



NEW BIDDERS ORIENTATION

FDOT DISTRICT CONTRACTS

May 15, 2013

DISTRICT CONTRACTS

Maintenance Contracts: Bidders do not have to be prequalified per Rule 14-22 Florida Administrative Code (F.A.C.). (Some maintenance contracts may include specific qualification requirements for contractor eligibility.)

Construction Contracts: Proposals over \$250,000 require bidders to be prequalified per Rule 14-22 F.A.C.

GETTING STARTED

- Your company must be registered in MyFloridaMarketPlace to do business with the State of Florida. The following link is where you will register, www.myfloridamarketplace.com

Select the following:

1. Vendors
 2. Register with MFMP
 3. New Vendor Registration (continue to fill in your company information)
- Your corporation or limited liability corporation must be registered with the Division of Corporations to do business in the State of Florida, www.sunbiz.org

- ◉ To register your email address to receive notifications of advertised jobs, visit the following link and enter your email address, www.dot.state.fl.us/cc-admin/bsn_subscribe.shtm
- ◉ Your company must have an approved DBE Affirmative Action (AA) Plan on file with the Equal Opportunity Office. View this link: <http://www2.dot.state.fl.us/proceduraldocuments/forms/informs/27503011.pdf> Pages 4 - 7 of this document display the DBE AA Plan that must be completed and submitted for approval. For more information please visit, www.dot.state.fl.us/equalopportunityoffice or call Erica Miller at (850) 414-4742, Email: erica.miller@dot.state.fl.us
- ◉ Your company must be bondable. A 5% bid bond is required for bids over \$150,000 (a bid bond is not required for bids \$150,000 or less). If awarded a contract, a 100% performance bond is required.



PREQUALIFICATION

- For construction contracts over \$250,000, prequalification is required.
- An applicant must apply online. Approved applicants are issued a Certificate of Prequalification, which includes the approved work classes and the bidding capacity. Applicants can submit Reviewed Financial Statements to bid on contracts less than \$1M. Audited Financial Statements are required for qualification to bid on construction contracts with a budget estimate of \$1M or more.
- For more information, please visit www.dot.state.fl.us/cc-admin/PreQual_Info/prequalified.shtm
- Please allow **30 days** for processing.

BUSINESS DEVELOPMENT INITIATIVE (BDI) SMALL BUSINESS PROGRAM

- ◉ Periodically the Department will advertise a project specifically set aside for small businesses. This designation will be shown in the details of the advertisement for the project.
- ◉ A listing of reserved BDI projects can be viewed at the link:
<http://www.dot.state.fl.us/equalopportunityoffice/reservedcontracts.shtm>
- ◉ Typically (verify in specification package) the 5% bid bond is waived and a \$500 cashier's check is required for bids over \$150,000.
- ◉ Prequalification per Rule 14-22 Florida Administrative Code is not required.
- ◉ Additionally, the 100% Performance Bond is also waived for contracts up to \$250,000.
- ◉ A business determines its size by averaging its annual gross receipts over the past 3 years. If its annual gross amount over that time period is under the SBA size standards for a particular type of work and under \$22.41 million, the business will be considered a small business.
- ◉ When requesting bid documents, only the plans and specifications will be available for immediate download. Once the BDI Affidavit and Profile from your company are received by the Office advertising the project and your forms are verified, you will be notified that you are now able to download the bidding documents.
- ◉ More information and the size standard chart can be found here:
<http://www.dot.state.fl.us/equalopportunityoffice/sizestandards.shtm>

MANDATORY PRE-BID MEETINGS

- ◉ At the option of the engineer, the mandatory pre-bid meeting will be advertised with the project information.
- ◉ Only the plans and specifications will be available for download prior to the meeting.
- ◉ You must “order” the bid documents using Online Ordering before you can be marked as having attended the meeting.
- ◉ Attendance is required for the entire duration of the mandatory pre-bid meeting.
- ◉ Once everyone has signed in, the sign-in sheet will be taken and the meeting will officially begin at the advertised start time.
- ◉ Anyone not signed in at the official start time will be considered late and will not be allowed to bid on the project.
- ◉ Anyone that does not attend the entire pre-bid will not be credited with attendance and will not be allowed to bid on the project.
- ◉ After the meeting, you will be marked as attended and will then be able to access the bidding documents.

District Contracts Website

<http://www.dot.state.fl.us/contractsadministrationdistrict1/>

The screenshot shows the website's navigation bar with the following links: Home, About FDOT, Contact Us, Offices, Maps & Data, Performance, and Projects. The breadcrumb trail is: Contracts Administration / CAO Divisions / District Contracts Offices / District One. The main heading is "District One Contracts Office". Below this is the name of the District Contracts Administrator, Cathy C. Gardyasz. There is a section for "News & Announcements" with a link to "Learn More" and a date of "Posted-May 25, 2011". Below that is a link to "MyFloridaMarketplace.com" for registering to bid state contracts. A "Quick Links" section contains a link to "Letting & Project Information" and a list of items: Letting Results, Online Ordering, and Design Build. Two red callout boxes highlight the "District Contracts Offices" link in the breadcrumb and the "Letting & Project Information" link in the Quick Links section.

TRANSPORTATION

Search FDOT...

Home About FDOT Contact Us Offices Maps & Data Performance Projects

Contracts Administration

Contracts Administration / CAO Divisions / District Contracts Offices / District One

District One Contracts Office

Here you can access other District's websites

Cathy C. Gardyasz, District Contracts Administrator

The following counties are located in District One: Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk and Sarasota.

News & Announcements

Online Ordering of Plans, Specifications and Bid Documents is Coming to FDOT - [Learn More](#)
Posted-May 25, 2011

To register to bid state contracts, please visit:
MyFloridaMarketplace.com

Quick Links

Letting & Project Information

- Letting Results
- Online Ordering
- Design Build

Here you can access a District's Letting information



Contracts Administration

Contracts Administration / CAO Divisions / **District Contracts Offices/ District One**

District One Letting & Project Information

Here you can access other District's websites



Current Letting and Project Information

Each letting date contains:

- Bid Solicitation Notices
- Plans & Specifications Holders
- Proposal Holders
- Addenda
- Bid Tabs
- Posting and Award Notices

Here you can choose the letting that you are interested in

2013 Lettings

Award & Posting / Bid Tabulations

Previous Lettings

2012 Letting Information: Letting, Project, Addenda, Award & Posting Information

2011 Letting Information: Letting, Project, Addenda, Award & Posting Information

Bid Tabulations 2002-2013

Addenda & Amendments

Contractors will be notified of all Amendments and are required to download the Amendments from the **CPP Online Ordering System** per these instructions: **Amendment Instructions**

FDOT Letting Results

Letting and Posting Dates Schedule



Search FDOT...

