

# 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, www.myfloridamarketplace.com

### 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, <a href="https://www.sunbiz.org">www.sunbiz.org</a>

- To register your email address to receive notifications of advertised jobs, visit the following link and enter your email address, <a href="https://www.fdot.gov/contracts/bsn\_subscribe.shtm">www.fdot.gov/contracts/bsn\_subscribe.shtm</a>
- 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 \$2M. Audited Financial Statements are required for qualification to bid on construction contracts with a budget estimate of \$2M 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 or \$500 bid bond is required for bids over \$150,000.
- Prequalification per Rule 14-22 Florida Administrative Code is not required.
- 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:

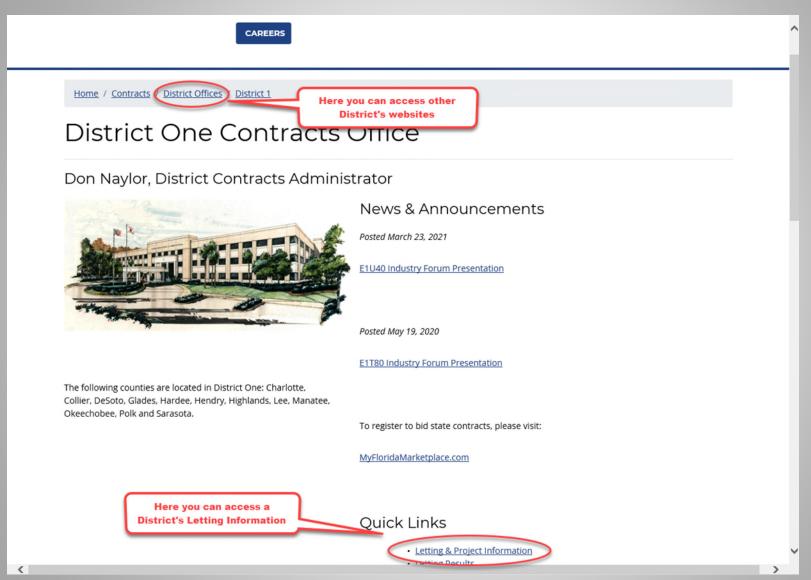
http://www.fdot.gov/equalopportunity/sizestandards.shtm

# 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.

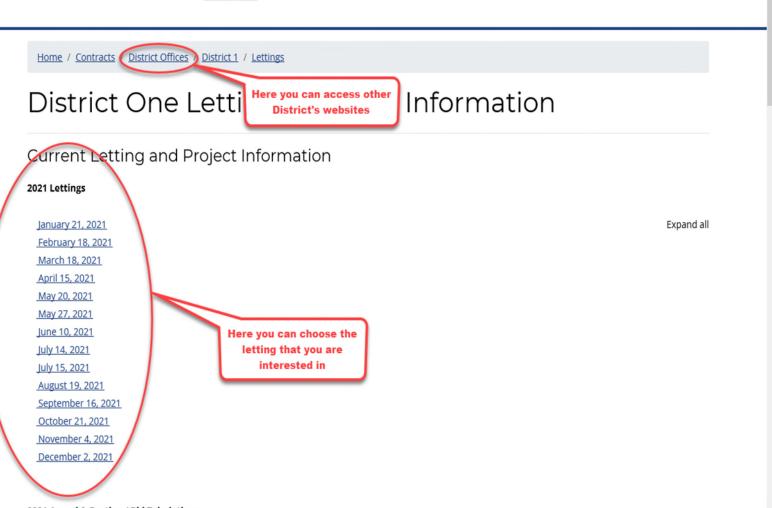
## **District Contracts Website**

example: https://www.fdot.gov/contracts/district-offices/d1/



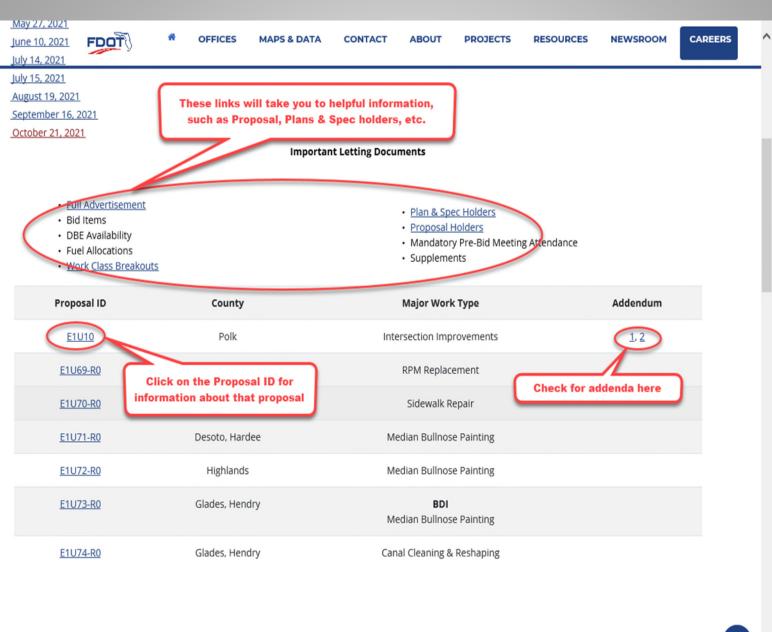






2021 Award & Posting / Bid Tabulations

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November 4, 2021

December 2, 2021

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- > November 4, 2021
- > December 2, 2021

