

New Bidders' Orientation

District 6, Contracts Administration



Introduction to District Contracts

All solely state-funded projects and all maintenance projects. Determination of winning vendor is based on the lowest bid received and qualification.

Construction Contracts

Proposals over \$250,000 require bidders to be pre-qualified (Rule 14-22 F.A.C.)

Maintenance Contracts

Bidders do not have to be pre-qualified, but some Maintenance proposals may have specific qualification requirements such as experience and/or licenses or certificates for contractor eligibility (Rule 14-22 F.A.C.)

Most contracts have yearly renewal option for up to two (2) additional years

Most contracts have a Budgetary Ceiling Amount and are work order driven

Introduction to District Contracts

Types of Work

Construction Contracts

- Bridge Repair and Rehabilitation
- Milling and Resurfacing
- Sidewalks, Curb, and Gutter
- Landscape
- Traffic Operations Improvements

Maintenance Contracts

- Mechanical Sweeping
- Mowing
- Graffiti Removal
- Pavement Marking/Striping
- Drainage Cleanout
- Pump Station Maintenance
- Landscape Maintenance
- Sign Repair and Maintenance

Introduction to District Contracts

Other Types of District Contracts

Fixed Capital Outlay (FCO) for Construction

Any work that will make an addition, replacement, major repair and renovation to any state-owned property. This includes furniture and equipment necessary to furnish and operate a new or improved facility.

Pre-Event Emergency

Secured contracts with multiple vendors to respond in the event of a Governor declared emergency. Services may include cut & toss, debris removal, single and multi-post sign repair, traffic signal repair and emergency generator installation for either Miami-Dade, Monroe or a combination of both counties.

Fast Response

Address any situations requiring immediate attention including repair, maintenance, or construction of transportation features. Thus, timely completion is important. Contract amount does not exceed \$250,000.

Maintenance Asset Management

Requires the maintenance of Department infrastructure for an entire geographical area, certain specific transportation elements such as rest areas or bridges, or portion of roadway. Contract term is seven (7) years.

Business Development Initiatives (BDI)

Other Types of District Contracts

Business Development Initiative (BDI) designated projects set aside for small businesses. A business determines its size by averaging its annual gross receipts over the past 3 years. If the annual gross amount is under the Small Business A size standards for a particular type of work and under \$15 million, the business will be considered a small business. You can also view a list of reserved contracts at the link below.

<http://www.fdot.gov/equalopportunity/bdi.shtm>

How BDIs Help Small Businesses

Other Types of District Contracts

- 5% bid bond requirement is waived (\$500 cashier's check is required for bids over \$150,000)
- Prequalification is not required
- Performance Bond is still required, unless otherwise advertised

Getting Started with the State

Click on the images to get redirected to the appropriate website.

Your company or limited liability corporation must be registered with the Division of Corporations to do business in the State of Florida at www.sunbiz.org.



Register in
MyFloridaMarketPlace
(MFMP)



Register your e-mail
address to receive
advertisement notifications



Submit and have on file an
approved Disadvantaged
Business Enterprise (DBE)
Affirmative Action Plan
(Form No. 275-030-11)



Apply for a Certificate of
Prequalification, if needed.
Audited Financial
Statements are required for
construction contracts with
a budget estimate of \$1M
or more.

District 6 Lettings Information

<http://www.fdot.gov/contracts/d6/>

You can review information on current and past lettings, including full advertisements, postings of intent to award, bid tabulations, schedule of items for each proposal, and upcoming Awards Committee meetings:

[District Six Letting and Project Information \(fdot.gov\)](#)

District-specific Information

- Regular letting dates are scheduled on the last Thursday of every month at 11:00 AM (except when there is a public holiday)
- There are no regular lettings scheduled in December
- Postings are issued on Tuesdays and advertisements on Thursdays
- District 6 contracts are numbered E6xxx
- Federally-funded contracts that related to our District are numbered T6xxx and they are let out by our [Central Office Contracts Administration Office](#) in Tallahassee

Submitting Your Bid

- All Bids must be submitted electronically using [Bid Express](#)
- You must contact Bid Express directly to obtain a Digital ID (it may take up to 6 days to fully register) and there is a cost to vendors associated with this service
- You must attach all applicable and required forms in Bid Express (i.e., experience forms, BDI reference sheet, schedule of values, licenses, certificates, etc.)
- Technical and administrative questions specific to a proposal must be submitted in the [Bid Questions & Answers](#) portal
- Questions posted before 5:00 p.m. (EST) on the seventh (7) calendar day prior to the bid opening will be responded by the Department
- You can update your bid at any time up to the cutoff time. No one can see your bid until the cutoff time for the letting.
- Follow the Bidders' checklist at this link:
<http://www.fdot.gov/contracts/forms/bidderchecklist.pdf>

Submitting Your Bid

Do's

- Make sure all your contact information is correct, including vendor number and billing address
- If there are addenda, make sure you acknowledge the addenda in your Bid Document
- Ensure that your Work Underway Report submittal is up to date if you are a pre-qualified vendor

Don'ts

- DO NOT submit a copy of the bid bond as an email attachment or attached to your Bid Express bid submittal. An original **HARDCOPY** of the bid bond and accompanying Original Power of Attorney is required to be received before the Letting Date & Time
- DO NOT wait to submit your bid until the last minute. Bids received on or after 11 a.m. on the day of the letting will not be considered.

