

PROCESS FOR RATING BIDS

Town of Rockville Community and Recreation Halls EECBG Renovations

November 03, 2010: Bids will be opened and reviewed for their completeness. The contractors and amounts will be entered for the Public record.

Prior to the Bid Award Announcement:

The bids will be checked for responsibility to ensure that the lowest responsible bid is selected. The Statement of Qualifications will also be reviewed at this time.

The Town of Rockville (Owner) may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and the date specified shall not be considered. Bidders must satisfy themselves of the accuracy of the estimated quantities in the Proposed Schedule of Values Form by examination of the site and existing conditions and a review of the drawings and specifications including addenda. After bids have been submitted, the bidder shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Bids must include:

- All required forms, fully completed, found in the Project Manual (Bid Form, Separate Prices Form, Proposed Schedule of Values Form)
- Statement of Qualifications

The Council will utilize the criteria and point system outlined in the Statement of Qualifications to award the final bid. If there is a wide discrepancy in the points, there will be discussion regarding the merits/responsibility of the bids.

November 10, 2010: The Council will announce the official Bid Award.

STATEMENT OF QUALIFICATIONS

Town of Rockville Community and Recreation Halls EECEBG Renovations

Each Bid must be accompanied by a Statement of Qualifications. Contractors will be ranked and the project will be awarded based on the following criterion:

1. Work Experience in similar construction and statement of qualifications. (25 points)
2. Past performance with references. (25 points)
3. Bid Price. (50 points)

The statement of qualifications shall include the following sections:

1. Experience
2. Personnel & Equipment, including subcontractors
3. Past performance
4. References