

Document Revision History

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Overview

A Subcontractor Bid Waiver form is required for any awards over \$25,000 a supplier decides to contract to another entity. This is completed by a supplier and submitted to the buyer for review and approval.

This document covers how to access and complete the subcontractor bid waiver form.

Generate a Subcontractor Bid Waiver Form

- From the Negotiations Page, click on the negotiation number associated with the RFx you intend to sub-contract.

Negotiations

Search Open Negotiations: Title

Welcome, John Doe.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
2325	Active	03	15484	Roof Replacement	RFQ	0 seconds	<input type="checkbox"/>	0
2351	Active	03	15491	Parking Lot Repaving	RFQ	0 seconds	<input type="checkbox"/>	0
2353	Active	03	15501	EHSTEST1	RFQ	0 seconds	<input type="checkbox"/>	0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

- Select **Subcontractor Bid Waiver Form** from the **Actions** dropdown list on the page that appears. Click **Go**.

Negotiations

Negotiations >

RFQ: 15491

Title: **Parking Lot Repaving**
 Status: **Closed**
 Time Left: **0 seconds**

Header | Lines | Controls

Buyer: **Oritsejafor, Afolake**
 Requester: **Oritsejafor, Afolake**
 Description: **RFx for parking lot repaving at 2478 W. Schaumburg Road.**

Business Unit: **CRE**
 Business Department: **PDC**

Terms

Actions: **Online Discussions**
 View Quote History
 Printable View
 Export to Spreadsheet
Subcontractor Bid Waiver Form

- The **Subcontractor Bid Waiver Request Form** screen appears. List the contractor this will be assigned to in the **Subcontractor Name** field.
- If the Geoloc field is blank, click on the magnifying glass alongside it. The **Search and Select: Geoloc** window appears. Leave the field provided blank and click **Go**. Click in the checkbox alongside the desired location > **Select**. You'll be returned to the form.

Negotiations

Negotiations > RFQ: 15484 >

Subcontractor Bid Waiver Form

* RFQ Number:

PO:

Subcontract Bid Waiver#:

Geoloc:

Estimated Cost:

General Contractor Name:

Subcontractor Name:

Project Number:

Project Description:

Status:

5. List the cost in the Estimated Cost field. Once done Click **Create New**.

Negotiations > RFQ: 15484 >
Subcontractor Bid Waiver Form

* RFQ Number: 15484
PO:
Subcontract Bid Waiver#:
GeoLoc: QJ9915
Estimated Cost: 27000 X
Search

General Contractor Name: D AND D BUILDING INC
Subcontractor Name: Roofing Works Inc.
Project Number:
Project Description:
Status:

Create New

6. A form appears in the lower half of the screen. Select at least one reason for subcontracting. Justify the need in the **Description** box provided.

RFQ Number: 15484
PO:
Subcontract Bid Waiver#: 1
* GeoLoc: QJ9915
* Estimated Cost: 27000

General Contractor Name: D AND D BUILDING INC
* Subcontractor Name: Roofing Works Inc.
Project Number:
Project Description:
Status: INCOMPLETE

Justification for Sub Contractor Bid Waiver

AT&T Directive Emergency Work Augmentation of Existing System - Proprietary Equipment Bid Market too small Schedule Driven
 Others

Provide Detailed Description (expanding on justification above) including:

- Scope of work to be awarded
- Reason(s) for recommendation to waive the competitive bidding process
- Why this contractor is recommended

Description: Subcontracting the smaller location to ensure requested date is met. All construction work will be overseen by a D and D project manager.

Save Cancel SubContract Bid Waiver Submit for Approval Close

7. Once done, click **Save** > **Submit for Approval**. The status of the form will change to 'In Process' and all fields in the lower half of the screen will be read-only. Click **Close** to close the form.

Access a Prepared Subcontractor Bid Waiver Form

To access a subcontractor bid waiver form already generated for an RFx,

1. From the Negotiations Page, click on the negotiation number associated with the RFx.
2. Select **Subcontractor Bid Waiver Form** from the **Actions** dropdown list on the page that appears. Click **Go**.
3. The **Subcontractor Bid Waiver Request Form** screen appears. The RFx Number will be populated on your behalf. Click **Search**.

Subcontractor Bid Waiver Form

All subcontractor forms your company has generated will be displayed. The status and dollar amount of each request will also be displayed.

Subcontractor Bid Waiver Form

Select Subcontractor Name	Subcontract Bid Waiver#	PO#	GC Name	GeoLoc	Amount	Status
<input type="radio"/> Warner Architects LLC	1		AEG BUILDING SERVICES INC	QJ9915	45000	IN PROCESS

4. To view the full details of a form, click within the checkbox to the left of the form. The details will appear in the lower half of the screen.

Subcontractor Bid Waiver Form

Select Subcontractor Name	Subcontract Bid Waiver#	PO#	GC Name	GeoLoc	Amount	Status
<input checked="" type="radio"/> Warner Architects LLC	1		AEG BUILDING SERVICES INC	QJ9915	45000	IN PROCESS

RFQ Number 15489
 PO
 Subcontract Bid Waiver# 1
 * GeoLoc QJ9915
 * Estimated Cost 45000

General Contractor Name AEG BUILDING SERVICES INC
 * Subcontractor Name Warner Architects LLC
 Project Number
 Project Description
 Status IN PROCESS

Justification for Sub Contractor Bid Waiver

AT&T Directive Emergency Work Augmentation of Existing System - Proprietary Equipment Bid Market too small Schedule Driven
 Others

Provide Detailed Description (expanding on justification above) including:

- Scope of work to be awarded
- Reason(s) for recommendation to waive the competitive bidding process
- Why this contractor is recommended

* Subcontracting the design drawings for this location to ensure the clients specs requested can be incorporated.
Description