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:

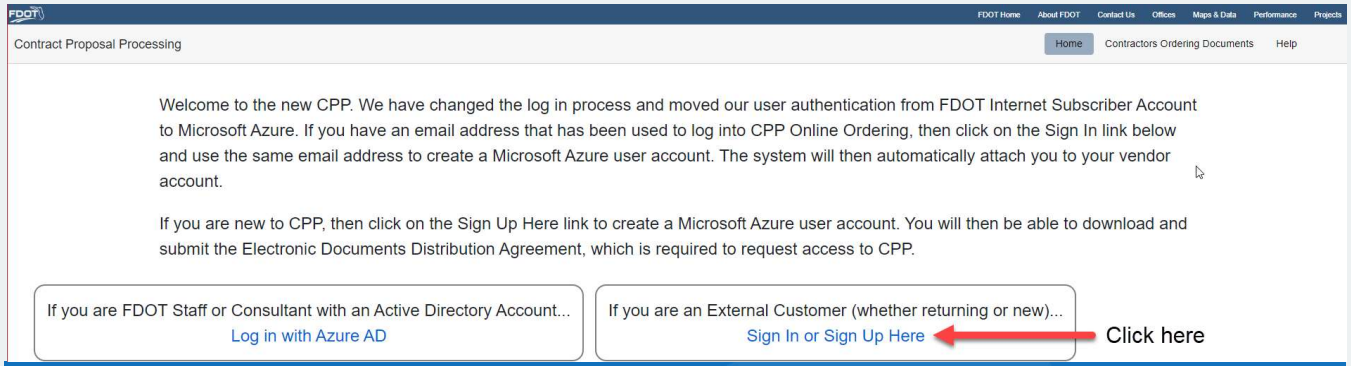
- Cashier's Check, or
- Original Bid or Proposal Bond, Form No. 375-020-09 and Original Power of Attorney, or
- BDI Bid or Proposal Bond, Form No. 375- 020-16 and Original Power of Attorney, or
- *Surety2000* or *InsureVision* (electronic through Bid Express)
- All documents must be received by the District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

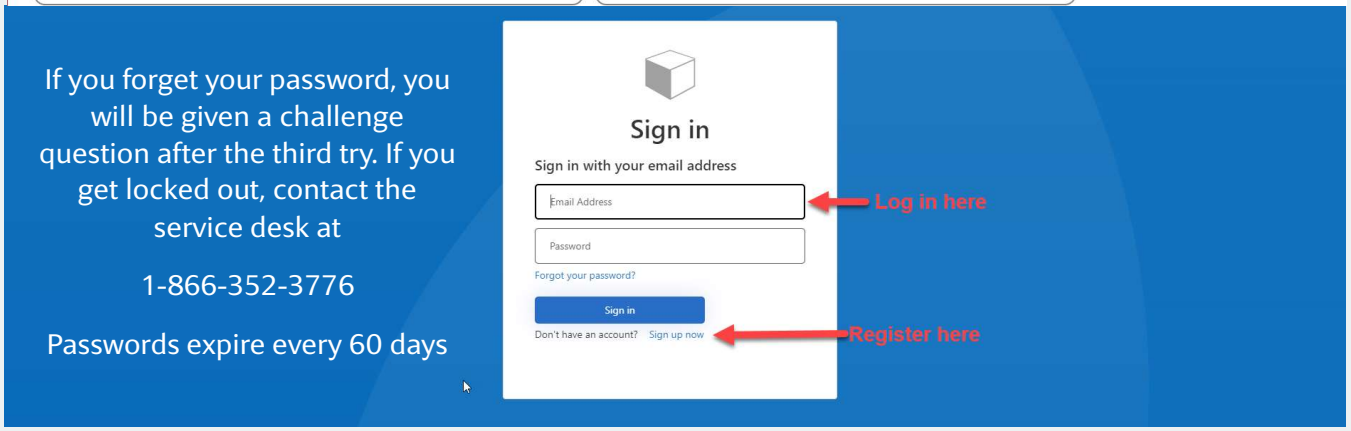
CPP Online Ordering System

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

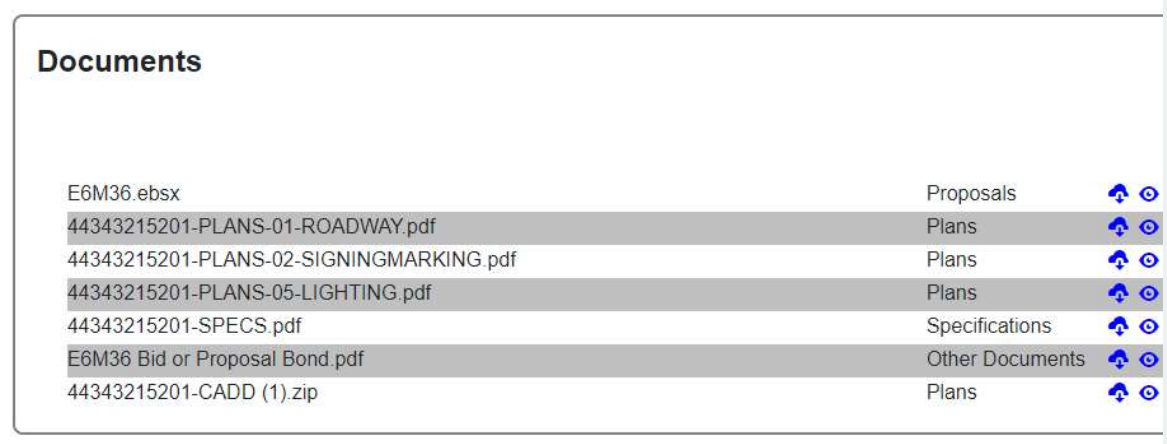
CPP Online Ordering System – Login Interface





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.

