

NEW BIDDERS ORIENTATION

FDOT CONTRACTS

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, <u>www.myfloridamarketplace.com</u>

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.fdot.gov/contracts/bsn_subscribe.shtm
- Your company must have an approved DBE Affirmative Action (AA) Plan on file with the Equal Opportunity Office. This document, DBE AA Plan, must be completed and submitted for approval. See this document, EOO DBE Bid Package Information form, for instructions. For more information please visit, www.fdot.gov/equalopportunity or call Stefan Kulakowski at (850) 414-4747 Email: stefan.kulakowski@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.fdot.gov/contracts/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.fdot.gov/equalopportunity/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.fdot.gov/equalopportunity/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

example: http://www.fdot.gov/contracts/d1/



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District One Contracts Office



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.

> Here you can access a District's Letting information

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
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District One Letting & Project Information

Here you can choose the

letting that you are

interested in



Current Letting and Project Information

Each letting date contains:

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

FDOT Letting Results

Letting and Posting Dates Schedule

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



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January 17, 2013 - Letting

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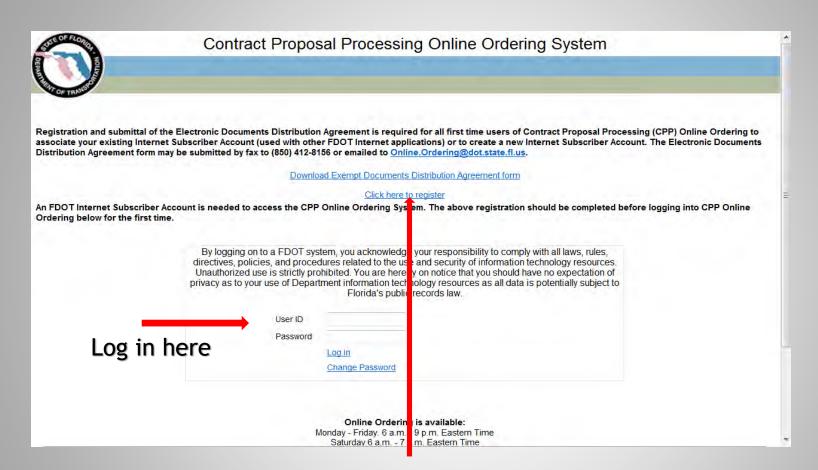
nportant Letting Documents Please Select One		Click on the contract number for information about that contract		Check for Addenda here	
Proposal ID	Financial Project Number	County	Work Mix	Adderdum	No. of Amendments
E1L10	43171315201	MANATEE	Removal and replacement of the bridge fender system, clearance gauges and navigational lighting on State Road 93 (I-75)	d	0
E1L13	43171415201	LEE	Repairs to structural steel, replacement of steel grid decking, restoration of concrete spalling and painting of bridge span stee elements, including four lift towers on State Road 80		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, cur 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	n 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://fdotwp1.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/

 Download AASHTOWare Project Bids to your computer. You will need this software to open your EBSX file and prepare your bid. https://www.bidx.com/fl/main



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

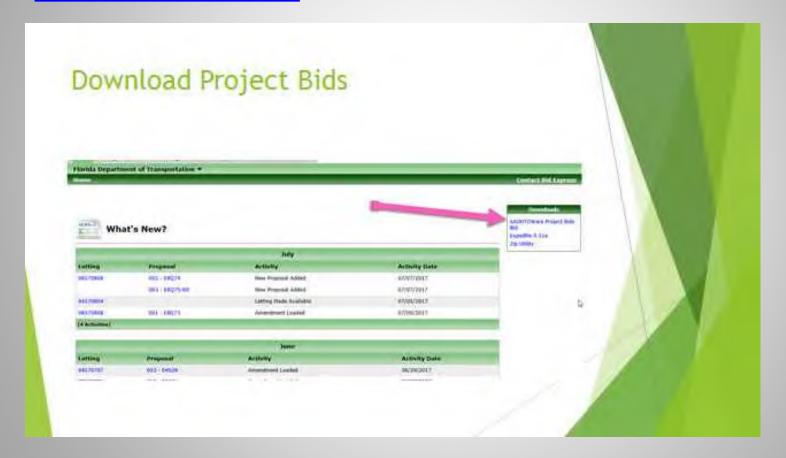
Shown below are the types of documents that you will find in CPP Online Ordering. This example is of a Construction Project. Maintenance Projects may not have Plans documents.

