Criteria for a 2-C Construction Contract

Any general construction service (labor and material) valued between $25,000 and $500,000 and handled by Project Managers / Assistant Project Managers / Project Coordinators.

Process

1. Complete the 2-C Bid Request Form (*Contract Admin Request Form TEMPLATE V04-24-15.xls*)
   a. Save a copy of the 2-C Bid Request Form to your computer and begin filling it out based on the project you are bidding.
   b. All tabs of the worksheet should be completed top to bottom, left to right. As information is entered into the yellow cells, they will turn white.
      i. If any of the yellow cells do not apply to your project, just type "N/A" so Contract Admin knows this is not missing information.
   c. Basic Info Tab
      i. The color rows at the top provide instructions and links to get the request started. Click on "Request Prevailing Wage Rates by going to the L&I Prevailing Wage Request Application" to complete this application and generate the wage rate serial number required near the bottom of the form. This must be determined BEFORE sending the form to Contract Admin.
      ii. The Campus field defaults to "UP – University Park". If you are completing work other than on the University Park Campus, click on this cell and then use the drop down menu to select the correct campus.
      iii. This form will be converted into an advertisement by Contract Admin and distributed to the bidders you list on the Suggested Bidders Tab.
   d. INSTRUCTIONS Tab
      i. The new 2-C process utilizes QuestCDN (online bidding) for distribution of documents and collection of bids. The INSTRUCTIONS tab provides guidance on how to complete the Bid Worksheet Tab for upload to QuestCDN.
   e. Bid Worksheet Tab
      i. Using the INSTRUCTIONS Tab, update the Bid Worksheet to only include the Base Bid(s), Alternate(s), and / or Unit Price(s) for your project. You may only have one Base Bid, in which case all other lines would be deleted. Do not delete any columns.
   f. Suggested Bidders Tab
      i. If you skipped the Basic Info Tab, the first three lines of this tab will show "0". Go back to the Basic Info Tab and complete this information before continuing to the Suggested Bidders Tab.
      ii. As with Purchase Orders, M/WBE bid involvement is strongly encouraged. Please see Vern Davis for suggestions and check the box confirming you have talked to him.
      iii. When selecting bidders, please be sure to choose at least three. Since the 2-C process is new, we recommend contacting them first to confirm interest. During your conversation, be sure to request the estimator's e-mail address for the QuestCDN invitation.
   g. Pre-Bid Sign In Tab
      i. This tab is a sign in sheet that is automatically generated based on the other information you enter in the request form. Simply print this out and take it to your pre-bid meeting for contractors to sign.

2. Send an e-mail to Contract Admin.
   a. Address the e-mail to:
      i. University Park Campus = Jesse Wells (jgw124@psu.edu) and Michele Brown (mlb24@psu.edu)
      ii. Commonwealth Campuses = Rustyann Echard (rae12@psu.edu)
   b. Title the e-mail "2-C Bid Request".
   c. Attach the completed 2-C Request Form to the e-mail.
   d. Provide the specifications and drawings for the project by either:
      i. Attaching a merged PDF file containing both the plans and specifications. (Note: New My Mail limitations are 11 MB.)
      ii. Providing a Box link to a merged PDF file containing both the plans and specifications.
3. Review your bid information.
   a. You will have the opportunity to review the bid information on QuestCDN before it is released. Please keep an eye out for an e-mail from Contact Admin and verify everything is correct.
   b. After the invitations are sent, Contract Admin will forward you a copy of the distribution confirmation for you to verify e-mail addresses. They will also let you know if any returned undeliverable.
4. Follow the Typical Bidding Process
   a. Conduct the pre-bid meeting.
   b. Collect RFIs from contractors.
   c. Provide Addenda, including RFI responses, to Contract Admin for distribution via QuestCDN.
      i. Simply e-mail a single PDF per Addendum to the Contract Admin contacts with "2-C Bid Addendum" as the e-mail subject.
   d. Wait for bid day!
5. Following receipt of the bid results, initiate a new Standard Contract in Tririga.
   a. Fill out all required fields as you would for a 1-C contract.
   b. Select 2-C from the PSU Contract Type drop down menu.
   c. Attach the proposal, requisition form, and documents under the Notes & Documents section.
6. Schedule the Initial Job Conference and run the project as typical.

<u>Additional Information</u>

If you or your contractors have any questions, feel free to contact Jesse Wells, Michele Brown, Rustyann Echard, or Marcie Van Horn.

You can also reference 00 23 00 ONLINE BIDDING DOCUMENTS on the OPP website at http://opp.psu.edu/planning-construction/design_and_construction_standards/division-00-procurement-and-contracting-requirements.