

Bidding Process Checklist & Timeline

Step #	What to Do	When to Do It	Who's Responsible
1	Define project goals, budget, and scope	6-8 weeks before bid opening	Project Manager
2	Prepare bid documents (RFP, specs, contract terms)	6-8 weeks before bid opening	Project Manager
2a	Verify that the project is subject to Public Works requirements (e.g., prevailing wage, registration).	After preparing draft bid documents	Project Manager
3	Get legal and procurement review of bid documents	Before releasing bid	Project Manager
3a	Ensure bid documents include DIR public works language, prevailing wage requirement, and contractor/subcontractor registration requirements (Labor Code §§ 1725.5, 1771.1).	Before bid is released	Project Manager/Legal
4	Advertise the bid publicly (newspaper, website)	4-6 weeks before bid opening	Staff / Project Manager
5	Hold pre-bid meeting or site visit to answer questions	2-3 weeks before bid opening	Project Manager
6	Respond to bidder questions; issue any addenda	Throughout bidding period	Project Manager
7	Receive sealed bids and secure them	Bid opening day	Staff
8	Open bids publicly and record bid amounts	Bid opening day	Project Manager / Staff
9	Review bids for compliance and qualifications	1-2 weeks after bid opening	Project Manager
10	Check references and verify bidder qualifications	1-2 weeks after bid opening	Project Manager
10a	Verify that all bidders and listed subcontractors are currently registered with DIR.	After receiving bids	Project Manager
11	Prepare a simple bid analysis report with recommendations	1-2 weeks after bid opening	Project Manager
12	Submit bid report and tabulations to the board	Before next board meeting	Staff / Project Manager
13	Board reviews bids, asks questions, and discusses	At the scheduled board meeting	Board / Staff / Project Manager
14	Board selects and awards contract to winning bidder	At the scheduled board meeting	Board
15	Board authorizes staff to execute contract	At the scheduled board meeting	Board
16	Notify all bidders of award decision	Immediately after board action	Staff
17	Prepare contract paperwork and obtain required bonds and insurance	Within 1-2 weeks after award	Staff / Project Manager
18	Execute contract and start project	Per project schedule	Project Manager
18a	File a PWC-100 (Public Works Project Registration Form) with DIR.	Withing 5 days of awarding the contract	Staff/Project Manager
19	Board receives progress updates throughout project	Ongoing during project	Project Manager / Staff