

DCS Midwest, LLC
Construction Estimating & Procurement Administrator
Job Description
5-1-19



Company Description: DCS Midwest is a fast growing, medium sized, commercial, general contractor with in-house design / build capabilities focusing on construction projects within the Chicago metropolitan market, in both urban and suburban locations. Our primary work consists of negotiated projects in the retail, restaurant and medical sectors working with national brand companies. Projects range from out parcel, ground up build-to-suits thru large parcel assemblage site and infrastructure developments.

General Description: Job includes working as an important team member in the corporate office that allows the company to successfully execute and deliver of construction projects within budget, on time and of high quality. Candidate should have experience in construction estimating & procurement operations, being focused on office organization and assisting the company's management and field teams as necessary, with responsibilities that include:

Position Summary:

- Organize / set up / maintain Bidding / Procurement Calendar identifying projects bidding, under review and award
- Organize / set up / maintain Master Subcontractor / Vendor Bidders List including historical information on previous projects solicited, proposed and awarded
- Contact / solicit potential subcontractors / vendors add to bidding lists

- **Bidding Project Specific**
 - Set up Project Bidding Template once project is identified and create Project Specific Bidders List
 - Set up project in DCS Midwest Dropbox
 - Prepare Project Directory with Client, Architect & other consultant, utility company, municipal personnel information known at time of bidding
 - Organize bidding documents and create electronic links for access by subcontractors / vendors from DCS Midwest Dropbox
 - Create Enumeration of Bidding Documents
 - Issue electronic Bid Invitations / Requests for Proposal to subcontractors / vendors for trade items from Project Specific Bidders List that has been refined by Estimating & Procurement manager. Issue any bidding Addendum or Bulletins, etc. to subcontractors / vendors during the bidding process
 - Follow Up with subcontractors / vendors during bidding process to confirm bid intentions and receipt of proposals
 - Upon proposal receipt from subcontractor / vendor rename, and file in proper electronic proposal file folders
 - Update Project Specific Bidders List during bidding process tracking proposals received and other information (i.e. contact information)
 - Assist in preparation of DCS Midwest proposals to Clients as maybe required

- **Project Procurement (upon award of project)**
 - Prepare Project Specific Subcontractor Checklist to include all of the awarded subcontractors & vendors required for the project.
 - Prepare Subcontracts and Purchase Orders (from form documents, scopes provided by E&P manager) and issue to subcontractors & vendors
 - Follow up, collect & verify proper execution Subcontracts and Purchase Orders. Place in electronic file
 - Request, follow up, collect & verify W9s from each subcontractor & vendor. Place in electronic file
 - Request, follow up, collect & verify certificate(s) of insurance from each subcontractor & vendor, maintain throughout project(s) duration. Place in electronic file
 - Update Project Specific Subcontractor Checklist throughout project duration

- **Skills Required:**
 - Proficient in MS Word & Excel & Adobe Acrobat