Document Name	Document Type	File Size (MB)	File Type
43792115201-CADD	Plans	59	zip
T6434Plans-LIGHTING	Plans	1	pdf
T6434Plans-ROADWAY	Plans	3	pdf
T6434Plans-ROADWAY-PC	Plans	1	pdf
T6434Plans-ROADWAY-VERIFIEDUTILITIES	Plans	1	pdf
T6434Plans-SIGNALIZATION	Plans	1	pdf
T6434Plans-SIGNALIZATION-COREBORING	Plans	1	pdf
T6434Plans-SIGNINGMARKING	Plans	1	pdf
T6434Specs	Specifications	1	pdf
T6434	Bid Documents	1	ebsx
T6434Addendum001	Addenda	1	pdf
T6434	Amendments	1	001x
T6434Supplement001	Supplements	1	pdf

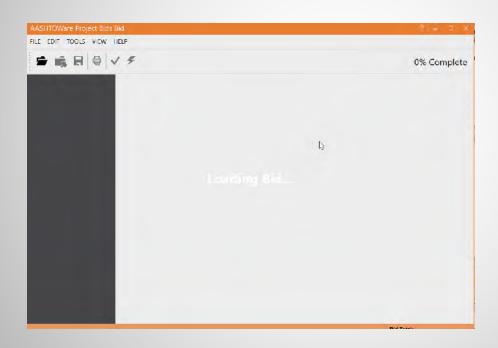
Download the documents and save them to your computer. (Be sure to designate a place to save the file, such as your C drive.)

PROJECT BIDS

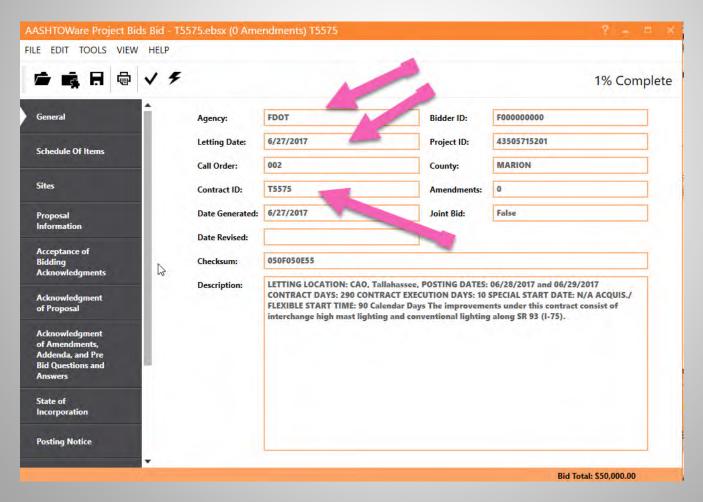
Download AASHTOWare Project Bids to your computer. You will need this software to open your EBSX file and prepare your bid. https://www.bidx.com/fl/main



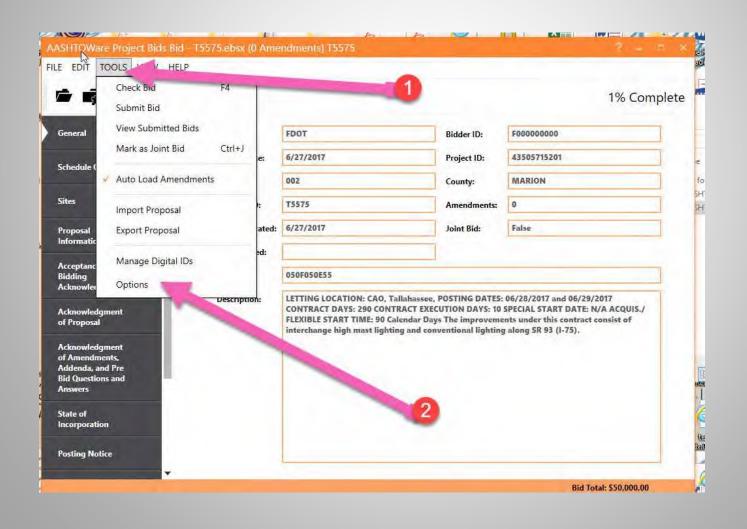
OPEN PROJECT BIDS AFTER DOWNLOADING TO YOUR COMPUTER



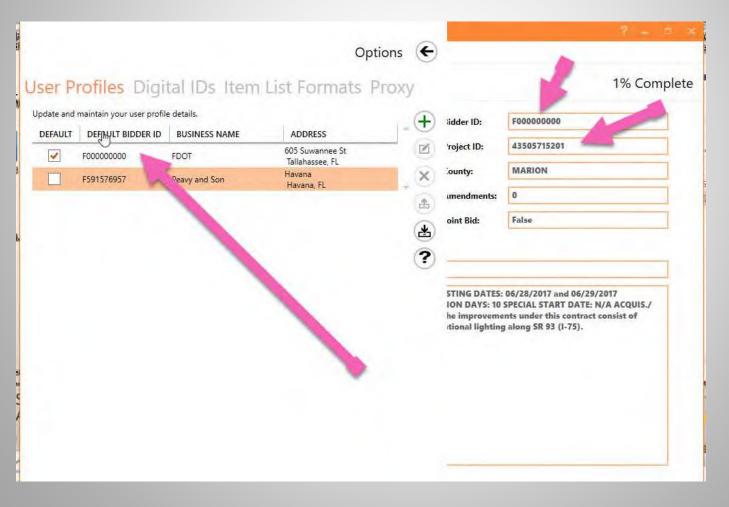
Enter company information in the fields as appropriate



