

Six Parts of an Effective Invitation to Bid for Pavement Marking Projects

A supplement to the *Pavement Markings for Managers and Elected Officials* training from PublicWorksTraining.com

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The first step toward making sure your pavement markings last as long as possible is to write an effective invitation to bid. The invitation to bid is a detailed list of specifications that contractors will use to prepare their bids. It also includes all the requirements they'll need to follow when performing the work.

An effective invitation to bid provides adequate detail to ensure that your agency gets what is expected and what you're paying for. It also leaves room for some flexibility so contractors can capitalize on expertise, be innovative, and make a profit while performing great work.



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PART 1: Equipment

The contractor's equipment must be capable of applying markings efficiently and effectively without unreasonably affecting the flow of traffic, and without endangering motorists, pedestrians or the contractor.



PART 2: Materials

Giving careful thought to what types of materials to use, how your materials are delivered and stored, how they are applied, and how empty containers are tracked and disposed of builds a level of accountability into the project.



PART 3: Layout

Your agency is liable for the traffic lanes, no passing zones, tapers, pedestrian crossings and other markings that help motorists, pedestrians, and other road users navigate the roadway safely. Make sure your invitation to bid includes clear instructions about layout.



PART 4: Installation

Detailed installation instructions will ensure that your pavement markings last as long as possible on the roadway. Instructions should cover pavement cleaning, moisture and temperature, marking removal, tracing tolerance, and protection after installation.



PART 5: Inspection and Documentation

Inspection requires contractor cooperation and process documentation. Your inspector should be able to stop the job at any time to confirm application rates, material usage, mileage logs, and other aspects of the operation. The invitation to bid needs to clearly state how you expect the contractor to cooperate.



PART 6: Project Closeout

The last section of the invitation to bid is the project closeout. This is where you can clarify any loose ends and designate responsibility for storage area and roadside cleanup, spills, container disposal, and any issues not covered in other sections of the invitation to bid.



Links

Sherwin Williams Materials
swpavementmarkings.com

3m Products
3m.com/tss

National Cooperative Highway Research Program
onlinepubs.trb.org/onlinepubs/nchrp/nchrp_syn_356.pdf

Related Training

 **Introduction to Pavement Markings**
Pavement Marking Basics: Purpose, Materials, and Application

 **Pavement Marking Project Inspection**
From Invitation to Bid to Project Closeout: Everything your Inspector Needs to Know

 **The Dark Side of Pavement Markings**
How to Prevent Contractor Cheating

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