

## ORIGINATION FORM

Date: **5-29-13**

Originator: Juanita Moore

Contact Information: **Contracts Administration, x 4010**

Specification Title: **002**

Specification Section, Article, or Subarticle Number: **2-2.2 and 2-2.4**

Why does the existing language need to be changed? **Need to update a web link in 2-2.2 and update 2-2.4 as the Department no longer provides diskettes to the Bidders for submission of bids.**

Summary of the changes: **Update the web link in 2-2.2 for the Contracts Administration Letting web page and deleted the reference in 2-2.4 to “diskettes furnished by the Department.**

Are these changes applicable to all Department jobs? **Yes.**  
If not, what are the restrictions?

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

With who have you discussed these changes?

What other offices will be impacted by these changes?

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.

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**PROPOSAL REQUIREMENTS AND CONDITIONS.**  
**(REV 5-29-13)**

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

**2-2.2 Department Modifications to Contract Documents:** Modifications to any Contract Documents will be posted on the Department's website at the following URL address: ~~<http://www.dot.state.fl.us/cc-admin/addend.htm>~~ [http://www.dot.state.fl.us/cc-admin/Lettings/Letting\\_Project\\_Info.shtm](http://www.dot.state.fl.us/cc-admin/Lettings/Letting_Project_Info.shtm).

The bidder shall take responsibility for checking and downloading the revised data from the Department's website upon notification from the Department. 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.

SUBARTICLE 2-2.4 (Pages 11 – 12) is deleted and the following substituted:

**2-2.4 Hard Copy Bid Submittals:** Unless otherwise indicated in the Advertisement, the Contractor may use the Expedite Proposal file to prepare a bid for hard copy submittal.

Print and submit bid item sheets generated from the Expedite Proposal file on letter size paper. Ensure that all computer generated sheets are legible. Do not submit computer generated sheets using a font size smaller than 9 point. The Department prefers 12 point font size and recommends a minimum of 20 pound paper.

The Department will accept, as the official bid, this set of proposal forms generated from the Expedite Proposal file along with a complete proposal package, delivered to the Department in hard copy in accordance with the instructions listed below and the requirements of 2-5 and 2-8.

Return the Expedite Proposal file used to generate the official bid with the proposal on ~~the diskette furnished by the Department, or on another~~ diskette labeled with the Contractor's Name, Vendor Number, Letting Date, Revision Date (if applicable) and the Proposal ID. Failure to follow proper diskette-handling and shipping procedures could result in the Department being unable to process the diskette and cause the bid to be declared irregular.

In case of a discrepancy between the unit or lump sum prices submitted on the program-printed proposal form and those contained on the diskette returned to the Department, the Department will use the unit or lump sum prices submitted on the program-printed, proposal form.