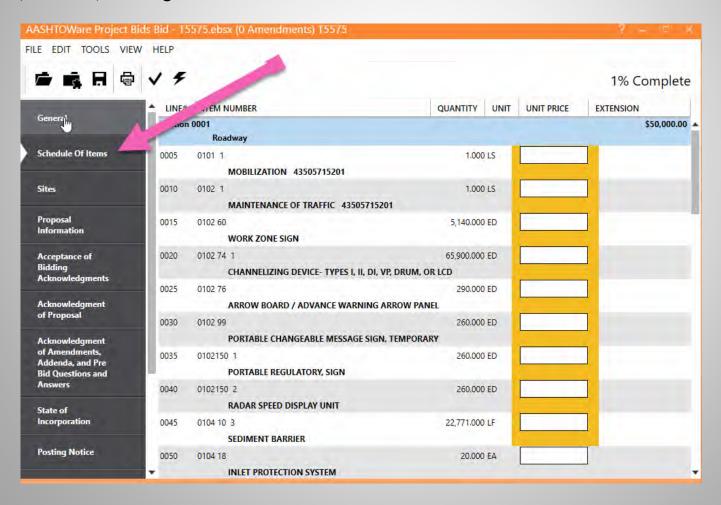
Click on Tools and select Options



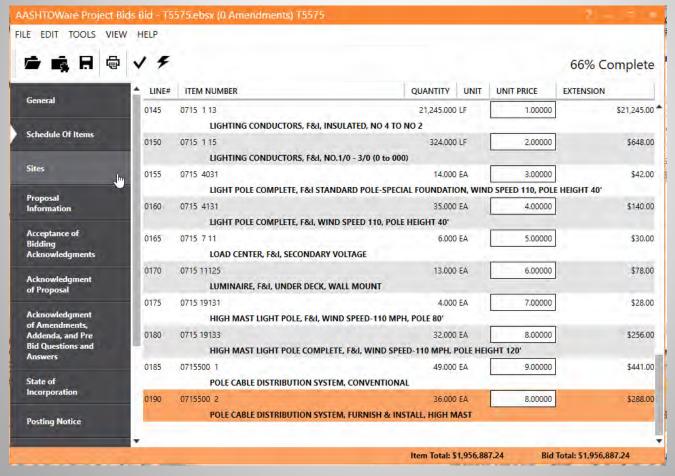
Select the company vendor ID eligible to bid with FDOT



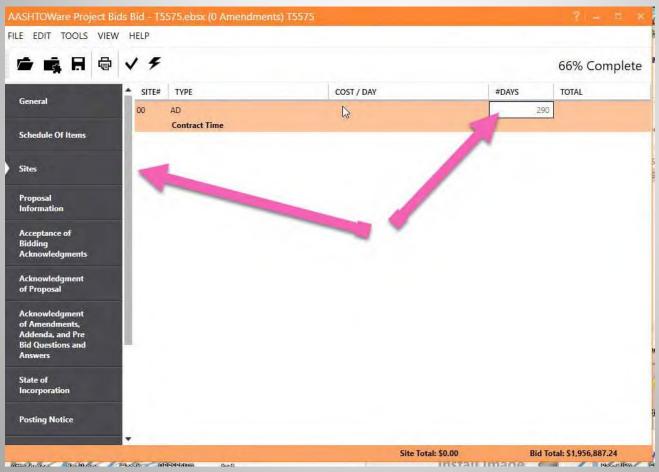
You are now ready to begin. You will go through each section on the left side, in order, starting with the Schedule of Items.



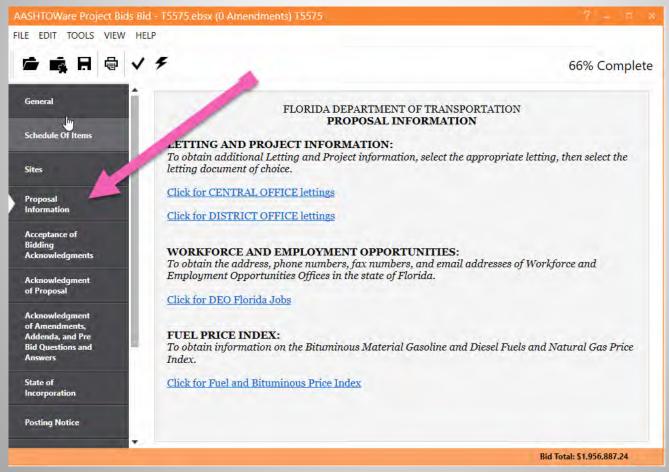
Enter the unit prices and the extended amounts will automatically populated.



