Electronic Bidding Guide

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Purpose

This *Electronic Bidding Guide* provides guidance for first-time and returning bidders to complete and submit their bids on Caltrans major highway construction projects using electronic bidding software.

Establishing a Digital ID

To begin the electronic bidding process, you will first need to receive a Bidder Identification Number (Bidder ID) from the California Department of Transportation (Caltrans). After you have received your Bidder ID number, you can then establish a Digital ID, and a Bid Express Internet Bidding (Bidx) account. **The process of establishing a Digital ID can take 7 days or longer. You will not be able to submit a bid until this process has been completed.** A detailed guide on establishing a digital ID, creating a Bidx account, and downloading the bidding software can be found at https://www.infotechfl.com/downloads/bidx/Quick_Start_bidding_w_AASHTOWare_Project_Bids_Bid.pdf.

To receive your Bidder ID, submit a letter requesting a Bidder ID to Office Engineer. The letter requesting a Bidder ID number must be on company letterhead that shows the full legal name, phone number, fax number and address of the bidding company, along with an email address to which the Bidder ID number will be sent. The letter can be faxed to Office Engineer at (916)227-6282, or mailed to:

MS43
Office Engineer
Department of Transportation
1727 30th Street
Sacramento CA, 95816-7005

If the bidding company has not recently been awarded a contract by Caltrans, the bidding company may also need to complete and submit a Payee Data Record form (STD 204) in order to establish their Bidder ID. The Payee Data Record form will be sent to you if it is needed to complete your request

Payee Data Record Example Form:

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 9-2003)

1 **INSTRUCTIONS:** Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this **fully completed** form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.
NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.

2
PAYEE'S LEGAL BUSINESS NAME (Type or Print)
SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) | **E-MAIL ADDRESS**
MAILING ADDRESS | **BUSINESS ADDRESS**
CITY, STATE, ZIP CODE | **CITY, STATE, ZIP CODE**

3 **PAYEE ENTITY TYPE** **CHECK ONE BOX ONLY**
ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): -
☐ **PARTNERSHIP**
☐ **ESTATE OR TRUST**
CORPORATION:
☐ **MEDICAL** (e.g., dentistry, psychotherapy, chiropractic, etc.)
☐ **LEGAL** (e.g., attorney services)
☐ **EXEMPT** (nonprofit)
☐ **ALL OTHERS**
☐ **INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:** - -
(SSN required by authority of California Revenue and Tax Code Section 18646)
NOTE: Payment will not be processed without an accompanying taxpayer I.D. number

4 **PAYEE RESIDENCY STATUS**
☐ California resident - Qualified to do business in California or maintains a permanent place of business in California.
☐ California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.
☐ No services performed in California.
☐ Copy of Franchise Tax Board waiver of State withholding attached.

5 **I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.**
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) | **TITLE**
SIGNATURE | **DATE** | **TELEPHONE** ( )

6 **Please return completed form to:**
Department/Office:
Unit/Section:
Mailing Address:
City/State/Zip:
Telephone: ( ) **Fax:** ( )
E-mail Address:

To establish a Bidx account, using Internet Explorer, navigate to https://bidx.com and select the "Join now!" text to establish your account. Follow the instructions on the Bidx website to complete the account establishment process. Once you have received your Bidder ID and downloaded and installed the AASHTOWare Project Bids (Bid) software, you may begin the process of establishing your Digital ID through the Bidx website. **A separate Digital ID should be established for each person authorized to submit bids for your company. Only one Bidder ID is required for each company, and can have multiple Digital IDs associated with it**. **Back up your Digital ID file and record your password in a secure location. The file and password cannot be recovered if either of them is lost. Joint ventures are required to obtain a Digital ID unique to that joint venture.**