Contracts Administration

Contracts Administration / CAO Divisions / District Contracts Offices/ District One

January 17, 2013 - Letting

In this drop down you will find helpful information, such as Proposal, Plans & Spec holders, Award and Posting, Letting results, etc.



Important Letting Documents

... Please Select One ...

Click on the contract number for information about that contract

Check for Addenda here

Advertisement

Proposal ID	Financial Project Number	County	Work Mix	Addendum	No. of Amendments
E1L10	43171315201	MANATEE	Removal and replacement of the bridge fender system, clearance gauges and navigational lighting on State Road 93 (I-75)	0	0
E1L13	43171415201	LEE	Repairs to structural steel, replacement of steel grid decking, restoration of concrete spalling and painting of bridge span steel elements, including four lift towers on State Road 80	1	0
E1L73	43194115201	DESOTO	Drainage improvements, milling and resurfacing, guardrail and signing and pavement marking on State Road 72	0	0
E1L90	42988915201	POLK	Sidewalks, turnouts, drainage improvements, curb and gutters, signing and pavement markings, and pedestrian signals	0	0
E1L92	42732155201	DISTRICT WIDE	District-wide traffic operations roadway improvements administered through a push-button contract.	0	0
E1M27	43274717212	POLK	Performance Turf	0	0
E1M28	43265017215	HARDEE & DESOTO	Inside Mower Deck Herbicide Mowing Application	0	0

ONLINE ORDERING

- To obtain documents on advertised projects such as Bid Documents, Plans, and Specs, you must register to use our Online Ordering System. In addition to registering, you must submit a completed Exempt Document Agreement Form. It may take up to 72 hours before you can download documents. After this, you will be able to download Bid documents to your computer at your convenience. Please register at:

<https://www3.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/>

- Download Expedite 5.11a to your computer. You will need this software to open your EBS file and prepare your bid.

<http://www.dot.state.fl.us/cc-admin/Software/Expedite/InternetBiddingInfo.shtm>

<https://www3.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/>

Contract Proposal Processing Online Ordering System

Registration and submittal of the Electronic Documents Distribution Agreement is required for all first time users of Contract Proposal Processing (CPP) Online Ordering to associate your existing Internet Subscriber Account (used with other FDOT Internet applications) or to create a new Internet Subscriber Account. The Electronic Documents Distribution Agreement form may be submitted by fax to (850) 412-8156 or emailed to Online.Ordering@dot.state.fl.us.

[Download Exempt Documents Distribution Agreement form](#)

[Click here to register](#)

An FDOT Internet Subscriber Account is needed to access the CPP Online Ordering System. The above registration should be completed before logging into CPP Online Ordering below for the first time.

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

Log in here

User ID

Password

[Log In](#)

[Change Password](#)

Online Ordering is available:
Monday - Friday: 6 a.m. - 9 p.m. Eastern Time
Saturday 6 a.m. - 7 p.m. Eastern Time

Register here

Note: If you forget your password, you will be given a challenge question after the third failure. Call the Service Desk (1-866-352-3776) if you get locked out. Passwords expire every 60 days.

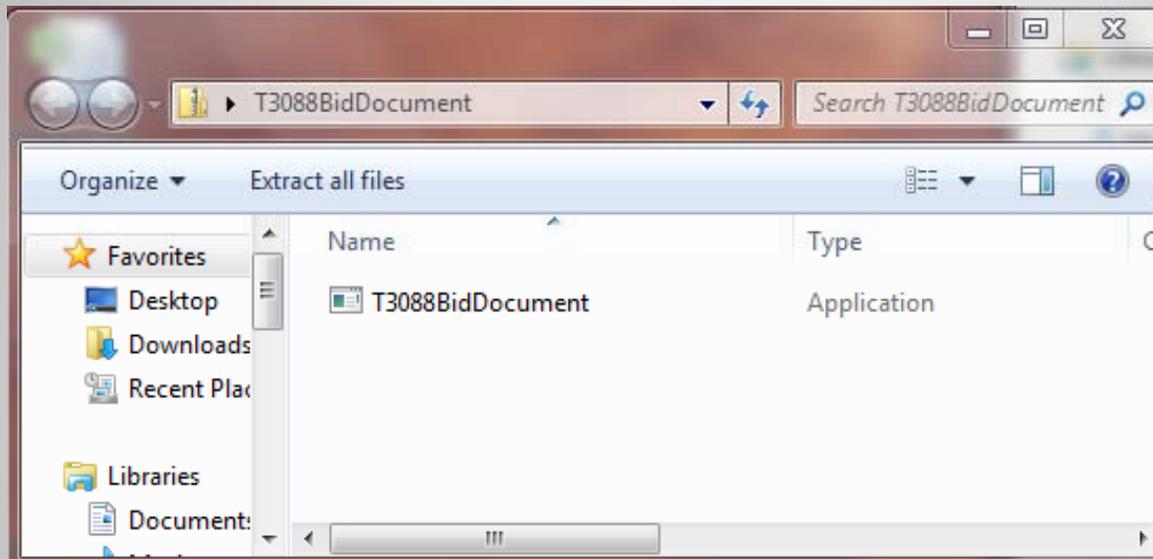
PROPOSAL DOCUMENTS

Shown below are the types of documents that you will find in CPP Online Ordering. This example is of a Construction Project. Maintenance Projects may not have Plans or PlansPS documents.

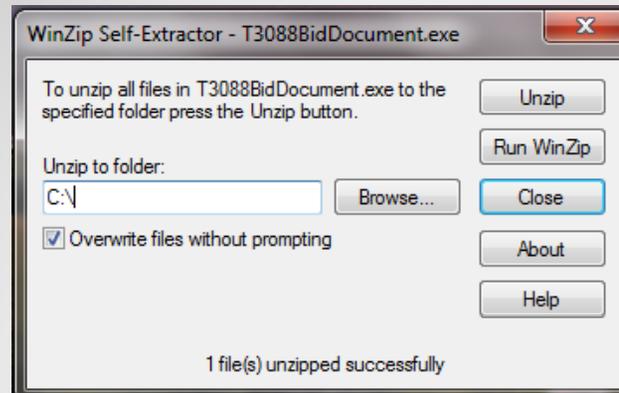
Document Name	Document Type
E1K89Plans.pdf	Plans
E1K89Specs.pdf	Specifications
E1K89BidDoc.zip	Bid Documents
DBEPlan.pdf	Other Documents
E1K89PlansPS.zip	Plans & Specs

Download the documents and save them to your computer. (Be sure to designate a place to save the file, such as your C drive.) The BidDoc.zip and PlansPS.zip files will need to be unzipped.