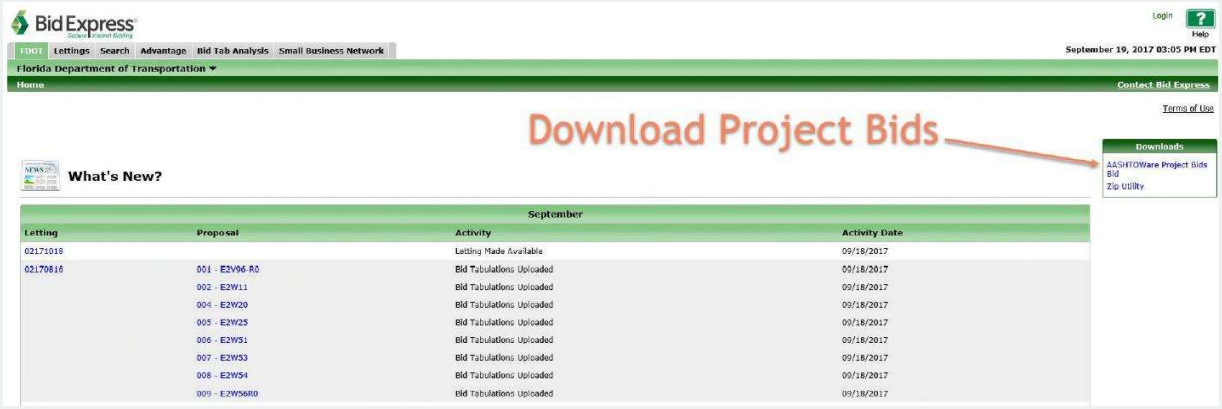


Download the documents and save them to your computer.

Be sure to designate a place to save the file, such as your C: drive.

Opening Bid Documents

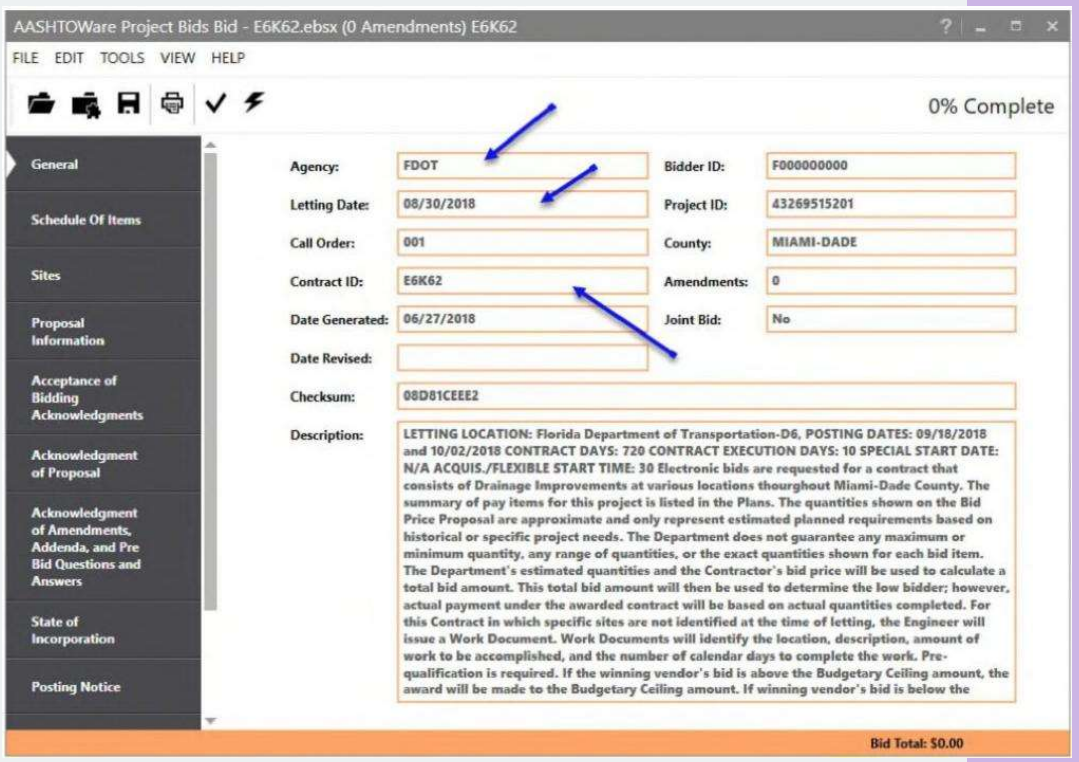
Download AASHTOWare Project Bids to your computer. You will need this software to open the EBSX file and prepare your bid.
https://www.bidx.com/fl/main