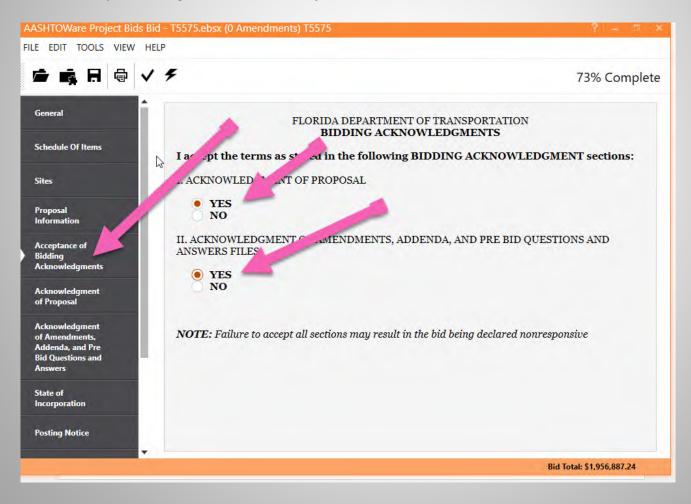
If the proposal has time bid(e.g. A+B) enter the number of calendar days you wish to bid.



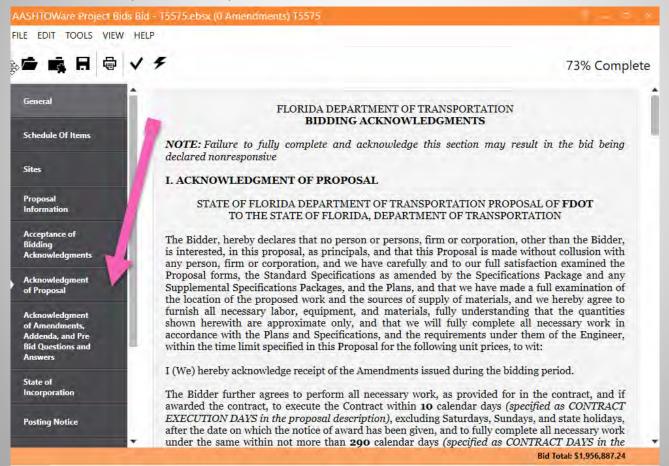
In the Proposal Information section, you can link to the Contracts Administration website, view Work Force and Employment Opportunities, and view the Fuel and Bituminous Price Index.



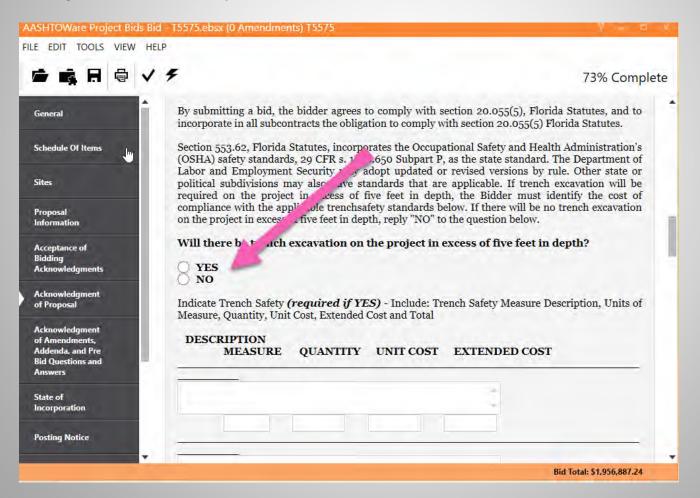
You will need to acknowledge the proposal, addenda, amendments and pre-bid Q&As, by clicking on the "YES" options.



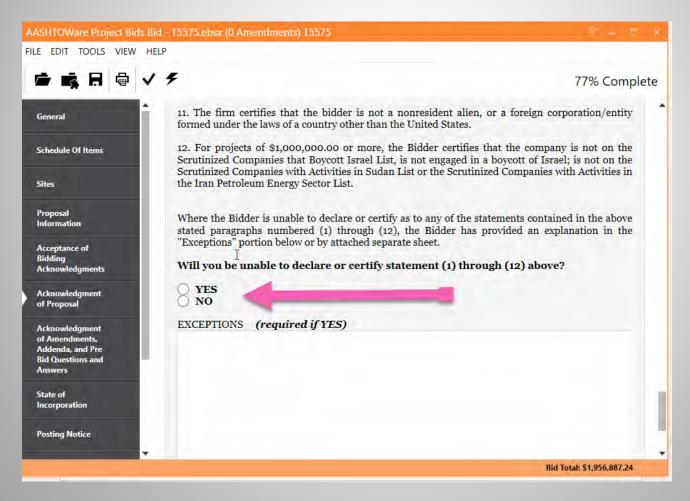
Read through this and complete both sections acknowledging whether there is trench safety and certify statements 1-11