Unzipping the BidDoc.zip file will result in a “Self-Extracting” zip file as shown below.



Double clicking on the “Self-Extracting” zip file will result in the following option:



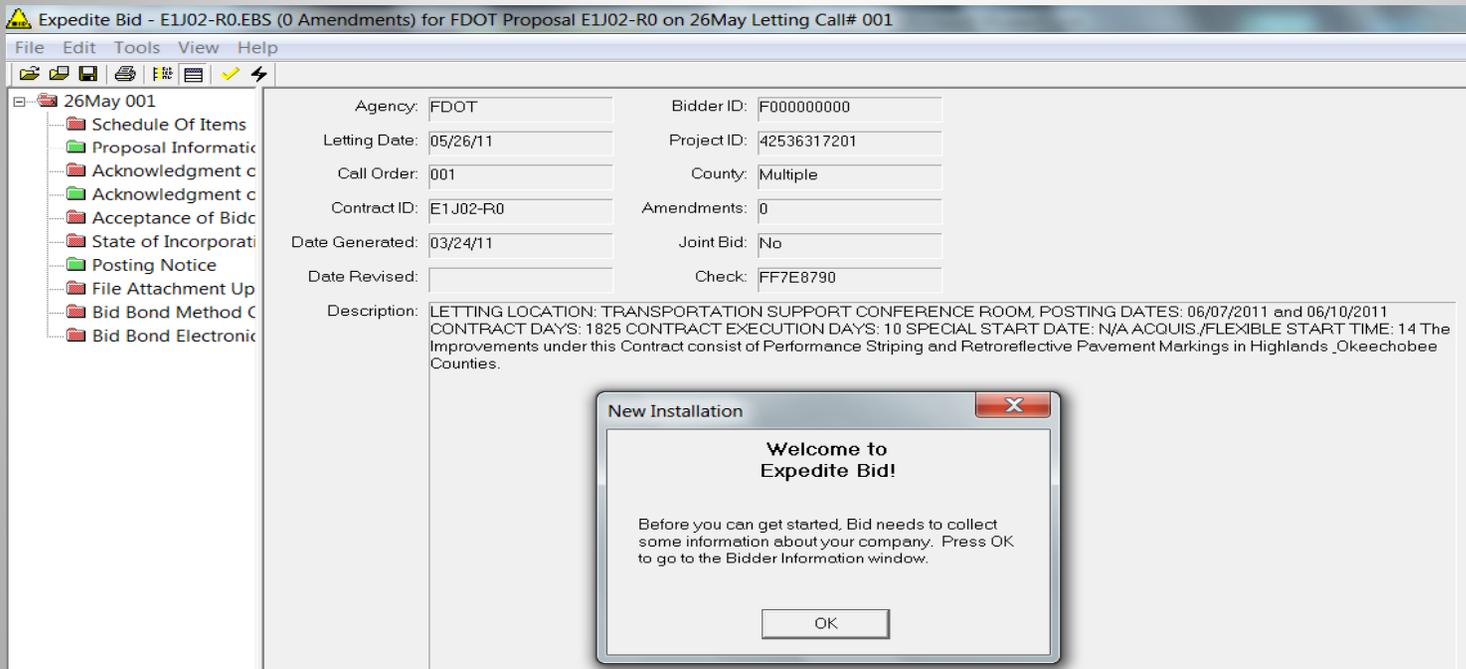
Browse to the location to save the file and click “Unzip.” The result will be the Expedite EBS file ready for bidding purposes:



