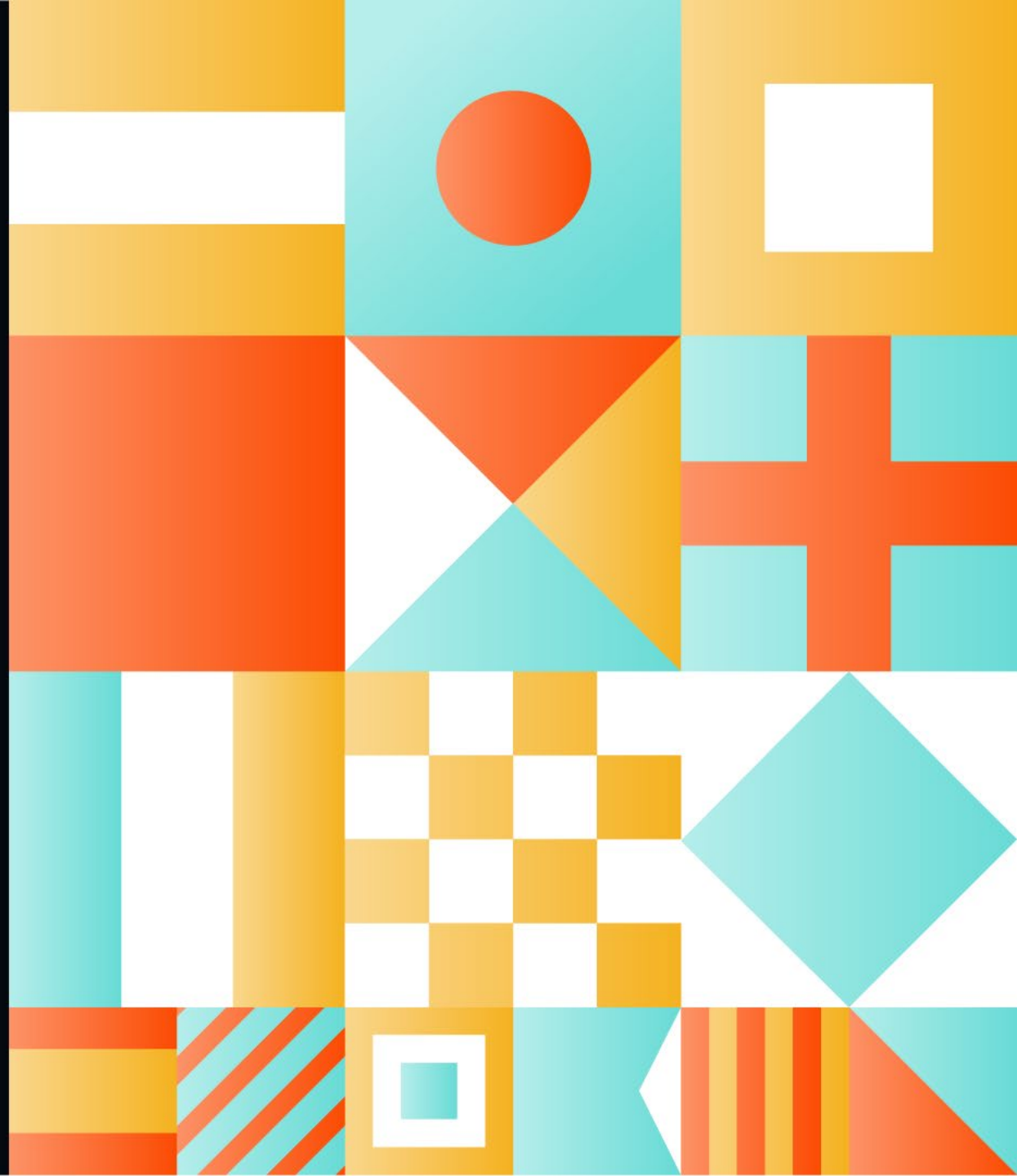
The A to Z of Public Works eBidding



2022 California Community Colleges Purchasing Conference

Panelists

Kim Carrillo, Interim Purchasing Supervisor
Los Rios Community College District

Angelic Davis, Director of Purchasing, Printing and Mail Services
Mt. Sac Community College District

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PlanetBids

Mina Hernandez, Director of Purchasing & Material Management
MiraCosta Community College District

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What is Electronic Bidding?

