

MEMORANDUM

To: Village of Long Grove
Fr: Geoffrey L. Perry, P.E., Village Engineer
Date: February 20, 2020
Re: Project Bidding Process
Village of Long Grove

The steps below outline the typical process that is used for Public Bidding a locally funded project:

- Design plans and bid specifications are completed
- Approval of the project, including the final Engineer's Opinion of Probable Cost, and authorization to bid the project is obtained by the Village Board
- Project is advertised in the local newspaper, typically the Daily Herald
- Project is advertised through QuestCDN¹
- Plans and specifications are downloaded by registered bidders through QuestCDN for a nominal fee, typically \$20
- Bid questions are directed to the design engineer and responses are issued via bid addendum
- Bid Addendums are posted on QuestCDN. All registered bidders receive an automated email notifying them a bid addendum has been posted
- Bids are open and read publicly at the designated time and location
- After bids are opened, the as-read results are posted; any bidder registered with QuestCDN can access this information
- The design engineer tabulates the bids and makes a contract recommendation to the Village Board

¹ QuestCDN is a bid management company that allows all bid information to be posted and available electronically. For public improvement projects, bidders are typically registered with QuestCDN and are familiar with the process. However, if a contractor is not registered, they can register for free and be able to access bidding documents. This service is used for Long Grove projects in keeping up with the industry standard.