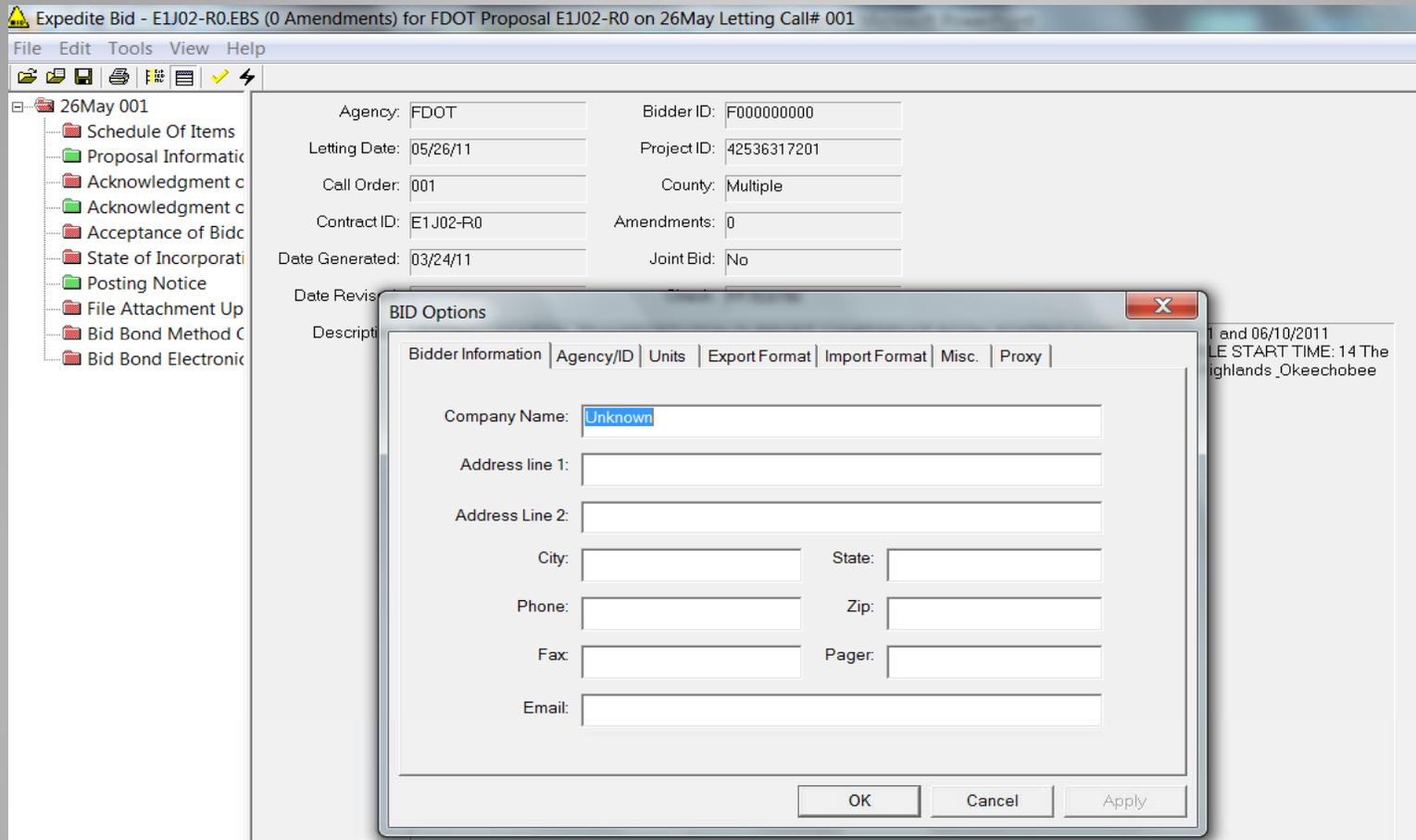
EXPEDITE BID

Download Expedite 5.11a to your computer. You will need this software to open your EBS file and prepare your bid.

<http://www.dot.state.fl.us/cc-admin/Software/Expedite/InternetBiddingInfo.shtm>



This is an example of an EBS file opened, with Expedite Bid. Click Ok.



Please enter your company information here under the Bidder Information tab. Click OK.

Expedite Bid - E1J02-R0.EBS (0 Amendments) for FDOT Proposal E1J02-R0 on 26May Letting Call# 001

File Edit Tools View Help

26May 001

- Schedule Of Items
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- Acknowledgment c
- Acknowledgment c
- Acceptance of Bid
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- Bid Bond Electronic

Agency: FDOT Bidder ID: F000000000

Letting Date: 05/26/11 Project ID: 42536317201

Call Order: 001 County: Multiple

Contract ID: E1J02-R0 Amendments: 0

Date Generated: 03/24/11 Joint Bid: No

Date Revis

Descripti

and 06/10/2011
LE START TIME: 14 7
highlands_Okeechobe

BID Options

Bidder Information Agency/ID Units Export Format Import Format Misc. Proxy

Bidder IDs (Vendor IDs) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder IDs (Vendor IDs) may be obtained from the bidding agency.

Agency	Bidder ID
FDOT	F000000000

Insert Row Delete Row Row Up Row Down

OK Cancel Apply

Under the Agency/ID tab, enter your correct vendor number (F000000000). Click OK.

Expedite Bid - E1J13.EBS (0 Amendments) for FDOT Proposal E1J13 on 17Feb Letting Call# 002

File Edit Tools View Help

17Feb 002

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- Bid Bond Electronic

Agency:	FDOT	Bidder ID:	F000000000
Letting Date:	02/17/11	Project ID:	42740815201
Call Order:	002	County:	POLK
Contract ID:	E1J13	Amendments:	0
Date Generated:	01/14/11	Joint Bid:	No
Date Revised:		Check:	38079D40

Description: LETTING LOCATION: HR TRAINING ROOM, 801 N. BROADWAY AVENUE, BARTOW, FL 33830 POSTING DATES: 03/01/2011 and 03/15/2011 CONTRACT DAYS: 50 SPECIAL START DATE: N/A ACQUIS./FLEXIBLE START TIME: 120 Days Acquisition The improvements under this Contract consist of resurfacing, widening, base work, high friction surface treatment, concrete traffic separator, signing and pavement marking and lighting components on State Road 546 (Memorial Blvd.) from the barrier wall on the west side of the I-4 on/off ramps easterly approximately 0.229 miles on the westbound lanes and approximately 0.03 miles on the eastbound lanes in the City of Lakeland, Polk County.

This is the home page. You are now ready to begin. You will go through each red and green folder on the left side, in order, starting with the Schedule of Items. When you fill in information in the red folders, they will turn green.

Expeditate Bid - E1J13.EBS (0 Amendments) for FDOT Proposal E1J13 on 17Feb Letting Call# 002

File Edit Tools View Help

17Feb 002

Schedule Of Items

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- Bid Bond Electronic...

Line	Item	Quantity	Unit	Unit Price	Extension
Section 0001					
ROADWAY					
0005	0999 2		LUMP LS		
LUMP SUM CONTRACT, ALTERNATIVE BIDDING					
0010	0999 25		LUMP LS	21,847.00000	21,847.00
INITIAL CONTINGENCY AMOUNT, DO NOT BID					

For Help, press F1

Bid Total: 21,847.00

Start here with the Schedule of Items. This section is where you will enter your unit prices for each pay item.

Enter the unit price here.

Your bid total will calculate here.

Expedite Bid - E1J13.EBS (0 Amendments) for FDOT Proposal E1J13 on 17Feb Letting Call# 002

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FLORIDA DEPARTMENT OF TRANSPORTATION
PROPOSAL INFORMATION

LETTING AND PROJECT INFORMATION:

[Click here](#) for CENTRAL OFFICE lettings
[Click here](#) for DISTRICT OFFICE lettings

To obtain additional Letting and Project information, select the appropriate letting, then select the letting document of choice

- 1) DBE Availability
- 2) Proposal Advertisement (proposalID link)
- 3) Fuel Allocations

WORKFORCE AND EMPLOYMENT OPPORTUNITIES:

[Click here](#) To obtain the address, phone numbers, fax numbers, and email addresses of Workforce and Employment Opportunities Offices in the state of Florida

FUEL PRICE INDEX:

[Click here](#) To obtain information on the Bituminous Material Gasoline and Diesel Fuels and Natural Gas Price Index

In the Proposal Information section, you can link to the Contracts Administration website, view Work Force and Employment Opportunities, and view the Fuel and Bituminous Price Index.

Expedite Bid - E1J13.EBS (0 Amendments) for FDOT Proposal E1J13 on 17Feb Letting Call# 002

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FLORIDA DEPARTMENT OF TRANSPORTATION
BIDDING ACKNOWLEDGMENTS

I. ACKNOWLEDGMENT OF PROPOSAL

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PROPOSAL OF
TO THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

The Bidder, hereby declares that no person or persons, firm or corporation, other than the Bidder, is interested, in this proposal, as principals, and that this Proposal is made without collusion with any person, firm or corporation, and we have carefully and to our full satisfaction examined the Proposal forms, the Standard Specifications as amended by the Specifications Package and any Supplemental Specifications Packages, and the Plans, and that we have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment, and materials, fully understanding that the quantities shown herewith are approximate only, and that we will fully complete all necessary work in accordance with the Plans and Specifications, and the requirements under them of the Engineer, within the time limit specified in this Proposal for the following unit prices, to wit:

I (We) hereby acknowledge receipt of the Amendments issued during the bidding period.

