* Use the **Small Construction Project Bid Form** when work is being solicited from a select list of bidders for an under-$100,000 contract.
* The Project Manager will provide all project requirements and all bidding requirements in a written bid solicitation, including the requirement to submit the bid on the provided form.
* Provide the information specific to the project in all the areas highlighted on the Bid Form. Make any other text deletions or revisions as required. Remove the highlighted color on the text when editing is complete.
* For all construction projects (Small or Large):
  + Solicit bids from similarly qualified companies
  + Provide equal access and information to all bidders
  + Allow sufficient time to estimate and bid the project
  + Make the bid results available to the public (do not post small projects on website)
  + Require bidders to honor bid amount for thirty days after bid opening
  + Award the contract promptly
* For Small Construction Projects especially:
  + Include a wage determination if contract is close to, or will, exceed $50,000
  + Do not use cost allowances
  + Avoid using, or limit the number of, Alternate Bids
  + Do not require bid security
  + Do not require filed sub-bids
  + Note the six-day Contractor response time after award