

With the use of Bid Express, the requirements of the A/E have been modified, hopefully simplified for Construction Bids.

**BGSU’s Homepage:**

<https://www.bidexpress.com/businesses/33453/home>

From the public home page, A/Es can see your contact information, download documents from BGSU’s Standard Documents, see the solicitation numbers, expand the solicitation descriptions on advertised and closed solicitations, and see the deadline date/times. When an A/E clicks the solicitation number, they will then be prompted to register for a login to continue to the rest of the detail. Please save this login information for future use.

**Steps to Begin the Bidding Process:**

1. Reach out to BGSU Purchasing and supply the Solicitation, Public Bid Announcement, and Bid Form for review. See OFCC link at the bottom of page. PLEASE USE ELECTRONIC BIDDING DOCUMENTS.
  - a. Once approved, BGSU Purchasing will notify you and provide a Bid # for the specs.
2. Final Specs and Drawings will then be needed for uploading into the Bid Express template. Only BGSU personnel will have the ability to do so.
3. As project is loaded into Bid Express the appropriate prevailing wage documents will also be attached in Bid Express.

**Standard Documents Included on Homepage:**

Standard Documents	
Name*	Description
<a href="#">M160-00_21_13-EB-Instructions_to_Bidders_GC_10.28.19.pdf</a> (232 KB)	OFCC Instructions to Bidders
<a href="#">M140-00_43_13-Bid_Security_Form.pdf</a> (28.8 KB)	Bid Security Form
<a href="#">M140-00_45_13-Bidders_Qualifications.pdf</a> (13.9 KB)	Bidder Qualification Form
<a href="#">M140-00_45_39-EDGE_Affidavit_fillable.pdf</a> (27 KB)	EDGE Affidavit Form
<a href="#">C190-00_52_14-Subcontract_Form.docx</a> (40 KB)	Subcontract Agreement
<a href="#">M160-00_71_00-Contracting_Definitions_GC.pdf</a> (60.4 KB)	Contracting Definitions
<a href="#">M160-00_72_13-General_Conditions_GC.pdf</a> (586 KB)	General Conditions
<a href="#">M140-00_73_43-Wage_Rate_Requirements(003).pdf</a> (99.4 KB)	Prevailing Wage Rate Requirements
<a href="#">M160-00_73_00_13_BGU-2019-FEB-Supplementary_Conditions_GC.pdf</a> (134 KB)	BGSU Supplementary Conditions
<a href="#">Safety and EnvironmentalContractorRequirements.pdf</a> (83.1 KB)	BGSU Safety and Environmental Contractor Requi...
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**OFCC Link for General Contracting Projects:**

[Agreements and Standard Requirements](#)

**Additional Documents on Construction Information Page:**

BGSU Public Bid Announcement

BGSU Bid Form with changes