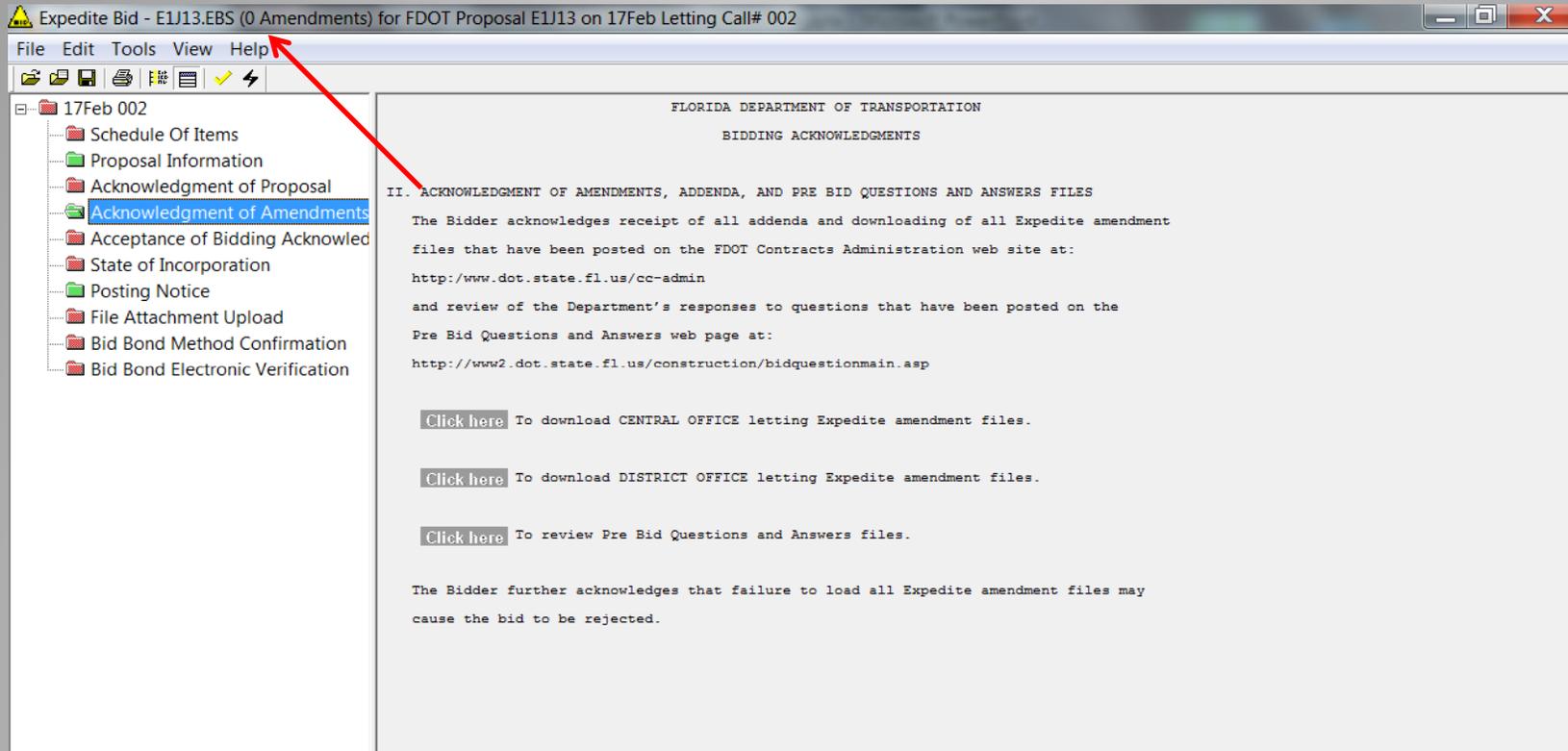
The Bidder further agrees to perform all necessary work, as provided for in the contract, and if awarded the contract to execute the Contract within the the calendar days specified as CONTRACT EXECUTION DAYS in the proposal description, excluding Saturdays, Sundays, and state holidays, after the date on which the notice of award has been given, and to fully complete all necessary work under the same within not more than the calendar days specified as CONTRACT DAYS in the proposal description. It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be:

(a) either 1) calendar day of the ACQUIS./FLEXIBLE START TIME specified in the proposal description from the date of issuance of the initial notice to begin work

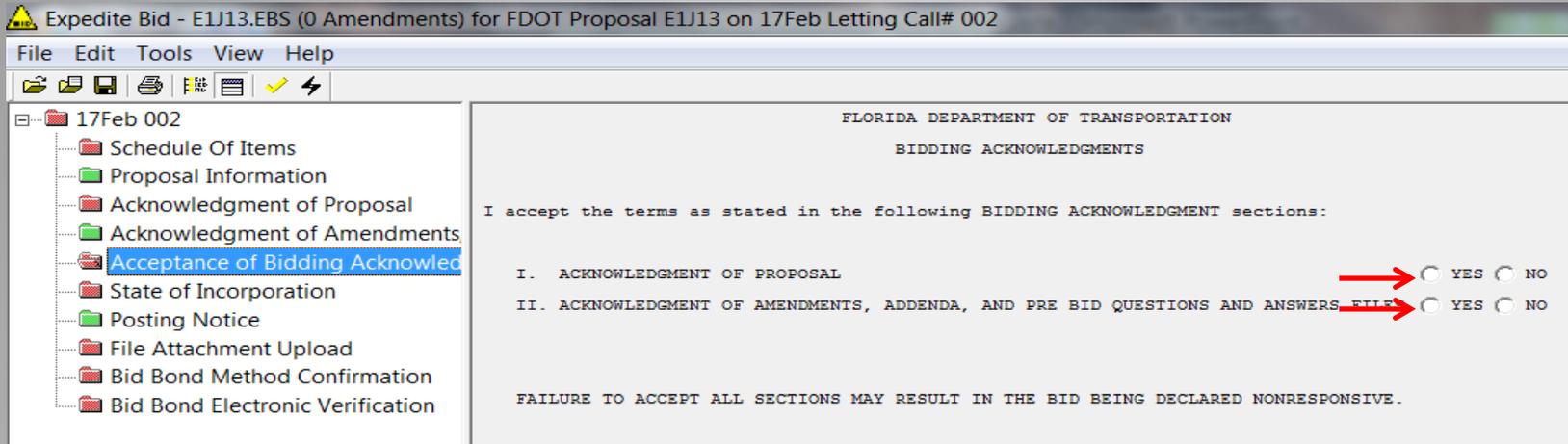
Bid Total: 21,847.00

Acknowledgement of Proposal- Read through this and complete both sections acknowledging whether there is trench safety and certify statements 1-11.