Bid Bonding

Bond requirement for bids over \$150,000:

- Regular construction or maintenance projects, require a 5% bid bond of your bid amount as a guaranty
- BDI reserved contracts require a \$500 bond guaranty

Bid Bond submittal formats:

- Cashier's Check, or
- Original Bid or Proposal Bond, Form No. 375-020-09 and Original Power of Attorney, or
- BDI Bid or Proposal Bond, Form No. 375- 020-16 and Original Power of Attorney, or
- *Surety2000* or *InsureVision* (electronic through Bid Express)
- All documents must be received by the District Contracts Administration office before date and time of the letting.

CPP Online Ordering System

Access the [Contract Proposal Processing \(CPP\) Online Ordering Application](#) to download bidding documents, plans and specs.

- Submit a completed Exempt Document Agreement Form to obtain documents on advertised projects (Bid Documents, Plans and Specs)
- Download [AASHTOWare Project Bids](#) to your computer (it is free) to open the bidding documents and prepare your bid
- Be sure to designate a folder in your computer to save the files to, such as your C: Drive

CPP Online Ordering System – Login Interface

Contract Proposal Processing

Welcome to the new CPP. We have changed the log in process and moved our user authentication from FDOT Internet Subscriber Account to Microsoft Azure. If you have an email address that has been used to log into CPP Online Ordering, then click on the Sign In link below and use the same email address to create a Microsoft Azure user account. The system will then automatically attach you to your vendor account.

If you are new to CPP, then click on the Sign Up Here link to create a Microsoft Azure user account. You will then be able to download and submit the Electronic Documents Distribution Agreement, which is required to request access to CPP.

If you are FDOT Staff or Consultant with an Active Directory Account...
[Log in with Azure AD](#)

If you are an External Customer (whether returning or new)...
[Sign In or Sign Up Here](#) **Click here**

If you forget your password, you will be given a challenge question after the third try. If you get locked out, contact the service desk at

1-866-352-3776

Passwords expire every 60 days

Sign in

Sign in with your email address

Email Address

Password















Forgot your password?

Sign in

Don't have an account? [Sign up now](#)

CPP Online Ordering System - Example

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

Documents		
E6M36.ebsx	Proposals	 
44343215201-PLANS-01-ROADWAY.pdf	Plans	 
44343215201-PLANS-02-SIGNINGMARKING.pdf	Plans	 
44343215201-PLANS-05-LIGHTING.pdf	Plans	 
44343215201-SPECS.pdf	Specifications	 
E6M36 Bid or Proposal Bond.pdf	Other Documents	 
44343215201-CADD (1).zip	Plans	 

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

Opening Bid Documents

Download AASHTOWare Project Bids to your computer. You will need this software to open the EBSX file and prepare your bid.

<https://www.bidx.com/fl/main>

The screenshot shows the BidExpress website interface. At the top, there is a navigation bar with links for 'FDOT', 'Lettings', 'Search', 'Advantage', 'Bid Tab Analysis', and 'Small Business Network'. The date 'September 19, 2017 03:05 PM EDT' is displayed in the top right corner. Below the navigation bar, there is a 'Home' button and a 'Contact Bid Express' link. The main content area features a large orange heading 'Download Project Bids' with an arrow pointing to a 'Downloads' button. The 'Downloads' button is labeled 'AASHTOWare Project Bids Bid Zip utility'. Below this, there is a 'What's New?' section with a table of bid activities for the month of September.

Letting	Proposal	Activity	Activity Date
02171018		Letting Made Available	09/18/2017
02170816	001 - E2V96 R0	Bid Tabulations Uploaded	09/18/2017
	002 - E2W11	Bid Tabulations Uploaded	09/18/2017
	004 - E2W20	Bid Tabulations Uploaded	09/18/2017
	005 - E2W25	Bid Tabulations Uploaded	09/18/2017
	006 - E2W51	Bid Tabulations Uploaded	09/18/2017
	007 - E2W53	Bid Tabulations Uploaded	09/18/2017
	008 - E2W54	Bid Tabulations Uploaded	09/18/2017
	009 - E2W56R0	Bid Tabulations Uploaded	09/18/2017

Opening Bid Documents

Enter company information in the fields as appropriate.

