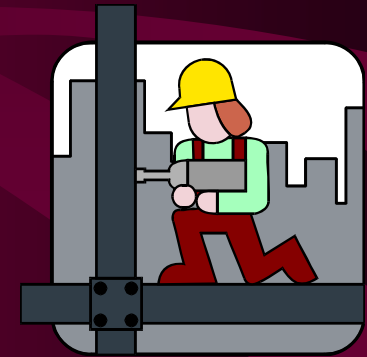


# 2007 Bond Program

## “How to Do Business with North East”



Garrett J. Sullivan, Executive Director  
Construction Management & Engineering Department

July 24, 2007

# How to Do Business with North East

- Project Bid and/or Proposal Procedures
  - The Project Bid is Advertised by Public Notice in the Newspaper on 2 Successive Weekends
  - Project Bid Documents are Posted at Plan Rooms and Available at the Prime Consultants Office (Architect or Engineer)
  - The District will utilize a combination of Competitive Bid, Competitive Sealed Proposal (Primary Method) and Construction Manager at Risk Bid Delivery Methods
  - Bid Documents will specify the Date, Time and Place the Bids are to Be “Publicly Opened”
    - Bids are Submitted for Each Project by a General or Prime Contractor with Bonding
    - The Bid includes a Listing of Proposed Subcontractors by Division of Work
    - Subcontractors and/or Suppliers and Manufactures must Submit Bids to the General Contractor ON or PRIOR to Bid Day for their Consideration
    - General Contractors will Assess the Subcontractors and Suppliers/Manufacturers by: Cost, Experience and Reputation as well as Compliance with the Contract Documents and Exclusions when Evaluating them for Possible inclusion in their Bid to the District
  - The Bid Documents Typically Characterize a Brand Name or Model Number as a Method of Establishing a Standard of Quality for a Particular Bid Item. Unless the Bid Item is Specified as a “Sole Source”, other Manufacturers or Vendors that Satisfy the “Or Equal” Standard Can Submit a Bid for Consideration by the General Contractor. Typically the District will Specify more than One Manufacturer or Vendor per Bid Item to Generate Fair and Open Competition.
  - A Pre-Proposal Conference is Conducted as Part of All Bids. This Conference is Identified in the Public Advertisement and Held 2 to 3 Weeks Prior to the Planned Bid Opening. The Conference is a Forum to Discuss the Project Plans and Specifications and Address Questions.

# How to Do Business with North East

- **Bid and/or Proposal Evaluation Procedures**

- Bids and/or Proposals are Evaluated Utilizing the “Best Value” Method
- Factors Typically Considered include:
  - Total Project Cost from the General Contractor
  - Experience and Reputation of the General Contractor
  - General Contractors Past Performance with the District or other Owners
  - Experience, Reputation and Overall Quality of the Subcontractor Team
  - The General Contractors Project Management Team and Construction Plan
- Bids and/or Proposals are Evaluated by the District Staff, Architect and Engineer
- Final Recommendation for Bid Award is Presented to the Superintendent of Schools and the Board of Trustees
- The District is a Tax Exempt Entity. A Tax Exemption Certificate can be Provided upon Request.
- The District **DOES NOT** Discriminate on the Basis of Race, Gender, Religion, Age or National Origin and is an Equal Opportunity Employer

- **Prevailing Wage Rates**

- The District publishes a Prevailing Wage Rate as Part of the Bid Documents. All Contractors are Required to Adhere to the Specified Prevailing Wage

- **Submittals**

- Contractors Must present a Product Submittal (Technical Data Sheet) to Characterize the Product Proposed for Use on the Project.