

INSTRUCTIONS FOR CREATING IFB

- 1. Entire Document**
 - 1.1. Update all yellow highlighted text (leave the grey highlighting in the construction contract)
 - 1.2. Red text indicates a note to the AE and needs to be removed from final document (such as “OR”)
 - 1.3. Do not make changes to non-highlighted text in Division 0s without approval of Buyer. Director of Purchasing must approve any changes to Instructions to Bidders, Construction Contract, General Conditions and standard forms.

- 2. Title Page**
 - 2.1. Enter the project title
 - 2.2. Enter the date the bid will be issued & posted to Drexel
 - 2.3. Enter the name of the person who has prepared the bid (Northwest, Architect or Engineer)
 - 2.4. Enter the bid number
 - 2.5. Enter the bid opening date

- 3. Table of Contents**
 - 3.1. Verify the number of pages before completion of document

- 4. Bid Form**
 - 4.1. Add unit prices if applicable
 - 4.2. Add alternates if applicable

- 5. Proposed Subcontractors**
 - 5.1. Enter trades and division numbers for all major trades on the project.

- 6. Supplementary Conditions**
 - 6.1. Add information as needed. Any additions that modify Instructions to Bidders, Construction Contract, General Conditions, or standard forms must be approved by Director of Purchasing.

- 7. Annual Wage Order**
 - 7.1. Insert annual wage order provided by Buyer. We use the AWO in effect on the date of advertisement. It is easier to wait until you have saved the document as a pdf to incorporate the AWO.

- 8. Division 1s**
 - 8.1. Remove sections that do not apply