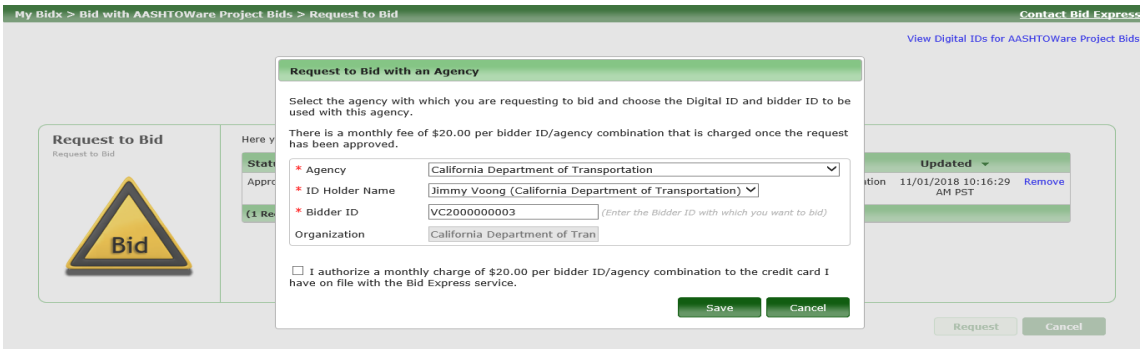
To establish a Digital ID, there are monthly account fees, and a onetime fee paid to Bidx. You may choose to cancel your account at any time; however, once your account has been cancelled, to bid again you will need to establish and pay for a new Digital ID and pay the monthly fees.

Once you have an approved Digital ID, you will need to request to bid with Caltrans before you can submit bids. Select the "MyBidx" icon, "Bid with AASHTOWare Project Bids", then the "Request to Bid" option. Next, select "California Department of Transportation" in the agency drop down menu, enter your Digital ID, and Bidder ID. Your organization name will display based on the Bidder ID entered.

Bid with AASHTOWare Project Bids

Digital IDs

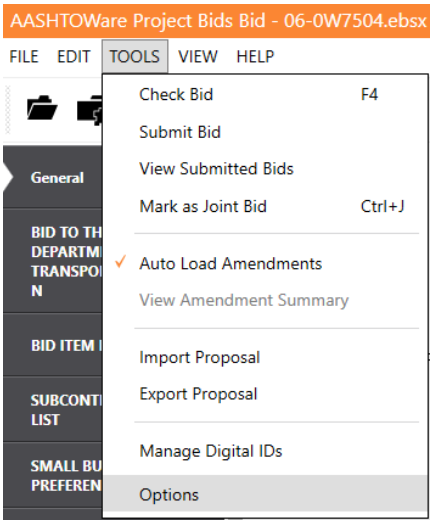
Request to Bid



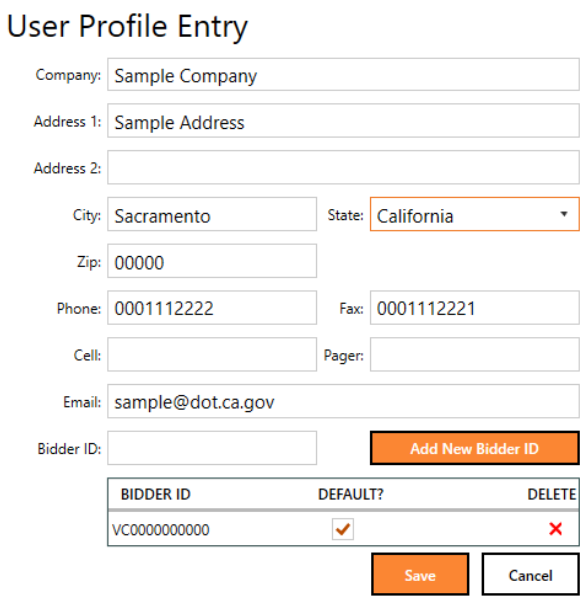
Software

You will need to download the Bid software from Bidx in order to submit your bid through Bidx to Caltrans. This can be found at https://bidx.com/ca/main. You will also need to have the Microsoft .NET 4.6.2 or newer Framework installed on your computer. This can be found at https://www.microsoft.com/en-us/download/details.aspx?id=53345. For questions and help, please call the Bidx help desk at 1-888-352-2439.