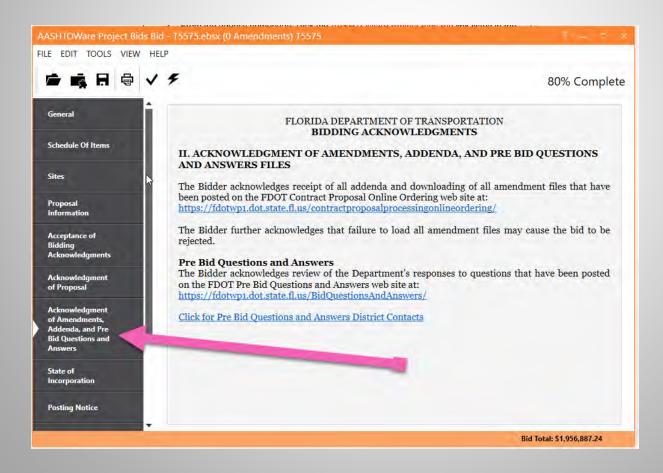
Acknowledge the trench Safety.



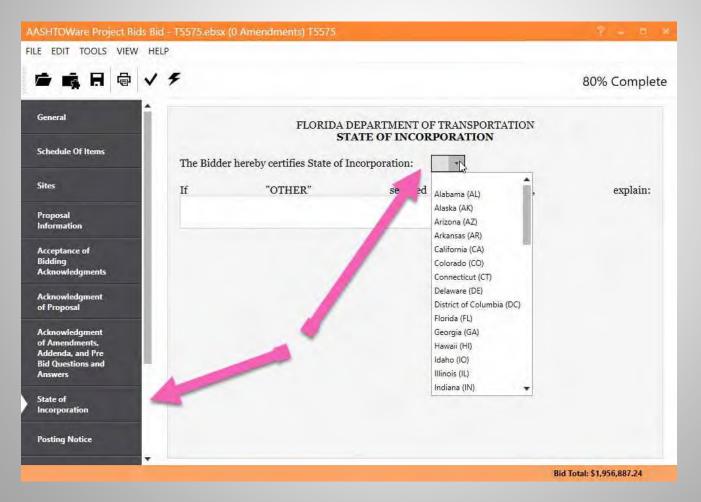
Certify the indicated statements.



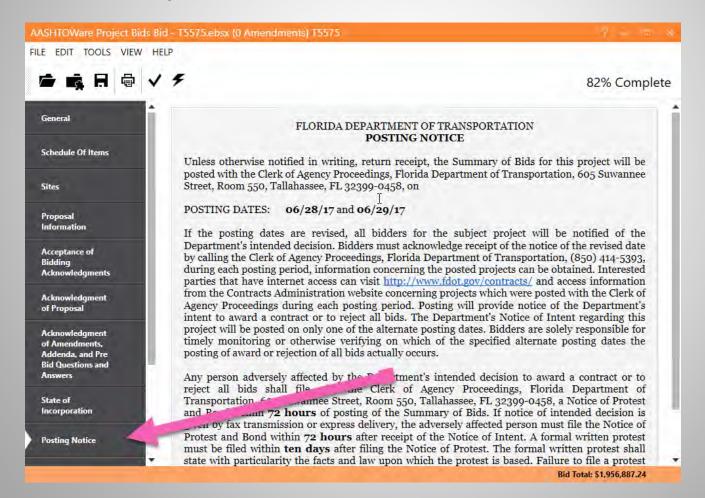
In this section, you can check to see if there were any Addenda and Amendments. Also, you can see if there were any Pre-Bid Questions asked concerning this project. If there are any Amendments, it should state above where the arrow is pointing. If an Amendment has been issued and this says 0, then you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



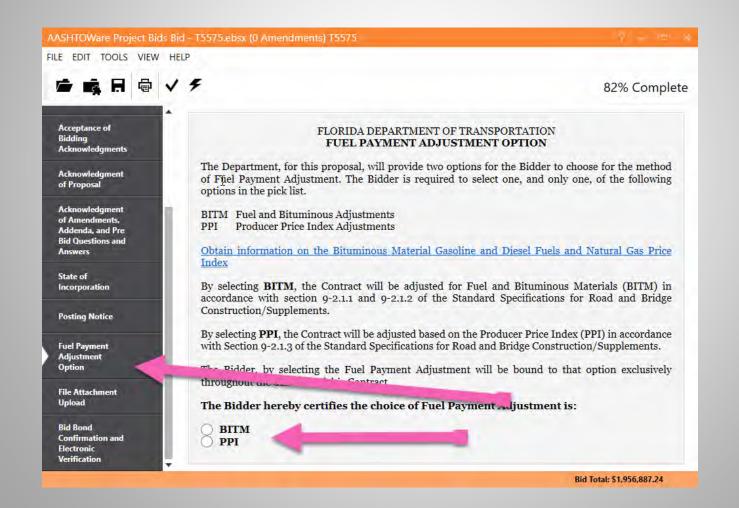
Enter the State of Incorporation.