#### 2021 Award & Posting / Bid Tabulations

- > January 21, 2021
- > February 18, 2021
- > March 18, 2021
- > April 15, 2021
- > May 20, 2021
- > May 27, 2021
- > June 10, 2021
- > July 14, 2021
- > July 15, 2021
- > August 19, 2021
- > <u>September 16,2021</u>
- > October 21, 2021
- > November 4, 2021
- December 2, 2021

#### Other Letting Information

FDOT cetting Results

Bid Q & A

Letting and Posting Notice Schedule

Technical Review and Awards Committee Meetings

CPP Online Ordering System

Additional General Letting Documentation

FCO Contracts

Asset Maintenance Contracts

Design Build Contracts

### Previous Lettings

2020 Letting Information: Letting, Project, Ad Information, Bid Tabulations

2019 Letting Information: Letting, Project, Ad Information, Bid Tabulations

2018 Letting Information: Letting, Project, Ad Information, Bid Tabulations

Other general Letting information and other types of Contracts (FCO, Asset Maintenance, etc.) can be found in these links

Award information and Bid tabs can be

found here

Addenda & Amendments

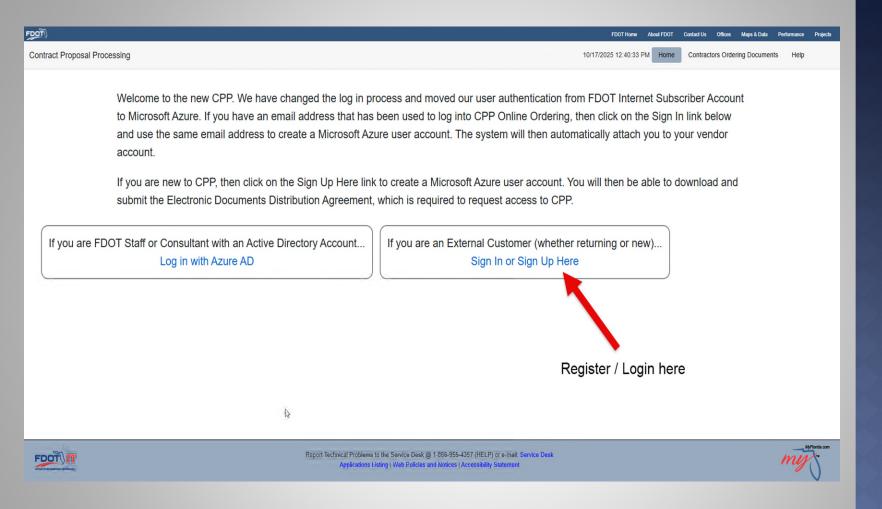
# ONLINE ORDERING

 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://cpp.fdot.gov/

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

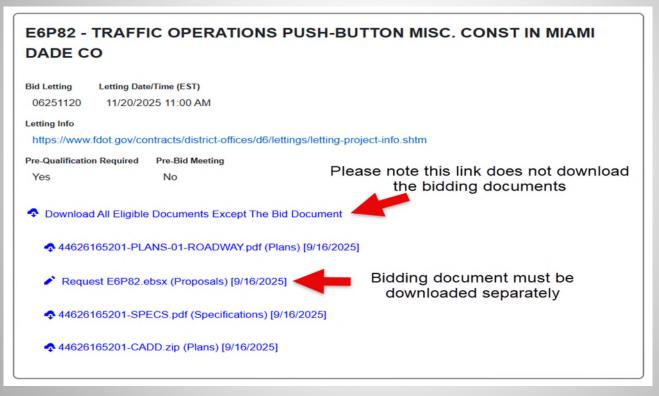
#### https://cpp.fdot.gov/



Note: If you forget your password, click the "Forgot your password?" link on the next screen. Call the Service Desk (1-866-352-3776) if you get locked out.

# PROPOSAL DOCUMENTS

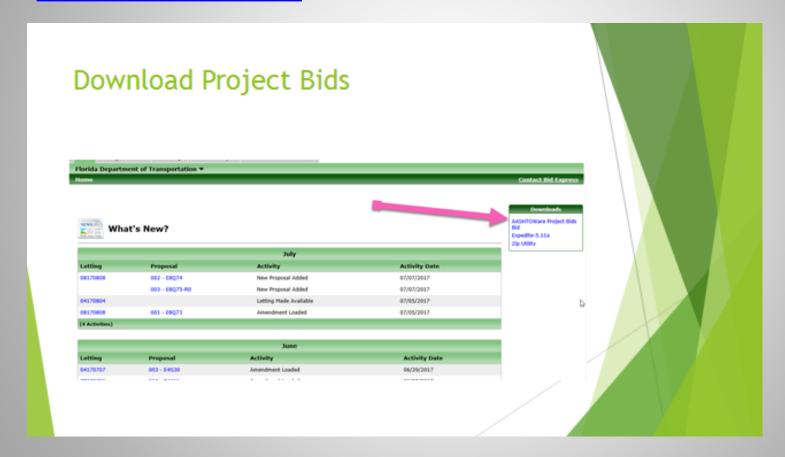
Shown below are the types of documents that you will find in CPP Online Ordering. This example is of a Construction Project. Maintenance Projects may not have Plans documents.