Be sure to include correct Bidder ID # (starts with "F" and followed by the Tax ID #)

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

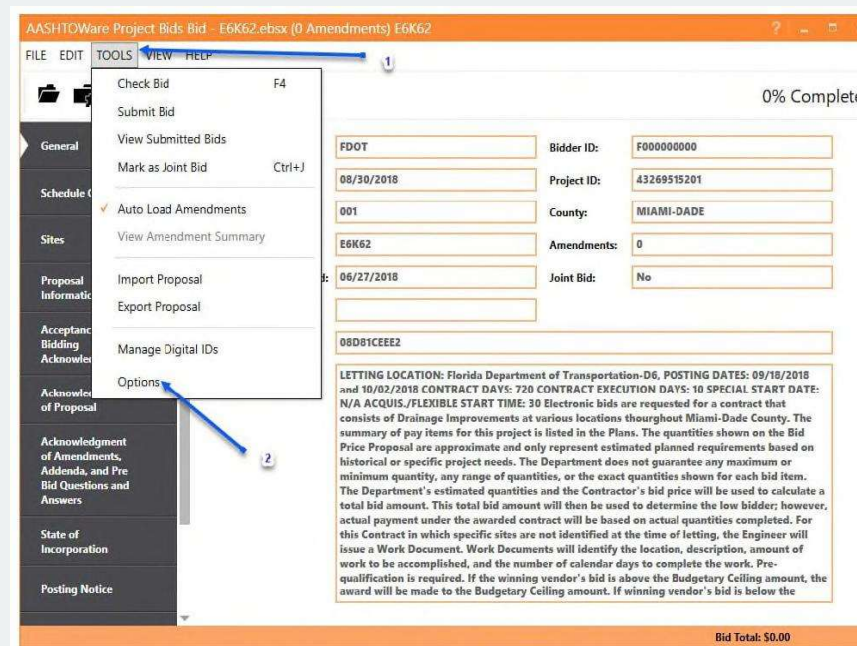
0% Complete

Agency:	FDOT	Bidder ID:	F000000000
Letting Date:	08/30/2018	Project ID:	43269515201
Call Order:	001	County:	MIAMI-DADE
Contract ID:	E6K62	Amendments:	0
Date Generated:	06/27/2018	Joint Bid:	No
Date Revised:			
Checksum:	08D01CEEE2		
Description:	LETTING LOCATION: Florida Department of Transportation-D6, POSTING DATES: 09/18/2018 and 10/02/2018 CONTRACT DAYS: 720 CONTRACT EXECUTION DAYS: 10 SPECIAL START DATE: N/A ACQUIS./FLEXIBLE START TIME: 30 Electronic bids are requested for a contract that consists of Drainage Improvements at various locations throughout Miami-Dade County. The summary of pay items for this project is listed in the Plans. The quantities shown on the Bid Price Proposal are approximate and only represent estimated planned requirements based on historical or specific project needs. The Department does not guarantee any maximum or minimum quantity, any range of quantities, or the exact quantities shown for each bid item. The Department's estimated quantities and the Contractor's bid price will be used to calculate a total bid amount. This total bid amount will then be used to determine the low bidder; however, actual payment under the awarded contract will be based on actual quantities completed. For this Contract in which specific sites are not identified at the time of letting, the Engineer will issue a Work Document. Work Documents will identify the location, description, amount of work to be accomplished, and the number of calendar days to complete the work. Pre-qualification is required. If the winning vendor's bid is above the Budgetary Ceiling amount, the award will be made to the Budgetary Ceiling amount. If winning vendor's bid is below the		

Bid Total: \$0.00

Opening Bid Documents

Click on Tools and then on Options



Opening Bid Documents

Select the company vendor ID eligible to bid with FDOT

Options

User Profiles Digital IDs Item List Formats Proxy

Update and maintain your user profile details.

DEFAULT	DEFAULT BIDDER ID	BUSINESS NAME	ADDRESS
<input checked="" type="checkbox"/>	F000000000	FDOT	1000 NW 111 Avenue Miami, FL

0% Complete

Vendor ID: F000000000

Project ID: 43269515201

County: MIAMI-DADE

Tendments: 0

Print Bid: No

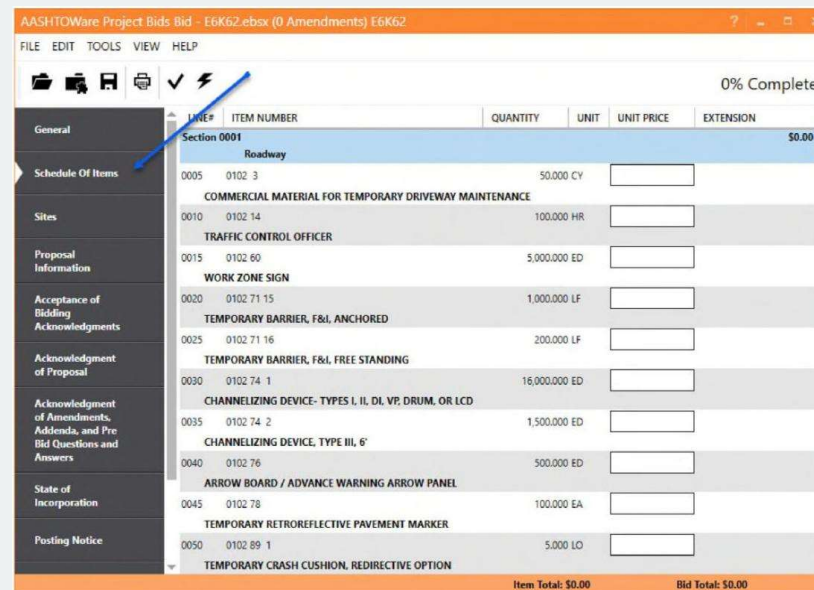
Transportation-D6, POSTING DATES: 09/18/2018
TRACT EXECUTION DAYS: 10 SPECIAL START DATE:
Electronic bids are requested for a contract that
is locations throughout Miami-Dade County. The
bid in the Plans. The quantities shown on the Bid
represent estimated planned requirements based on
firmment does not guarantee any maximum or
or the exact quantities shown for each bid item.
the Contractor's bid price will be used to calculate a
then be used to determine the low bidder; however,
will be based on actual quantities completed. For
identified at the time of letting, the Engineer will
will identify the location, description, amount of
F calendar days to complete the work. Pre-
tor's bid is above the Budgetary Ceiling amount, the
amount. If winning vendor's bid is below the