The acceptance of offers through a secure portal

- Secure Vendor Profile
- PIN process
- Validations
- Locked – Sealed Bids
- Bid Openings Online
    - Secure confidential materials

Electronic Bidding Authority
Public Contract Code § 1601

- Authority to "adopt methods and procedures" to implement electronic bidding

- Specific implementation requirements:
  - "no bid can be opened before the bid deadline"
  - "all bids can be verified as authentic"
  - "supporting materials" can be received electronically
  - must provide "receipt to the contractor showing the date and time the submission was received"
    - receipt by "immediate transmission to the contractor" or
    - receipt by providing "an electronic file online that contains this information and that can be viewed and printed by the contractor"

eSignature GOV Code Section 16.5

Pin Process

- Vendor required to affirm the question: Are you authorized to sign bids and offers?
- Unique PIN assigned during registration
- Edit Profile Contact – a new PIN is generated
- PIN required when entering/editing offer
- Track IP address with or without PIN process.

Validated e-Submission Process

Validations Prior to Bidding

- Place eBid Time Stamp
- Restrictions
- Document download
- Addenda Acknowledgement
- Agency T's & C's
- PlanetBids T's & C's*

Completing the eBid

- Draft vs Submit
  - Action Time Stamp
- Submit
  - Validation Check and Warning
  - Confirmation of submission request
  - Transmission begins
  - Transmission *RECEIVED** Time Stamp

Benefits for Districts

- Savings - reduction of overhead $
- Reports
- Ease of:
  - Uploading bid documents
  - Bid addenda issuance
  - Q&A management
  - Responding to post-bid opening PRAs
  - Auditor access for compliance
- Pre-Bid Meeting management (virtual job walk)
- Enhanced vendor engagement
- Secure bid submissions including ebonds
- Multiple license accessibility and approval levels
- Access Restrictions
- Green - Sustainable

Benefits for Contractors

- Continuous opportunity to submit bid proposal 24/7
- Easy access to bid information
- Networking with other prequalified vendors
- Ease of conveying bid/project requirements to sub-bidders
- Vendor eBid validation- ensures mandatory items are submitted; reduces incomplete bids
- Bid Results and Awards
- Manage Insurance using Insurance Certificate Management Module
- Green - Sustainable

Things to Consider before Rollout

- Stakeholder buy-in
- Document language
  - Amend Bid Documents
  - Revise ad forms to incorporate electronic issuance of addenda and electronic bid submittal
  - Revise Call for Bids and Instructions for Bidders to incorporate electronic bid submittal requirements, including electronic bid portal requirements (i.e., bidder registration to access)
  - Revise Instructions for Bidders to incorporate electronic bidding requirements
- Migrating to e-process
  - Prequalification Process
  - Addenda acknowledgements
  - Manage Q&A
  - Bid Submission
  - Ebond acceptance
  - Evaluations
- Zoom Meetings
  - Pre-bid meetings/job walks
  - Bid-openings

Bid Security

- Cash/Cashier's Check
- Bid Bonds
  - Paper delivery and verification before bid opening
  - Electronic bid bond verification
- Ebonds
  - Mitigation of District Risk
  - Contractor Benefits (time, $$, risk)
  - What can we do to encourage contractors to submit ebonds?

E-Bid Best Practices

- Which bids?
  - Facilities/maintenance
  - Dollar value threshold
  - CUPCCAA projects
  - Construction-related RFPs and RFQuals (Design-Build Architect, Engineers, etc.)
  - Non-construction related procurements
  - Invitation only (ex., MSAs, 3 quotes)

- Type of Bid Submission
  - Electronic bid submittal only
  - Paper only
  - Electronic and paper bid submittal

- Creating groups (trade journals)

E-Bid Best Practices (cont.)