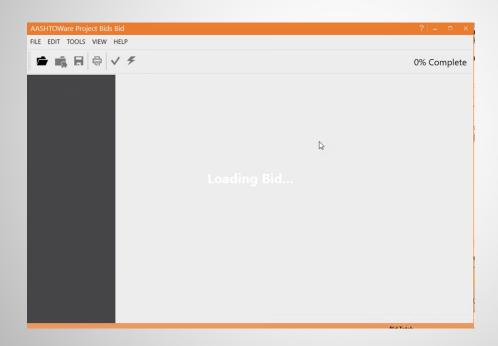
Download the documents and save them to your computer. (Be sure to designate a place to save the file, such as your C drive.)

# **PROJECT BIDS**

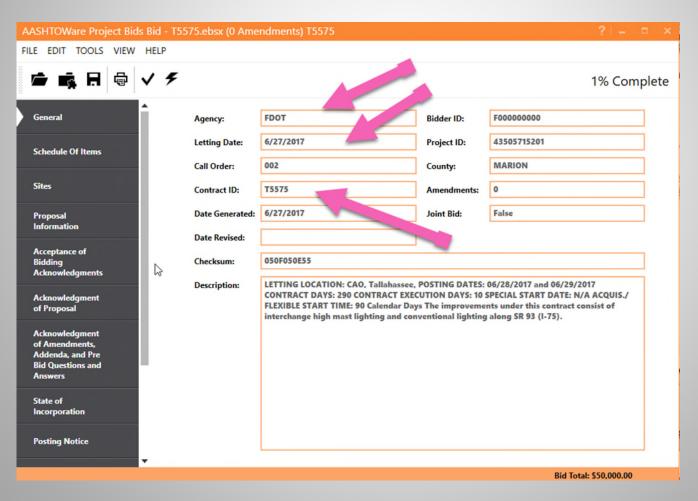
Download AASHTOWare Project Bids to your computer. You will need this software to open your EBSX file and prepare your bid. https://www.bidx.com/fl/main



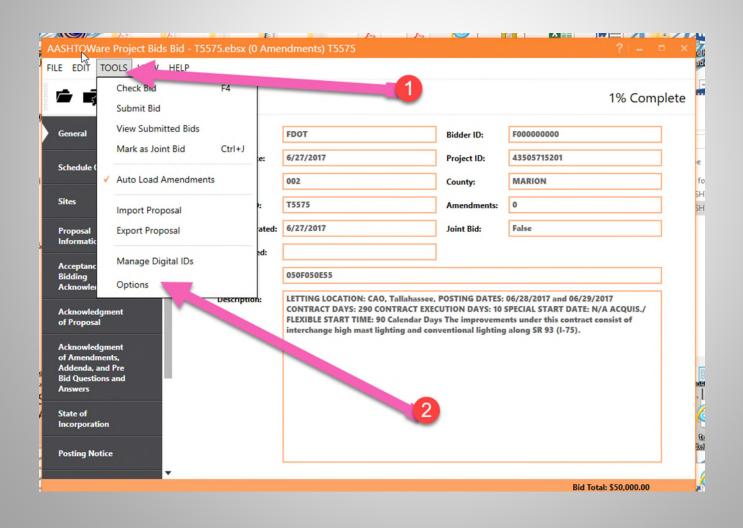
#### OPEN PROJECT BIDS AFTER DOWNLOADING TO YOUR COMPUTER



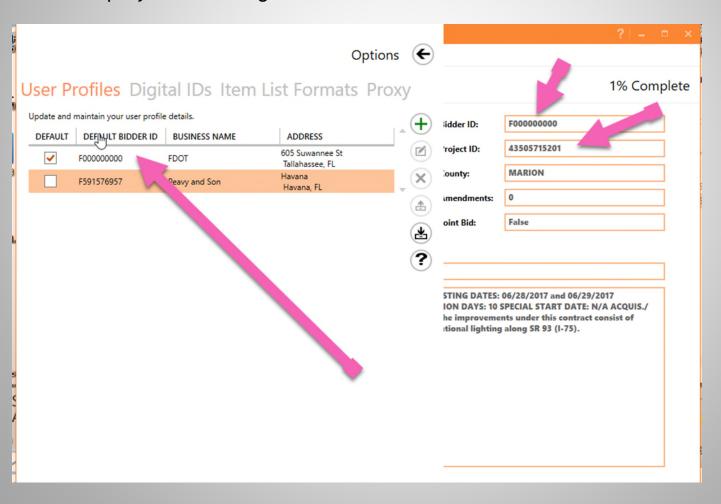
#### Enter company information in the fields as appropriate



