How to complete an electronic bid file

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11/7/2014
Caltrans advertised projects
http://www.dot.ca.gov/hq/esc/oe/weekly_ads/all_adv_projects.php
In Lake County Near Lakeport From 0.1 Mile South Of Main Street To 0.1 Mile South Of Hopland Road
The Contractor must have either a Class A license or one of the following Class C licenses: C-12, C-32, C-10.
100 Working Days * 7% DBE Requirement * Cost per set: Bidders: $E-ad, Non-bidders: $E-ad
Subs/Suppliers: Opt In | 6 prime contractors looking for help | Primes: Advertise for help | See 23 opt-in records
See Non-Bidding Planholders | See Bidding Planholders
Caltrans electronic bid project

This project is an electronic bidding project, bids can only be submitted electronically to Caltrans through the Bid Express Internet Bidding Service (BidX).

Note that submitting this form will send you the bid book, enabling you to bid as a prime, and adding you to the bidding planholder list. If you don’t intend to bid as a prime, click back and use opt-in. This planholder list will remain until the bid opening date, you can expect to be contacted by interested parties until that date.

California Public Contract Code 10160 states that the Department shall furnish to each bidder a standard proposal form. Bidders are considered as follows: contractors licensed in the State of California, entities that have previously bid Caltrans projects, entities that are currently in the process of obtaining a State of California Contractors license, and those that may be bidding as joint venture. Others, not previously listed, who request bid documents possibly may be requested to provide evidence that they can legally bid the project at the time the bid is due.

Thank you for your interest in bidding on our contracts. Before you order the bid book for 01-0C3504

Please verify your contact information.

Attn: Chris Rice
Chris Rice - Caltrans Electronic Bidding
1727 30th Street
Sacramento, CA 95816
9162276235
Chris_Rice@dot.ca.gov

If you need to modify your email address or business information, click here.

Click here to be added to the bidding planholder’s list and for a link to download your electronic bid book.
Expedite Bid main folder

Folders are shown here

Basic project information contained here

Bid total is shown here
Bid Item List folder

- Folder turns green indicating it is completed
- Enter bid prices for bid item list items

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Line Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>070030</td>
<td>LUMP LS</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>LEAD COMPLIANCE PLAN</td>
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<tr>
<td>2</td>
<td>120080</td>
<td>LUMP LS</td>
<td>15.00</td>
<td>15.00</td>
<td>15.00</td>
<td>CONSTRUCTION AREA SIGNS</td>
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<tr>
<td>3</td>
<td>120100</td>
<td>LUMP LS</td>
<td>123.00</td>
<td>123.00</td>
<td>123.00</td>
<td>TRAFFIC CONTROL SYSTEM</td>
</tr>
<tr>
<td>4</td>
<td>130100</td>
<td>LUMP LS</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>JOB SITE MANAGEMENT</td>
</tr>
<tr>
<td>5</td>
<td>130200</td>
<td>LUMP LS</td>
<td>123.00</td>
<td>123.00</td>
<td>123.00</td>
<td>PREPARE WATER POLLUTION CONTROL PROGRAM</td>
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<tr>
<td>6</td>
<td>153103</td>
<td>130,000.0 SQYD</td>
<td>1.24</td>
<td>162,500.00</td>
<td>162,500.00</td>
<td>COLD PLANE ASPHALT CONCRETE PAVEMENT</td>
</tr>
<tr>
<td>7</td>
<td>374207</td>
<td>14.0 LNMI</td>
<td>123.00</td>
<td>123.00</td>
<td>1,722.00</td>
<td>CRACK TREATMENT</td>
</tr>
<tr>
<td>8</td>
<td>390096</td>
<td>130.0 CY</td>
<td>123.00</td>
<td>123.00</td>
<td>15,990.00</td>
<td></td>
</tr>
</tbody>
</table>

Extentsions and total calculated

Bid Total: $2,050,909.00
Proposal Sites folder
(Time portion of a Cost + Time bid)

Enter number of working days bid
Bid to the D.O.T. folder

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
BID TO THE DEPARTMENT OF TRANSPORTATION

Contractor license number

1. Bidder agrees, if this bid is accepted, to enter into a contract with the Department, in the form included in the Standard Specifications, to perform the work provided in terms of the Contract for the price or prices bid.

Bid is accepted to enter into a contract with the Department, in the Standard Specifications, to perform the work provided in terms of the Contract for the price or prices bid.

Enter Contractor license number (Optional for Federally funded projects)
Bid to the D.O.T. folder

Enter type of bid security to be submitted to Office Engineer before bid opening date and time

2.7. The Department’s decision on the bid amount is final.

3.0 Bidder submits this bid with one of the following forms at least 10 percent of the bid:

- Bidder’s Bond
- Cash
- Cashier’s Check
- Certified Check

4.0 Bidder’s signature is an affix that making a false certification

4.1 Criminal prosecution
Select “Yes” to list subcontractor

Enter firm name, City, State, and description of subcontracted work

Bid item numbers, and percentages may be completed as well. They can also be printed and submitted within 24 hours after bid opening.
Additional Subcontractor List folder

Used for listing additional subcontractors that do not fit on the first form

Select “Yes” to list subcontractor

Enter firm name, City, State, license number and description of subcontracted work

Bid item numbers, and percentages may be completed as well. They can also be printed and submitted within 24 hours after bid opening
Select “requests” to request preference, then complete the rest of the section.
Select “am” if your principal place of business is in California.

Select “am” if the principal State of your business is not California, and it does not have a local contractor preference.