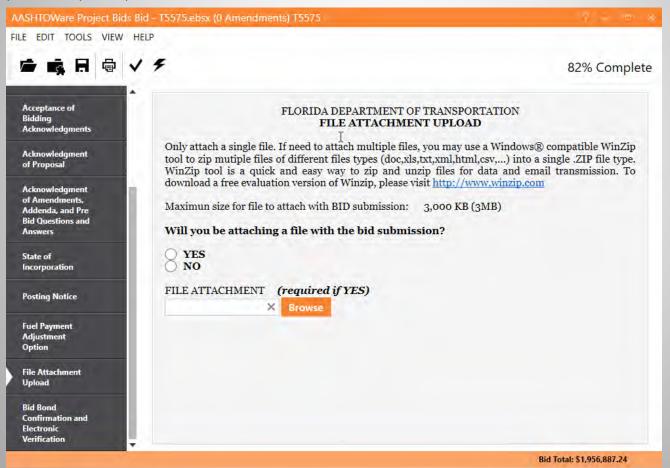
You will see the Posting information under this section.



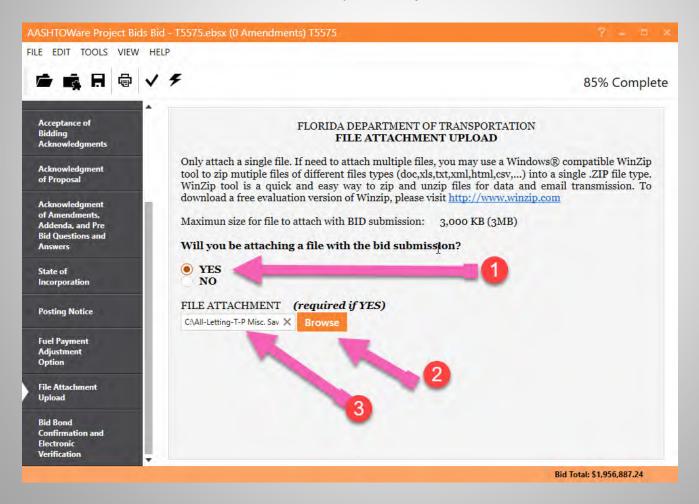
Certify the choice of Fuel Payment adjustment as appropriate.



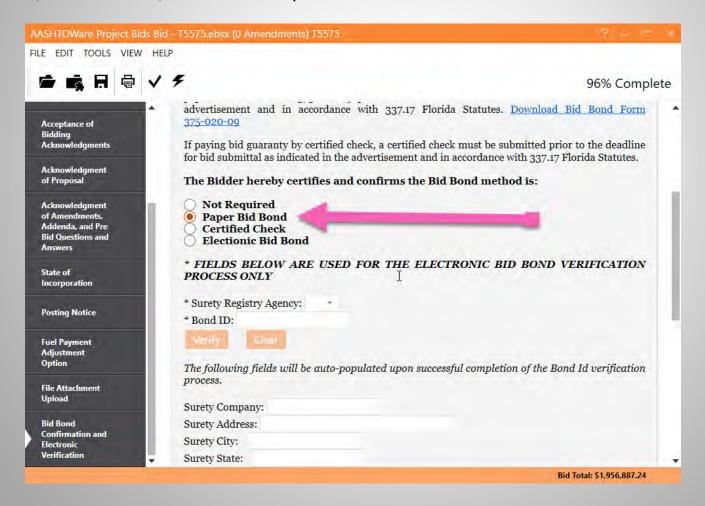
If you are required to submit any attachments, such as BDI Reference forms, Table A, etc., click "YES" and attach the file.



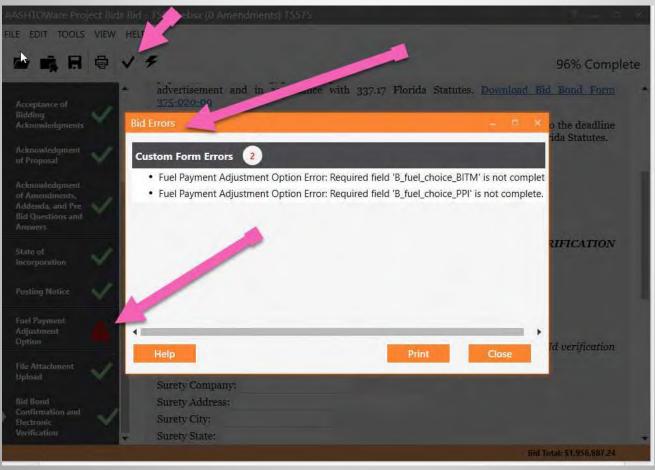
You can browse and find the desired file on yourcomputer to attach.



