

FAP 220-12-00

SOLICITATION PROCESS FOR COMPETITIVE SEALED BIDDING

1. A Solicitation shall be posted to the Commonwealth's eProcurement web site and may be mailed to qualified firms.
2. Solicitation notices and plan documents may be placed in the plan room of contractors, subcontractors, material-supplying associations and reporting agencies.
3. Solicitation forms, plans, specifications and other related documents shall be issued to requesting firms.
4. The solicitation response shall be submitted on the official Form of Proposal document issued by the Division of Engineering and Contract Administration.
5. The bidder shall supply all information called for in the Solicitation. Failure to supply the specified information may be cause for determining the bid nonresponsive.
6. The bid shall be firm in offer and conform substantially to the advertised terms, plans and specifications. Any qualifications or reservation set up by a bidder in the bid retaining the option of accepting, modifying or rejecting an offered contract shall be cause to render the bid not firm and ineligible for consideration of award.
7. The solicitation response shall be submitted in accordance with the requirements of the Solicitation.
8. A competitively solicited contract shall be awarded from a bid evaluation in the state's procurement system or all bidders shall be notified of the award in writing.