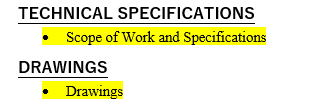
**README** - Large Public Works Bid Package Preparation

*This document is to assist in compiling all the documents and information needed for a Large Public Works (over $100,000) Bid Package.*

**Step 1** – Open the “Bid Cover Sheet and Table of Contents” document and edit/replace the yellow highlighted text with the project specific information.

1. At the end of the 2nd page, you may not have Specifications and/or Drawings, these can be deleted off the Table of Contents page.



1. A “Scope of Work” document should be included in the Bid Package with an explanation of the work being bid.
2. Rename the Specifications and/or Drawings on the Table of Contents to match the Specifications or Drawings that will be included in the Bid Package.

**Step 2** – Remove the “EDIT” watermark and Save the document.

**Step 3** – Open the “Advertisement for Bids” (ACCS Form 5-A) and complete the fillable areas within the document.

1. If the desire is to Prequalify contractors before the bid, complete the “Advertisement for Prequalification and Bids” (ACCS Form 5-AA) instead.
2. Reach out to ACCS Facilities for help in the prequalification process.

**Step 4** – Save the Advertisement.

**Step 5** – Send the Advertisement to ACCS Facilities for approval. After receiving approval, save the document.

**Step 6** – Combine all the documents in the following order to create the Bid Package.

* 1. Bid Cover Sheet and Table of Contents
  2. Approved Advertisement for Bids
  3. Large Public Works Front End Documents
  4. Scope of Work
  5. Specifications (if applicable)
  6. Drawings (if applicable)