

ELECTRONIC CONSTRUCTION BID DOCUMENTS

The Department of Management and Budget (DMB) is transitioning to electronic construction bid advertising using the Bid4Michigan website starting December 1, 2009. This site will provide both the advertisement and electronic versions of the bid documents, allowing bidders and suppliers to download and print their own copies. As a result, we are requiring that as of December 1, 2009, Professional Services Contractors (PSCs) will provide these documents to us in the following standardized format. DMB staff will upload the bid documents and advertisement.

Professional Services Contractors will provide a CD with a folder titled with the file number (replacing the / with a _) and adding a "const" designation, i.e. 472_01234.ABCconst.

In the folder will be the following PDF documents as required:

Advertisement	472_01234.ABC-Advertisement
Specifications	472_01234.ABC-Specifications
*Plans	472_01234.ABC-Plans
Addendum (when Applicable)	472_01234.ABC-Addendum #x
Bid Summary	472_01234.ABC-Summary

*If the volume of plans makes it impractical to save them as a single document, then a folder titled Plans will contain each drawing using standard numbering and titles, i.e. A-4 – First Floor Plan

During a transition period, we will duplicate advertisements on the Buy Michigan First web site www.michigan.gov/BuyMichiganFirst and provide hard copy bid documents upon request. After the transition, bidders may continue to request hard copy bid documents (at a cost) from either the design professional or through commercial printing services.

All searches and notifications on Bid4Michigan are based on National Institute of Government Purchasing (NIGP) codes. It is important that all Professional Service Contractors (PSCs) developing construction bid documents for the State identify the appropriate codes for their projects to maximize participation. These codes must be identified at the time of advertisement.

To assist PSCs, the State has reviewed the entire NIGP listing and tailored the listing of the NIGP codes we anticipate will be used on the majority of our projects. This does not prevent the use of other codes, however, we feel most of our projects will fit into these codes. A listing of the NIGP Design and Construction Codes is located at the Buy Michigan First web site at www.michigan.gov/BuyMichiganFirst.

PSCs are asked to pick the applicable codes starting with general codes and then adding specific codes. For example, a roofing project could use "90922 Building Construction Non-Residential" as the general code with "91066 Roofing, Gutters and Downspout Maintenance and Repair" and "91473 Roofing and Siding" as the specific codes.

Your cooperation and support of our endeavor to grow with new technology is greatly appreciated. Questions on Bid4Michigan may be directed to 517-241-2822.