Once the Bid software has been installed, you will need to create a user profile and enter your company data into the software. This data is transmitted with your bid. To begin, select "Tools" then "Options."



Next, navigate to the green plus icon to add a user profile. When the "User Profile Entry" screen opens, you will see the screen shown below. Enter your company name, address, city, state, phone number, zip code, fax number, and email address. Then enter your Caltrans-provided bidder ID and select "Add New Bidder ID." The bidder ID will appear below; select that ID, "Save", and then "Yes."



Glossary

There are many terms that Bidx uses that are different from the terms traditionally used by Caltrans. The following glossary gives the Department's version of a word used by Bidx, if these differ.

Bidx term	Caltrans term
Letting	Bid opening
Proposal	Bid Book
Amendment/Amendments	Addendum/Addenda
Schedule of Items	Bid Item List
Working Days	Where time portion of a Cost + Time bid is entered
Contract ID	Contract Number

Downloading an electronic bid book

The advertised projects page can be found on the Caltrans Office Engineer website at: http://ppmoe.dot.ca.gov/des/oe/weekly-ads/adv-thisweek.php.
All projects advertised on this website are electronic bidding projects. These bids may only be submitted electronically to Caltrans. Paper bids will not be accepted. Select the "Bid Book" link to begin the electronic bid book download process.

02-0H3604 | List of Bid Items | Project Plans, Notice to Bidder and Special Provisions | Bid Book | 0 bidder inquiries
Bridge Maintenance
02-Teh-5, 32-VAR * Date Advertised 11/09/2015
Bids Opening in Sacramento * Bids Open 12/08/2015
Estimate: $370,000
In Tehama County At Various Locations
The Contractor must have either a Class A license or one of the following Class C licenses: C-8.
70 Working Days * 5% DVBE Requirement * Cost per set: Bidders: $E-ad, Non-bidders: $E-ad
Subs/Suppliers: Opt In | 0 prime contractors looking for help | Primes: Advertise for help | See 1 opt-in record
See Non-Bidding Planholders | See Bidding Planholders

When you select the "Bid Book" link on the project advertisement page, and if you have established a Caltrans Connect account, your information will be logged in the Bidding Planholders database, and you will be given a link to click on to download your Electronic Bid Book. If you have not created a Caltrans Connect account, you will be given a link to establish your Caltrans Connect account. Once you have downloaded the electronic bid file, the file name will begin with the contract number, and end with ".EBSX." **Do not change the name of the file.**

Electronic bid book addenda files can be found by following the addenda link on the project advertisement page, shown below.

01-262024 | List of Bid Items | Contract Plans and Special Provisions | Order Bid Book | 7 bidder inquiries | **See addenda (1)**
This project has a mandatory pre-bid meeting
Mitigation Planting, Erosion Control, Earthwork And Install Fence
01-Men-101-45.0/50.8 * Date Advertised 07/15/2013
Bids Opening in Sacramento * Bids Open 09/10/2013
Estimate: $12,700,000
In Mendocino County In And Near Willits At Various Locations
The Contractor must have either a Class A license or one of the following Class C licenses: C-27.
2000 Working Days * 6% DBE Requirement * Cost per set: Bidders: $E-ad, Non-bidders: $E-ad
Subs/Suppliers: Opt In | 7 prime contractors looking for help | Primes: Advertise for help | See 25 opt-in records
See Non-Bidding Planholders | See Bidding Planholders