Bid Total: \$0.00

Opening Bid Documents

You are now ready to begin!

You will get through each section using the left column to navigate, in order, starting with Schedule of Items.



The screenshot shows the AASHTOWare Project Bids Bid software interface. The window title is "AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62". The menu bar includes FILE, EDIT, TOOLS, VIEW, and HELP. The status bar at the top right indicates "0% Complete". The main window is divided into a left sidebar and a main table area. The sidebar contains a list of sections: General, Schedule Of Items, Sites, Proposal Information, Acceptance of Bidding Acknowledgments, Acknowledgment of Proposal, Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers, State of Incorporation, and Posting Notice. The "Schedule Of Items" section is selected and highlighted. The main table area displays a list of bid items with columns for LINE#, ITEM NUMBER, QUANTITY, UNIT, UNIT PRICE, and EXTENSION. The items are grouped under "Section 0001 Roadway".

LINE#	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Section 0001					
Roadway					
0005	0102 3	50,000	CY		
COMMERCIAL MATERIAL FOR TEMPORARY DRIVEWAY MAINTENANCE					
0010	0102 14	100,000	HR		
TRAFFIC CONTROL OFFICER					
0015	0102 60	5,000,000	ED		
WORK ZONE SIGN					
0020	0102 71 15	1,000,000	LF		
TEMPORARY BARRIER, F&I, ANCHORED					
0025	0102 71 16	200,000	LF		
TEMPORARY BARRIER, F&I, FREE STANDING					
0030	0102 74 1	16,000,000	ED		
CHANNELIZING DEVICE- TYPES I, II, DI, VP, DRUM, OR LCD					
0035	0102 74 2	1,500,000	ED		
CHANNELIZING DEVICE, TYPE III, 6'					
0040	0102 76	500,000	ED		
ARROW BOARD / ADVANCE WARNING ARROW PANEL					
0045	0102 78	100,000	EA		
TEMPORARY RETROREFLECTIVE PAVEMENT MARKER					
0050	0102 89 1	5,000	LO		
TEMPORARY CRASH CUSHION, REDIRECTIVE OPTION					

Item Total: \$0.00 Bid Total: \$0.00

Opening Bid Documents

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

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

0% Complete

LINE#	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION
Section 0001					
Roadway					
0005	0102 3	50.000	CY	1.00000	\$50.00
COMMERCIAL MATERIAL FOR TEMPORARY DRIVEWAY MAINTENANCE					
0010	0102 14	100.000	HR	2.00000	\$200.00
TRAFFIC CONTROL OFFICER					
0015	0102 60	5,000.000	ED		
WORK ZONE SIGN					
0020	0102 71 15	1,000.000	LF		
TEMPORARY BARRIER, F&I, ANCHORED					
0025	0102 71 16	200.000	LF		
TEMPORARY BARRIER, F&I, FREE STANDING					
0030	0102 74 1	16,000.000	ED		
CHANNELIZING DEVICE- TYPES I, II, DI, VP, DRUM, OR LCD					
0035	0102 74 2	1,500.000	ED		
CHANNELIZING DEVICE, TYPE III, 6'					
0040	0102 76	500.000	ED		
ARROW BOARD / ADVANCE WARNING ARROW PANEL					
0045	0102 78	100.000	EA		
TEMPORARY RETROREFLECTIVE PAVEMENT MARKER					
0050	0102 89 1	5.000	LO		
TEMPORARY CRASH CUSHION, REDIRECTIVE OPTION					
Item Total: \$250.00					Bid Total: \$250.00