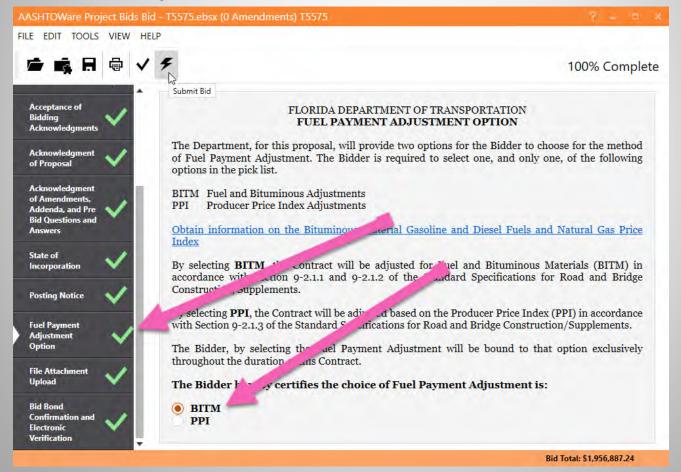
Bid Bond Method Confirmation- select your method of submitting your Bid Bond. If bid is \$150,000.00 or less, select "not required."



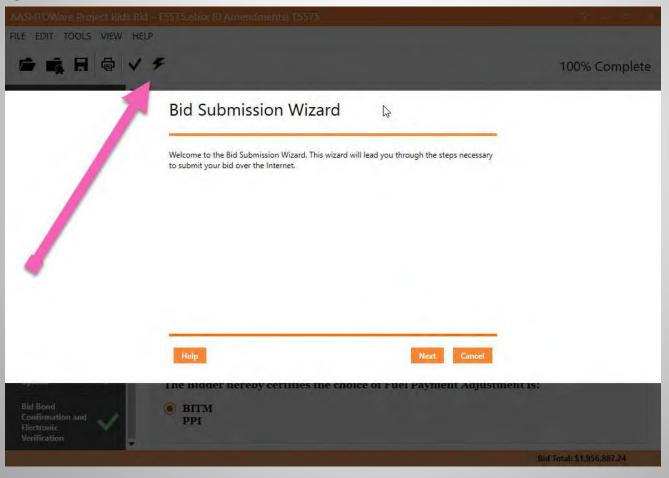
Click on the Checkmark tab on top to check your bid. If all required fields are not populated, the system will give you an error message:



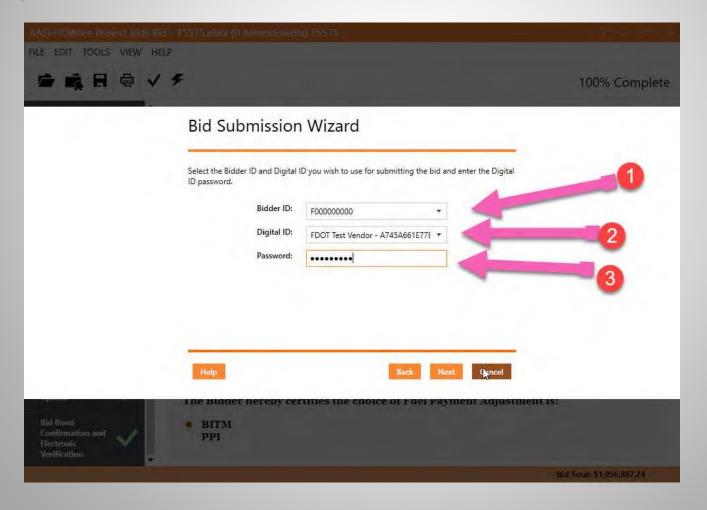
In this case, the Fuel Payment Adjustment was not populated. The section indicated with green checkmark after correction.



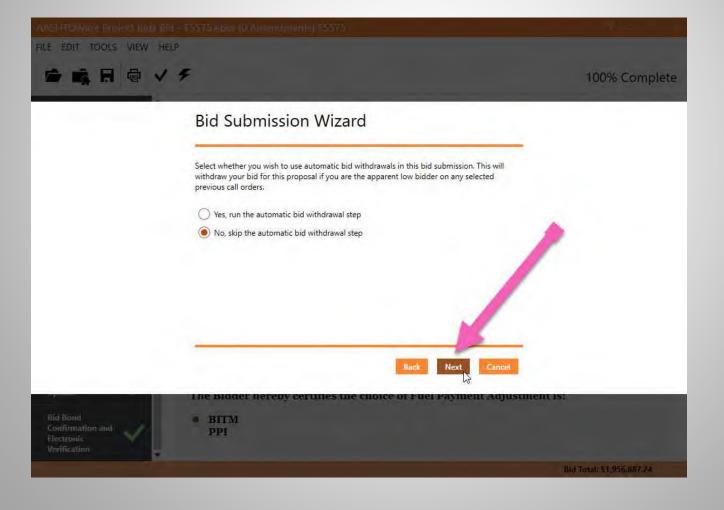
Once all required fields are populated, you can submit your bids by clicking on the "submit" button.



