

Bid Schedule Guidelines

Goods & Services Bid Schedule

The “**Goods and Services Bid Schedule Form**” must be provided, along with the **Bid Package**, to the immediate Supervisor for review followed by the request of a **Bid Opening Link** from the department’s Manager. This is to be done prior to the request and approval of an **Advertisement**.

Please provide one day for the issuance of any GoToMeeting Links (Pre-bid or Bid Opening) and one more day for the Advertisement to be reviewed and approved by the Purchasing Agent. **El Paso Times advertisement submittal deadline is by 11am.**

If a bid requires adding an addendum the Procurement Analyst or Project Compliance Specialist are responsible for creating the document and forwarding it to their supervisor for approval and signature. The signed addendum must be sent to the Purchasing Clerk for upload to the website. Copy the P&C Manager. **Addendums are due no later than 12pm to post on the same day.**

Goods and Services Bid Schedule for RFP/Low & Best Value Bids

7 calendar days in between each Advertisement with a minimum of two advertisements.

3 to 5 workdays from Last Advertisement to Pre-Bid (**as needed.**)

2 workdays from Pre-Bid to Questions to cover additional questions not mentioned during the Pre-Bid.

2 workdays from Questions to Answers.

7 calendar days from Answers to Bid Opening

RFQ & Construction Bid Schedule

7 calendar days in between each Advertisement with a minimum of two advertisements.

5 to 7 calendar days from Last Advertisement to Pre-Bid.

3 to 5 workdays from Pre-Bid to Questions to cover additional questions not mentioned during the Pre-Bid.

3 to 5 workdays from Questions to Answers.

7 calendar days from Answers to Bid Opening.

Post-Bid Pre-Award Letters are created by the end user and give 5 working days to the potential bidder requesting additional information for their bid for qualification.

In preparing the schedule, and to avoid conflicts, refer to the Bid Calendars in the Purchasing-Contracts-Engineering Bid Calendar SharePoint Group and to the Bids Webpage for the latest dates and times already reserved for Pre-Bid meetings and Bid Openings.

Purchasing/Contracts needs at least 7 calendar days from submittal of the Advertisement Package to 1st Advertisement in order to perform final checks and get corrections if necessary, to prepare the newspaper advertisement and to get Management approval to proceed to advertise. If major corrections are needed then the advertisement will be delayed. Please submit up to 10 calendar days if at all possible to avoid having to reschedule the meetings.

DO NOT SCHEDULE ANY BID MEETINGS BEFORE OR AFTER A HOLIDAY OR ON A MONDAY

Add CONTRACTS to the Pre-Bid Meeting Invitation immediately after the schedule is approved so they have access to the meeting link for the webpage and to reserve the dates and times in their calendars.

NEW REQUESTS FOR THE FOLLOWING FISCAL YEAR MUST BE DONE AFTER MID DECEMBER.

BID NUMBERS THAT WILL NOT OPEN IN DECEMBER OF THE CURRENT YEAR MUST BE ISSUED A NEW BID NUMBER FOR THE FOLLOWING FISCAL YEAR