Opening Bid Documents

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

AASHTOWare Project Bids Bid - EGK62.ebsx (0 Amendments) EGK62

FILE EDIT TOOLS VIEW HELP

0% Complete

SITE#	TYPE	COST / DAY	#DAYS	TOTAL
00	AD		720	

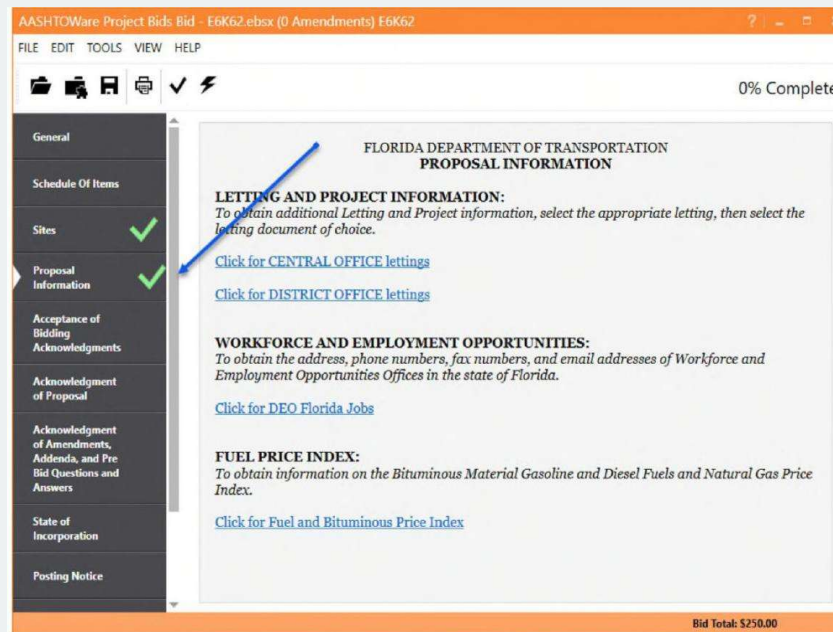
Contract Time

Site Total: \$0.00 Bid Total: \$250.00

The screenshot shows a software interface with a sidebar on the left containing several tabs: General, Schedule Of Items, Sites (with a green checkmark), Proposal Information, Acceptance of Bidding Acknowledgments, Acknowledgment of Proposal, Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers, State of Incorporation, and Posting Notice. A blue arrow points from the 'Sites' tab to the '#DAYS' field in the table above. Another blue arrow points from the '#DAYS' field to the 'Contract Time' text below the table.

Opening Bid Documents

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



Opening Bid Documents

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

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

2% Complete

General

Schedule Of Items

Sites ✓

Proposal Information ✓

Acceptance of Bidding Acknowledgments ✓

Acknowledgment of Proposal

Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers

State of Incorporation

Posting Notice

FLORIDA DEPARTMENT OF TRANSPORTATION
BIDDING ACKNOWLEDGMENTS

I accept the terms as stated in the following BIDDING ACKNOWLEDGMENT sections:

I. ACKNOWLEDGMENT OF PROPOSAL

YES
 NO

II. ACKNOWLEDGMENT OF AMENDMENTS, ADDENDA, AND PRE BID QUESTIONS AND ANSWERS FILES

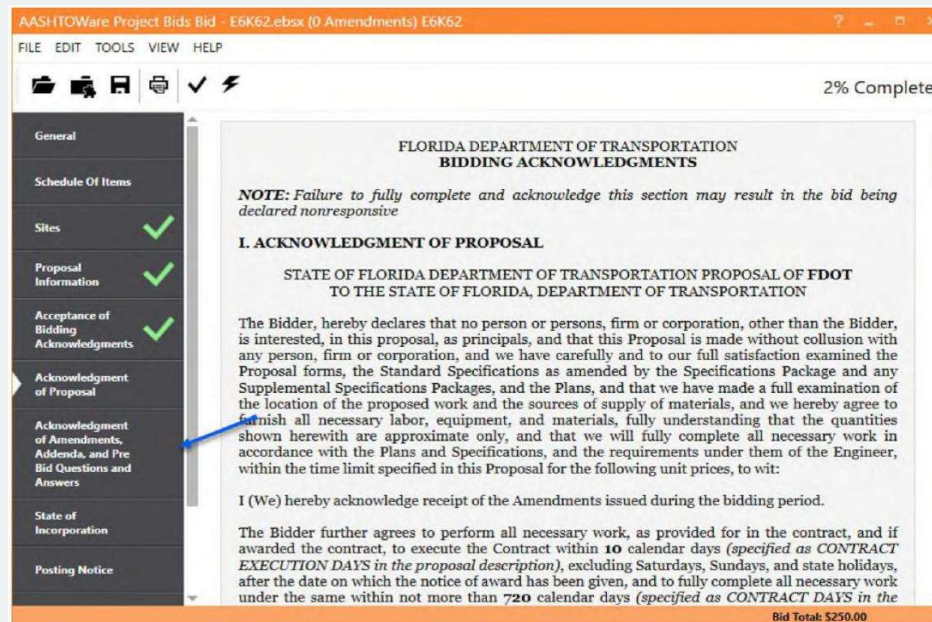
YES
 NO

NOTE: Failure to accept all sections may result in the bid being declared nonresponsive

Bid Total: \$250.00

Opening Bid Documents

Read through the Bidding Acknowledgements and complete both sections acknowledging whether there is trench safety and certify statements 1-11.



Opening Bid Documents

Acknowledge the trench safety

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

2% Complete

General

Schedule Of Items

Sites ✓

Proposal Information ✓

Acceptance of Bidding Acknowledgments ✓

Acknowledgment of Proposal

Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers

State of Incorporation

Posting Notice

required on the project in excess of five feet in depth, the Bidder must identify the cost of compliance with the applicable trenchesafety standards below. If there will be no trench excavation on the project in excess of five feet in depth, reply "NO" to the question below.

