

0020000 PROPOSAL REQUIREMENTS AND CONDITIONS  
COMMENTS FROM INTERNAL/INDUSTRY REVIEW

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Comments: (9-25-15)

**1. Section 2-2.2:**

General Comment: Posting addenda on the web site has worked well for issuing addenda in the past. Our process has been to post the addenda on the web page and follow with a courtesy email via CPP after posting. By changing this requirement to “transmitting” notifications, it would put the onus on the Department to verify receipt of the notification by the vendor. The “notification” will be sent by an automated system (CPP) without the ability to include any validation of the recipient. This would create a manual verification process to ensure we have transmitted the notification. Posting the addenda to the web site and requiring the contractor to ensure they have checked the web site for addenda seems to be a much more efficient method to achieve the same results. That’s just my thoughts.

**Response:**

**2. Section 2-2.2:**

First paragraph: The use of the term “Bidder” appears to be restrictive and to who the addenda will be issued to. The definition of Bidder indicates that it is a contractor who is submitting a proposal. At this point in the process, we do not have bidders and this paragraph is not addressing the action of submitting a bid. During this time in the process we have Prospective Bidders (Proposal Holders) & Plan and Spec Holders. Each would need to receive and changes to the documents.

My preference would be to continue with posting changes on the web site and sending a courtesy email.

**Response:**

**3. Section 2-2.3**

Second Paragraph: In this paragraph, where the word “Proposal” is changed to “Proposal Forms”, the term “Proposal” is the correct term. This section is referencing the bid (submittal), not the format of the bid.

**Response:**

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Comments: (10-22-15)

**1 Section 2-2.1:** Delete Paragraph 4 and 5 since we place the electronic bid documents online.

→ 2-2.1 Obtaining Proposal Forms: Obtain a ~~p~~ Proposal Forms under the conditions stipulated in the Advertisement. The ~~proposal~~ Advertisement 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~~ Proposal Guaranty; and the date, time, and place of the opening of ~~p~~ Proposals.¶

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

→ → Upon receipt of an ~~an~~ proposal order for Proposal Forms, 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 Proposal Forms available for download as an electronic file from the Online Ordering System or provide the Proposal Forms on portable electronic media as stipulated in the Advertisement. This file contains the information to be used by the Bidder to submit the Proposal.~~¶

→ → 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~~ received by or delivered to the ~~b~~ Bidder. If loss or damage occurs, the ~~b~~ Bidder may order ~~another diskette or CD-ROM~~ replacement Proposal Forms.¶

→ → If the ~~b~~ Bidder requests a replacement Proposal Forms, 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 the diskette or CD-ROM by sending another diskette or CD-ROM provide the replacement by overnight delivery or by electronic transmittal of the files. The Department will not be held responsible if the ~~b~~ Bidder 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.¶

Response:

2. Section 2-7 Paragraph 1: change the word “Contract Bond” to Proposal Guaranty in order to be consistent.

2-7 Guaranty to Accompany Proposals.¶

→ The Department will not consider any ~~proposal~~ Proposal unless it is accompanied by a ~~proposal~~ Proposal guaranty Guaranty of the character and amount indicated in the Advertisement, and unless it is made payable to the Florida Department of Transportation. Submit ~~proposals~~ Proposals with the understanding that the successful ~~bidder~~ Bidder shall furnish a Contract Bond pursuant to the requirements of 3-5.¶

→ The Bidder's Proposal Guaranty is binding for all projects included on the Contract awarded to the Contractor pursuant to the provisions of this Subarticle.¶

Response:

3. Section 2-9.1: Delete the highlighted text. (This conflicts with 2-2.1 where it says “When an Internet bid submittal is used, the hard copy will not be considered.”)

2-9 Withdrawal or Revision of Proposals.¶

→ 2-9.1 Internet Bid Submittals: A ~~bidder~~ Bidder may withdraw a ~~proposal~~ Proposal any time prior to the bid submittal deadline specified in the Advertisement. The resubmission of any ~~proposal~~ Proposal so withdrawn must be made as a complete ~~proposal~~ Proposal, subject to the provisions of 2-8.¶

→ → A ~~bidder~~ Bidder may revise a ~~proposal~~ Proposal any time prior to the bid submittal deadline specified in the Advertisement. Revisions may be made via Internet in accordance with 2-8.1 or by fax in accordance with 2-9.2.¶

→ → The Department will not be responsible for any communications or machine

Response:

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