01-450904 | List of Bid Items | Contract Plans and Special Provisions | Order Bid Book | 0 bidder inquiries
Widen Rdwy With Hma Over Ab, Const Soldier Pile And Soil Nail Walls.
01-Hum-169-13.6/23.4 * Date Advertised 08/12/2013
Bids Opening in Sacramento * Bids Open 09/17/2013
Estimate: $3,980,000
In Humboldt County At Various Locations From 0.8 Mile West Of Pecwan Creek Bridge To 1.0 Mile East Of Cappell Creek Bridge
The Contractor must have either a Class A license or any combination of the following Class C licenses which constitutes a majority of the work: C-8, C-12.
310 Working Days * 9% DBE Requirement * Cost per set: Bidders: $E-ad, Non-bidders: $E-ad
Subs/Suppliers: Opt In | 1 prime contractor looking for help | Primes: Advertise for help | See 6 opt-in records
See Non-Bidding Planholders | See Bidding Planholders

Note that the second project does not have addenda.

Electronic bid book addenda files begin with the contract number, and end with the number of the addenda (Ex. 15-123456.001X). Directions for incorporating addenda are at the end of this guide.

Items to be submitted with bid

Items that are required to be submitted with the bid, such as bid security, must be received by Office Engineer prior to the specified bid opening date and time. If these items

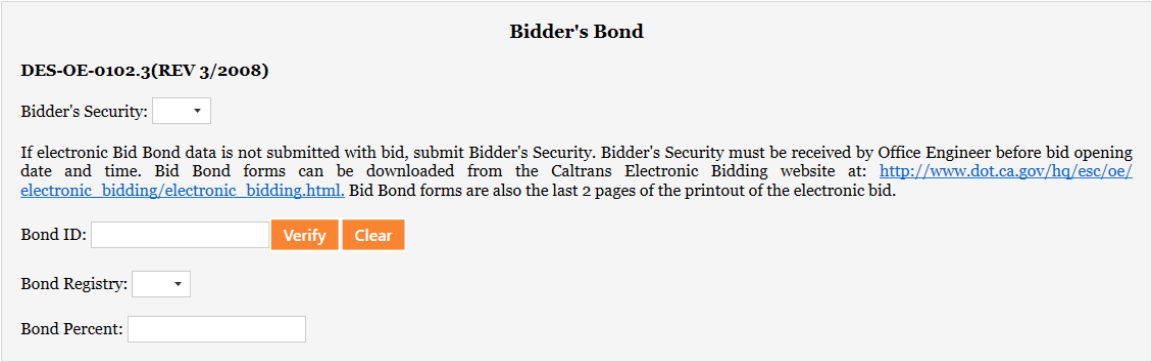
are not received as specified, your bid may be deemed nonresponsive. Office Engineer's address is:

MS43
Office Engineer
Department of Transportation
1727 30th Street
Sacramento CA, 95816-7005

Bidder's security

Bid security must be received by Office Engineer prior to the specified bid opening date and time. Either submit an electronic bid bond with your bid or submit a paper bid bond to Office Engineer prior to the specified bid opening date and time. Bidder's Security information can be found in the Special Provisions, Revised Standard Specifications and Standard Specifications section 2-1.34. Paper bid bond forms are included in the electronic bid file, as the last 2 pages of the print out of the electronic bid form. Bid Bond forms may also be downloaded from the Caltrans Office Engineer Electronic Bidding website at: http://ppmoe.dot.ca.gov/des/oe/electronic-bidding.html. Failure to submit bid security as specified may cause your bid to be deemed nonresponsive.

Electronic bid bonds may be submitted with your bid. Electronic bid bonds need to be verified through either Surety 2000 or SurePath. Electronic Bid Bond information is entered in the Bidder's Bond tab. Once bid bond data has been entered, select "Verify" to verify your electronic bid bond. For information regarding Surety2000, please visit http://surety2000.com. For information regarding SurePath, please visit http://insurevision.com.