Opening Bid Documents

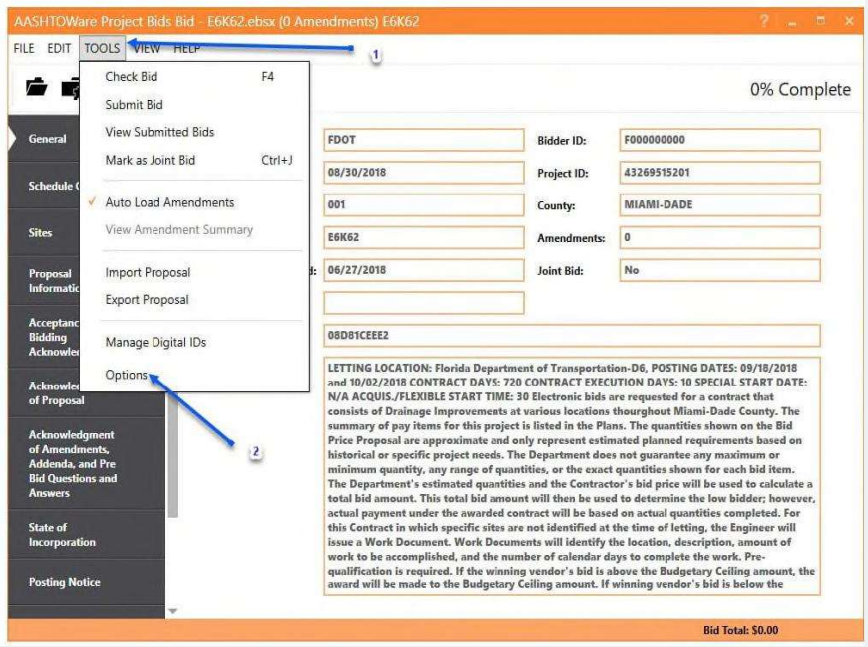
Enter company information in the fields as appropriate.

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



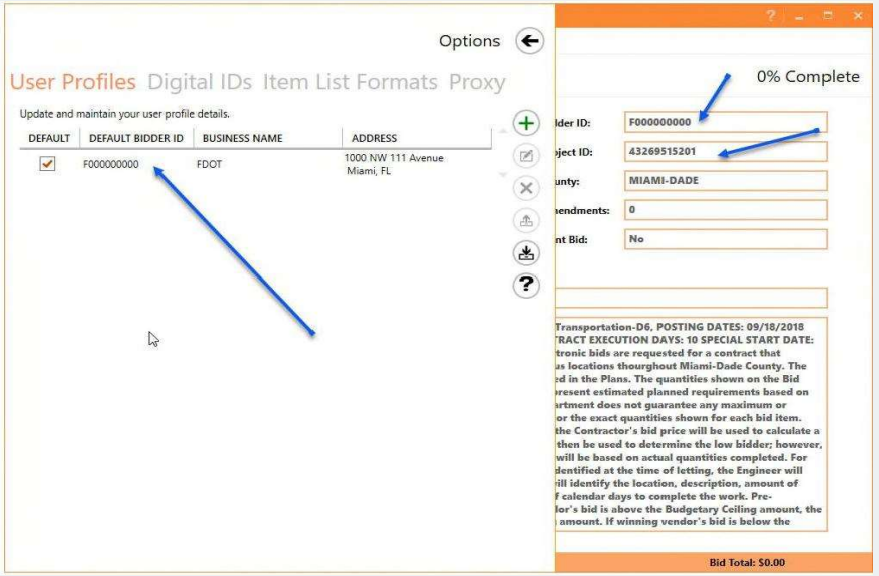
Opening Bid Documents

Click on Tools and then on Options



Opening Bid Documents

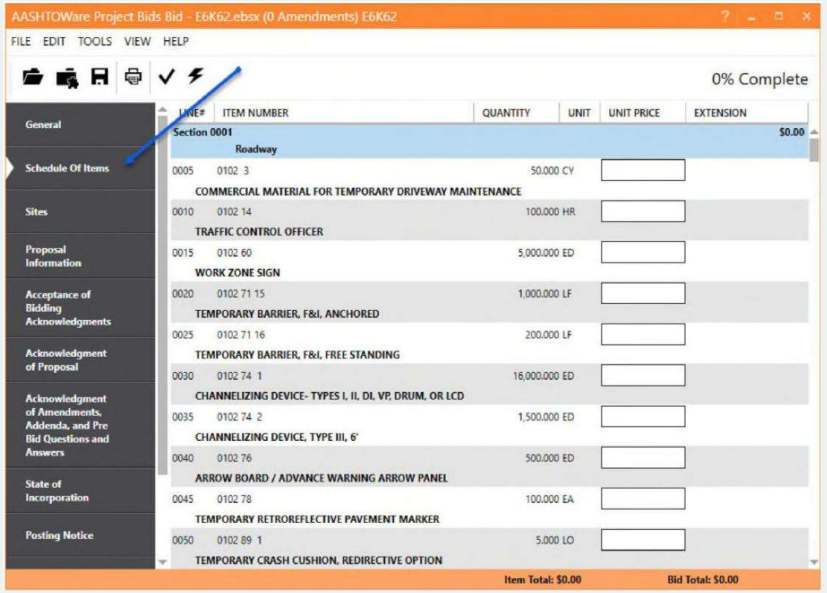
Select the company vendor ID eligible to bid with FDOT