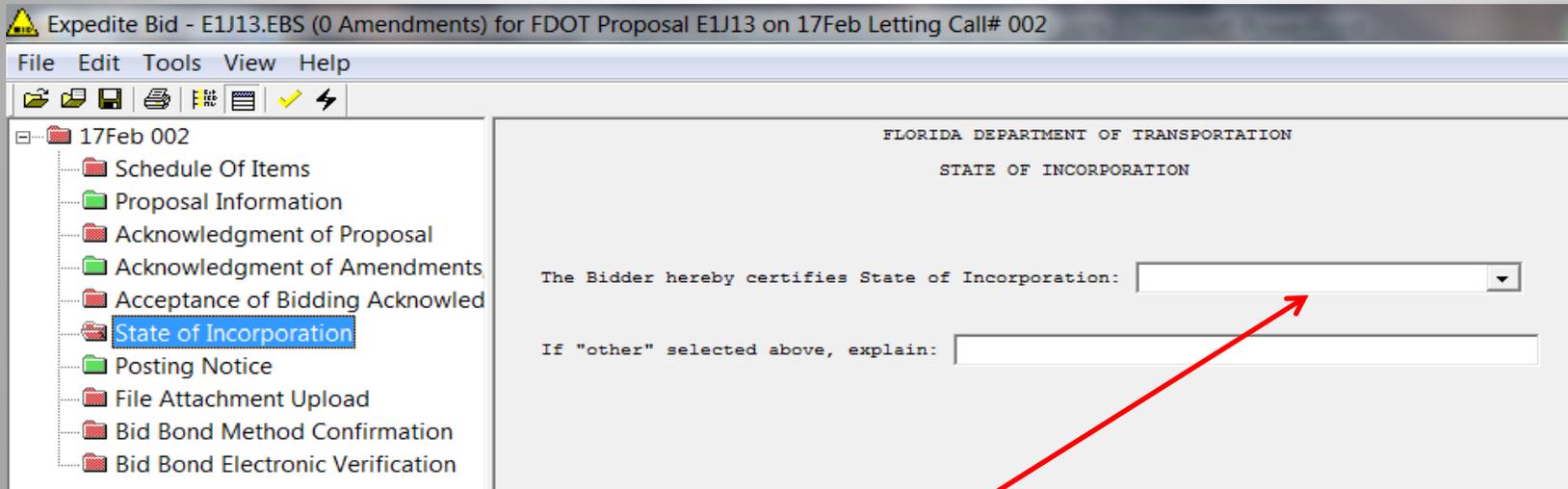
***You must complete both sections. You will need to scroll down to view statements and both questions.



In this section, you can check to see if there were any Addenda and Amendments. Also, you can see if there were any Pre-Bid Questions asked concerning this project. If there are any Amendments, it should state above where the arrow is pointing. If an Amendment has been issued and this says 0, then you need to close Expedite Bid, download the Amendment and save it in the same folder that you saved the EBS file. Re-open Expedite Bid and it will automatically update with the Amendment file.



Acceptance of Bid Acknowledgement- you must acknowledge both of these items.



Choose the State in which you are incorporated.

Expedite Bid - E1J13.EBS (0 Amendments) for FDOT Proposal E1J13 on 17Feb Letting Call# 002

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FLORIDA DEPARTMENT OF TRANSPORTATION
POSTING NOTICE

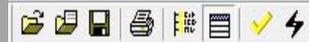
UNLESS OTHERWISE NOTIFIED IN WRITING, RETURN RECEIPT, THE SUMMARY OF BIDS FOR THIS PROJECT WILL BE POSTED WITH THE CLERK OF AGENCY PROCEEDINGS, FLORIDA DEPARTMENT OF TRANSPORTATION, 605 SUWANNEE STREET, ROOM 550, TALLAHASSEE, FLORIDA 32399-0458, ON

(refer to proposal description for 1st and 2nd posting dates)

IF THE POSTING DATES ARE REVISED, ALL BIDDERS FOR THE SUBJECT PROJECT WILL BE NOTIFIED OF THE DEPARTMENT'S INTENDED DECISION. BIDDERS MUST ACKNOWLEDGE RECEIPT OF THE NOTICE OF THE REVISED DATE. BY CALLING THE CLERK OF AGENCY PROCEEDINGS, FLORIDA DEPARTMENT OF TRANSPORTATION, (850) 414-5393, DURING EACH POSTING PERIOD, INFORMATION CONCERNING THE POSTED PROJECTS CAN BE OBTAINED. INTERESTED PARTIES THAT HAVE INTERNET ACCESS CAN LOG ON TO WWW.DOT.STATE.FL.US/CC-ADMIN/ AND ACCESS INFORMATION FROM THE CONTRACTS ADMINISTRATION WEBSITE CONCERNING PROJECTS WHICH WERE POSTED WITH THE CLERK OF AGENCY PROCEEDINGS DURING EACH POSTING PERIOD. POSTING WILL PROVIDE NOTICE OF THE DEPARTMENT'S INTENT TO AWARD A CONTRACT OR TO REJECT ALL BIDS. THE DEPARTMENT'S NOTICE OF INTENT REGARDING THIS PROJECT WILL BE POSTED ON ONLY ONE OF THE ALTERNATE POSTING DATES. BIDDERS ARE SOLELY RESPONSIBLE FOR TIMELY MONITORING OR OTHERWISE VERIFYING ON WHICH OF THE SPECIFIED ALTERNATE POSTING DATES THE POSTING OF AWARD OR REJECTION OF ALL BIDS ACTUALLY OCCURS.

ANY PERSON ADVERSELY AFFECTED BY THE DEPARTMENT'S INTENDED DECISION TO AWARD A CONTRACT OR TO REJECT ALL BIDS SHALL FILE WITH THE CLERK OF AGENCY PROCEEDINGS, FLORIDA DEPARTMENT OF TRANSPORTATION, 605 SUWANNEE STREET, ROOM 550, TALLAHASSEE, FL 32399-0458, A NOTICE OF PROTEST, AND BOND WITHIN 72 HOURS OF POSTING OF THE SUMMARY OF BIDS. IF NOTICE OF INTENDED DECISION IS GIVEN BY FAX TRANSMISSION OR EXPRESS DELIVERY, THE ADVERSELY AFFECTED PERSON MUST FILE THE NOTICE OF PROTEST AND BOND WITHIN 72 HOURS AFTER RECEIPT OF THE NOTICE OF INTENT. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN TEN DAYS AFTER FILING THE NOTICE OF PROTEST. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED. FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Here you will find the Posting Notice information and your Protest Rights.



