

# Bid Opening

Last updated by Andrea Bowman on Oct 30, 2024

The Bid opening is the day and time when all of the bids have been received and documented. Bids should be received in a sealed envelope. You should document the date and exact time the bid was received on the envelope.

For public projects, the bids are usually read aloud while someone documents the following information:

- Bidder, Contractors Name
- Contractor's License number
- Acknowledgement of how many addenda's have been received.
- Check if they have their bid bond
- Document their base bid number and alternate numbers

Private projects the bids are typically only read to the clients without bidders present.

## Bid Tabulation Sheet

### **How to Use the Bid Tab**

First download the bid tab and save into your project folder.

1. Open the bid tab from your project folder.
2. Fill in all of the project information. Project name, location, project no, construction time and day, time, location of bid.
3. Print this bid tab and bring to the bid opening.
4. Fill out all of the bid information from the bidders by hand.

### **Final Steps**

Scan Bid Tab and send to owner.

## Centerline

If using Centerline for the bidding process, bids can be directly received electronically through the website. No physical paperwork is needed. Registered contractors will submit bids through the Centerline BidConnect website and they will be automatically numbered and timestamped by Centerline. You can view the submitted bids after the bid deadline in the Bid Submissions section. Once the Bid Tabulation sheet has been uploaded through the Bid Management section it can also be found within the Bid Submissions section.