Opening Bid Documents

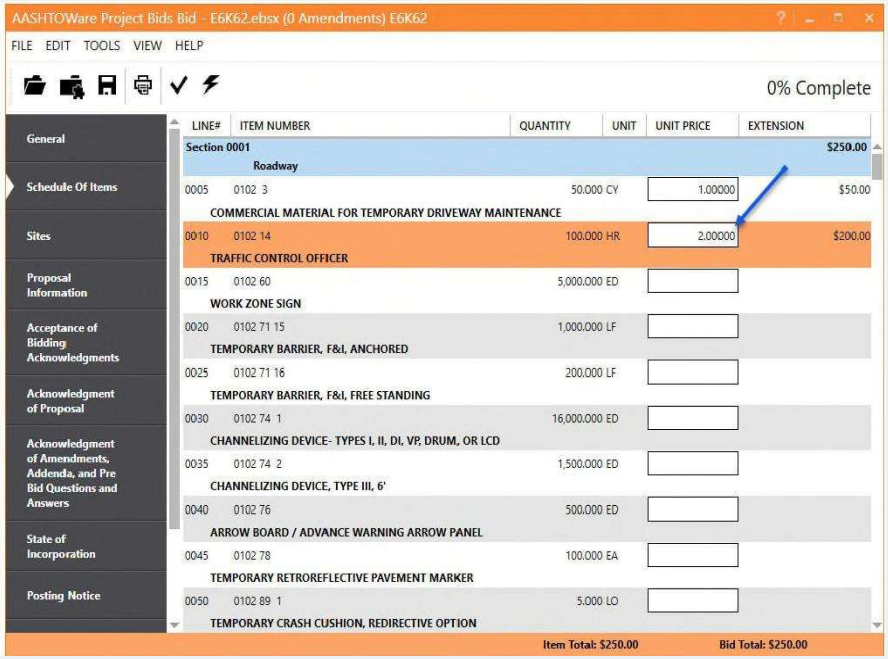
You are now ready to begin!