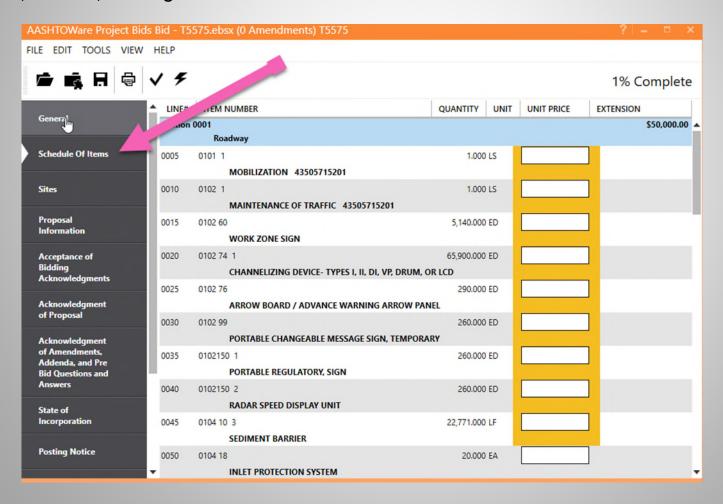
#### Click on Tools and select Options



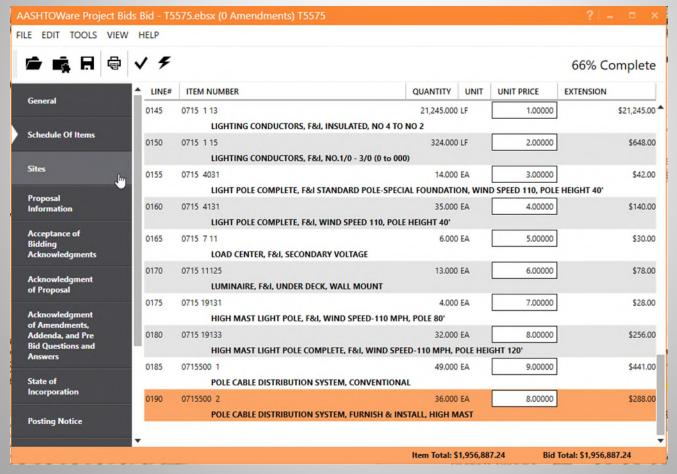
#### Select the company vendor ID eligible to bid with FDOT



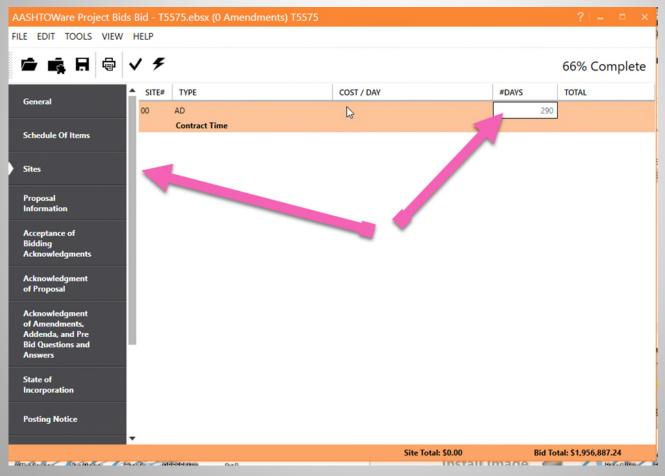
You are now ready to begin. You will go through each section on the left side, in order, starting with the Schedule of Items.



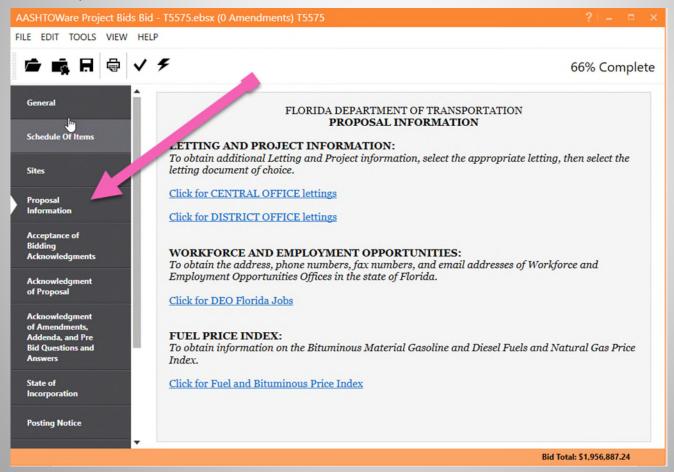
Enter the unit prices and the extended amounts will automatically be populated.



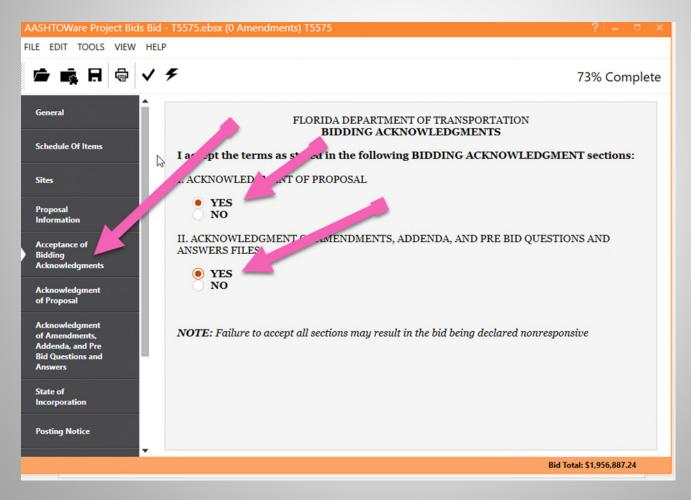
If the proposal has time bid(e.g. A+B) enter the number of calendar days you wish to bid.



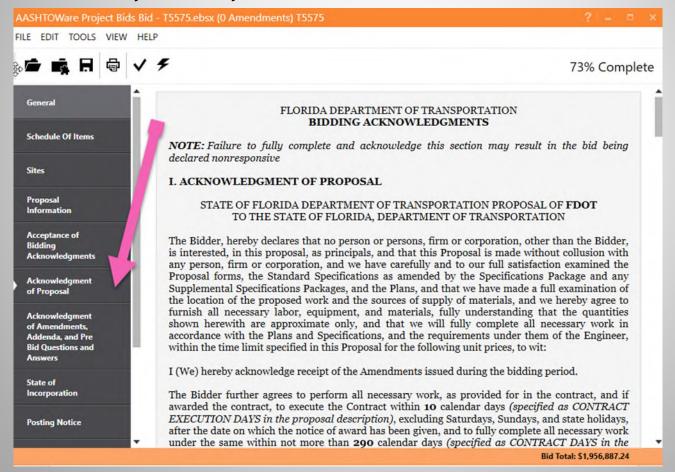
In the Proposal Information section, you can link to the Contracts Administration website, view Work Force and Employment Opportunities, and view the Fuel and Bituminous Price Index.



