# BOBS Bid Submission Schedule

BidCentral™

| | Activity Completed | Activity Required to Complete On-line Bid | Days Prior to BOBS Closing: 7 | 6 | 5 | 4 | 3 | 2 | 1 | Closing Day |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | **Make Bond Application**<br>Call Surety Representative to make sure application was received.<br>(refer to Rule 3.F. Bonding) | ■ | ▨ | ▨ | ▨ | | | | |
| 2 | ☐ | **Check if Bond is Uploaded by Surety**<br>If notification email was received check for availability on-line.<br>[refer to Rule 3.F. Bonding (i)(b) and (iii)] | | | ■ | ▨ | | | | |
| 3 | ☐ | **Create Draft Bid Form On-line (Attach Bond if Applicable)**<br>Filling in preliminary $ amount will show Alternative/Separate/Unit Pricing requirements.<br>(refer to Rule 3. A. & B.) | | | | ■ | ▨ | ▨ | | |
| 4 | ☐ | **Make Payment for On-line Bid**<br>Credit Card must match name of Authenticated Applicant.<br>(refer to Rule 2. A. & B.) | | | | ■ | ▨ | ▨ | | |
| 5 | ☐ | **Check for any last day Pre-Bid Interpretations**<br>Have any instructions been issued for added Alternative/ Separate/Unit Price requirements not on the Bid Form?<br>(refer to Rule 1.F.) | | | | | | | ■ | ▨ |
| 6 | ☐ | **Final Check of On-line Bid**<br>Make sure bond is attached if applicable, payment is made and include any additional pricing as noted in 5 above or in the Project Documents.<br>(Refer to Rule 3.C. iv for requirements) | | | | | | | | ■ **1 Hour Prior to Closing Time** |
| 7 | ☐ | **Submit Bid**<br>After submission check under the 'Bid History' icon in the on-line system to confirm the bid is submitted. | | | | | | | | ■ **15 Minutes Prior to Closing Time** |

▨ Indicates range of days that should be required to complete task