

## CSI Lecture Series: Mock Bid Day

**Instructions:** Separate into teams of 3-6 people and create Team Name. Each group should have access to a laptop. Make sure that laptop has the Headsheet Excel File. At 6pm “faxes” will start to arrive at your table, and will continue to arrive in random order at random times. Review each fax for accuracy and price. Enter lowest bid into the Headsheet. If you have any questions about the bid, have one of your teammates hold up their hand, and the question will be answered. Once your pricing is complete, fill out the Bid Form and hand it in, in a sealed envelope prior to the 7pm deadline. No late bids will be accepted. Make sure your Team Name is on your bid form and envelope.

**Team Tip:** To make things a little less crazy, you should assign one person to enter data on the computer. One person should receive the “faxes” and distribute them. One person should be the designated bid runner at the end. The rest of the team should review each bid for accuracy and price.

### Items you should have:

- Laptop with Headsheet
- Highlighters, pens, paper
- Bid Form and Envelope

**Project Description:** This project is for a new community center for a housing development in Salem, OR. The building is approximately 2,400 square feet, single-story wood-framed structure on a concrete slab-on-grade. The exterior enclosure is wood siding, and a green roof. The interior finishes include finished concrete in the main gathering areas, resilient flooring in the office, restrooms, and kitchen, walls are painted gypsum board, and the ceilings are wood paneling. Other work includes custom architectural cabinets for the kitchen, and shelving for the reading room. Plumbing, HVAC, and electrical will be bidder designed systems. The site will have to be excavated and prepped for building foundations, and landscape will be included as well. Furniture is by separate contract. There have been (2) Addenda issued. There are no bid alternates.

**Remember to have fun!**