

Guide to Use of Alternate Bid Items

Below are guidelines for entering Alternate Bid Items:

1. The contractor must provide a unit bid price for the regular bid item or the corresponding alternate bid item.
2. Valid entries for the regular bid item or corresponding alternate bid for which no unit bid is intended are:

“ _____ ”

“No bid”

“Zero”

“No”

Valid entries for a computer printout are:

“ _____ ”

“No bid”

“0.00”

3. If unit bid prices are provided for both the regular and the corresponding alternate bid item, the department will use both unit prices for the tabulation of the bid. The department will accept the bid item with the unit price, which results in the lowest cost to the State.
4. If entries such as:

“Zero”

“No”

or “0.00” (In the case of a computer printout)

are entered for both the regular bid item and the alternate bid item, these entries will be tabulated at one tenth of a cent (.001). The department will use both prices to tabulate the bid and accept the bid item with the unit bid price that results in the lowest cost to the State.

5. If entries of:

“No bid”

or

“ _____ ”

are entered (hand written bid or computer printout) as the unit bid price for both the regular and corresponding alternate bid item, the bid will be tabulated as incomplete.