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



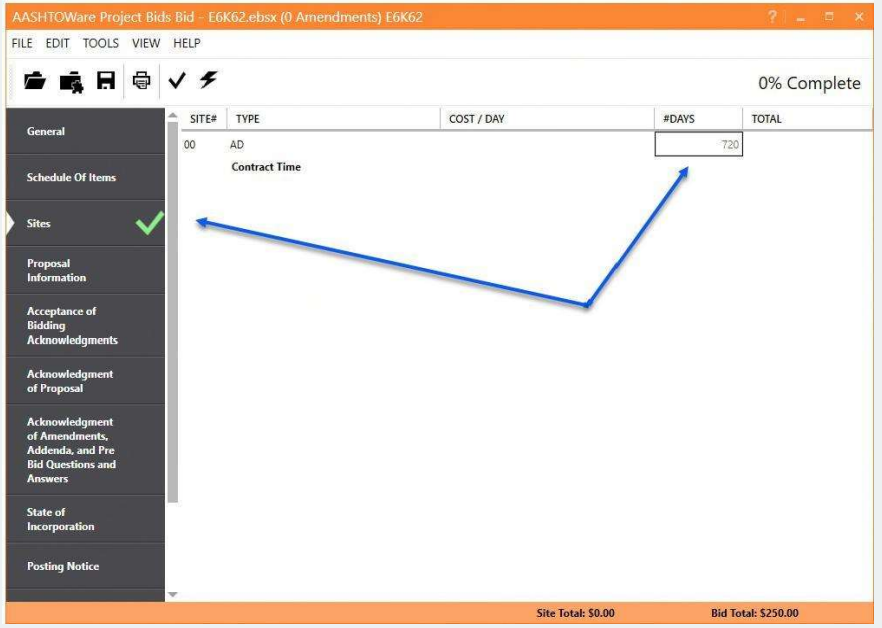
Opening Bid Documents

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



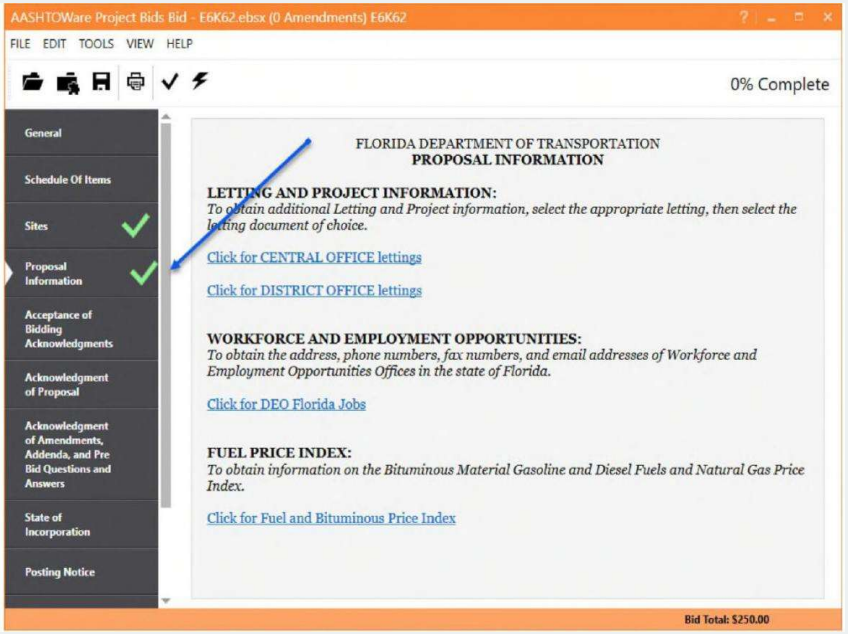
Opening Bid Documents

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



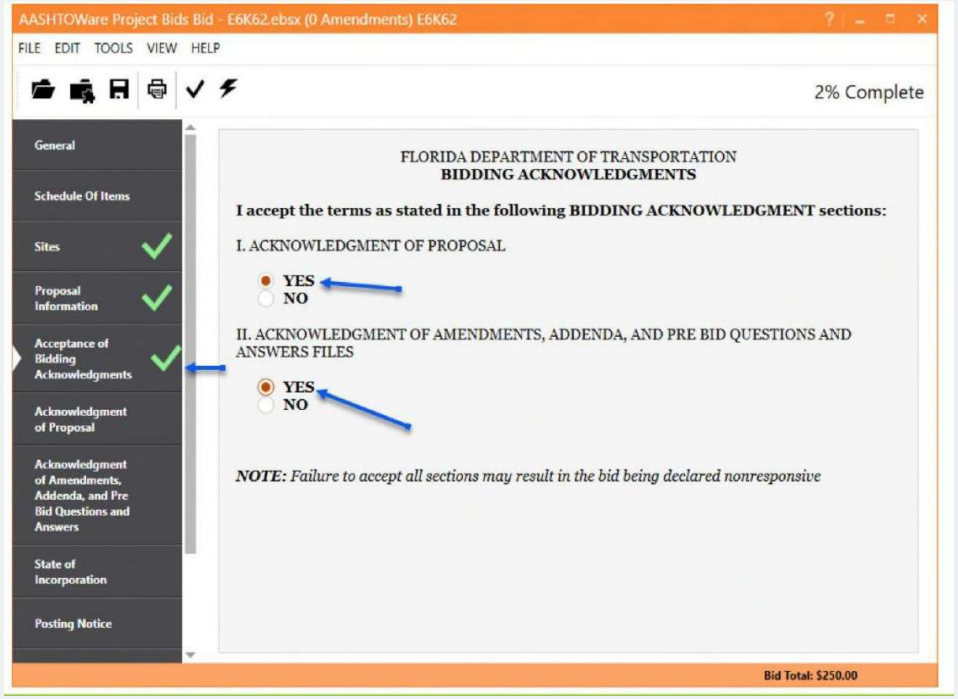
Opening Bid Documents

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.



