

**State of Connecticut**  
**Department of Transportation**  
**Electronic Bidding Instructions/Requirements for Bidders**  
**January 2012**

1. The Department will continue to advertise projects on the State Contracting. Bidders will continue to access bid/project information (Bid Invitation, Plans, Specifications, Addenda, etc.) through the State Contracting Portal, free of charge.
2. The Contractor Prequalification program will not change. Bidders are still required to be prequalified in order to bid on DOT construction projects.
3. Bidders must still submit the “Bid Proposal Request Form” (Part C) in order to be eligible to submit bids on specific projects.
4. Bidders that submit a Bid Proposal Request Form to bid on a specific project will receive an email response from the Department acknowledging that the bidder has been approved/validated to bid on that specific project. **Bids will not be accepted from bidders that have not been validated by the Department to bid on a specific project.**
5. Bidders are still required to submit bids on the “official” Bid Proposal Form issued by the Department. Bids will be rejected if they are not submitted on the “official” Bid Proposal Form issued by the Department.
6. **The “official” Bid Proposal Form has been revised and will no longer be issued (mailed or emailed) directly to the prospective bidders. Eligible/validated bidders will be required to download the official Bid Proposal Form (aka EBS file) and associated amendment files (.00#) from the Bid Express website (bidx.com), only after they have received the email response from the Department approving them to bid.**
7. It is the bidder’s responsibility to ensure that they download the complete official Bid Proposal Form (EBS file) and any amendment files (.00#) associated with that specific Bid Proposal Form, from the latest letting date. Amendment files (.00#) are posted to the Bid Express website when there is a change to the Bid Proposal Form, including a letting date change. The Department is not liable for the bidder’s failure to ensure that they download the official Bid Proposal Form (EBS file) and amendment files (.00#) from the Bid Express website.
8. Bidders must download the latest version of the Expedite Bid software (5.11a) from the Bid Express website. The Expedite Bid software will allow the bidder to download the Bid Proposal Form and any associated amendment files (aka EBS and .00# files), prepare and submit their bid through the Bid Express website. The Expedite Bid software is free of charge. The Bid Express website is located at <https://www.bidx.com>.
9. When submitting a bid electronically, bidders must complete all required bid documents and acknowledgements (folders) located in the Bid Proposal Form (aka EBS file), as applicable to the proposal.
10. Bidders must scan and submit the bid bond in PDF format, properly completed and signed, prior to the date and time of the bid opening, via a single email to [dotbid@ct.gov](mailto:dotbid@ct.gov). In the subject matter of the email please enter “Bid Bond – Project Number(s) xxxx-xxxx”. The original signed bid bond will be required of the low bidder within 7 days after the bid opening.

11. **DOT encourages all bidders to file an “Annual” Bid Bond with the Department so that the bidder does not have to submit a bid bond each time they bid on a specific project/proposal.**
12. All bidders must file (upload) the Affirmation of Receipt of State Ethics Laws Summary (OPM Form 6) and the Consulting Agreement Affidavit (OPM Form 5) with the Department of Administrative Services (DAS) online system (Biznet). The Forms are no longer contract specific, but are required to be uploaded to the DAS online system (Biznet) prior to award and/or execution of any contract. Please access the LINK below to subscribe to Biznet and download the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)”.

<http://das.ct.gov/cr1.aspx?page=371>

Once the applicable “Forms” are on file with the DAS online system (Biznet), the contractor’s obligation is complete, until the need for revisions/updates and/or new annual submission as required by the specific Form.

13. Prior to the Department requiring all bids to be submitted electronically through the Bid Express website, there will be a six month “transition period” which will allow bidders the opportunity to submit bids electronically through the Bid Express website and/or by manually depositing a “paper” bid (printed from the Expedite software) in the box located at the Department of Transportation, 2800 Berlin Tpke, Newington CT.

When submitting a “paper” bid, bidders must ensure that all required bid documents are completed and signed with original signatures.

If the bidder submits both, a bid electronically through the Bid Express website and by manually depositing a paper bid in the box, and there is a discrepancy in the item pricing on the Schedule of Items, the tabulated paper Schedule of Items will govern. **Bidders are encouraged to submit bid proposals electronically through the Bid Express website.**

**The target date for requiring all bids to be submitted electronically through the Bid Express website is September 1, 2012.**

14. Joint Venture Bidding

The Department must receive the Request for Bid Proposal Form and the letters from all parties related to the joint venture, explaining their intent to bid as a joint venture (per the Construction Contract Bidding and Award Manual) at least 30 days prior to the bid opening date to allow the joint venture sufficient time to obtain a Digital ID in accordance to Bid Express policy.

The bidder (all parties of the JV) will receive an email confirmation from the Department that will validate/approve the bidder (the joint venture) to bid on that specific project only. As part of the email confirmation, the Department will also assign the “joint venture” a “vendor ID”. The vendor ID will be needed to obtain a Digital ID with Bid Express, for the joint venture.

### **IMPORTANT REQUIREMENTS FOR BIDDERS**

In order to participate in secure electronic internet submission of Bid Proposals, the bidding entity must:

- (1) Be subscribed to the Bid Express ® Internet Bidding service;

- (2) Have an approved Bid Express ® Digital ID (“Digital ID”) on file with Info Tech, Inc. that is enabled with sufficient time, in accordance to Bid Express ® policy, prior to the letting date; and
- (3) Designate an authorized individual to sign all documents contained within the Bid Proposal and to submit the Bid Proposal on behalf of the bidding entity. That individual must be authorized, pursuant to the effective legal documents of the bidding entity, to sign and submit binding legal documents on behalf of the bidding entity. The effective legal documents designating an authorized individual must be on file with the Department of Transportation as part of the bidders Prequalification Statement.
- (4) The authorized individual must:
  - a. in completing documents that require signature, type his/her name on the signature line on each document indicating his/her intent to sign the document; and
  - b. upon submitting the Bid Proposal via the Bid Express ® Internet Bidding service, digitally sign the Bid Proposal with the bidding entity’s Digital ID.

Digitally signing the Bid Proposal with the Bid Express ® Digital ID is the legal equivalent of having placed a handwritten signature on the Bid Proposal and its constituent documents, effectively certifying as to the accuracy of the information contained in the Bid Proposal and agreeing to be bound by it. Effectively, each of the documents contained within the Bid Proposal will be deemed digitally signed and certified by the authorized individual on behalf of the bidding entity.