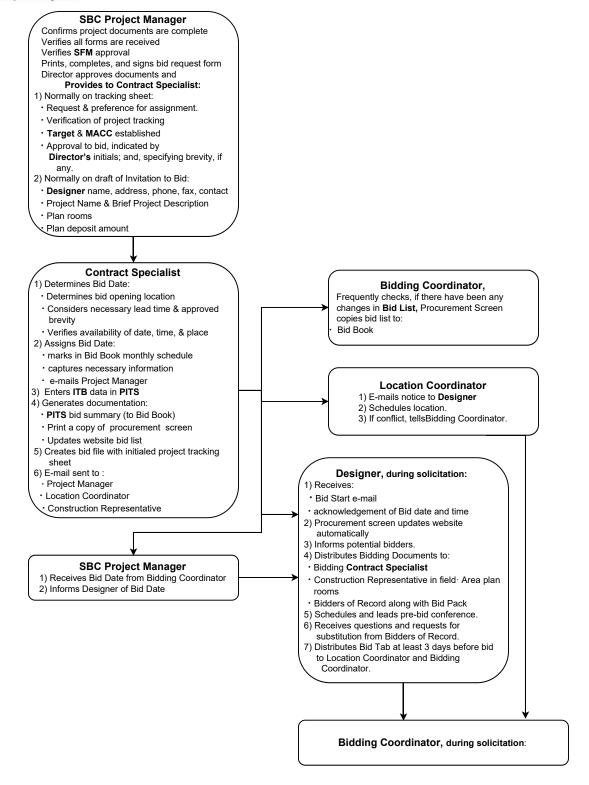
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Designer, during solicitation: **Contract Specialist** Contract Specialist, during solicitation: 1) Reschedules bid opening, when required 2) & Receives Bidding Documents, Addenda/ Updated bidding documents • Enters data in PITS · keeps 1 set, binding addenda into fronts of manuals and drawings. 3) Receives preliminary Bid Tab, reviews, and notifies Designer of deficiencies Contract Specialist 1) Receives bid tab (f.y.i.). 2) Readies location on bid opening day. 3) Receives bids until Designer arrives Designer Arrives 30 minutes before bid opening 2) Receives and reviews Bid Envelopes Approves Bid Envelopes for opening 4) Distributes copies of Bid Tab to all attending Conducts bid opening and fills out Bid Tab 6) Signs Bid Tab as Designer & Presiding Official Obtains Owner rep signature if present Same day faxes Bid Tab to Bid Coordinator Makes necessary copies for self 10) Within 24 hours, sends to Bid CoordinatorBid Tab, Bid forms, bonds, and envelopes. 11) Investigates any concerns SBC Project **Contract Specialist Contract Specialist** Manager 1) Recommendations and approvals: 1) Preliminary results: · Checks bids and Bid Tab. 1) Approves (by · Receives and checks. Accountant initialing) Designer · Obtains Project Manager · Amends Bid Tab if needed. **Director Construction** letter of approvalof Designer recommendation. 2) Gives copy of Bid Tab to: AVP CPD recommendation, or 3) Enters data in PITS. · Awaits SBC if required. makes other and by fax to: 4) Files Bid Tab and Bids. · Enters data in PITS. recommendation as to State Architect 5) Secure cashier's checks. · Files recommendation. disposition of bids. 6) Asks Designer for missing Dodge Reports 2) Resolution: 2) Addresses any Documents · If rejected, closes file. issues requiring SBC Verifies license, if appears If awardable, initiates Contract. action awardable Bidding Coordinator file closure when all bids rejected: 1) Enters data in PITS. 2) Disposes of cashier's checks. 3) Bidding Documents disposition: · Holds if Project Manager is certain of imminent re-use in re-bid. · Otherwise, gives to Project Manager .4) 1 File disposition: · Holds if Project Manager is certain of imminent re-bid. Otherwise, sends to main files