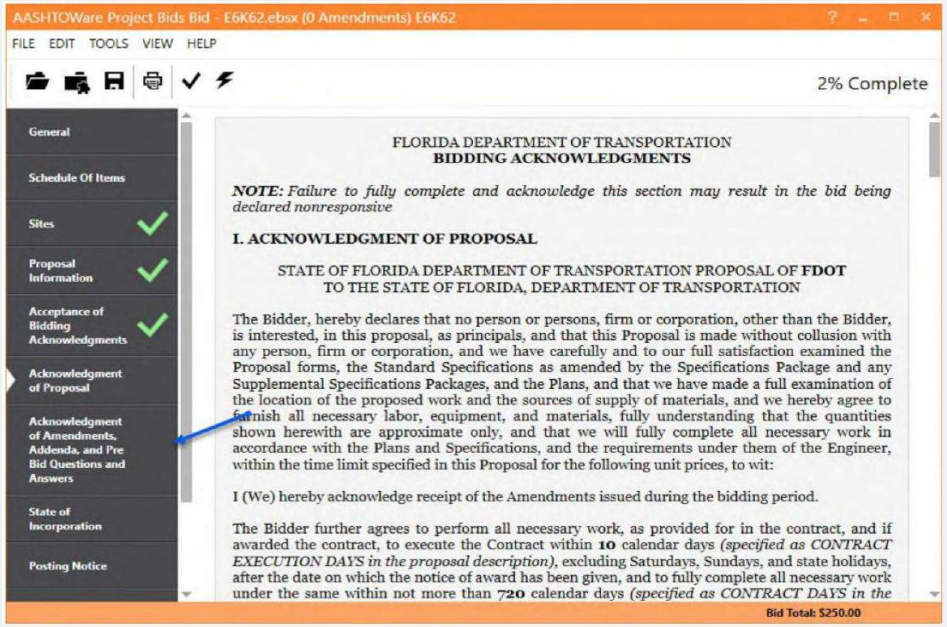
Opening Bid Documents

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



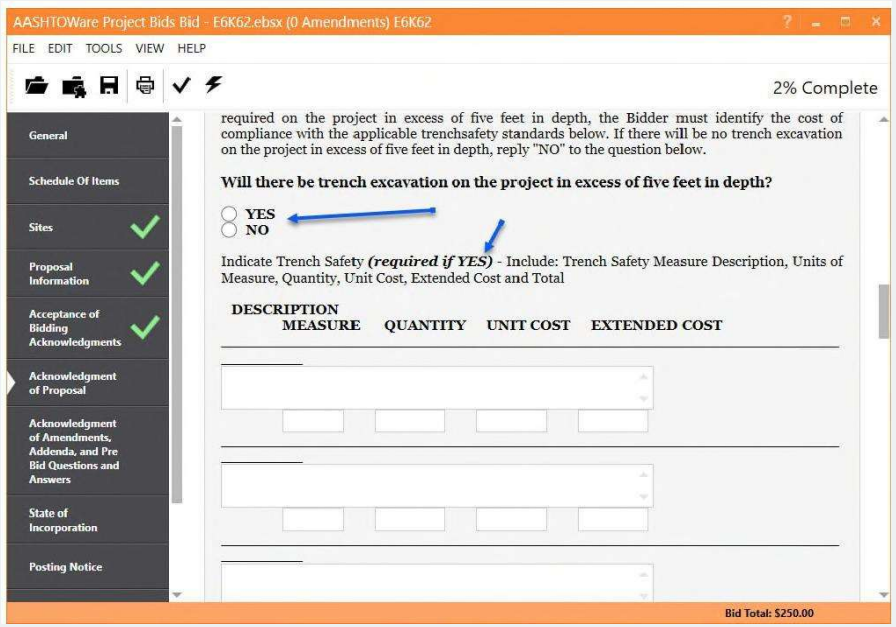
Opening Bid Documents

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



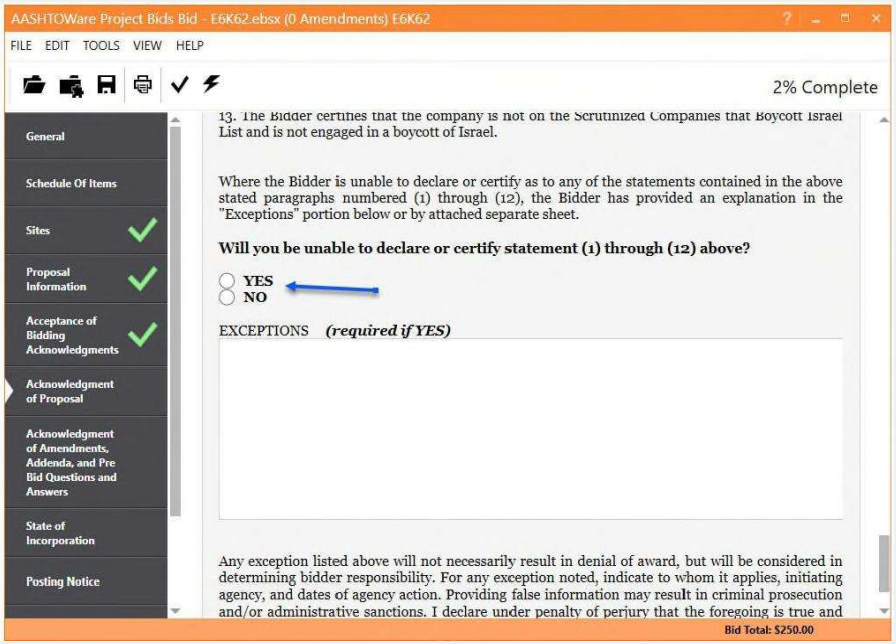
Opening Bid Documents

Acknowledge the trench safety



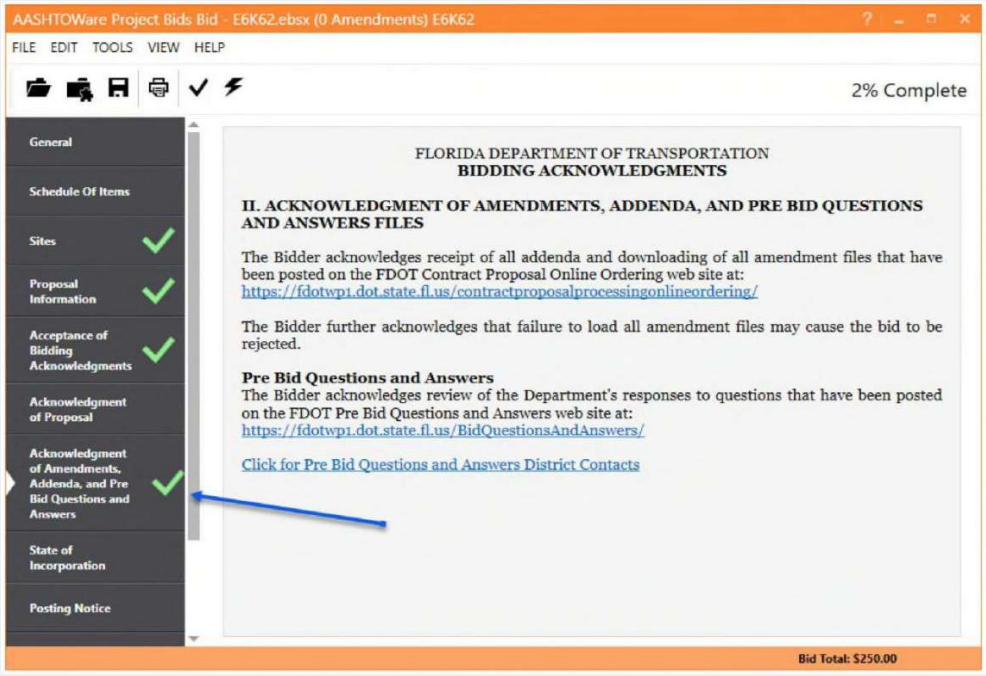
Opening Bid Documents

Certify the indicated statements.



