

Bid Package Do's & Don'ts

The San Francisco Public Utilities Commission (SFPUC) wants your bid to be successful. We know that responding to our bid solicitations can involve a lot of work and that the City has processes that can require extra effort. We offer these reminders to help you avoid common technical errors prior to submitting a bid:

DO confirm whether or not the project requires that the Prime Contractor be **prequalified** in order to submit the bid.

DO review the **technical qualification** requirements to ensure your compliance with the specifications and the contract documents.

DON'T forget that you must use **LBE subcontractors certified by the San Francisco Human Rights Commission (HRC)** to meet the subcontracting goal.

DO confirm whether or not the **SFPUC Regional Business Enterprise** list applies to the project on which you are bidding. SFPUC-LBEs can only be used to meet subcontracting goals for the Water System Improvement Program (WSIP) Regional Projects.

DON'T forget to verify at the time of bid submittal that you have met the Local Business Enterprise (LBE) **subcontracting goal** set for the project.

DON'T forget to submit completed **HRC Good Faith Outreach** documentation. Meeting the goal is not sufficient. You must also demonstrate the steps taken to meet the good faith requirement.

DON'T forget to **list LBE subcontractors** properly on the HRC Form 2A to receive credit on your bid, even if the LBE percentage is less than half of 1%.

DON'T forget to list **Truckers and Suppliers** on the HRC Form 2A if you are utilizing either or both to meet the LBE subcontracting goal.

DO clearly identify in your bid package whether your listed **LBE Supplier** is eligible to receive LBE credit of 60% or 5% of the purchase price for equipment required by the project. Read the bid document carefully to identify and apply the correct percentages to the named Supplier.

DO check your **math**.

DON'T be **late** with your bid package.

Thank you for your interest in bidding on our projects. If you need assistance, contact the SFPUC's Contractors Assistance Hotline at 415-554-1530 or contractorshelp@sfgwater.org.