



Chapter 7 – Bid Phase Guidelines

7.5 BID EVALUATION

GENERAL

1. The OGS D&C Bureau of Cost Control (Cost Control) and/or the Consultant/Designer **may perform a detailed review of the low bidders estimate and provide a post bid evaluation.**
 - a. **A Post Bid Report BDC 96.1 is required for the following conditions:**
 - Low bidder is over or under 15% from the government estimate.
 - The difference between the 1st and 2nd low bidders is more than 15%.
 - Division of Construction holds a Pre-Award Meeting with the low bidder.
 - Low bidder is the sole bidder.
2. For Consultant projects, Cost Control will send the bid results and post bid forms to the Consultant/Designer to discuss and coordinate the review.
3. **Post Bid Reports are to be completed and returned to Cost Control within three (3) days of the bid date.**
4. The Post Bid Report summarizes the detailed review and investigation of the low bidder's estimate vs. the government estimate. It includes the following:
 - a. Comparison of estimated costs
 - b. Explanation of the major differences identified
 - c. Indication that the low bidder understands the scope of the work and can perform the work at the price bid.
 - d. A recommendation to either re-bid the project or to award to the low bidder is also required.
5. The Cost Control Post Bid Report is forwarded to the OGS Team Leader and/or Business Unit Leader for review.
6. For more detailed information see [Post Bid Report Powerpoint Presentation](#).

Revision History:

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0	01/07/09	Last revised date		
1	08/05/13	Minor revisions	Parnett	Dostie