

Famis Bidding System (FBS) Guidelines

5/22/15

The following represents the Facilities' policy for bidding within the Famis system (excludes awards via the University's "Sole Source" form of Procurement).

1. Issuing New FBS Bids

- Facilities Purchasing should be contacted for a system generated FBS RFP# prior to contacting any contractors.
- Bid contractors should be limited to "Facilities approved" contractors in the FBS system.
 - Non-FBS contractors that are currently utilized within the PCS system may be added if Facilities Purchasing is informed in writing prior to the bid/RFP package release. Those contractors will be temporarily activated in the FBS for bidding purposes, but deactivated once bids have been let.
- A minimum of six (6) contractors should be included on each bid to help ensure three (3) valid bids are received (assuming 6 viable vendors are available to bid).
- Once bid contractors are selected, invitation letters sent, walkthrough completed, and prior to the bid closing date, no additional discussions with individual contractors should take place.
 - Any contractor bid questions should be in writing and the Project Manager's response should be shared with all other contractors by written bid addendum issued by Facilities Purchasing.
- When multiple projects appear on a single RFP, contractors are required to provide:
 - Bid 1 - Price all projects as requested in RFP.
 - Bid 2 - Price their best combinations of projects they feel comfortable in performing to meet the timeframe and completion date required.
 - Bid 3 - Bid each project separately.

Facilities Purchasing will perform an analysis of cost variances when selecting multiple suppliers as necessary. In each case the contractor shall supply a work plan identifying the equipment and manpower necessary to support their proposal to meet the requirements of the project.

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- Once walkthrough and bid closing dates are established, they should not be changed except by written addendum issued to the contractors by Facilities Purchasing.
 - Contractors not attending the established walkthrough (or equivalent) will be excluded from bid consideration.
 - Yale reserves the right to accept or reject any and all bids.

2. FBS Bid Receipts

- Bids should be received electronically in Facilities Purchasing by the established bid closing date.
- Bids should be sent to facilities.purchasing@yale.edu
 - Bids should not be phoned, faxed or emailed to any other address or individual.
 - Bids not sent electronically or bids received after the bid closing date will be excluded from further consideration.
- Bids will be opened by Facilities Purchasing staff at the closing date and time, and the results will be sent to the Project Manager within 1 hour of the bid closing time and date.

3. FBS Bid Awards

- Unless otherwise agreed to by Facilities Purchasing, contracts should be awarded to low bidder.
- Any post bid negotiations or scope/price adjustments should be confirmed in a revised bid, and documented on the bid tabulation form, with approver sign-off.
- In order to prepare for the upcoming contract, the winning contractor may be contacted prior to the formal purchase order being created and approved. However, the winning contractor must be advised that Yale is not obligated for any costs incurred for the project until a formal purchase order is issued, and that all prices as quoted or negotiated shall remain firm and no changes in the Scope of Work will be granted unless agreed to in the purchase order.

4. Awards to Other than Low Bidder

- Project-specific selection criteria to be considered in addition to price should be reviewed with Facilities Procurement prior to bidding.
- When awarding to other than low bidder, the award must go to someone who attend the walkthrough and submitted a formal bid by the bid closing date.

- If a decision is made not accepting the low bid, the reason must be documented in the Facilities Purchasing file and all other bidders will be given the opportunity to submit best and final proposals sent to Facilities Purchasing by a newly defined bid closing date.
- If it is determined that additional negotiations are necessary, Facilities Procurement must be included in negotiations.
 - At the completion of negotiations a revised bid should be received and added to the file; or a note from the contractor stating they are unwilling to negotiate.
 - The criteria and evaluations leading to the award decision, and the revised bid price, should be documented on the bid tabulation form, with approver sign-off.

5. Deviations

Splitting bids - awards can only be split when contractors are advised before submitting proposals

- Contractors should be asked to quote jobs/multiple locations separately and as a bundled (all inclusive) award.
- When submitting bundled pricing, contractor should submit business plan, including manpower and equipment for completing job(s) to meet Yale's required timeframe.
- Contractors should be advised that failure to meet Yale's schedule could jeopardize or restrict future bidding opportunities.