



Public Works Engineering Project Submittal Guide

The below items are changes to the project submittal process for use on Ion Wave, the City's new on-line bidding software.

1. Notice to Bidders
 - a. Engineer to provide an electronic word document of the Notice to Bidders to the City Project Manager. (No longer included in the Specification Book)
2. Bid Bond
 - a. Engineer to provide an electronic word document of the Bid Bond to the City Project Manager. (No longer included in the Specification Book)
3. Specification Book to include:
 - a. Instructions to Bidders
 - b. Agreement
 - c. Performance and Payment Bonds
 - d. General Conditions
 - e. Supplementary Conditions
 - f. Standard Specifications
 - g. Supplemental Specifications
 - h. Special Provisions, other items as needed
4. Engineer to provide the excel file with the bid line items to the City Project Manager. (Excel file can be downloaded from the City website)
5. Engineer to provide a pdf of the 100% Specification Book and a pdf of the 100% plans to the City Project Manager.
6. The Notice to Bidders, Bid Bond, Excel file, Specification Book, and Plans (as mentioned above) shall be provided to the City by noon on the Thursday before the Hold Public Hearing City Council meeting so that the bid can be set up in Ion Wave and be ready to advertise on the Tuesday after the City Council meeting.
7. All bidder questions regarding the plans and specifications during bidding will be submitted to the City Project Manager through Ion Wave. The questions will be forwarded to the Engineer.
8. The Engineer can register as a Supplier with Ion Wave and review the bid, see plan holders, etc. at <https://cbiabids.ionwave.net/Login.aspx>.
9. Hard copies of the plans, specifications, and OPC shall be submitted to the City Clerk and Project Manager by the Friday before the Hold Public Hearing City Council meeting.