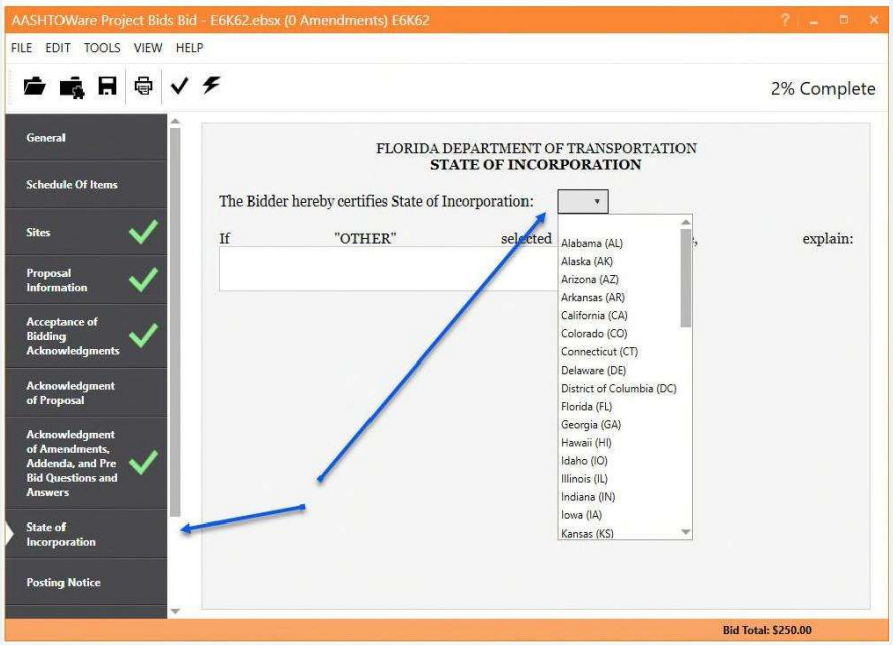
Opening Bid Documents

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, is 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.



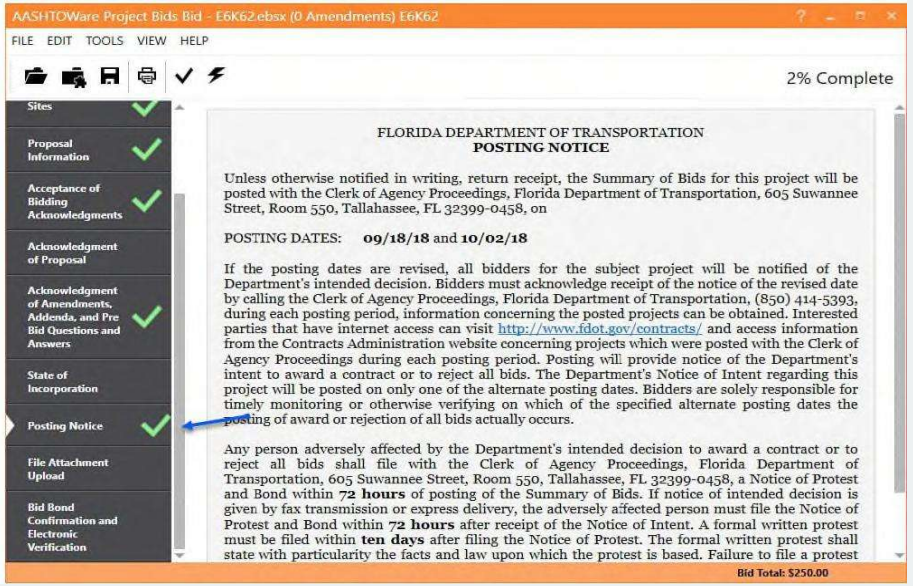
Opening Bid Documents

Enter the State of Incorporation



Opening Bid Documents

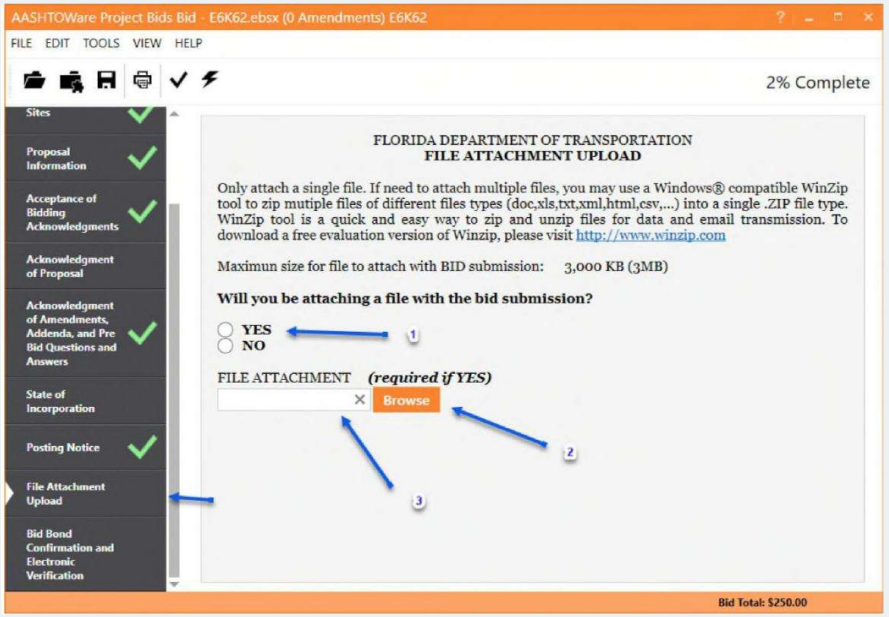
You will see the posting of Intent to Award information under this section.