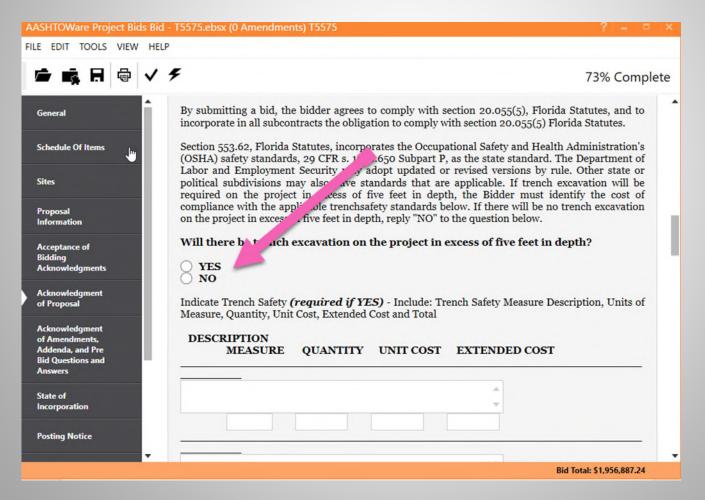
You will need to acknowledge the proposal, addenda, amendments and pre-bid Q&As, by clicking on the "YES" options.



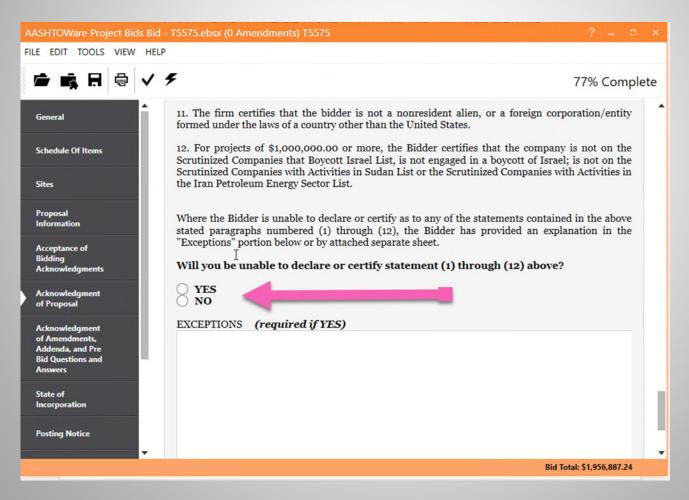
Read through this and complete both sections acknowledging whether there is trench safety and certify statements 1-11



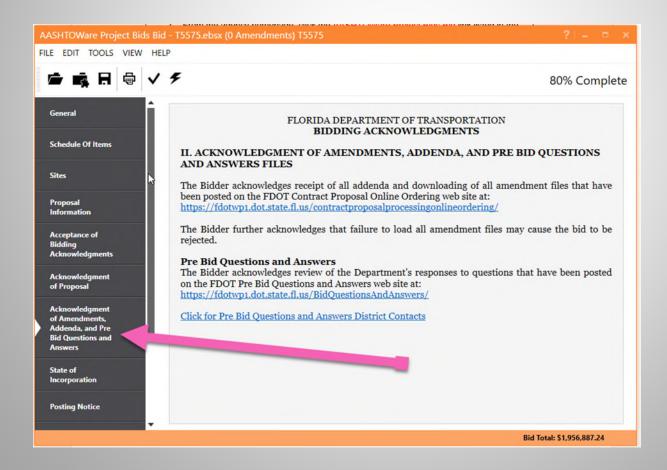
#### Acknowledge the trench Safety.



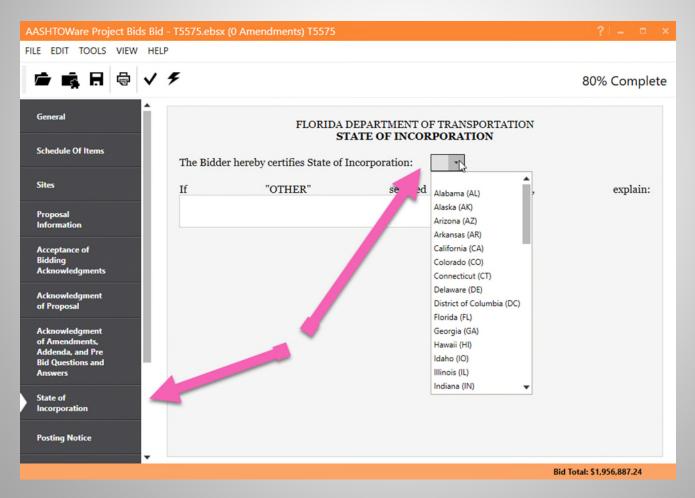
#### Certify the indicated statements.



