



## How to Work with Roebbelen (Estimating Department)

### **BID DAY:**

Submit your scope letter **at least 24 hours** prior to bid time. Do not email your bid on bid day, as the lead estimator may not be checking their email.

Please ensure your quote also includes:

- Company Name, Office Location & Address
- Contact Name, Phone and Fax Number
- Contractor's License #
- Correct Project Name
- **List all included Specification Sections**
- List Job Specific Clarifications & Exceptions
- Include a Grand Total Dollar Amount, we may not have time to add up your line items, however we do appreciate the breakouts.
- Acknowledge all Addenda.
- Indicate all Certifications (DVBE, MBE, WBE, SBE, DBE, UDBE, etc.)
- Make sure your bid addresses all alternates and/or unit prices pertaining to your work.

If you intend not to include a specific scope of work that falls within your specification sections, please **contact the lead estimator** before bid day so he or she has time to get another subcontractor to bid the excluded items.

When faxing revised pricing on bid day, send a ONE (1) page fax and confirm with a phone call.

**Bid Phone: (916) 939-1110 | Bid Fax: (916) 939-4027**

### **BID SCHEDULE:**

To view or print, visit [www.roebbelen.com](http://www.roebbelen.com), select Bids, then RCON Schedule. This bid schedule shows all projects Roebbelen is intending to bid, as well as a list of those we will no longer be bidding.

To listen to an automated version, call (916) 939-1110. This will also provide the projects Roebbelen is intending to bid, as well as a list of those we will no longer be bidding. During this recording, you will also have the option to press 1 to speak with the Estimating department. **On bid days, this line is forwarded with no recording, and connects directly to the Estimating Department.**

*Please note that the phone and fax number listed above are exclusively assigned to the Estimating Department and are to be utilized when submitting quotes, bidding inquiries, or requesting bid results.*

### **SUBCONTRACTOR / VENDOR LIST:**

To be placed on our bid list, please go to [www.roebbelen.com/bids.php](http://www.roebbelen.com/bids.php) and select **Subcontractor/Vendor Profile**. Complete this form in its entirety and **Fax to (916) 939-4027**. This provides the information needed to add your company to our database & distribution list for Invitations to Bid for upcoming projects.

### **BID RESULTS:**

Please do not call Roebbelen for bid results the day of the bid. We will be glad to give you information anytime thereafter.