How To Use Guidelines
For
USF Invitation to Bid No. 13-001-PPB
Exterior Painting and Related Services

Contract Dates: November 1, 2012 through October 31, 2015

Awarded Contractors:

Five Arrows (Service Painting)  Precision Painting Group  Vic's Painting
Paul Weigel  Jarrod Lynch  Bill Davis
(813) 972-1400  (813) 935-5868  (813) 409-3866
rpopo@servicepainting.com  jarrod@ppg-tampa.com  bill2@vicspainting.com

The following are general guidelines for using Bid No. 13-001-PPB:

1. Projects costing from $1.00 up to $25,000.00 may either be assigned (by PPLANT Purchasing Specialist) on a rotation basis or competitively bid among the two (2) awarded contractors. This is to ensure that each contractor gets as close to equal dollars as possible. [NOTE: Special situations must be reviewed and approved by Kathy Simmons in advance.]

2. Projects costing from $1.00 to $25,000 may be rotated by contacting the Purchasing Agent for the next contractor on rotation or by following the competitive bid process below.

3. Projects costing more than $25,000.01 but less than $99,000.00 shall be competitively bid among the two (2) awarded contractors using the following procedure:
   a. Project Manager gets with PPLANT Purchasing Specialist (or Kathy if Purchasing Specialist is not available) to schedule an opening date and time.
   b. Project Manager is responsible for contacting and/or providing the following:
      1. Each of the two (2) awarded contractors in relation to the project;
      2. Provide each of the two (2) awarded contractors with copies of all technical documents (i.e., drawings, technical specifications, etc.) and a bid response cover sheet (inclusive of date and time of bid opening and where the bid opening is being held).
   c. The awarded contractors shall return their bids on or before the scheduled opening date to PPLANT Purchasing Specialist.
   d. PPLANT Purchasing Specialist will:
      1. Open and record the bid responses from each contractor;
      2. PPLANT Purchasing Specialist will file all originals with the bid files;
      3. Provide copies to the Project Manager and retain a copy for her files.
   e. Project Manager will determine if the project is to go forward, get an account number, work order number, project number, etc. and do a FAST requisition.
   f. Project Manager will ensure that a copy of all documentation with the requisition number recorded on the documentation is provided to Purchasing in order to process the requisition.