



DEPARTMENT OF PUBLIC WORKS

Fred Abadi, PhD, PE, Director

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Memorandum

To: Board of Public Works
From: Fred Abadi, Ph.D., P.E., Director of Public Works
Date: 4/30/2021
Re: Change in bidding procedure – Online Bidding

The City of Waukesha has been in partnering with Quest Construction Data Network (CDN) to host and deliver construction project advertisements and bid documents to contractors electronically (online) since February 3, 2011. This has saved time and has been very cost effective. Besides the hosting of bid documents, Quest CDN offers online bidding to its partners. This spring / summer the Public Works Department plans to run a trial using these online bidding services with the plan to move entirely to an online bid submittal / opening and tabulation process. Contractors are familiar with online bidding as a lot of communities have been using this method for years and it continues to become more prevalent every year. For example, Racine, Wauwatosa, La Crosse, Manitowoc and MMSD are currently all using Quest CDN successfully.

Benefits of the electronic delivery of bid documents from Quest CDN include:

- Bidders will be allowed more time for last minute price adjustments.
- Bidders can submit costs and forms within seconds of bid closing to ensure the most competitive bids.
- Bids calculation will be done automatically as the Contractor enters bid prices. This will greatly reduce risk of Contractor error as they do not manually enter and calculate on paper.
- Contractors only pay (\$15) to download bid documents and (\$15) if they choose to bid. There is no cost to the City to add this service.
- Bid documents can still be previewed without cost. General Contractors and Subcontractors still can look over the plan drawings and specifications before deciding whether to download or bid on the project.
- Bid submittal will be completed digitally, helping to reduce paper waste.
 - The prequalification, affidavit of bidder, bid bond will be required to be uploaded digitally by all bidders. Once the low bid is determined, it will be required to submit the original paper copy of the bid bond.
- Bid tabulations will be completed automatically greatly reducing the time and effort of staff to complete this work.
- Plan holder lists and project bid results will still be available on the web site.

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