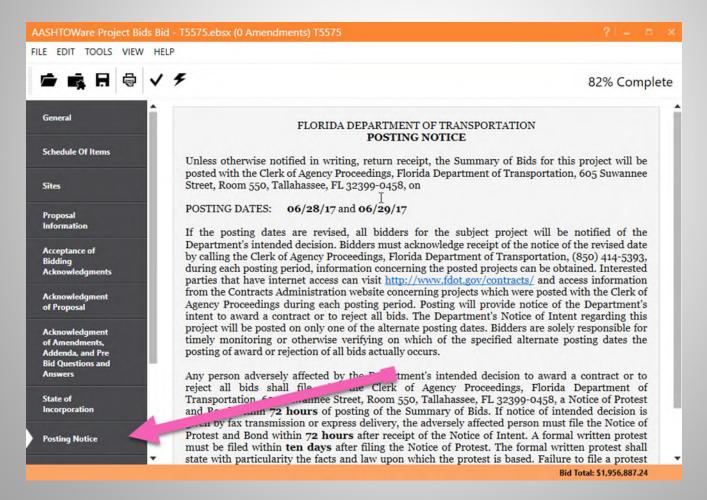
In this section, you can check to see if there were any Addenda and Amendments. Also, you can see if there were any Pre-Bid Questions asked concerning this project. If there are any Amendments, it should state above where the arrow is pointing. If an Amendment has been issued and this says 0, then you 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.



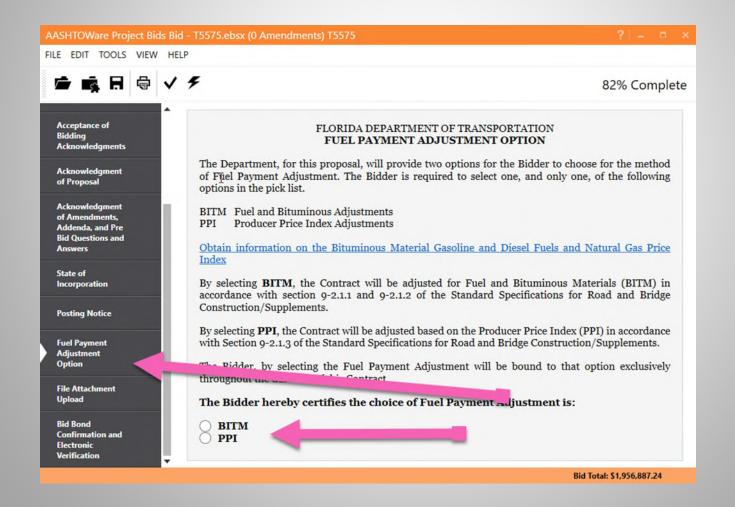
#### Enter the State of Incorporation.



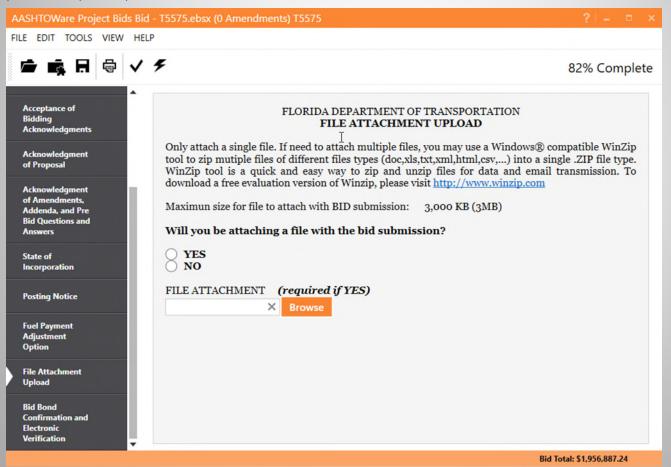
You will see the Posting information under this section.



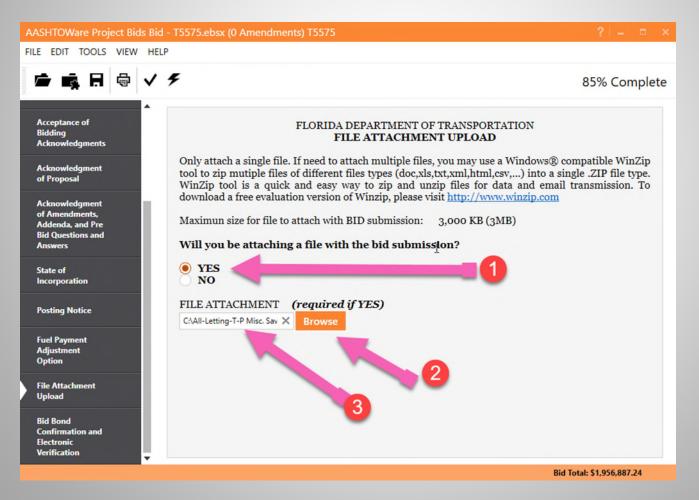
Certify the choice of Fuel Payment adjustment as appropriate.



