

**PROCEDURES FOR DEVELOPERS**  
**TO ADVERTISE CFD PROJECTS AND SOLICIT BIDS**

1. Secure approval of Improvement Plans {drawings and specifications} from City of Anaheim Department of Public Works
2. The “bid package” is prepared that includes the bidder instructions, sample contract, improvement plans, specifications, and other pertinent materials.
3. The project advertisement is published in a general circulation newspaper (e.g., Anaheim Bulletin, OC Register, LA Times) a minimum of two times, each advertisement separated by a minimum of one week, as well as a variety of trade Publications (e.g., the Green Sheet, CBD, Daily News Services).

On a case-by-case basis, the project advertisement may specify additional contractor qualifications as approved by the Director of Public Works.

4. Bid packages are sold at-cost or given free of charge to interested parties from a centrally located public counter or reception area. A list of “plan holders” is maintained and provided to interested parties (e.g., subcontractors) upon request, via electronic or paper copy.
5. Pre-bid meetings may be held after the second advertisement, in a general circulation newspaper, but not later than one week before the bid due date. Addenda may also be provided at this time.
6. Bids are due no sooner than ten (10) working days after the first advertisement.
7. Sealed bids shall be submitted to the centrally located public counter or reception area. Bids are date and time stamped. The bids shall be stamped with the contractor’s corporate seal. Bid bonds shall be attached to the bids. All Addenda must be signed and included. Financial records, if required, shall be submitted in a separate sealed envelope.
8. Bids shall be opened by a Purchasing Agent in a pre-designated office or conference room large enough to accommodate anticipated attendees. The bid opening shall be open to the public. A representative from the Public Works Department – Contracts Section shall be invited to attend.
9. During the bid opening, the bids are read aloud. Upon request, lower-tier subcontractors and/or line item bids are announced.
10. Bids are analyzed and tabulated and posted on the Developers website and in the various Trade Publications usually within one week. The lowest responsive responsible bidder is selected for the work. The official winning bidder is notified.
11. Developer shall create and publish an appeal/protest process for use by interested parties.
12. Developer shall issue contract documents for execution by winning bidder shortly after bid opening

13. Bidder has a specified number of days to return the executed contract documents.
14. A pre-construction meeting is scheduled and held with all interested and affected parties.
15. A Notice to Proceed (NPT) is issued on the mutually agreed on start date. The NTP indicates the start date, end date, and liquidated damages.
16. Change Orders are negotiated and approved prior to starting the work in question or directed on a Time and Materials basis. Single or cumulative Change Orders greater than ten (10) percent of the contract amount require prior City review and approval.
17. Prevailing wages are required in all contracts. Certified payrolls records are maintained by the Contractor and Developer, and are immediately made available upon request by the City.