DISTRCT 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](http://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, [www.sunbiz.org](http://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](http://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](http://www.fdot.gov/contracts/bsn_subscribe.shtm), must be completed and submitted for approval. See this document, [EOO DBE Bid Package Information form](http://www.fdot.gov/contracts/bsn_subscribe.shtm), for instructions. For more information please visit, [www.fdot.gov/equalopportunity](http://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.
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](http://www.fdot.gov/contracts/PreQual_Info/prequalified.shtm)

Please allow 30 days for processing.
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/
Contracts Administration

District One Letting & Project Information

Current Letting and Project Information

Each letting date contains:
- Bid Solicitation Notices
- Plans & Specifications Holders
- Proposal Holders
- Addenda
- Bid Tabs
- Posting and Award Notices

2013 Lettings

Here you can choose the letting that you are interested in

Previous Lettings

2012 Letting Information: Letting, Project, Addenda, Award & Posting Information

2011 Letting Information: Letting, Project, Addenda, Award & Posting Information

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
## Important Letting Documents

<table>
<thead>
<tr>
<th>Proposal ID</th>
<th>Financial Project Number</th>
<th>County</th>
<th>Work Mix</th>
<th>Adendum</th>
<th>No. of Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1L10</td>
<td>43171315201</td>
<td>MANATEE</td>
<td>Removal and replacement of the bridge tender system. Clearance gauges and navigational lighting on State Road 93 (I-75)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E1L13</td>
<td>43171415201</td>
<td>LEE</td>
<td>Repairs to structural steel, replacement of steel grid deck, restoration of concrete spalling and painting of bridge span steel elements, including four lift towers on State Road 80</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E1L73</td>
<td>43194115201</td>
<td>DESOTO</td>
<td>Drainage improvements, milling and resurfacing, guardrail and signing and pavement marking on State Road 72</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E1L90</td>
<td>42988915201</td>
<td>POLK</td>
<td>Sidewalks, turnouts, drainage improvements, curb and gutters, signing and pavement markings, and pedestrian signals</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E1L92</td>
<td>42732155201</td>
<td>DISTRICT WIDE</td>
<td>District-wide traffic operations roadway improvements administered through a push-button contract</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E1M27</td>
<td>43274171212</td>
<td>POLK</td>
<td>Performance Turf</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E1M28</td>
<td>43269117215</td>
<td>HARDEE &amp; DESOTO</td>
<td>Insid mower Deck Herbicidea Moving Application</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Click on the contract number for information about that contract

Check for Addenda here
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
https://fdotwp1.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/

Register here

Log in 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.
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.

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

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

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
PROJECT BIDS FOR CONTRACTORS

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.
PROJECT BIDS FOR CONTRACTORS

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

FLORIDA DEPARTMENT OF TRANSPORTATION
BIDDING ACKNOWLEDGMENTS

NOTE: Failure to fully complete and acknowledge this section may result in the bid being declared nonresponsive

1. ACKNOWLEDGMENT OF PROPOSAL

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PROPOSAL OF FDOT
TO THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

The Bidder, hereby declares that no person or persons, firm or corporation, other than the Bidder, is interested, in this proposal, as principals, and that this Proposal is made without collusion with any person, firm or corporation, and we have carefully and to our full satisfaction examined the Proposal forms, the Standard Specifications as amended by the Specifications Package and any Supplemental Specifications Packages, and the Plans, and that we have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment, and materials, fully understanding that the quantities shown herewith are approximate only, and that we will fully complete all necessary work in accordance with the Plans and Specifications, and the requirements under them of the Engineer, within the time limit specified in this Proposal for the following unit prices, to wit:

I (We) hereby acknowledge receipt of the Amendments issued during the bidding period.

The Bidder further agrees to perform all necessary work, as provided for in the contract, and if awarded the contract, to execute the Contract within 10 calendar days (specified as CONTRACT EXECUTION DAYS in the proposal description), excluding Saturdays, Sundays, and state holidays, after the date on which the notice of award has been given, and to fully complete all necessary work under the same within not more than 290 calendar days (specified as CONTRACT DAYS in the...
Acknowledge the trench Safety.
Certify the indicated statements.

11. The firm certifies that the bidder is not a nonresident alien, or a foreign corporation/entity formed under the laws of a country other than the United States.

12. For projects of $1,000,000.00 or more, the Bidder certifies that the company is not on the Scrutinized Companies that Boycott Israel List, is not engaged in a boycott of Israel; is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

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
- NO

Exceptions (required if YES)
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.

FLORIDA DEPARTMENT OF TRANSPORTATION
POSTING NOTICE

Unless otherwise notified in writing, return receipt, the Summary of Bids for this project will be posted with the Clerk of Agency Proceedings, Florida Department of Transportation, 605 Swannanee Street, Room 550, Tallahassee, FL 32399-0458, on

POSTING DATES:  06/28/17 and 06/29/17

If the posting dates are revised, all bidders for the subject project will be notified of the Department's intended decision. Bidders must acknowledge receipt of the notice of the revised date by calling the Clerk of Agency Proceedings, Florida Department of Transportation, (850) 414-5393, during each posting period, information concerning the posted projects can be obtained. Interested parties that have internet access can visit http://www.fdot.gov/contracts/ and access information from the Contracts Administration website concerning projects which were posted with the Clerk of Agency Proceedings during each posting period. Posting will provide notice of the Department's intent to award a contract or to reject all bids. The Department's Notice of Intent regarding this project will be posted on only one of the alternate posting dates. Bidders are solely responsible for timely monitoring or otherwise verifying on which of the specified alternate posting dates the posting of award or rejection of all bids actually occurs.

Any person adversely affected by the Department's intended decision to award a contract or to reject all bids shall file with the Clerk of Agency Proceedings, Florida Department of Transportation, 605 Swannanee Street, Room 550, Tallahassee, FL 32399-0458, a Notice of Protest and Bond within 72 hours of posting of the Summary of Bids. If notice of intended decision is received by fax transmission or express delivery, the adversely affected person must file the Notice of Protest and Bond within 72 hours after receipt of the Notice of Intent. A formal written protest must be filed within ten days after filing the Notice of Protest. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a protest
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 your computer 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.

1. Bid ID: F080000000
2. Digital ID: IDOT Test Vendor - A745A661E771
3. Password: **********

The bidder hereby certifies the choice of Fuel Payment Adjustment is:
- BITM
- PPI
More information.

**Bid Submission Wizard**

Select whether you wish to use automatic bid withdrawals in this bid submission. This will withdraw your bid for this proposal if you are the apparent low bidder on any selected previous call orders.

- Yes, run the automatic bid withdrawal step
- No, skip the automatic bid withdrawal step

The bidder hereby certifies the choice of Fuel Payment Adjustment is:

- BITM
- PPI

Bid Total: $1,956,887.24
Finally, click on “Submit”
PROJECT BIDS FOR CONTRACTORS

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](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/](http://www.fdot.gov/contracts/)
QUESTIONS?

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