

Bid Setup

last updated by Andrea Bowman on Oct 23, 2024

Before Contractors can Bid on your project, they have to be notified of the start of bidding and be able to obtain the bidding documents.

Before begin setting up the Bid Module on Centerline you will need the following information:

- Is the Project Public or Private?
- Project Budget
- Project Description. You can usually get this from the Summary Spec or else you will need to write one including square footage, use, and general information. One paragraph.
- Pre-Bid Required? Is the Pre-Bid Mandatory? Time/Place of Pre-Bid
- Bid Date/Time and Location
- Bid Drawing Set as a single pdf
- Bid Specifications as a single pdf (or single pdf per volume)

Setting up the Bidding Module:

Go to the Bidding module on the left side panel and Select Bid Management

Fill out as many fields as you can in the Bid Details section. Mandatory fields are noted with a red asterisk.

Bid Management

Bid Details

PROJECT DETAILS

Project Name

GHC Centerline Training Project

Project Description

The project is used for training purposes.

City *

Baton Rouge

State *

Louisiana

Bid Contact

Pre-Bid Conference

YES NO

Owner Project Number

N/A

Architect Project Number

00000

Estimated Construction Cost

\$ 20,000,000.00

Project Type

PRIVATE PUBLIC

Project Password

2I0SLH7NFQ



SEND INVITATION

Bid Notification Group

None

Notification List



- If the project is being privately bid a Project Password will be automatically generated. You can

click on the clipboard next to the password to copy that password to send to invited bidders. You can also use the blue "Send Invitation" but to send the information through Centerline.

- If you have general contractor contact information for an invited bid you can create a Bid Notification Group to distribute the bidding information.
- If the project is being publicly bid all project information will be visible on the Centerline BidConnect website.

In the Electronic Bidding section, you have the option to check the boxes for allowing electronic RFI bmittals, substitution request submittals, and bidding. If bidding is running through Centerline, per th oject specifications, check all of these boxes. If bids are to be manually submitted in person then check the box for electronic bidding.

ELECTRONIC BIDDING

Allow Electronic RFI Submittals

Allow Electronic Bidding

Allow Electronic Substitution Request Submittals

In the Specifications section click the blue "Upload Specifications" button to upload your project ecifications. Use "Browse my Computer" to select the file and click "Attach" once the file is loaded. **nce the specifications are loaded into the Bid Management section they cannot be edited in any ay.** If the wrong document is uploaded then the entire Centerline project will need to be recreated. ontact the Admin team for additional support.

SPECIFICATIONS

Upload project specification documents as .pdf files.

[+ UPLOAD SPECIFICATIONS](#)

DRAWINGS

Upload project drawings documents as .pdf files.

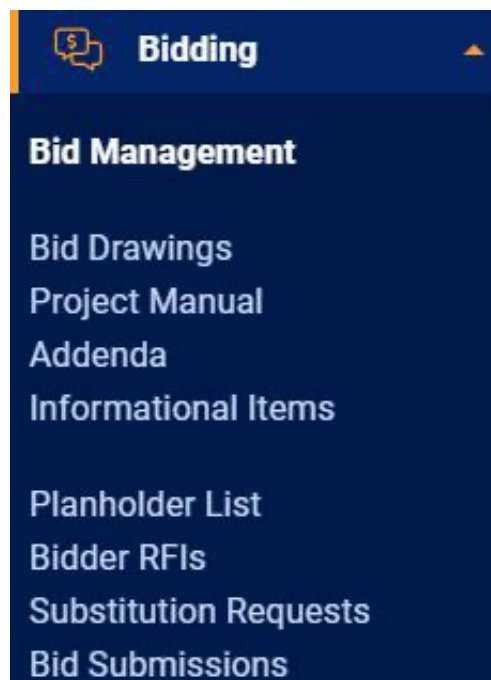
+ UPLOAD DRAWING

In the Drawings section click the blue "Upload Drawings" button to upload your project drawings. Use "Browse my Computer" to select the file and click "Attach" once the file is loaded. **Once the drawings are loaded into the Bid Management section they cannot be edited in any way.** If the wrong document is uploaded then the entire Centerline project will need to be recreated. Contact the Administrator for additional support.

After completing those sections you can scroll to the bottom and click the green "Publish Changes" button to save the information. Any changes made within the Bid Management section can be saved by clicking on this button.

Additional Notes

- Once the Bid Management section is setup and changes have been published the other bidding section will be added to your project.



Centerline BidConnect

- During the bidding project you can go back to the Bid Management section to upload Addenda, Informational Items, Bid Advertisements and the Completed Bid Tabulation as applicable. Remember to click the green "Publish Changes" button after uploading new documents.
- Dates within the Bid Management section can be changed as long as that date has not passed. Once that date has passed, it is locked in and the field will be grayed out. This cannot be altered c the back end.