





# **Bidding**

Bidding is part of the Local Aid Project Management Process (LAMP) in PMRS.

After NJDOT accepts an LPA's Plans, Specifications, & Estimates (PS&E) package, it is time to advertise the bidding opportunity and select a construction contractor. Within 30 days of awarding the contract, the LPA submits the bid tabulation spreadsheet and a copy of the award resolution in PMRS. The final step is for NJDOT Local Aid to concur with the LPA's contract award.

What to Consider





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### Who:

- Local Public Agency (LPA) Project Manager (likely an engineer)
- · Clerk
- Local Aid Project Manager

## What:

- · Bid tabulation spreadsheet
- · Award resolution

#### When:

- · After NJDOT accepts PS&E
- Within 30 days of awarding the construction contract

Need Help?



Find videos about PMRS at: njdotlocalaidrc.com/pmrs-resources

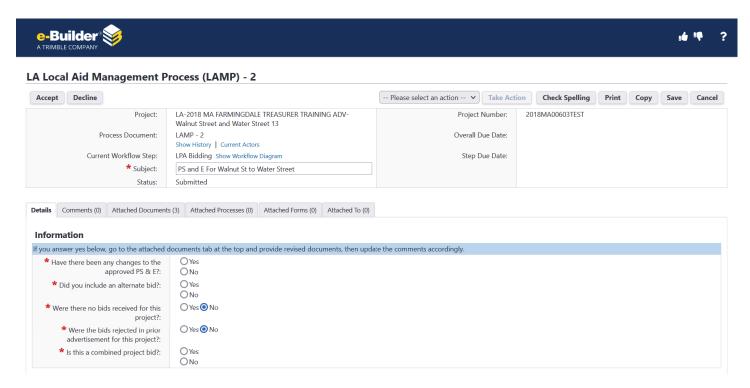
- www.njdotlocalaidrc.com
- **4** 609.649.9395
- ➤ DOT-LocalAID.ResourceCenter@dot.nj.gov



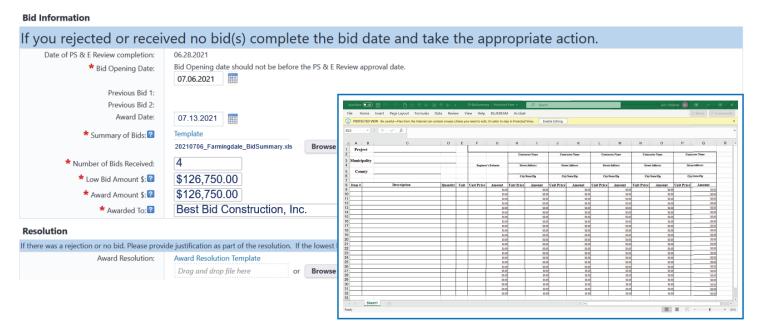
The following provides guidance on actions to take in PMRS after the biding period is closed. The LPA can accept or reject the bids, or indicate if no bids were received.

# **Accepting a Bid**

- 1. The LPA Project Manager visits https://njdotlocalaidrc.com/pmrs/, selects "PMRS Sign In," and enters username and password.
- 2. From the home screen, click the "LAMP" in the "Name" column for the appropriate project from "Workflow in your court."
- **3.** Answer the yes or no questions on the screen. If you answer "Yes" to any of the questions, you will have to attach additional documentation in the "Attached Documents" tab.



4. Enter the date of your bid opening, upload the summary of bids spreadsheet, enter the number of bids received, the low bid amount, the award amount, and the name of the firm that was awarded the contract.

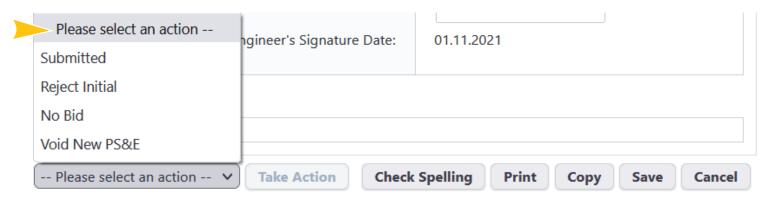




5. Finally, upload a copy of the award resolution. You will need to tag documents that you upload as: Document Type: "Construction," DocType (Filing Purposes): "Construction," and Document SubTypes: "Local Aid."



**6.** Select "Submitted" from the drop-down menu and then click the gray "Take Action" button. The process is now in the Clerk's court.

