



BOBS Bid Module

ATTENTION:

- **TRADE CONTRACTORS:** to ensure that bid submission is not delayed submit a "Bond Application" as soon as possible.
- Bond Application to be used for **TRADE CONTRACTORS** bidding through BOBS only.
- **GENERAL CONTRACTORS** are reminded that they are to confirm their GC Intention To Bid using the icon on this page no later than 2 Working Days (to the hour) prior to the BOBS closing date and time.

Selected contractor for each trade section/division available after bid closing (no bid price information shown)

1. To use this method of selecting bidders, use the **BOBS Named Bidders** icon under the **Bid Module**. This icon (shown above) will appear in the **Bid Module** once a General Contractor has confirmed their **Intention to Bid**.
2. The ability to name the Selected Bidder will be available after the BOBS closing. The Selection of bidders can only happen up until the closing time for the General Contractors bidding.
3. If there is more than one bid form for BOBS, you will need to select each bid form individually, and select the bidders which are applicable to that bid form.
4. Once you have selected the bid form, a window will open to allow you to select a bidder for each subcontractor section or division which has closed online. You can select only one bidder for each section or division.
5. If you have chosen to Bid Own forces for any section or division (as identified by you when you confirm your **Intention to Bid**), that option will show as a choice, as well as any other bids you may have received for that subcontractor section or division.
6. If you have received no bids for a subcontractor section or division, then you may proceed per [the Rules of Procedure](#). Where the project documents require you to name a bidder (even though you may not have received any bids online), there is the option to do so by filling in the name.
7. If a bidder has withdrawn, it will show on the list of bidders form that they have done so. If, by mistake, the withdrawn bidder is selected, the Rules of Procedure will default to the lowest compliant bidder for that section or division of work.
8. Once the form has been completed, it can be submitted by clicking on the **Submit** button. Should you try to submit without completing the form, the system will advise you of this and identify which subcontractors you have not yet chosen.
9. Once you have completed the selection of named bidders and submitted the **BOBS Named Bidders** form, the system will provide you with this list showing your selections. Should you need to make changes after submission, you may do so by choosing the **Edit** button. The system will then show the form for selection of bidders again; make the necessary changes, and resubmit.
10. The list of Named Bidders will remain on the system in your file for this project for your future reference. However, we recommend that you keep a copy for your records.