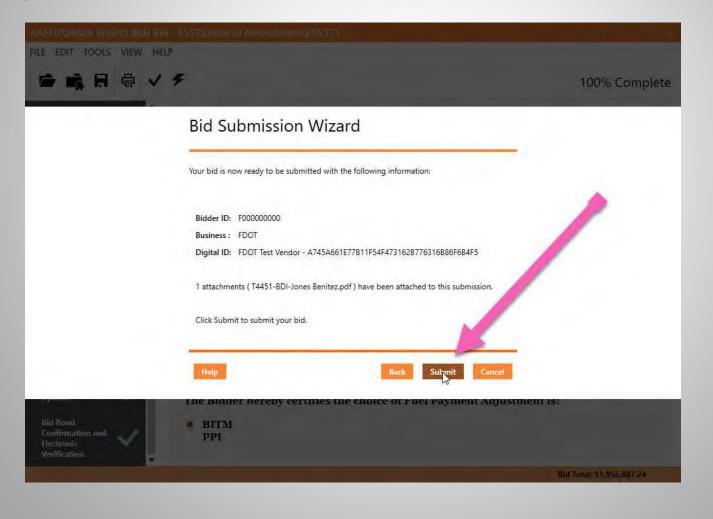
The system will ask for some information to check the credentials.



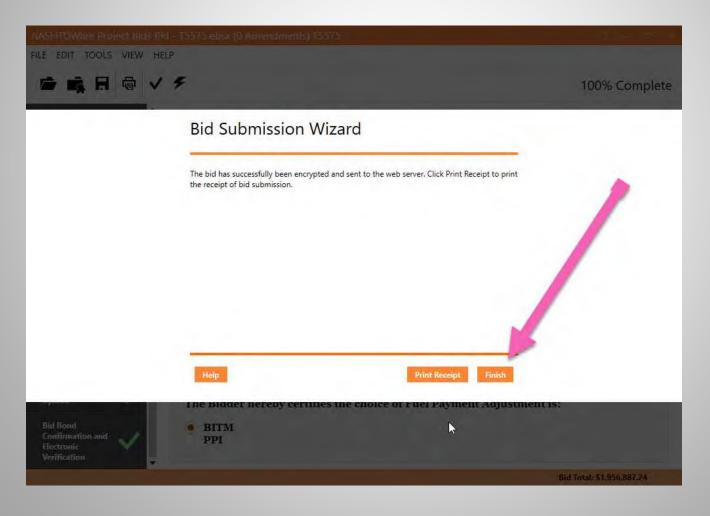
More information.



Finally, click on "Submit"



And ... "Finish"



SUBMITTING YOUR BID

- Unless otherwise stipulated in the proposal description, bids for all projects must be submitted using Bid Express only. No other means of submission of bids will be accepted. Please visit the Contracts Administration Website at: http://www.fdot.gov/contracts for more information on Bid Express. Submitting bids through Bid Express requires a Digital ID. To obtain a Digital ID, please contact Bid Express at http://www.bidx.com. Allow up to 6 days to complete the Digital ID registration.
- To submit your bid, you must include the following:
 - 1. 5% bid bond if bid is more than \$150,000.00.
 - 2. If applicable: Expertise/Experience Form, BDI Reference Form
- 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.fdot.gov/contracts/forms/bidderchecklist.pdf

 Please follow this checklist and call the Contracts Office, if you have any questions.

SUBMITTING YOUR BID

- When submitting your bid electronically it is important to note the following:
 - No one can see your bid until the cutoff time for the letting. There is no need to wait until the last minute to submit your bid.
 - You can update your bid at any time up to the cutoff time. You are not limited to only one submission. We encourage you to submit your bid as early as possible. If you need to make any changes, simply resubmit the bid.
 - Submitting early will also allow us the time needed to help you with any problems that may occur. While we will make every effort to help you get your bid in on time, it may not be possible if we get notified at the last minute.

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://fdotwp1.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal

WHAT TO EXPECT...

- After the letting, the preliminary results will be posted to the website, https://fdotwp1.dot.state.fl.us/wTBidLetting/LettingMain
- 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.fdot.gov/contracts/



CONTACTS

Contracts.Admin@dot.state.fl.us

Central Office - Tallahassee 850-414-4000

District Office Phone Numbers can be found at: http://www.fdot.gov/contracts/Distco.shtm

