Ordinance
- City of Omaha/PW Department Requirements
- Contracts letting – projects over \$20,000
 - Pre-advertisement
 - Advertisement/Pre-Bid period
 - Bid Day!
 - Post-bid/Pre-Award
 - Council Award
 - Post-award requirements

SEB Ordinance



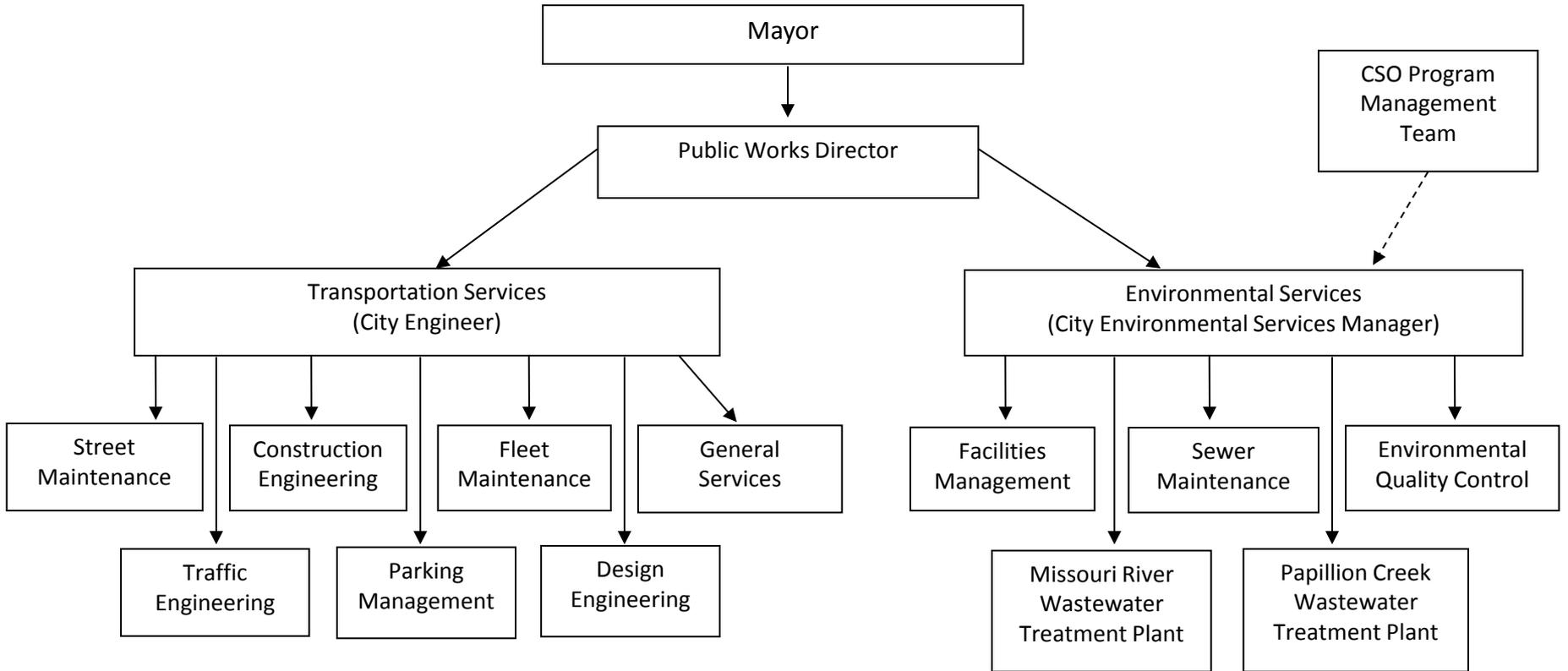
- SEB Program created by ordinance
 - Creates 4 categories of eligibility
 - ✦ “Tier” denotes a geographic location
 - ✦ “ES” / “S” denote business size
 - Sets out process for City project review
 - ✦ Implements requirement for projects, process for services
 - ✦ Goal is to achieve “apples to apples” competition
 - Defines responsibilities pre & post bid
 - ✦ Allows for preferences prior to bid
 - ✦ Competitive thresholds to be met
 - ✦ Sets out process for dismissal based on failures to perform

City of Omaha/PW Dept Requirements



- Competitive bid process outlined by OMC Chapter 10, Article IV.
 - Requires specific bid process, including bid security, and Council approval for all contracts over \$20,000
 - Prohibits division of projects to circumvent process
 - Bid opening is set at 11am on Wednesdays – Committee determines acceptance on face, then refers to Departments
 - Includes provisions for appeal of rejection of low bidder
 - Also contains Responsible Contractor, Contract Civil Rights compliance, and SEB Program

