



A/E Project Manual/Specification Preparation & Electronic Bid Instructions

The University of Toledo is now using Bid Express for all construction related bids. All A/E leads must register on bid express in order to bid on projects: <https://www.bidx.com/site/registration> . Additional instructions below are to help navigate the new requirements.

The University of Toledo's Bid Express Home Page: <https://www.bidexpress.com/businesses/41587/home>

Steps to Begin the Bidding & Project Manual Preparation Process:

- **Step 1: This step must be completed a minimum of three weeks in advance of bidding.** Access UT's Forms and Documents: <https://www.utoledo.edu/facilities/construction/forms.html> . Download the Project Data Form. Fill in the blue areas only and email the form to Nicole Baden and UT Project Manager as indicated in the instructions.
- UToledo **will then send you the Project Manual Cover Sheet, Advertisement to Bidders, Solicitation (with important dates/times filled in), and the Electronic Bid Form.** There will be more edits to these forms which you are responsible for and are described in the Second Step.
- Visit the OFCC website for updated required documents. **You must use the ELECTRONIC BIDDING documents.** <https://ofcc.ohio.gov/Documents/Agreements-and-Standard-Requirements> . For every project, download the most current forms under **Multiple-Prime or General Contracting tab** depending on the project. **Note:** Some of these documents may require additional editing by A/E team.
 1. Table of Contents
 2. Instructions to Bidders (eBid) - **Be sure to use the Electronic Bidding Document**
 3. Bid Security Form
 4. Bidders Qualifications
 5. EDGE Affidavit
 6. Agreement Form - **Be sure to use the State Agency / Higher Education Form**
 7. Performance and Payment Bond Form
 8. Contracting Definitions
 9. General Conditions
 10. UT's Supplementary Conditions - **Be sure to use the University of Toledo specific Supplementary Conditions**
 11. Wage Rate Requirements
- **Step 2:** After receiving and/or downloading all the correct documents, the **assembly order and instructions are below.** This is generally the list of front-end documents you will need, however, there may be others which should be included as determined with the UT project manager:
 - **Cover Sheet:** (sent to A/E from UT with project numbers filled in). No edits required.
 - **00 01 10 Table of Contents:** Edit to add and/or delete sections. Delete yellow instruction boxes.
 - **00 10 00 Solicitation:** (sent to A/E from UT with important pre-bid/bid dates and instructions filled in). Verify Edge Participation Goal is **5% with additional 10% Edge or Diverse Supplier** on first page. Verify that all Bid Items (including Alternates) and Estimates are included and correct. Delete yellow instruction boxes.
 - **00 11 13 Advertisement for Bids:** (sent to A/E from UT). Verify all information is correct and include this document in the project manual.