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FLORIDA DEPARTMENT OF TRANSPORTATION

FILE ATTACHMENT UPLOAD

Will you be attaching a .zip file with the bid submission? YES NO

FILE ATTACHMENT (Required if YES):

ZIP file location:

NOTE:

Only attach a single Winzip file (.zip), you may use a Windows compatible WinZip tool to zip multiple files of different files types (doc,xls,txt,xml,html,csv,...) into a single ZIP file type. WinZip tool is a quick and easy way to zip and unzip files for data and email transmission

Maximun size for zip file to attach with BID submission: 3,000 KB (3MB)

Please visit <http://www.winzip.com> to download a free evaluation version of Winzip

Click between arrows for link to <http://www.winzip.com> ---> <---

Here you will upload any attachments that need to be submitted with your bid. The attachment **MUST** be a zip file. Only attach documents that are required by the advertisement or specifications.



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FLORIDA DEPARTMENT OF TRANSPORTATION
BID or PROPOSAL BOND METHOD CONFIRMATION

The Bidder, by selecting the Bid Bond method, confirms that the selection is the correct Bid Bond method used for this proposal and will be bound to that choice. The bidder further acknowledges that failure to select a Bid Bond method may cause the bid to be declared nonresponsive.

If the total amount of this bid exceeds \$150,000.00, a bid guaranty of FIVE PERCENT (5%) of the bid, payable to the Florida Department of Transportation, must accompany this proposal in the form of a paper bid bond or certified check or electronic bid bond. The guaranty amount shall include all bid items except construction days for A+B Bidding and lane closure for Lane Rental Bidding.

The Bidder hereby certifies and confirms the Bid Bond method is:

- Not Required Paper Bid Bond Certified Check Electronic Bid Bond

If submitting a bid bond and not utilizing electronic bid bond verification, bidder must submit a paper Bid Bond Form 375-020-09 prior to the deadline for bid submittal as indicated in the advertisement and in accordance with 337.17 Florida Statutes. [Click here](http://www.dot.state.fl.us/cc-admin/forms/forms.shtm) To download Bid Bond Form 375-020-09 from <http://www.dot.state.fl.us/cc-admin/forms/forms.shtm>

NOTE: A Bid Bond is NOT required if the total amount of the bid is \$150,000 or less or specified in the advertisement.

Bid Bond Method Confirmation- select your method of submitting your Bid Bond. If bid is \$150,000.00 or less, select "not required."



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< BOND RECORD IS INCOMPLETE >



FLORIDA DEPARTMENT OF TRANSPORTATION
BID or PROPOSAL BOND



Check box if NOT using electronic bid bond verification

If submitting a bid bond and not utilizing electronic bid bond verification, bidder must submit Bid Bond Form 375-020-09.

[Click here](http://www.dot.state.fl.us/cc-admin/forms/forms.shtml) To download Bid Bond Form 375-020-09 from: <http://www.dot.state.fl.us/cc-admin/forms/forms.shtml>

FIELDS BELOW ARE USED FOR THE ELECTRONIC BID BOND VERIFICATION PROCESS ONLY

* Surety Registry Agency: * Bond ID:

The following fields will be auto-populated upon successful completion of the Bond Id verification process.

Surety Company:

Surety City: Surety State Of Incorporation:

Bond Agency Name:

Bond Agency's City: Bond Agency's State:

Bond Pct: Maximum Bond Amt:

Execution Date: Bond Status:

Countersigned:

If the total amount of this bid exceeds \$150,000.00, the bid bond amount shown below should exceed \$7,500.00, a bid guaranty of FIVE PERCENT (5%) of the bid, payable to the Florida Department of Transportation, must accompany this proposal in the form of a bid bond or certified check. The guaranty amount shall include all bid items except construction days for A+B Bidding and lane closure for Lane Rental Bidding.

Bond Amount:
Bond Goal: 5.00% or 1,092.35

Bid Bond Electronic Verification- If you are **not** using Electronic Bid Bond Verification, check the box by the first red arrow. If you are using the Electronic Bid Bond Verification, enter your information in the blank fields.



- 19May 011
 - Schedule Of Items
 - Proposal Information
 - Acknowledgment of Proposal
 - Acknowledgment of Amendments
 - Acceptance of Bidding Acknowled
 - State of Incorporation
 - Posting Notice
 - File Attachment Upload
 - Bid Bond Method Confirmation
 - Bid Bond Electronic Verification



FLORIDA DEPARTMENT
BID or PROPO



Check box if NOT using
If submitting a bid bond and not utilizing electronic bid bond
[Click here](#) To download Bid Bond Form 375-020-09 from
-----> FIELDS BELOW ARE USED FOR THE ELECTRONIC BID
* Surety Registr Agency: * Bond ID:

You have now gone through all of the folders. The folders that were previously red should now be green.

Now you will go to the Tools tab and Check Bid (see below).

Expedite Bid - E1J13.EBS (0 Amendments) for FDOT Proposal E1J13 on 17Feb Letting Call# 002

File Edit **Tools** View Help

Check Bid... F4

Import Proposal...

Export Proposal...

Mark as Joint bid Ctrl-J

Manage Digital IDs...

Submit Bid...

View Submitted Bids...

Import Configuration...

Export Configuration...

Options...