Opening Bid Documents

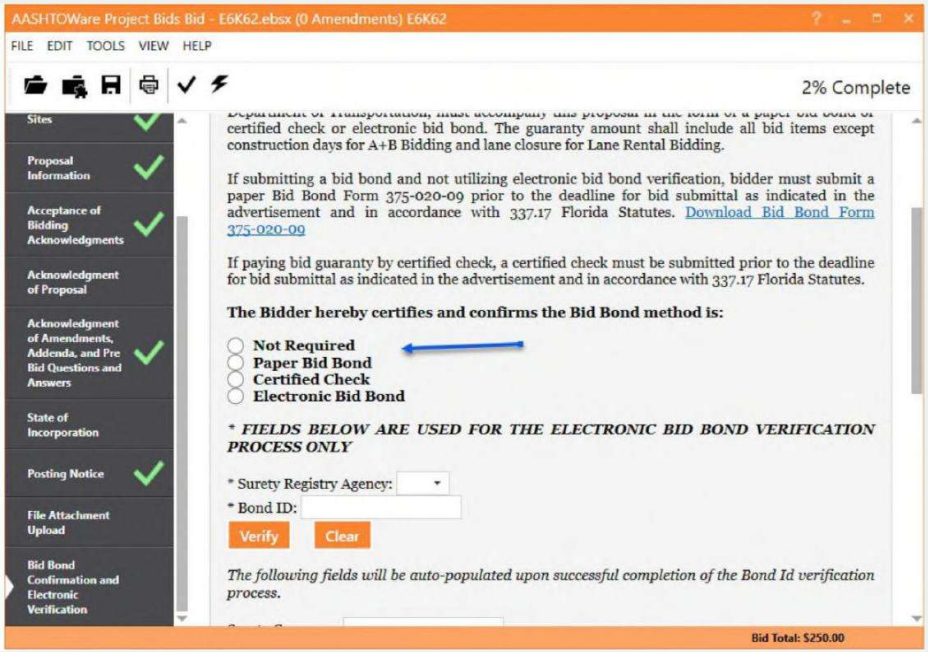
Ensure you read the directions on what file type to save your documents as. Remember scanned copies of the bid bond are not accepted if you obtained an original copy.

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



Opening Bid Documents

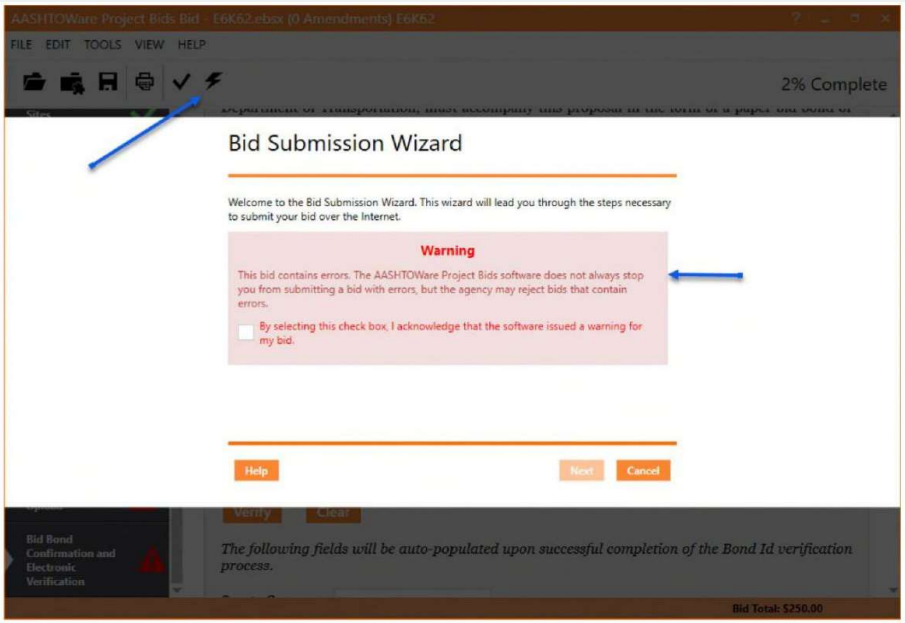
Bid Bond method confirmation – select your method of submitting your Bid Bond. If your bid is $150,000.00 or less, select "not required."



Opening Bid Documents

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

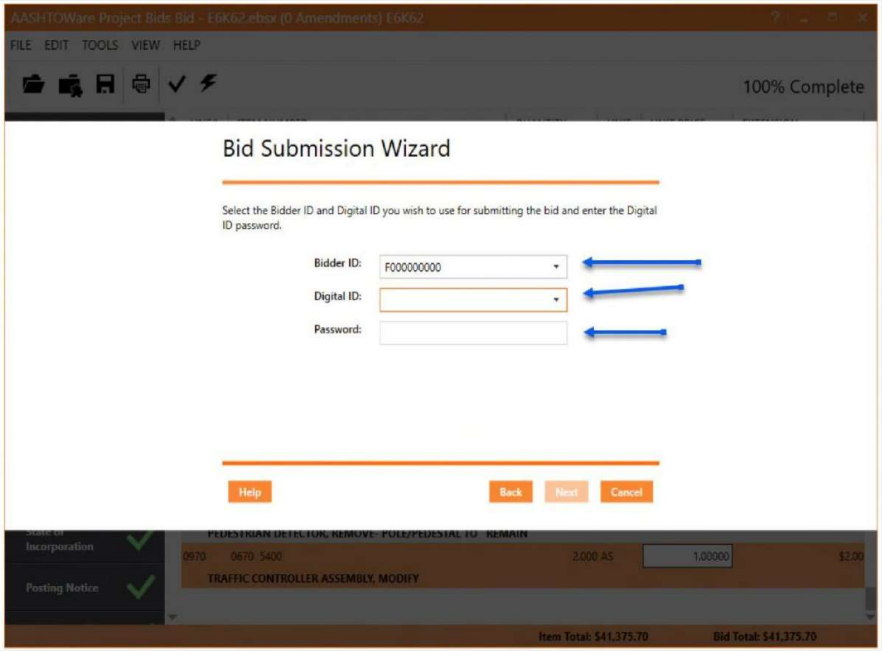
You can click on each section to see what the error is or click on the Bid Submission Wizard You will also receive a warning.



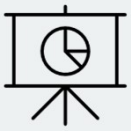
Opening Bid Documents

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”.



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:

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/