- **00 21 13 Instructions to Bidders:** No edits required. Please verify you are using the document for electronic bidding.
- **00 41 13 or 00 41 46 (depending if Multiple Prime or General Contracting) Bid Form:** (sent to A/E from UT with general info filled in). A/E is responsible to verify all remaining text in <<blue>> is filled in with applicable information. **Verify** with UT Project Manager the Substantial Completion number of days. Delete yellow instruction boxes.
- **00 43 13 Bid Security Form:** No edits required.
- **00 45 13 Bidder's Qualifications:** No edits required.
- **00 45 39 EDGE Affidavit:** No edits required.
- **Supplier Diversity Form:** No edits required. Download document from <https://www.utoledo.edu/facilities/construction/forms.html> and insert into front end. Also include form location in Table of Contents.
- **00 52 00 Agreement Form:** Verify you are using the document listed as State Agency / Higher Education. A/E is responsible fill in A/E name and contact info at top of first page. Other contact info can be left as is. **Item 1.2** should be filled in with either General Contracting or Multiple Prime. **Item 1.3** can be left as is in <<blue>>. On second page, add any pertinent construction milestone dates reflected in Construction CPM Schedule Specification. Fill in number of days for Substantial Completion as "XX number of consecutive days from the Notice to Proceed". Do not fill in a specific date, but instead leave this part blank. No other edits required, leave any additional <<blue>> text as is. Delete yellow instruction boxes.
- **00 52 14 Subcontract Form (only required for General Contracting projects):** This is available for download under the Misc. tab on the OFCC Documents page. No edits required.
- **00 61 13 Performance and Payment Bond Form:** No edits required.
- **00 71 00 Contracting Definitions:** No edits required.
- **00 72 13 or 00 72 16 (depending if Multiple Prime or General Contracting) General Conditions:** No edits required.
- **00 73 00 Supplementary Conditions:** No edits required. Please verify you are using UT's specific document.
- **00 73 43 Wage Rate Requirements:** No edits required.
- **01 22 00 Unit Prices:** Only used if required. A/E to utilize their own standard document for this, however if Unit Prices are utilized in the project this specification must be included. Additionally, if Unit Prices are utilized, these must be reflected on the bid form and project data form.
- **01 23 00 Alternates:** Only used if required. A/E to utilize their own standard document for this, however if Alternates are utilized in the project this specification must be included. Additionally, if Alternates are utilized, these must be reflected on the bid form and project data form (including estimates for such).
- **01 32 16 Construction Progress Schedule:** It is required to include any additional construction stage milestones to which liquidated damages apply (along with "Substantial Completion") in 00 52 00 Agreement Form. The Ohio Attorney General's Office has clarified that to be legally binding, those milestones **must be** listed in 01 32 16 Construction Progress Schedule. This is available for download under the Misc. tab on the OFCC Documents page.
- A/E shall provide any additional Division 01-50 documents required for the project. Work with UT Project Manager to edit as required.

- All specifications must be combined to be a single multi-page pdf document with the project number and “(UT Project #) Bid Project Manual and Specs” in the title.
- All drawing files must be combined into a single multi-page (full size) pdf document with the project number and “(UT Project #) Bid Drawings” in the title.
- Final Project Manual/Specifications and Drawings will be uploaded to Bid Express **by UT Personnel**. Final and complete Project Manual/Specifications and Drawings MUST BE provided to UT Personnel **minimum one week in advance** for review and upload BEFORE issuance for bids. All specifications must be reviewed with and approved by UT project manager.
- Once documents are reviewed and approved by UT Project Manager, all final bid documents must be submitted to UT **by noon on Thursday prior to first bid advertisement date**.
- A/E to order ½ size drawing set and project manual from Becker Impressions for delivery to UT Project Manager.

Information for Required Addenda:

- Addendum must be combined into a single, multi-page (full size) pdf document with the project number and Addendum # in the title “(UT Project #) Addendum XX”.
- If sketches are required as part of an addendum, please reference them within the written addendum and then also include them within the same pdf document.
- If full size sheets are required as part of an addendum, please reference them within the written addendum and then also include them within the same pdf document.
- If specifications are required as an addendum, please reference them within the written addendum and then also include them within the same pdf document.
- All bidders’ questions must be responded to within a written addendum in Question and Answer format. UToledo will then respond in bid express with the correct addendum to refer to for answer.
- **If changes in the addendum also include changes to bid package estimates, alternates are added, or number of days to substantial completion are changed, include any of these changes in the written addendum and in an updated electronic bid form within. You MUST notify Tracey so that bid express can be updated.**
- All addenda MUST be posted **72 hours prior to bid due date/time**. If not, bid date MUST be extended via addendum.
- Copy of sign-in sheet from the pre-bid and pre-bid walk-thru must be uploaded in Bid Express and included in an addendum. Architect is responsible to make sure a sign-in is available at both. UT will upload to Bid Express. Architect will include upload in addendum.
- Pre-bid PowerPoint pdf must be uploaded in Bid Express and included in an addendum. UT will upload to Bid Express. Architect will include upload in addendum.