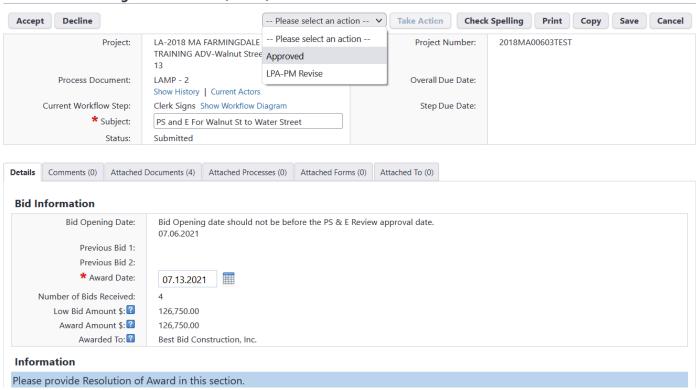


The Clerk gets notified when the process is in their court and signs into PMRS. They verify the information and upload the award resolution if it was not uploaded by the LPA Project Manager. If everything is correct, the Clerk selects "Approved" from the drop-down menu and clicks "Take Action." If the information needs to be revised, the Clerk can send the process back to the LPA Project Manager for corrections by selecting "LPA-PM Revise" from the drop-down menu and clicking "Take Action."





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**7.** The Clerk must confirm their identity by re-entering their password. The process now goes to the Local Aid project manager.





# Rejecting a Bid

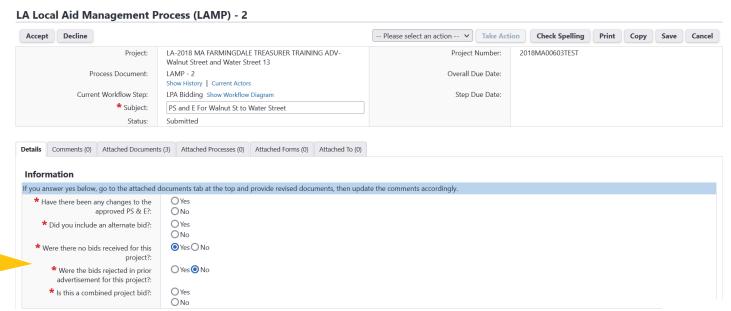
- 1. The LPA Project Manager goes to https://njdotlocalaidrc.com/pmrs/, and signs into PMRS.
- 2. From the home screen, click the "LAMP" in the "Name" column for the appropriate project from "Workflow in your court."
- 3. Answer the yes or no questions on the screen. Then in the next section, enter the date the bids were received. Upload the bid summary document. Enter the number of bids that were received. Enter the Low Bid Amount. Enter "0" for the Award Amount. Enter "N/A" for Awarded To."
- 4. Select "Reject Initial" from the drop-down menu and then click the gray "Take Action" button.



5. After the initial bid, the LPA can repost a bid two more times. If a follow up bid is successful, follow the instructions under "Accepting a Bid" above, but mark "Yes" to the question that says, "Were bids rejected in prior advertisement for this project?" If you reject bids a second time, you have one final opportunity to request bids. After the third time, you must void your PS&E and start a new PS&E.

# No Bids Received

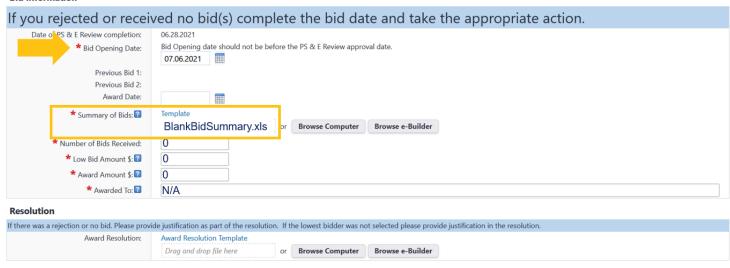
- 1. The LPA Project Manager goes to https://njdotlocalaidrc.com/pmrs/, selects "PMRS Sign In," and enters username and password.
- 2. From the home screen, click the "LAMP" in the "Name" column for the appropriate project from "Workflow in your court."
- 3. Answer the yes/no questions, and select "Yes" for "Were no bids received for this project?"





**4.** If no bids were received, enter the date the bids should have been received. Upload a blank bid summary document. Enter "0" for the number of bids that were received. Enter "0" for the Low Bid Amount. Enter "0" for the Award Amount. Enter "N/A" for Awarded To.

#### **Bid Information**



5. At either the top or the bottom of the screen, pull down the "Please select an action" drop down menu, select "No Bid" and click the gray "Take Action" button to the right.



**6.** If your second round of bidding results in a successful bidder, follow the instructions under "Accepting a Bid" above. If you do not receive any bids a second time, you have one final opportunity to request bids. After the third time, you must void your PS&E and start a new PS&E.



**<sup>4</sup>** 609.649.9395