Will there be trench excavation on the project in excess of five feet in depth?

YES

NO

Indicate Trench Safety (*required if YES*) - Include: Trench Safety Measure Description, Units of Measure, Quantity, Unit Cost, Extended Cost and Total

DESCRIPTION	MEASURE	QUANTITY	UNIT COST	EXTENDED COST

Bid Total: \$250.00

Opening Bid Documents

Certify the indicated statements.

The screenshot displays the AASHTOWare Project Bids software interface. The window title is "AASHTOWare Project Bids Bid - EGK62.ebix (0 Amendments) EGK62". The menu bar includes FILE, EDIT, TOOLS, VIEW, and HELP. The top right corner shows "2% Complete". On the left, a vertical navigation pane lists various sections: General, Schedule Of Items, Sites (with a green checkmark), Proposal Information (with a green checkmark), Acceptance of Bidding Acknowledgments (with a green checkmark), Acknowledgment of Proposal (highlighted with a white arrow), Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers, State of Incorporation, and Posting Notice. The main content area contains the following text:

13. The Bidder certifies that the company is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel.

Where the Bidder is unable to declare or certify as to any of the statements contained in the above stated paragraphs numbered (1) through (12), the Bidder has provided an explanation in the "Exceptions" portion below or by attached separate sheet.

Will you be unable to declare or certify statement (1) through (12) above?

YES ← (indicated by a blue arrow)

NO

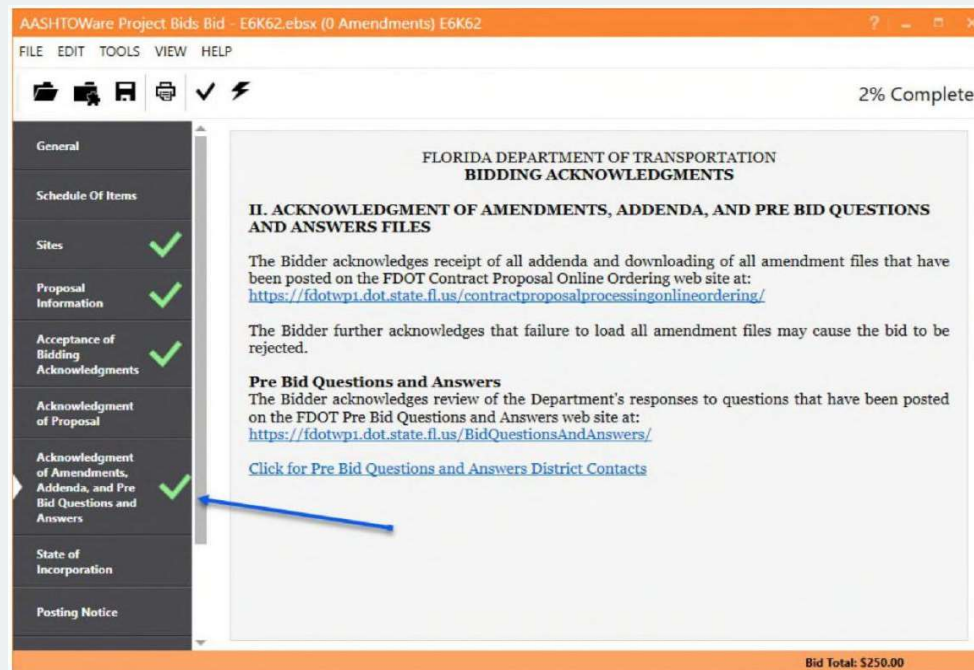
EXCEPTIONS (required if YES)

Any exception listed above will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency, and dates of agency action. Providing false information may result in criminal prosecution and/or administrative sanctions. I declare under penalty of perjury that the foregoing is true and

Bid Total: \$250.00

Opening Bid Documents

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 and save it in the same folder that you saved the EBSX file (Bidding Document). Re-open Project Bid and it will automatically update with the Amendment file.



Opening Bid Documents

Enter the State of Incorporation

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

2% Complete

General

Schedule Of Items

Sites ✓

Proposal Information ✓

Acceptance of Bidding Acknowledgments ✓

Acknowledgment of Proposal

Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers ✓

State of Incorporation

Posting Notice

FLORIDA DEPARTMENT OF TRANSPORTATION
STATE OF INCORPORATION

The Bidder hereby certifies State of Incorporation:

