



How to Bid with HBW Group

HBW recognizes the critical need to establish long lasting relationships with Subcontractors who consistently provide outstanding service at the most competitive pricing. The start to this relationship is the bidding process. For our Preferred Subcontractors, we have tried to make this process easy and seamless. In addition, HBW offers our Preferred Subcontractors one set of plans to prepare bids with at **no cost**.

The process for bidding is as follows:

- **Invitations to Bid** are sent out by HBW to the applicable trades. These invitations give a brief description of the project, size, bid date and how to obtain plans. To speed notification of bids **it is critical** that we have a **viable e-mail address** (capable of receiving large files) on file for each and every Subcontractor. In the near future, we will discontinue the faxing Invitations to Bid.
- **Subcontractors review the Invitation** and respond by e-mail how you wish to receive the plans: pick-up at HBW's office, FedEx, or UPS (don't forget to provide your FedEx/UPS number). UPS Ground is available at a minimum cost, usually \$3.65 for one roll of plans, and will most often be received **next day** in the Washington DC metro area. HBW does not have extra sets of plans available for pick up.
- **Proposals** should be e-mailed or faxed to HBW by the **stated time** on the Invitation to Bid. **The new dedicated Estimating fax number for proposals is (301) 517-8566.** The proposal must list any clarifications or deviations from the bid documents. Proposals must be per plans and specifications with any value engineering listed separately as an alternate.
- **Repeated failure** to submit a proposal on time will result in the Subcontractor being removed from HBW's Preferred Subcontractor list and plans at no cost will not be available.

Once the project is awarded to HBW, one of HBW's Project Managers begins the process of **scope and award** of subcontracts. The two to three Subcontractors per trade with the lowest qualified proposal will be contacted by the Project Manager to review scope and pricing. From that review one Subcontractor will be awarded the work. After a bid, the Subcontractor should feel free to contact the estimating department for feedback on the competitiveness of their proposal.