



Electronic Bid Documents

This document provides the standardized format required for the DTMB Design and Construction Division's online bid advertising.

Professional Services Contractors will send an email, provide a CD or access to an FTP site with a folder titled with the file number (replacing the "/" and "." with an _) and adding a brief project name designation, i.e. 472_01234_ABC_ProjectName.

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

Advertisement: 01234_ABC_Advertisement
Specifications: 01234_ABC_Specifications
*Plans: 01234_ABC_Plans
Addendum (when Applicable): 01234_ABC_Addendum#
Bid Summary: 01234_ABC_BidSum

*If the volume of plans makes it impractical to save them as a single document, then a folder titled Plans will contain drawings as appropriate using standard numbering and titles, i.e. 01234_ABC_Civil; 01234_ABC_Arch; 01234_ABC_Elec; etc.

All searches and notifications on [Buy4Michigan](#) are based on National Institute of Government Purchasing (NIGP) codes. It is important that all Professional Service Contractors (PSC) developing bid documents for the State identify the appropriate codes for their projects to maximize participation.

To assist PSCs, the State has reviewed the entire NIGP listing and created a tailored 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, only that we feel most of our projects will fit into these codes.

The PSC are asked to select 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.

If there are any questions regarding naming conventions, please contact Anne Watros at 517-284-7921.