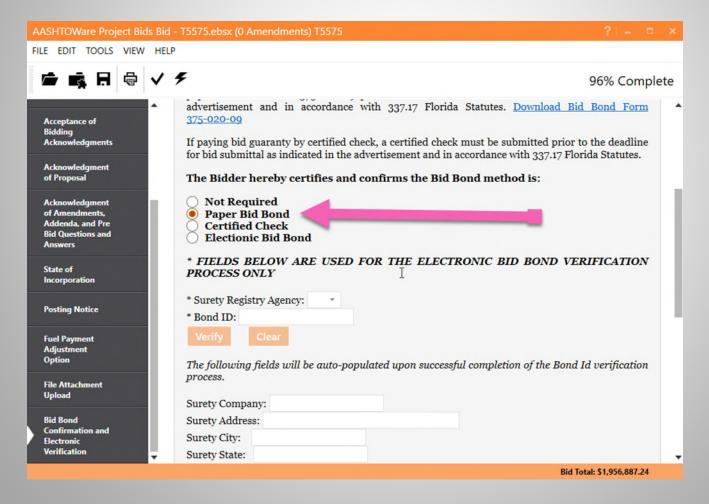
If you are required to submit any attachments, such as BDI Reference forms, Table A, etc., click "YES" and attach the file.



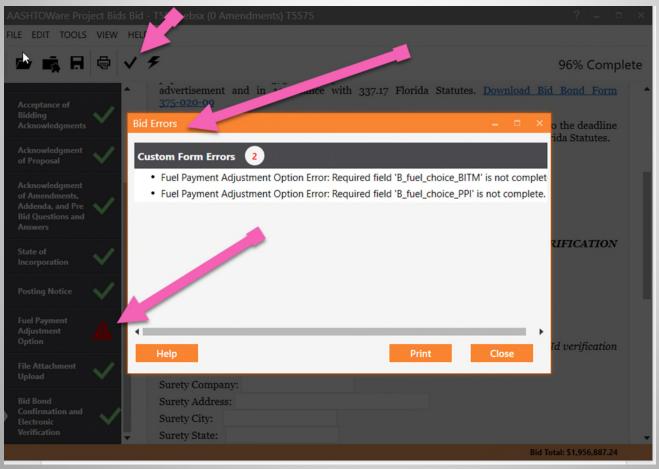
You can browse and find the desired file on yourcomputer to attach.



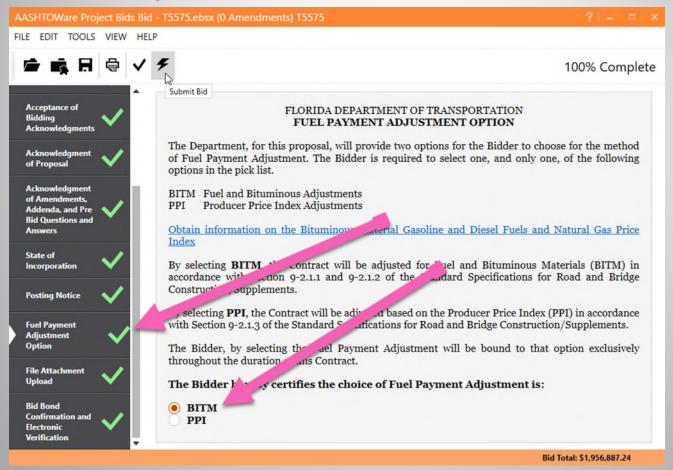
Bid Bond Method Confirmation- select your method of submitting your Bid Bond. If bid is \$150,000.00 or less, select "not required."



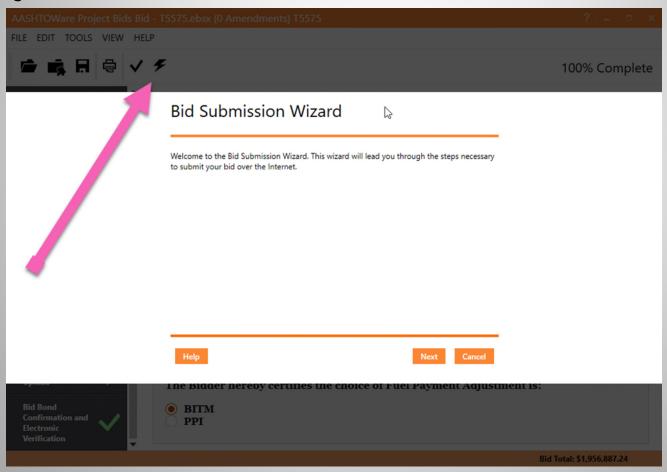
Click on the Checkmark tab on top to check your bid. If all required fields are not populated, the system will give you an error message:



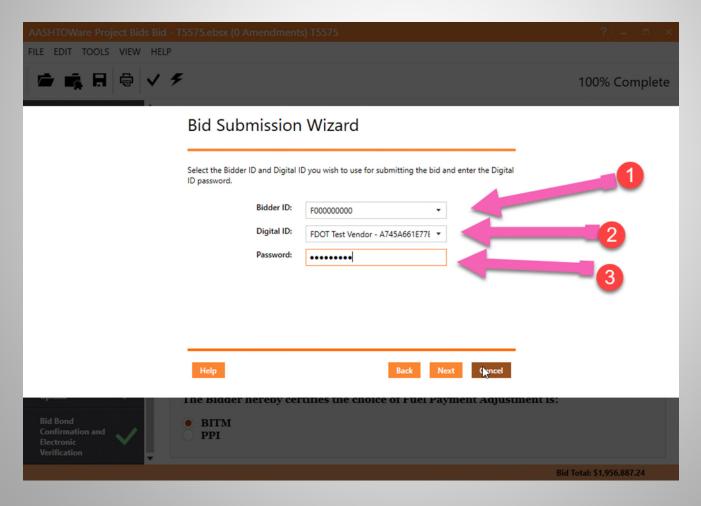
In this case, the Fuel Payment Adjustment was not populated. The section indicated with green checkmark after correction.