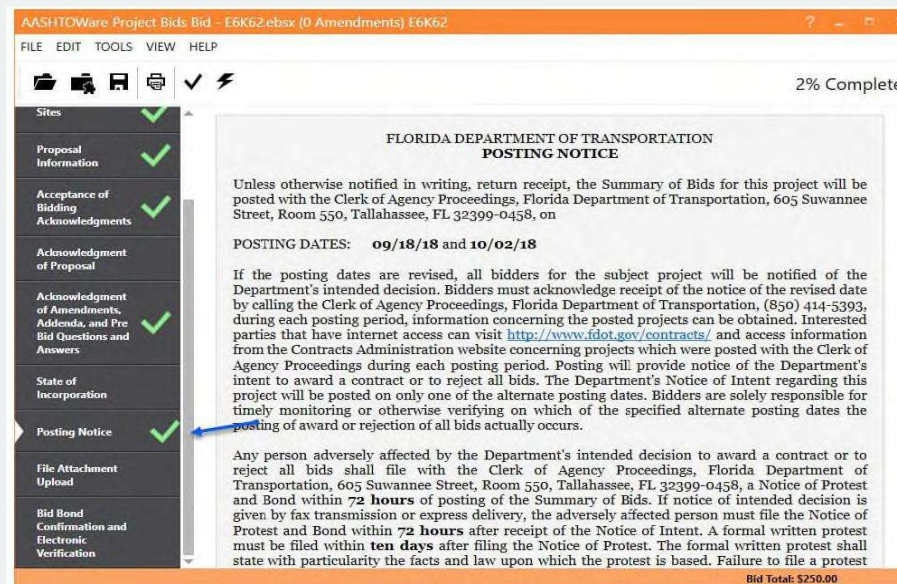
If "OTHER" selected explain:

Alabama (AL)
Alaska (AK)
Arizona (AZ)
Arkansas (AR)
California (CA)
Colorado (CO)
Connecticut (CT)
Delaware (DE)
District of Columbia (DC)
Florida (FL)
Georgia (GA)
Hawaii (HI)
Idaho (ID)
Illinois (IL)
Indiana (IN)
Iowa (IA)
Kansas (KS)

Bid Total: \$250.00

Opening Bid Documents

You will see the posting of Intent to Award information under this section.



Opening Bid Documents

Ensure you read the directions on what file type to save your documents as. Remember scanned copies of the bid bond are not accepted if you obtained an original copy.

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

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

2% Complete

Sites ✓

Proposal Information ✓

Acceptance of Bidding Acknowledgments ✓

Acknowledgment of Proposal

Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers ✓

State of Incorporation

Posting Notice ✓

File Attachment Upload

Bid Bond Confirmation and Electronic Verification

FLORIDA DEPARTMENT OF TRANSPORTATION
FILE ATTACHMENT UPLOAD

Only attach a single file. If need to attach multiple files, you may use a Windows® compatible WinZip tool to zip multiple files of different files types (doc,xls,txt,xml,html,csv,...) into a single .ZIP file type. WinZip tool is a quick and easy way to zip and unzip files for data and email transmission. To download a free evaluation version of Winzip, please visit <http://www.winzip.com>

Maximun size for file to attach with BID submission: 3,000 KB (3MB)

Will you be attaching a file with the bid submission?

YES 1

NO

FILE ATTACHMENT (required if YES)

2

3

Bid Total: \$250.00

Opening Bid Documents

Bid Bond method confirmation – select your method of submitting your Bid Bond. If your bid is \$150,000.00 or less, select “not required.”

AASHTOWare Project Bids Bid - E6K62.ebsx (0 Amendments) E6K62

FILE EDIT TOOLS VIEW HELP

2% Complete

Sites ✓

Proposal Information ✓

Acceptance of Bidding Acknowledgments ✓

Acknowledgment of Proposal

Acknowledgment of Amendments, Addenda, and Pre Bid Questions and Answers ✓

State of Incorporation

Posting Notice ✓

File Attachment Upload

Bid Bond Confirmation and Electronic Verification

Department of Transportation, must accompany this proposal in the form of a paper bid bond or certified check or electronic bid bond. The guaranty amount shall include all bid items except construction days for A+B Bidding and lane closure for Lane Rental Bidding.

If submitting a bid bond and not utilizing electronic bid bond verification, bidder must submit a paper Bid Bond Form 375-020-09 prior to the deadline for bid submittal as indicated in the advertisement and in accordance with 337.17 Florida Statutes. [Download Bid Bond Form 375-020-09](#)

If paying bid guaranty by certified check, a certified check must be submitted prior to the deadline for bid submittal as indicated in the advertisement and in accordance with 337.17 Florida Statutes.

The Bidder hereby certifies and confirms the Bid Bond method is:

Not Required ←

Paper Bid Bond

Certified Check

Electronic Bid Bond

*** FIELDS BELOW ARE USED FOR THE ELECTRONIC BID BOND VERIFICATION PROCESS ONLY**

* Surety Registry Agency:

* Bond ID:

