



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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December 7, 2011

Subject: Electronic Bidding Training – **REQUIRED** – Register ASAP

NOTICE TO CONTRACTORS:

The Department has scheduled training sessions for electronic bidding to be held on January 10, 2012 through January 12, 2012 at the DOT Training Center, 2780 Berlin Turnpike, Newington, CT. **All contractors (prime contractors) who bid on DOT construction contracts on a regular basis, are required to attend the training, even if the contractor currently utilizes Bid Express and Expedite Bid to submit bids in other States.** The reason for this is that, Bid Express offers various functions and capabilities, which States may implement differently. The CTDOT Bid Express “Production” Site is currently scheduled to “go live” on February 1, 2012.

For those contractors who do not bid often (for example, once every 3 years), it is recommended that you attend. Subcontractors do not have to attend. A training guideline and video will be available after the training sessions are completed.

There will be 2 training sessions per day, for a total of 6 sessions. Registration will be on a first come first serve basis with a limit of 2 people per firm. There will only be 1 computer available per firm.

Please register for one of the following sessions by sending an email to DOTbid@ct.gov. Include the names of the individuals, the date and time of the session you wish to attend. Please include at least 2 choices of dates and times. If there are no available slots for the session you requested, you will be placed in the next available session and notified. We will do our best to accommodate you.

- Tuesday, January 10, 2012 – 8:30 – 11:30 am
- Tuesday, January 10, 2012 – 1:00 – 4:00 pm
- Wednesday, January 11, 2012 - 8:30 – 11:30 am
- Wednesday, January 11, 2012 - 1:00 – 4:00 pm
- Thursday, January 12, 2012 - 8:30 – 11:30 am
- Thursday, January 12, 2012 - 1:00 – 4:00 pm

Please note, we have created a link on our website, under Contractor Resources, entitled “Useful Notices to Contractors”. Please visit this link.

If you have any questions regarding registration, please contact Pall Oushana at 860-594-3126.

Thank you,

Gregory D. Straka
Contracts Manager
Division of Contracts Administration