

# FLORIDA DEPARTMENT OF TRANSPORTATION - BIDDER CHECKLIST

This checklist is provided as a convenience to bidders in areas where past experience indicates such instruction can be helpful. It is not represented as being comprehensive and compliance therewith does not relieve the bidder of responsibility for compliance with any bid requirement which may not be mentioned specifically in these instructions.

Access the Additional Letting Information at the following link:

[https://www.fdot.gov/contracts/cpp\\_online\\_ordering/bidder\\_assist.shtm](https://www.fdot.gov/contracts/cpp_online_ordering/bidder_assist.shtm)

Submit bids on timely basis as outlined in the advertisement or addendum (if applicable). (Proposals received after the time set for receiving of the bids will be returned to the Bidder.)

Read special provisions and advertisement to see if other materials are to be submitted with Bid Document. Check the Contracts Administration website [www.fdot.gov/contracts](http://www.fdot.gov/contracts), accessing the appropriate Central or District Office site.

All questions regarding the bid must be directed to the Department by posting them to the Department's website at the following URL address: <https://fdotwp1.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal>

Each bid proposal contains Declaration of Non-Collusion verbiage and must be declared or certified in Project Bids on the Acknowledgement of Proposal. This must be the person who makes the final decision with regard to the prices and amount quoted in the bid.

Bid rigging, combinations or conspiracies to restrain competition, and the making of false statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. It is imperative that the person who will declare or certify the bid in Expedite Bid or execute the document examine it carefully before signing it and assure himself or herself that each of the statements in it are true and accurate. If for any reason the bidder cannot attest to each of the statements on the Acknowledgement of Proposal tab, the necessary qualification or reservation must be noted in blanks provided on the Acknowledgement of Proposal tab or on an attached sheet. The facts and circumstances on which such qualification or reservation are based must be set out in writing submitted as a part of or together with the bid.

Joint Ventures: A Declaration of Joint Venture and Power of Attorney (Form No. 375-020-18) is needed prior to obtaining the bid document. The form is at the following link:

[https://www.fdot.gov/contracts/cpp\\_online\\_ordering/bidder\\_assist.shtm](https://www.fdot.gov/contracts/cpp_online_ordering/bidder_assist.shtm). Each party to the venture must be identified in the bidding document. Additionally, the attorney in-fact for the Joint Venture must also sign where indicated.

The term "complementary bid" as used in this document has the meaning commonly associated with that term in the construction industry and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

By signing the bid, the bidder must make diligent inquiry of all other persons employed by or associated with the bidder with responsibilities relating to the preparation, approval or submission of the bid. Such inquiries need not be made of secretarial or clerical employees, and other persons performing purely ministerial functions, who do not have either actual or apparent authority to act on behalf of the firm with regard to the project.

Failure on the part of the bidder to properly sign the bid certifying that he/she is in compliance with these instructions shall result in disqualification.

## **BID OR PROPOSAL BOND**

A Proposal Guaranty (Form 375-020-09) of not less than five percent (5%) of the total actual bid in the form of either a certified check, cashier's check, trust company treasurer's check, bank draft of any national or state bank, or a Surety Bid Bond made payable to the Florida Department of Transportation must accompany each bid in excess of \$150,000.00. A check or draft in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to DOT Form 375-020-09. Surety2000 or SurePath electronic Bid Bond submittal may be used in conjunction with Bid Express internet bid submittal.

If not using electronic bond submittal, submit the bid bond to the Contracts Office advertising the project **by the deadline to submit bids**.

Verify that the bond includes the following:

- Bidder's Name Shown
- Bonding Company's Name
- County(ies) where the project is located
- Federal Aid No(s) (if applicable)
- Financial Project No(s).
- Contract No.
- The Bond execution date
- Surety Name, Seal, Signature of FL Licensed Insurance Agent or Attorney-in-Fact for Surety Company, Name printed with Power of Attorney form attached
- Ensure the bond is countersigned by a Florida Licensed Insurance Agent (if needed) with name printed to the right.
- Include the State and County Name where the attestation is taking place.
- Verify Notary Public expiration date is current. Re: Florida Insurance Agent personally known or ID produced, Name of Surety, City and State, Date Notarized, Signature and Seal of Notary indicating state where licensed and expiration date.
- INCLUDE APPLICABLE POWER OF ATTORNEY

## **PREQUALIFIED FIRMS ONLY:**

Submit the Certification of Work Underway Information, Form 375-020-39 on-line. See instructions at the following website: [www.fdot.gov/contracts/PreQual\\_Info/prequalified.shtm](http://www.fdot.gov/contracts/PreQual_Info/prequalified.shtm). Joint ventures require submittal of this information for each party in the Joint Venture.

## **INTERNET BIDDING (BID EXPRESS)**

- An account with Bid Express is required; go to [www.bidx.com](http://www.bidx.com) for more information on how to obtain an account. A Digital ID is required to bid all projects. Please allow up to 6 days to complete the Digital ID registration.
- Download and Install AASHTOWare Project Bids from the Bid Express website at: [www.bidx.com/fl/main](http://www.bidx.com/fl/main).
- Download EBSX file from CPP Online to your computer and enter information.
- Verify your Bidder ID (vendor number), Name (company name), Address and Phone No. in Project Bids.
- Complete the "Schedule of Items" with your bid prices.
- Complete and Acknowledge the "Acknowledgement of Proposal" Section Tab.
- Acknowledge the "Acknowledgement of Amendment and Addenda Files." Check the Contracts Administration website [www.fdot.gov/contracts](http://www.fdot.gov/contracts) to ensure you have all amendments loaded with your bid.
- Complete the Acceptance of Bidding Acknowledgements.
- Complete the State of Incorporation.
- Read the Posting Notice Information.
- Upload any applicable .zip file attachments.
- Complete the Electronic Bid Bond if using Electronic Surety Company. Note: If submitting a hard copy Bid Bond, ensure Bond is delivered to proper FDOT location by bid opening time on day of the letting.
- Fuel Payment Adjustment Option (folder will only appear if applicable)
- Check the Bid Bond Method Confirmation
- Complete the Bid Bond Electronic Verification
- Click the "Check Bid" to check for Bid Errors and resolve any errors found.
- Submit Bid (EBSX file) to Bid Express site from within Project Bids.

## **DBE**

- Ensure an updated Affirmative Action Plan is on file with the FDOT or submitted prior to bid submittal. See a sample DBE Affirmative Action Plan at the following link: [http://www.fdot.gov/contracts/cpp\\_online\\_ordering/bidder\\_assist.shtm](http://www.fdot.gov/contracts/cpp_online_ordering/bidder_assist.shtm)
- Submit a Bid Opportunity List with your bid package or submit to the Equal Opportunity Office within three days of your submission. It can be mailed or faxed.
- Visit <http://www.dot.state.fl.us/equalopportunity/> for latest DBE directory listing.
- Submit the Anticipated DBE Participation Statement at the pre-construction or pre-work conference.