- Verification process
  - CSLB
  - CADIR
  - Department of Insurance, admitted surety list
- E-Bond verification service
- CWA/PLA reporting
- Bid Spec Library from other agencies
- Calendar
- News and Events
- Other Modules:
  - Business certification (CUPCCAA, prequalification, DVBE, business forms)
  - Certificate of Insurance tracking
  - RFP Evaluation module
  - Emergency Operations module

Existing Foundation Contract:
Contact: cbcontracts@foundationccc.org

eBonds with Surety2000

May 4 @ 10am PST

Register Today

PlanetBids Webinars

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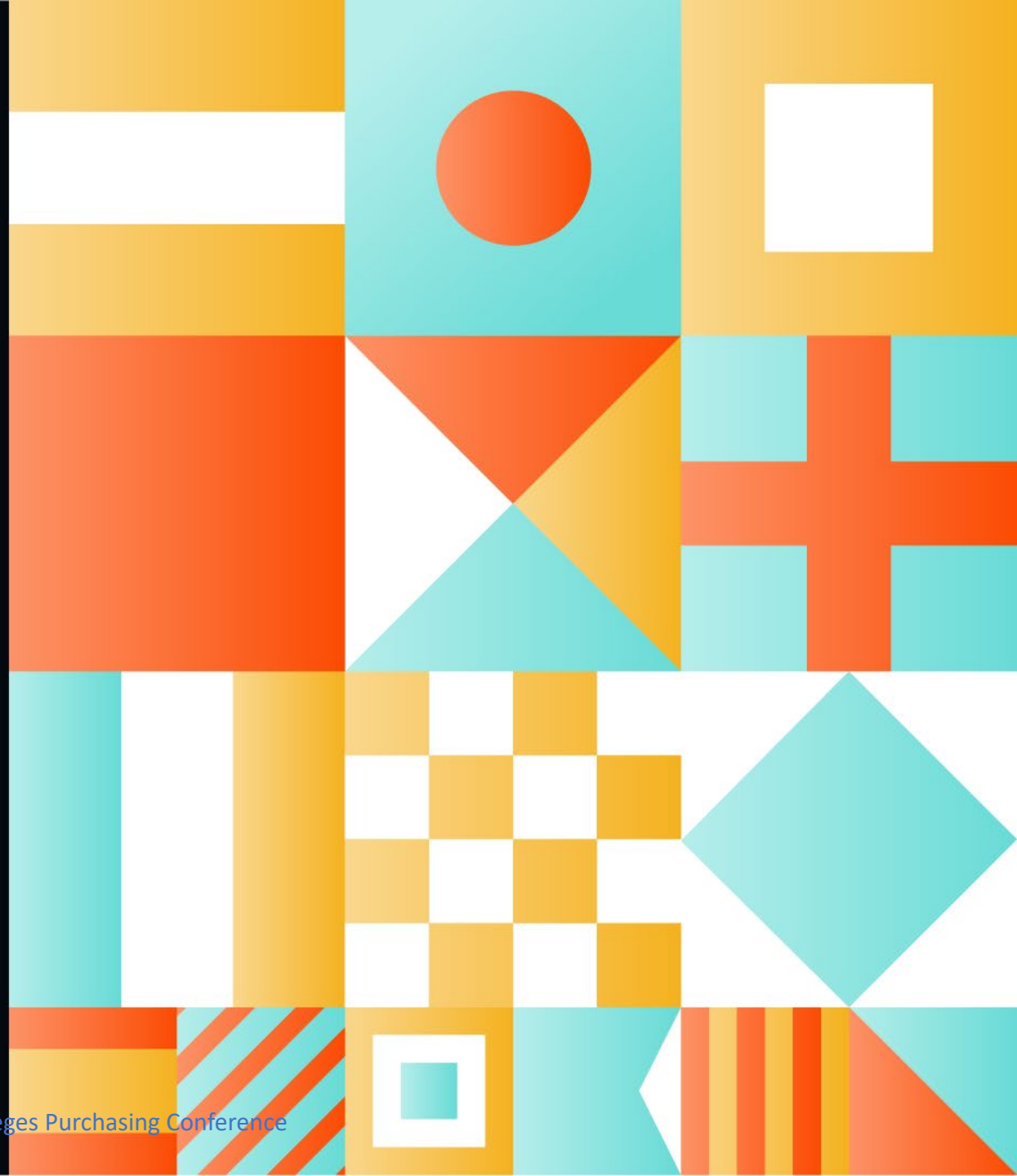
Questions?

Thank you!