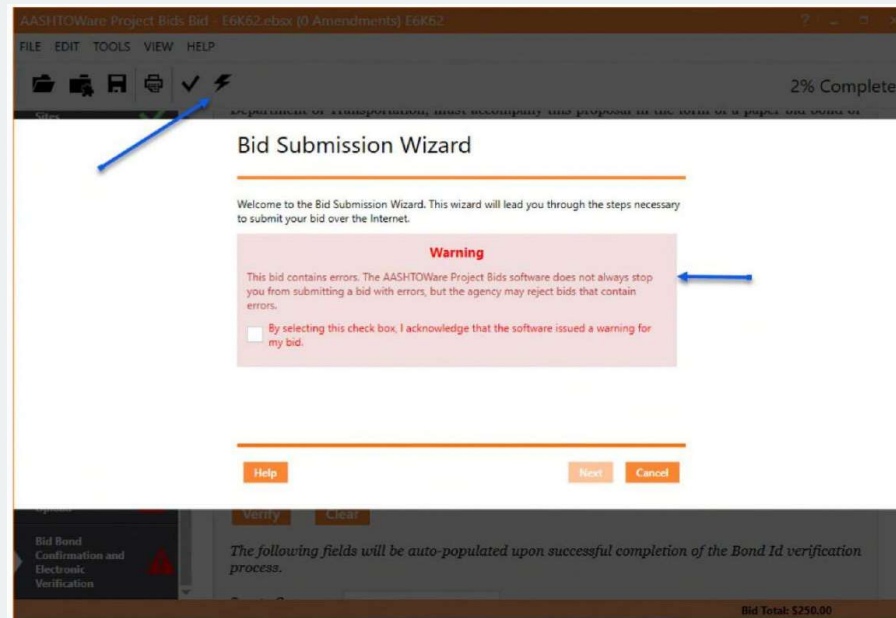
The following fields will be auto-populated upon successful completion of the Bond Id verification process.

Bid Total: \$250.00

Opening Bid Documents

If your sections do not contain a green checkmark, there may be errors or missing information.

You can click on each section to see what the error is or click on the Bid Submission Wizard You will also receive a warning.



Opening Bid Documents

Once all required fields are populated, you can submit your bid by clicking on the Bid Submission Wizard button.

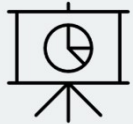
Click Next to confirm that you want to submit your bid. The system will ask for some information to check the credentials. Once this information is provided you will be able to click "Next" to continue. Finally, click on "Submit" and then "Finish".

The screenshot shows the 'Bid Submission Wizard' window in AASHTOware. The window title is 'AASHTOware Project Bids Bid - EGK62.ebox (0 Amendments) EGK62'. The menu bar includes 'FILE', 'EDIT', 'TOOLS', 'VIEW', and 'HELP'. The status bar at the top right indicates '100% Complete'. The main content area is titled 'Bid Submission Wizard' and contains the following text: 'Select the Bidder ID and Digital ID you wish to use for submitting the bid and enter the Digital ID password.' Below this text are three input fields: 'Bidder ID' (a dropdown menu with 'F00000000' selected), 'Digital ID' (a dropdown menu), and 'Password' (a text input field). Three blue arrows point to each of these fields. At the bottom of the wizard are four buttons: 'Help', 'Back', 'Next', and 'Cancel'. Below the wizard is a table with the following data:

Item	Description	Quantity	Unit	Price	Total
0670	PEDESTRIAN DETECTOR, REMOVE FULL/REMAIN	2,000	AS	1,000.00	\$2,000.00
0670	TRAFFIC CONTROLLER ASSEMBLY, MODIFY				\$1.00

At the bottom right of the table, it shows 'Item Total: \$41,375.70' and 'Bid Total: \$41,375.70'.

What happens after Bids are received?



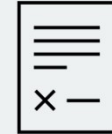
After the letting, the preliminary results will be posted in the District 6 Contracts Administration website. Bids will be reviewed by the Districts Contracts Office for responsiveness.



Intent to Award will be posted in the District 6 Contracts Administration Website and the award will be official following the 72-hours protest period.



Awarded vendor will receive an e-mail notifying that the contract documents are available for review and signature via DocuSign. The vendor will have 10 calendar days to sign the contract documents, as well as to provide the performance bond and liability insurance documents.



After final execution by the Department, an electronic copy will be emailed to contractor. Notice to Proceed is usually issued within the next 20 days.

Performance Bond

- Must be provided along with completed Contract Bond (Form 375-020-27), Contract Affidavit (Form No. 375-020-30) and Original Power of Attorney at time of contract execution.
- All contracts require a performance bond at time of execution of the awarded contract.
- Select contracts of \$250,000.00 or less for which a waiver has been obtained may be exempted (this would be noted in the advertisement)
- Performance Bond required on Bid Amount or Budgetary Ceiling Amount

Contact information

For general information and inquiries, please e-mail us at

D6-DCA@dot.state.fl.us.

For other work questions or concerns, here's a list of numbers that may help:

July 2023



Ileen Zamora

District Contracts
Administrator

Ileen.Zamora@dot.state.fl.us

(305) 470-5037



Ana Lozano

Contract Analyst III

Ana.Lozano@dot.state.fl.us

(305) 470-5134



Melanie Moreno

Contract Analyst II

Melanie.Moreno@dot.state.fl.us

(305) 470-5112



Yuliet Rodriguez

Contract Analyst II

Yuliet.Rodriguez@dot.state.fl.us

(305) 470-5229

Thank you

District 6
Contracts Administration
D6-DCA@dot.state.fl.us
<https://www.fdot.gov/contracts/district-offices/d6/>