Completing the Bid Book

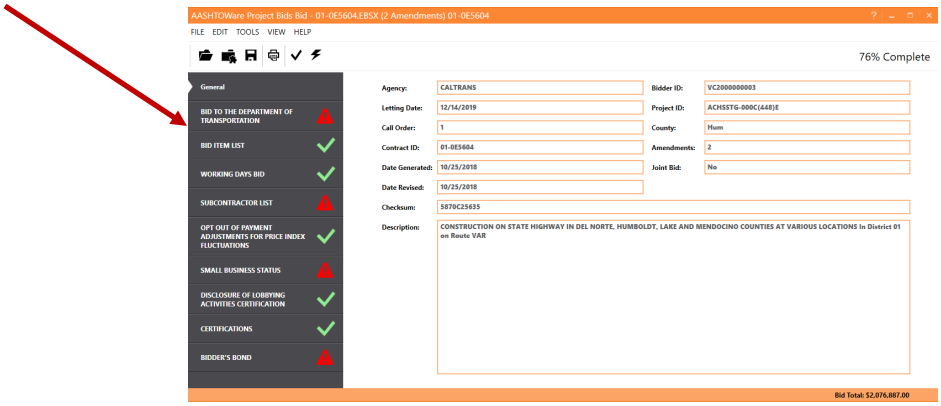
AASHTOWare Project Bids (Bid) main tab

The main screen of Bid will open when you open your electronic bid file, downloaded from the Bidx website. The left side of the screen shows the different forms that are required to be completed. These forms are shown as tabs. A red triangle icon indicates an incomplete tab and a green check mark icon indicates a tab that does not require any further action. However, green check-marked tabs may contain forms that are required to be

completed and submitted after the specified bid opening date and time. These forms may be submitted with your bid or may be completed, printed, and then submitted as specified in the bid documents. **Remember to save your work as you complete the Bid Book.**

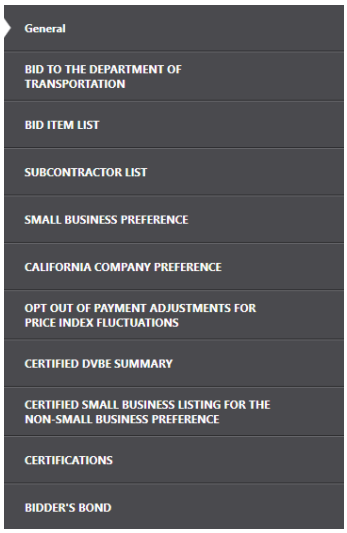
The right side of the screen shows basic project information, including bid opening date, contract number, project description, county, and Federal aid number. The Federal aid number will be displayed in the "Project ID" section. If the "Project ID" section is blank, the project does not have Federal aid.

