**E-Bidding plan & spec folder structure:**

For consistency: Please number and provide the folders and the contents in the same order.

Please NUMBER them so that they remain in this order. Name them as shown in **bold** and also include the un-bolded extension in (parentheses)

1. **Read Me:**
	1. Copy of the bid advertisement
	2. Advisory notice to bidder – E-bidding version
2. **Project Plans and specifications**
	1. PDF of project Plan Set
	2. PDF of project Special Provisions
	3. PDF’s of any additional information such as geotechnical report etc.
3. **Proposal Forms –** (for Bidders use):
	1. Another copy of the Advisory Notice to Bidders – E-bidding version
	2. Prequalification form (if BOA short form. OR Aviation Fuel system prequals are allowed)
	3. Bid Bond form
	4. List of Subcontractor list – For use if bidder chooses to upload a copy of this form
	5. Outstanding workload form – E-bidding version for use if bidder chooses to upload a copy of this form
4. **DBE Forms:** (for Bidders use): (include ONLY if DBE goal is established for the project)
	1. DBE commitment form 550b
	2. DBE Good Faith Effort from 550c
5. **Post Bid Award forms** (for bidder awarded the contract use)
	1. ECIP form
	2. SPCD form

**Schedule of Prices Format:**

For BOA use in setting up the e-bidding advertisement, please submit a schedule of prices to the BOA project manager in Microsoft Excel using the following format as an example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bid Item** | **Description** | **Quantity** | **Unit** | **Section - Item List Title** |
| X90001 | GATE 7B BUILDING ADDITION & GATE 8B MODIFICATIONS | 1 | LS | Base Bid |
| X90002 | GATE 7B PASSENGER BOARDING BRIDGE (WITH 60 TON PCA UNIT PROVISIONS) | 1 | LS | Base Bid |
| X90003 | SPARE PARTS ALLOWANCE | 50,000 | DOL | Base Bid |
| X90004 | MOBILE AGENT KIOSK | 3 | EACH | Base Bid |
| X90005 | GATE 7B 60 TON PCA UNIT | 1 | LS | Alternate A |
| X90006 | GATE 7B 60 TON PCA UNIT POWER HOMERUN | 1 | LS | Alternate A |
| X90007 | TERMINAL PAGING SYSTEM IMPROVEMENTS | 1 | LS | Alternate B |
| X90008 | ADD TERMINAL BASEMENT LEVEL PAGING SYSTEM | 1 | LS | Alternate C |