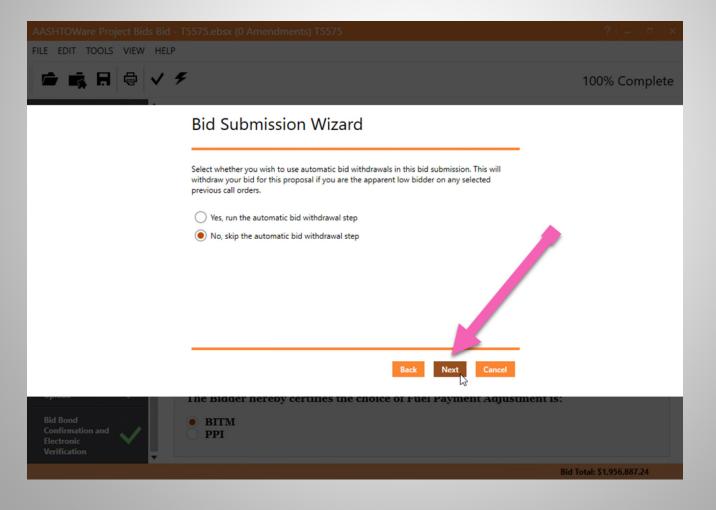
Once all required fields are populated, you can submit your bids by clicking on the "submit" button.



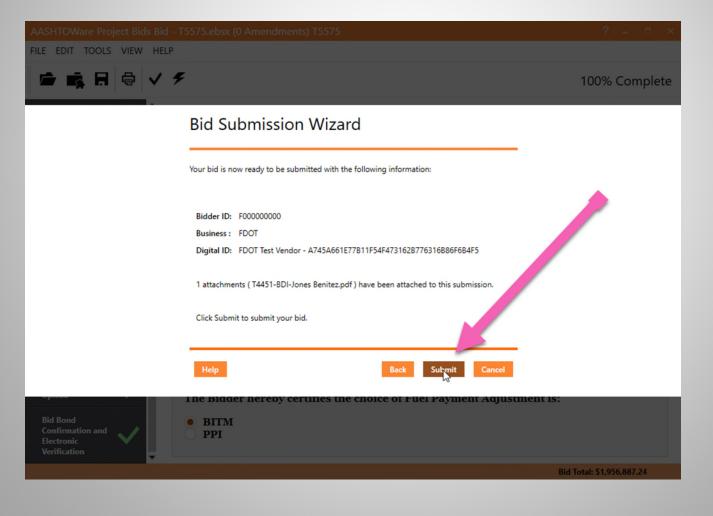
The system will ask for some information to check the credentials.



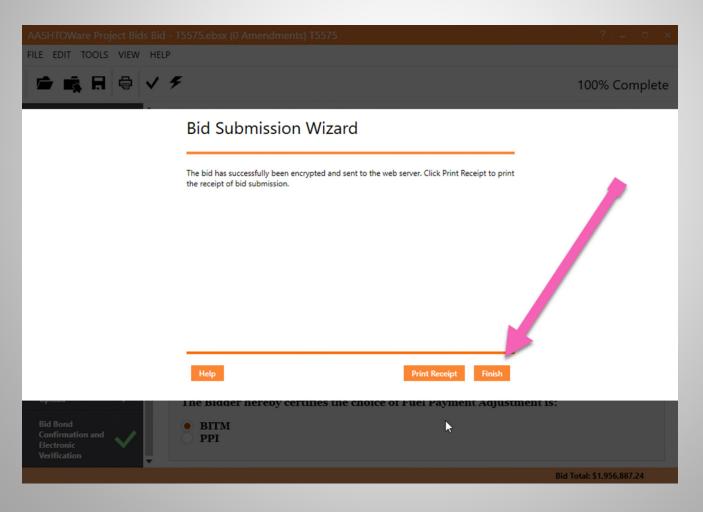
#### More information.



#### 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: <a href="http://www.fdot.gov/contracts">http://www.fdot.gov/contracts</a> 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 <a href="http://www.bidx.com">http://www.bidx.com</a>. Allow up to 6 days to complete the Digital ID registration.
- To submit your bid, you must include the following:
  - 1. Type of bid bond if bid is more than \$150,000.00.
  - The original hard copy bid bonds and bid bond cashier's checks must be received by the Contracts Administration Office by the cut off time.
  - 3. If applicable: Expertise/Experience Form, BDI Reference Form
- Please make sure that all of your contact information is correct when filling out your paperwork.
- Review the Bidders Checklist at this link: <a href="https://ftp.fdot.gov/public/file/ureceunvf02h0wvomkwpqq/BidderChecklist.pdf">https://ftp.fdot.gov/public/file/ureceunvf02h0wvomkwpqq/BidderChecklist.pdf</a>
  - 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, & 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, <a href="https://bqa.fdot.gov">https://bqa.fdot.gov</a>

# WHAT TO EXPECT...

- After the letting, the preliminary results will be posted to the website, <a href="https://bidletting.fdot.gov/LettingMain">https://bidletting.fdot.gov/LettingMain</a>
- 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 <a href="http://www.fdot.gov/contracts/">http://www.fdot.gov/contracts/</a>



#### CONTACTS

Contracts.Admin@dot.state.fl.us

Central Office - Tallahassee 850-414-4000

District Office Phone Numbers can be found at:

https://www.fdot.gov/contracts/district-offices/distco.shtm