Agency: FDOT Bidder ID: F000000000

Letting Date: 02/17/11 Project ID: 42740815201

Call Order: 002 County: POLK

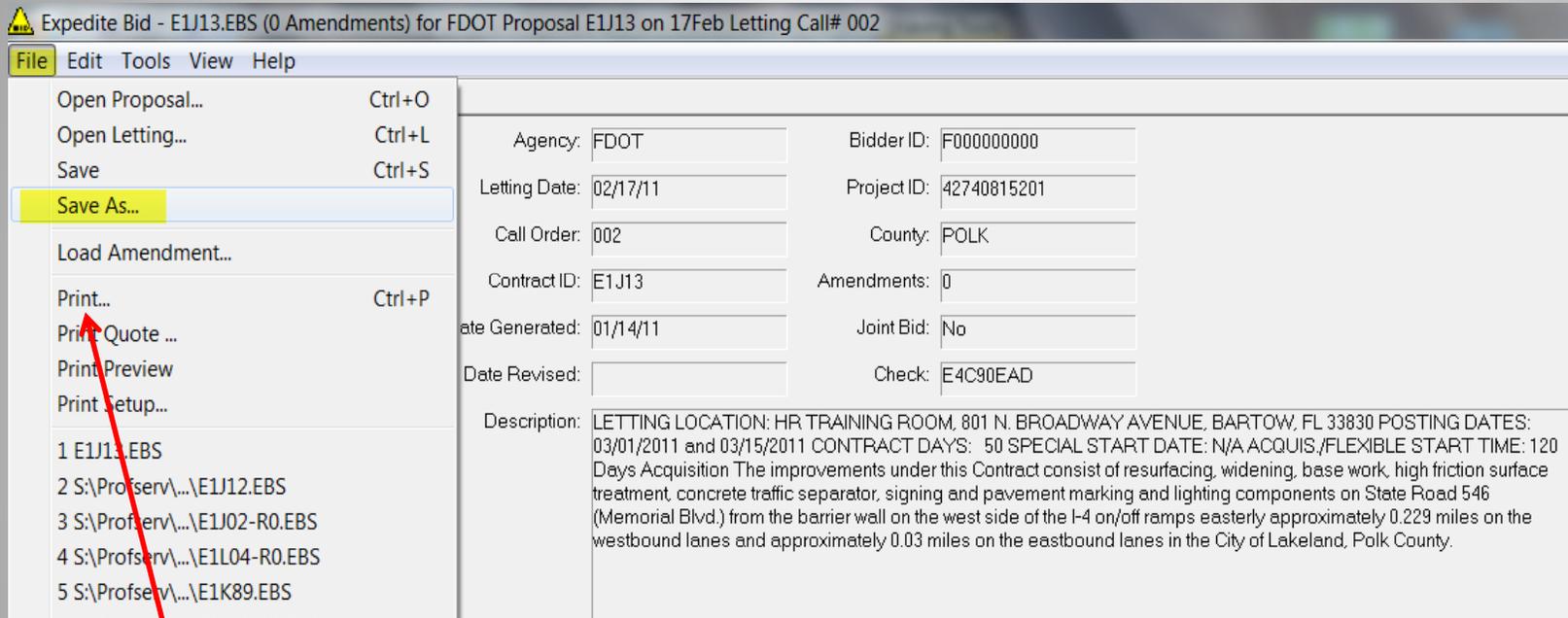
Contract ID: E1J13 Amendments: 0

Generated: 01/14/11 Joint Bid: No

Check: E4C90EAD

Description: LETTING LOCATION: HR TRAINING ROOM, 801 N. BROADWAY AVENUE, BARTOW, FL 33830 POSTING DATES: 03/01/2011 and 03/15/2011 CONTRACT DAYS: 50 SPECIAL START DATE: N/A ACQUIS./FLEXIBLE START TIME: 120 Days Acquisition The improvements under this Contract consist of resurfacing, widening, base work, high friction surface treatment, concrete traffic separator, signing and pavement marking and lighting components on State Road 546 (Memorial Blvd.) from the barrier wall on the west side of the I-4 on/off ramps easterly approximately 0.229 miles on the westbound lanes and approximately 0.03 miles on the eastbound lanes in the City of Lakeland, Polk County.

If the check comes back OK, go to File and save your completed copy. **DO NOT CHANGE** the name of this file. Save the completed Expedite file to a floppy disk or a CD to return with your bid.



You will also print a completed copy, sign, and return with your bid.

SUBMITTING YOUR BID

- ◉ There are two ways to submit bids: electronically (via Bid Express) or the printed Expedite file. Bid Express is required for all construction projects over \$5M and all Central Office (Tallahassee) bid submittals.
- ◉ To submit electronically, you must set up an account with Bid Express, www.bidx.com. Registration may take up to six days.
- ◉ To submit your bid manually, you must include the following:
 1. A completed Expedite File saved to a floppy disk or CD (Do not rename the file)
 2. A printed Expedite file, signed (**THIS MUST BE INCLUDED WITH YOUR BID OR YOUR BID MAY BE DEEMED NON-RESPONSIVE**)
 3. Proposal documents: Bid Blank, Proposal Of & Bid Bond (if applicable).
 4. 5% bid bond if bid is \$150,000.00 or more (if applicable).
 5. If applicable: Expertise/Experience Form, BDI Reference Form
- ◉ Printed Expedite bids must be returned in a sealed and labeled package. You can return it by mail or hand deliver it but it must be received by the letting cut-off time in the advertisement or it will not be considered.
- ◉ Please make sure that all of your contact information is correct when filling out your paper work.
- ◉ Review the Bidders Checklist at this link: <http://www.dot.state.fl.us/cc-admin/forms/bidderchecklist.pdf> Please follow this checklist and call the Contracts Office, if you have any questions.

HELPFUL INFORMATION

- Please read over the Full Advertisement, which can be found on the FDOT Contracts website. The advertisement contains important, helpful information such as the letting date & time, letting location, project information, posting notice, prequalification information, protest rights, bid bond information, DBE participation, & more.
- If you have any technical questions, you **must** go through our Bid Question & Answers site. Questions posted to this site before 5:00 P.M. (EST) on the seventh calendar day prior to the bid opening will be responded to by the Department. For questions posted after this time, an answer cannot be assured. For all questions posted before the deadline, FDOT will provide and post responses on this website,
<https://www3.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal>

WHAT TO EXPECT...

- ◉ After the letting, the preliminary results will be posted to the website, <http://www3.dot.state.fl.us/TrnsportLASBidLetting/>
- ◉ The bids will be reviewed by FDOT staff.
- ◉ The intent to award will be posted on the posting date and will be officially awarded following the 72 hour protest period. The contractor usually has 10 days to execute the contract and obtain the performance bond. After final execution by the Department, which may take 5 days, the Notice To Proceed (NTP) is usually issued within the next 30 days. Review the contract specifications to confirm the NTP and contract execution timeframes.
- ◉ The awarded vendor will receive their award package by email after the posting.
- ◉ To obtain additional information please visit the Contracts Website at <http://www.dot.state.fl.us/cc-admin/>



QUESTIONS?

CONTACTS

Contracts.Admin@dot.state.fl.us

Central Office - Tallahassee	850-414-4000
District One - Bartow	863-519-2559
District Two - Lake City	386-758-3700
District Three - Chipley	850-638-0250
District Four - Ft. Lauderdale	954-486-1400
District Five - Deland	386-943-5000
District Six - Miami	305-470-5404
District Seven - Tampa	813-975-6036
Turnpike Enterprise	407-532-3999