Select “am” if the principal State of your business is not California, it does have a local contractor preference, and you have paid the specified taxes.

Select “am not” if the principal State of your business is not California, and there is a local contractor preference. Enter the preference given.
To Opt Out of Payment Adjustments for price index fluctuations, enter Date, and Name
Certified DVBE Summary
(Contracts with no Federal funds)

May be submitted with bid, or printed and submitting under Section 2-1.33

If Prime is a DVBE, enter DVBE certification

Enter contact person name and phone number

Enter total claimed participation amount and total percentage

Enter bid item numbers and description of work to be subcontracted

Enter DVBE name, phone number, certification number and dollar amount
DBE Commitment
(Contracts with Federal funds)

May be submitted with bid, or printed and submitting under Section 2-1.33

Enter bid item numbers
Enter items of work and description of services
Enter name of DBE, certification number, address and phone number
Enter dollar amount
Good Faith Efforts Documentation (1 of 3)
(Contracts with Federal funds)

May be submitted with bid, or printed and submitting under Section 2-1.33

- Enter item of work offered
- Indicate if you normally perform item of work
- Indicate if item of work was broken down to facilitate DBE participation
- Enter amount and percentage of contract
May be submitted with bid, or printed and submitting under Section 2-1.33

Enter names of DBE solicited, date of solicitation, items of work, follow up methods, and dates

Enter items of work and name of selected firm

Indicate whether selected firm is a DBE.

Enter name of rejected firm, quote and price difference
### Good Faith Efforts Documentation (3 of 3)

**4-5)(Contracts with Federal funds)**

May be submitted with bid, or printed and submitting under Section 2-1.33

<table>
<thead>
<tr>
<th>Publication</th>
<th>Dates of Advertisement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. List the names and dates of each publication in which a request for DBE participation for the project was placed by the bidder. Attach copies of published advertisements or proofs of publication.

5. List the names of agencies and the dates on which they were contacted to provide assistance in contacting, recruiting and using DBE firms. If the agencies were contacted in writing, provide copies of supporting documents.

- **Enter** items of work and description of services
- **Enter** name of DBE, certification number, address and phone number
- **Enter** dollar amount
- **List names and dates of publications for DBE participation, placed by bidder**
Good Faith Efforts Documentation (3 of 3)
(6-8)(Contracts with Federal funds)

May be submitted with bid, or printed and submitting under Section 2-1.33

Enter bid item numbers
Enter items of work and description of services
Enter name of DBE, certification number, address and phone number
Enter dollar amount
Certified Small Business Listing for the Non Small Business Preference
(Contracts with no Federal funds)

May be submitted with bid, or printed and submitting under Section 2-1.33

Enter contact person name and phone number
Enter total claimed participation amount and total percentage
Enter bid item numbers and description of work to be subcontracted
Enter firm name, phone number, certification number and dollar amount
Certifications folder

By digitally signing and submitting bid, bidder attests to the following certifications

Enter State, County, Name, Company Title, and Company Name
Select “Yes” or “No” for safety regulation violation question. If “Yes” is selected, provide explanation.

Select “Yes” or “No” for Antitrust law violation question. If “Yes” is selected, provide explanation.
Select “Yes” or “No” for the bidder responsibility questions. If “Yes” is selected, provide explanation.
Small Business Status folder (Federally funded projects)

Select “Yes” if bidder is certified as a “Small Business” by DGS. Enter certification number.
Select “No” if bidder is not certified as a “Small Business” by DGS.
By digitally signing and submitting bid, bidder attests to the following certifications

**FEDERAL-AID PROJECTS DISCLOSURE OF LOBBY ACTIVITIES CERTIFICATION**

Bidder certifies, to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence and office or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form 11L, “Disclosure of Lobbying Activities,” in conformance with its instructions.

This certification is a material representation of fact upon which reliance was place when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 51 USC 1382. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Bidder also agrees by submitting a bid that it must require the language of this certification be included in subcontracts over $100,000 and these subcontractors shall certify and disclose.
Disclosure of Lobbying Activities folder (Federally funded projects)

Select “No” if there are no lobbying activities to disclose. Select “Yes” if there are lobbying activities to disclose, and complete the remainder of the form, following the instructions below the form.
Instructions for completion of SF-LL Disclosure of Lobbying Activities folder (Federally funded project)

Follow these instructions to complete the Disclosure of Lobbying Activities screen, if there are lobbying activities to disclose.
Select button here to submit a paper bid bond.

Enter electronic bid bond data here

Select “Verify” after all electronic bid bond data has been entered
Bid can be printed at any time. Select “File”, then “Print..”
Printing bid

Forms required to be submitted after bid opening can be completed in Expedite Bid, printed and submitted to Office Engineer.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>List this subcontractor?</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Valley Environmental, Sacramento</td>
<td>Yes</td>
<td>CA</td>
</tr>
<tr>
<td>Erosion control</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>No.: 2-3</td>
<td></td>
<td>95%</td>
</tr>
<tr>
<td>No.: 8-9</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>No.:</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Multiple item numbers and percentages</td>
<td></td>
<td>can be separated by a space</td>
</tr>
<tr>
<td>Small Business Preference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Business Listing for the Non-</td>
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</table>

Certain forms will not print unless there is data entered into specific fields. These forms are; DVBE Summary, Small Business Preference, Small Business Listing for the Non-Small Business Preference, DBE Commitment, Good Faith Efforts Documentation.
Questions?

Contract Awards

916-227-6299