



STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION



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Phone: 860-594-3128

April 1, 2013

Subject: Important Technical/Administrative Bidding Reminders

NOTICE TO CONTRACTORS:

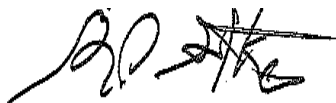
The following are some important bidding reminders.

1. It is the bidder's responsibility to monitor the State Contracting Portal, up to the date and time of bid, for updates on project bid documents. (i.e., plans, specifications, addenda, Notice to Contractors, Bid Postponements, etc.)
2. Submit the Bid proposal Request Form (Part C) per the Bid Invitation Instructions. In order to allow the Department sufficient time to review and respond to your "Part C" submission, please submit the Part C at least 3 days prior to the bid opening date.
3. Bidding with CTDOT for the first time? Please allow for sufficient time to subscribe to Bid Express and obtain a Digital ID that can be "enabled" in time to bid. If you are unfamiliar with Bid Express, please contact Bid Express Customer Support at 888-352-2439 or 352-381-4888 (www.bidx.com) or the Department for help.
4. Allow yourself sufficient time to go to the Bid Express website and download/save the latest EBS file and all amendment files (if applicable) pertaining to a particular project.
 - a. It is recommended that you save the EBS file and amendment files to your computer desk top. If you choose to save the EBS file and amendment files to a local drive on your computer (i.e., C: drive), make sure that you save the files in the same location on your computer.
 - b. The project/proposal EBS file (original proposal forms) and amendment files need to "live" together in order for the EBS file to recognize the amendments associated with it.
 - c. Please refer to the Bid Express Training Center Link located at the bottom of the Bid Express CTDOT Home Page for more detailed instructions.
5. When completing the Bid Proposal Form (folder) in Expedite for a particular project, acknowledge/enter the number of "**Addenda**" (not the "Amendments" (.00#) on Bid Express) that are posted to the State Contracting Portal for that project.

6. Ensure that your Bid Express Digital ID is located/saved on the computer that you will be using to submit the bid. It is recommended that you have a back-up computer capable of submitting bids as well. Save and protect your digital ID and password.
7. If you intend to submit a bid, it is recommended that you submit a TEST bid well in advance of the time due, to ensure your computer is operating correctly and that you have established an internet connection. You can always “overwrite” the TEST bid by resubmitting with your real bid, or simply “withdraw” the TEST bid prior to the date and time it is due. The Department can not verify the receipt of your TEST bid within Bid Express. You should receive a bid submission receipt from Bid Express.
8. READ and become familiar with the instructions provided to bidders in the various stages of the bidding process. For example:
 - a. Read the bid invitation, electronic bidding instructions/requirements and the bidders checklist provided for each project located on the State Contracting Portal.
 - b. Read the Department’s email response to your submission of the Bid Proposal Request Form (Part C).
 - c. Read the entire Bid Express Home Page for CTDOT.
 - d. Follow the instructions in the various bid proposal folders within the Expedite Bid Software.
 - e. Submit your Bid Bond (pdf) to the dotbid@ct.gov email address prior to the time of the bid opening. You should receive a response to your email submission confirming receipt. If not, please contact Pall Oushana at 860-594-3126 or pall.oushana@ct.gov.
9. We recommend that Bid Express Subscribers also register with the Bid Express Message Center (free) to receive various messages and alerts from CTDOT or Bid Express. For example, when the Department posts new proposals, lettings, amendment files, etc., you can receive email messages informing you as such. The DAS State Contracting Portal (Biznet) also has a similar feature.
10. Last but not least, be sure to plan accordingly. If you are unfamiliar with the Department’s bidding process, the Bid Express website, the Expedite Bid Software, etc., please do not wait until the day of the bid to review and become familiar with the various bidding instructions and requirements. Contact the Department or Bid Express Customer Support for help. (Bid Express Customer Support 1-888-352-2439 or 1-352-381-4888)

If you have any questions, please feel free to contact me at 860-594-3128 or email me at gregory.straka@ct.gov.

Thank you.



Gregory D. Straka
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Division of Contracts Administration