City of Omaha/PW Requirements



Contracts Letting – Projects over \$20,000 Pre-Advertisement Period



CITY

- Finalizing plans, specifications, ROW, accounting
- Reviewing for SEB reserves
- Drafting & reviewing documents
- Other City-sponsored requirements
- Ongoing CC-1 and SEB compliance review

CONTRACTOR

- Address credit, bonding, insurance lines
- File CC-1, apply for SEB, GC license, etc. **checklist on website**
- Request to be on Purchasing Dept mailing list
- Take realistic look at work scopes/staffing/equipment.
- Network with local General Contractors

Contract Letting – Projects over \$20,000

Advertisement/Pre-bid period



- Advertisements are posted on Wednesdays
 - Official publication of the City of Omaha: *The Daily Record*
 - Purchasing Dept lists all City & County projects
 - *NEW* PW website will also post PW projects
- Plans & Specification sets are available at PW HQ
 - Review, ask questions through project manager
 - Attend Pre-bid meeting
 - Pay attention to Addenda issued

Contracts Letting – Projects over \$20,000

Advertisement/Pre-bid period

CITY

- Publish in *The Daily Record* and on Purchasing/Public Works websites
- Have plan sets available for review
- Hold a Pre-bid Meeting

CONTRACTOR

- Review Plans and address questions
- Attend Pre-Bid Meeting
- Take note of any Addenda that may be issued
- Request bids of qualified SEB certified businesses to meet SEB reserve requirements

Contracts Letting – Projects over \$20,000

Submitting a Bid



- **PRIOR to your Bid, ensure:**
 - If subbing, submit your bids to the Generals as early as you can!
 - If bidding as prime, ensure that you have completed your bid form including (at **minimum**):
 - ✦ Bid security
 - ✦ Proposal of prices-ensure calculations are correct
 - ✦ Certificate of Compliance
 - ✦ SEB forms
 - ✦ RC-1 forms
 - ✦ Any other listing of suppliers/subs, qualification statements, license submissions, etc. as delineated in the specifications or Addenda

Contracts Letting – Projects over \$20,000

Submitting a Bid



CITY

- Be available for questions related to the project/contract requirements/bidding process

CONTRACTOR

- Bid Security
- Complete pricing pages, check calculations (bid is based on **unit** prices for line-item contracts)
- Certificate of Compliance
- SEB-Reserves according to NAICS qualifications
- RC-1 Form
- Any additional contract requirements

Contracts Letting – Projects over \$20,000

BID DAY!!!



- **DAY OF BID:**
 - Bid must be submitted to the City Clerk, 1819 Farnam Street, office LC-1 **BEFORE 11 AM!**
 - Bid and security must be submitted in a sealed envelope addressed to the clerk and denoting the project number
 - NO bids will be received after 11 am on Bid day
 - Bid opening committee will automatically deem as non-responsive any bid failing to include pricing or security.
 - Keep in mind: Your bid is a PUBLIC document.
- Bids read by the Bid opening committee will then be referred to the Department for further examination

Contracts Letting – Projects over \$20,000

Bid Day



CITY

- Receive bids
- Hold Public Opening
 - Open bids in Committee
 - Ensure Bid Security is adequate
- Ensure process is fair and unbiased
- Refer bids to respective department

CONTRACTOR

- Submit bids to Clerk's office before 11am on Wednesday of bid opening

Contracts Letting – Projects over \$20,000

Post-bid/Pre-Award



- Evaluation of bids includes several internal steps:
 - Tabulation – corrections made as necessary
 - Front-end document checks: CC-1, RC-1, SEB-Reserves/Qualifications
 - Tabulation & specification review by engineers
- Awards are made on “lowest and best”
 - Bids can be deemed non-responsive at any step in review
 - Only the apparent low bidder is officially rejected if NR
- Project with no rejection- proceed with award paperwork
- Project with rejected bidder – moves to appeals

Contracts Letting – Projects over \$20,000 Council Award



- Recommendation circulates through 5 departments prior to receiving a Council Agenda date
- Public hearing on the award is usually the SAME day as Council approves or denies the award
- Award recipient has 10 days following approval by Council to submit executed contracts, bonds & insurance. Failure to submit may cause loss of contract to next lowest bidder.
- Law approval & Mayoral signature required after these documents are returned for contract to be executed.

Contracts Letting – Projects over \$20,000

Post-Award Requirements



- **After contract is executed:**
 - Pre-construction meeting
 - Utility coordination
 - Permitting/E.C.O. submissions
 - CSO Portal training (for new CSO contractors)
 - Get to work!
- **During contract performance**
 - Invoicing 1x per month; checks are only cut 1x per week
 - Keep your paperwork up to date
 - Failure to perform can mean dismissal!
 - Great performance means everyone is a winner!

Questions???



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