

ORIGINATION FORM

Date: 04/01/2011

Originator: Juanita Moore

Contact Information: ct918jm or 414-4010

Specification Title: Proposal Requirements and Conditions

Specification Section, Article, or Subarticle Number: 2-2.1 & 2-2.2

Why does the existing language need to be changed? The Department is moving to another method by which Contractors will order and have access to the bidding documents on advertised projects.

Summary of the changes: New language will accommodate online ordering and download of electronic files containing bidding documents.

Are these changes applicable to all Department jobs? Yes If not, what are the restrictions?
N/A

Will these changes result in an increase or decrease in project costs? If yes, what is the estimated change in costs? N/A

With who have you discussed these changes? Management is supportive of this change. The Contracting Industry is being notified by flyers, notices, etc.

What other offices will be impacted by these changes? Central Office Contracts Administration and the District Contracts Offices.

Are changes needed to the PPM, Design Standards, SDG, CPAM or other manual? No

Is a Design Bulletin, Construction Memo, or Estimates Bulletin needed? No

Contact the State Specifications Office for assistance in completing this form.
Rudy Powell 850-414-42820 rudypowell@dot.state.fl.us
Frances Thomas 850-414-4101 frances.thomas@dot.state.fl.us
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OFFICE OF THE
SECRETARY

M E M O R A N D U M

DATE: April 20, 2011

TO: Specification Review Distribution List

FROM: Rudy Powell, Jr., P.E., State Specifications Engineer

SUBJECT: Proposed Specification: **0020201 Proposal Requirements and Conditions.**

In accordance with Specification Development Procedures, we are sending you a copy of a proposed specification change.

This change was proposed by Juanita Moore of the State Contracts Administration Office to modify the language to accommodate online ordering and the download of electronic files containing bidding documents for advertised projects.

Please share this proposal with others within your responsibility. Review comments are due within four weeks and should be sent to Mail Station 75 or to my attention via e-mail at SP965RP or rudy.powell@dot.state.fl.us. Comments received after **May 19, 2011**, may not be considered. Your input is encouraged.

RP/dt
Attachment

PROPOSAL REQUIREMENTS AND CONDITIONS.
(REV 4-115-11)

SUBARTICLE 2-2.1 (Page 10) is deleted and the following substituted:

2-2.1 Obtaining Proposals: Obtain a ~~p~~*P*proposal under the conditions stipulated in the Advertisement. The ~~p~~*P*proposal states the location and description of the work to be performed; the estimate of the various quantities (if applicable); the items of work to be performed (if applicable); the Contract Time; the amount of ~~p~~*P*proposal ~~g~~*G*uaranty; and the date, time, and place of the opening of ~~p~~*P*proposals.

The ~~p~~*P*Plans, Specifications and other documents designated in the ~~p~~*P*proposal are part of the ~~p~~*P*proposal, whether attached or not.

Upon receipt of a ~~p~~*P*proposal order, the Department will ~~provide a computer diskette or CD-ROM for use on a personal computer that is suitable for preparing the bid. This diskette or CD-ROM contains the Expedite Proposal file to be used by the Contractor to prepare the bid and print a proposal form for submittal.~~ *make the ~~p~~*P*proposal available for download as an electronic file from the online ordering system or provide the ~~p~~*P*proposal on portable electronic media as stipulated in the Advertisement. This file contains the information to be used by the Bidder to submit the bid.*

The Department is not responsible for loss of or damage to ~~a diskette or CD-ROM~~ *the portable electronic media* after it has been mailed or delivered to the ~~b~~*B*idder. If loss or damage occurs, the ~~b~~*B*idder may order ~~another diskette or CD-ROM~~ *a replacement*.

If the ~~b~~*B*idder requests a replacement, ~~diskette or CD-ROM during a seven calendar day period prior to the letting, the request must be by Internet E-mail as specified in the Advertisement.~~ *The Department will attempt to replace* ~~provide~~ *the diskette or CD-ROM a replacement by sending another diskette or CD-ROM* by overnight delivery or by electronic transmittal of the files. The Department will not be held responsible if the ~~b~~*B*idder cannot complete and submit a bid due to failure or incomplete delivery of the files.

Unless otherwise indicated in the Advertisement, the ~~Contractor-Bidder~~ has the option to submit a bid either as an Internet Bid Submittal in accordance with 2-2.3 or as a Hard Copy Bid Submittal in accordance with 2-2.4. When an Internet bid submittal is used, the hard copy will not be considered.

SUBARTICLE 2-2.2 (Pages 10 and 11) is deleted and the following substituted:

2-2.2 Department Modifications to Contract Documents: *Notifications of* ~~M~~*m*odifications to ~~any~~ Contract Documents will be ~~posted on the Department's website at the following URL address: www.dot.state.fl.us/cc-admin/addend.htm~~ *transmitted to the Bidder. The email address provided by the Bidder at the time of registration for online ordering will be used for notifications. The Bidder must follow the instructions provided in the notifications to access the amendment files.*

The ~~b~~*B*idder shall take responsibility for ~~checking and~~ downloading the revised ~~data information~~ from the Department's website ~~upon notification from the Department~~ *per the instructions.* ~~The bidder must provide an e-mail address to the Department for receipt of addenda notification. Contractors must follow the amendment access instructions provided on the~~

~~website. If the Department's website cannot be accessed, contact the Department's Contracts Administration Office Web Coordinator at (850) 414-4000. *Questions should be directed to the advertising office.*~~