



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



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
• 609.649.9395
• DOT-LocalAID.ResourceCenter@dot.nj.gov



The following provides guidance on actions to take in PMRS after the bidding 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.



LA Local Aid Management Process (LAMP) - 2

Accept Decline	Project: LA-2018 MA FARMINGDALE TREASURER TRAINING ADV- Walnut Street and Water Street 13 Process Document: LAMP - 2 Current Workflow Step: LPA Bidding Show Workflow Diagram Subject: PS and E For Walnut St to Water Street Status: Submitted	Project Number: 2018MA00603TEST Overall Due Date: Step Due Date:
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Details Comments (0) Attached Documents (3) Attached Processes (0) Attached Forms (0) Attached To (0)

Information

If you answer yes below, go to the attached documents tab at the top and provide revised documents, then update the comments accordingly.

- * Have there been any changes to the approved PS & E?: ☐ Yes ☐ No
- * Did you include an alternate bid?: ☐ Yes ☐ No
- * Were there no bids received for this project?: ☐ Yes ☒ No
- * Were the bids rejected in prior advertisement for this project?: ☐ Yes ☒ No
- * Is this a combined project bid?: ☐ Yes ☐ No

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.

Bid Information

If you rejected or received no bid(s) complete the bid date and take the appropriate action.

Date of PS & E Review completion: 06.28.2021 * Bid Opening Date: 07.06.2021 Previous Bid 1: Previous Bid 2: Award Date: 07.13.2021 * Summary of Bids: Template 20210706_Farmingdale_BidSummary.xls Browse * Number of Bids Received: 4 * Low Bid Amount \$: \$126,750.00 * Award Amount \$: \$126,750.00 * Awarded To: Best Bid Construction, Inc.	
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Resolution

If there was a rejection or no bid. Please provide justification as part of the resolution. If the lowest

Award Resolution: [Award Resolution Template](#)
 Drag and drop file here or [Browse](#)



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.”

Form SA-22 11/98

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID
AND ECONOMIC DEVELOPMENT
RECOMMENDATION OF AWARD
STATE AID PROJECT

BE IT RESOLVED
that _____
hereby recommends to the New Jersey Department of Transportation that the contract for _____
(Name of Project)
in the _____ County of _____
(Name of Municipality)
be awarded to _____
whose bid amounted to \$ _____ subject to the approval of the Department.
That the presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction.
That the clerk of this body be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.

Approved by the _____ on _____
(Name of Local Government) (Date of Award)

(Presiding Officer) (Date)

(Clerk) (Date)
(Affix Seal)

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.

Please select an action --

Submitted

Reject Initial

No Bid

Void New PS&E

Engineer's Signature Date: 01.11.2021

-- Please select an action --

Take Action Check Spelling Print Copy Save Cancel

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.”



LA Local Aid Management Process (LAMP) - 2

Accept	Decline	-- Please select an action -- Approved LPA-PM Revise	Take Action	Check Spelling	Print	Copy	Save	Cancel
Project:	LA-2018 MA FARMINGDALE TRAINING ADV-Walnut Street 13		Project Number:	2018MA00603TEST				
Process Document:	LAMP - 2 Show History Current Actors		Overall Due Date:					
Current Workflow Step:	Clerk Signs Show Workflow Diagram		Step Due Date:					
* Subject:	<input type="text" value="PS and E For Walnut St to Water Street"/>							
Status:	Submitted							

Details	Comments (0)	Attached Documents (4)	Attached Processes (0)	Attached Forms (0)	Attached To (0)
Bid Information					
Bid Opening Date:		Bid Opening date should not be before the PS & E Review approval date. 07.06.2021			
Previous Bid 1:					
Previous Bid 2:					
* Award Date:		<input type="text" value="07.13.2021"/>			
Number of Bids Received:		4			
Low Bid Amount \$: ?		126,750.00			
Award Amount \$: ?		126,750.00			
Awarded To: ?		Best Bid Construction, Inc.			
Information					
Please provide Resolution of Award in this section.					

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

e-Builder A TRIMBLE COMPANY	Like Dislike ?
LA Local Aid Management Process (LAMP) - 2	
Confirm your password.	
Confirm e-Builder Password	
By entering your e-Builder password below, you are signing off on this Document	
<input type="password" value="*****"/>	
Approved	Cancel



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.

-- Please select an action --

Submitted

Reject Initial

No Bid

Void New PS&E

-- Please select an action --

Take Action Check Spelling Print Copy Save Cancel

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?”

LA Local Aid Management Process (LAMP) - 2

Accept Decline

-- Please select an action --

Take Action Check Spelling Print Copy Save Cancel

Project: LA-2018 MA FARMINGDALE TREASURER TRAINING ADV-Walnut Street and Water Street 13

Process Document: LAMP - 2

Current Workflow Step: LPA Bidding

* Subject: PS and E For Walnut St to Water Street

Status: Submitted

Project Number: 2018MA00603TEST

Overall Due Date:

Step Due Date:

Details Comments (0) Attached Documents (3) Attached Processes (0) Attached Forms (0) Attached To (0)

Information

If you answer yes below, go to the attached documents tab at the top and provide revised documents, then update the comments accordingly.

* Have there been any changes to the approved PS & E?: ☐ Yes ☐ No

* Did you include an alternate bid?: ☐ Yes ☐ No

* Were there no bids received for this project?: ☒ Yes ☐ No

* Were the bids rejected in prior advertisement for this project?: ☐ Yes ☒ No

* Is this a combined project bid?: ☐ Yes ☐ No



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

If you rejected or received no bid(s) complete the bid date and take the appropriate action.

Date of PS & E Review completion: 06.28.2021

* Bid Opening Date: 07.06.2021 Bid Opening date should not be before the PS & E Review approval date.

Previous Bid 1:
Previous Bid 2:
Award Date:

* Summary of Bids: Template
BlankBidSummary.xls or Browse Computer Browse e-Builder

* Number of Bids Received: 0

* Low Bid Amount \$: 0

* Award Amount \$: 0

* Awarded To: N/A

Resolution

If there was a rejection or no bid. Please provide justification as part of the resolution. If the lowest bidder was not selected please provide justification in the resolution.

Award Resolution: Award Resolution Template
Drag and drop file here or Browse Computer Browse e-Builder

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.

-- Please select an action --
Submitted
Reject Initial
No Bid
Void New PS&E

Engineer's Signature Date: 01.11.2021

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

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.

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