TABS

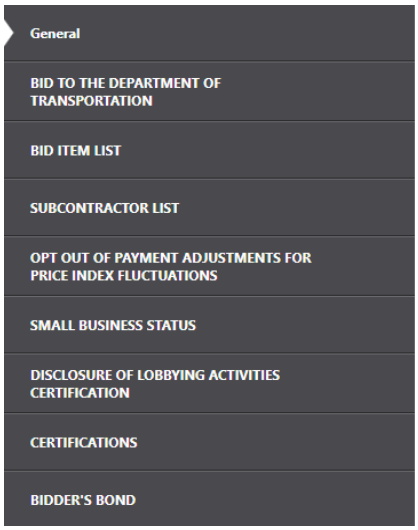


TAB DETAIL

No Federal Aid



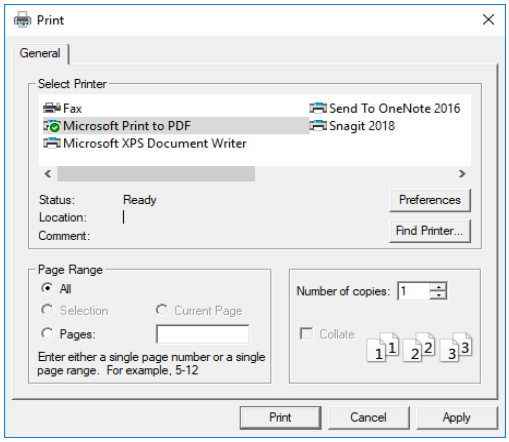
With Federal Aid



Printing your bid

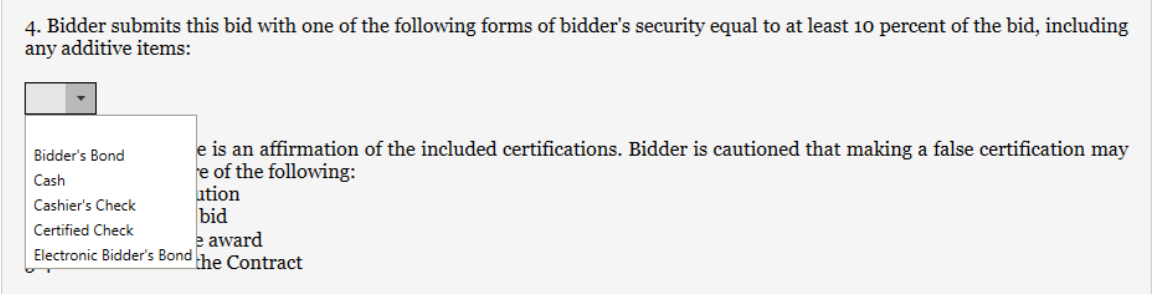
To print your bid at any time while in Bid, select "File" from the upper left portion of Bid, then select "Print." To print individual pages, select "Adobe PDF" from the printer list when printing a bid. If Adobe Acrobat is not installed on your computer, there are free PDF

converters available that will perform the same function. Individual pages from your bid can be printed from the PDF version of your bid. Forms that are not required to be submitted with your bid can be printed and submitted under Section 2-1.33.



Bid to the Department of Transportation tab

Enter your contractor license number in the space provided. This is required for projects without Federal Aid and is optional for projects with Federal Aid. Select the type of bid security submitted with your bid.



Bid Item List tab

Enter unit prices for each item shown in the Bid Item List tab. The Bid software will automatically perform the calculations for the item extension, as well as the total of the bid. The total of your bid is shown at the bottom row of Bid. As data is entered into each field, pressing the "Tab" key, or "Enter" will move the cursor to the next field.

ITEM NUMBER	ITEM CODE	QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
BID ITEM LIST 1					$112,900.00
	BID ITEM LIST				
1	070030	1.0	LS	100.00	$100.00
	LEAD COMPLIANCE PLAN				
2	120090	1.0	LS	1,000.00	$1,000.00
	CONSTRUCTION AREA SIGNS				
3	120100	1.0	LS	2,500.00	$2,500.00
	TRAFFIC CONTROL SYSTEM				
4	120110	4.0	EA	1,575.00	$6,300.00
	FLASHING ARROW SIGN				
5	120165	2,100.0	EA	5.00	$10,500.00
	CHANNELIZER (SURFACE MOUNTED)				
6	128652	1.0	LS	10,000.00	$10,000.00
	PORTABLE CHANGEABLE MESSAGE SIGN (LS)				
7	129000	2,380.0	LF	5.00	$11,900.00
	TEMPORARY RAILING (TYPE K)				
8	032633	49.0	EA	10.00	$490.00
	TEMPORARY CRASH CUSHION SYSTEM				
9	130100	1.0	LS	500.00	$500.00

Bid Item List 2 (Additive Items)

If a project has Additive Items for bid, it is located at the bottom of the Bid Item List tab. Enter unit prices for each item shown in the "Bid Item List 2" section like you would for the items in "Bid Item List 1." The Bid software will automatically perform the calculations for each item, the total of the Additive Item bids, and the total of the entire bid. The total of your Additive Item bids is shown in the blue highlighted section labeled "Bid Item List 2." The total of your entire bid is shown at the bottom row of Bid.

23	999990	1.0	LS	25,000.00	$25,000.00
	MOBILIZATION				
BID ITEM LIST 2					$0.03
	ADDITIVE ITEM				
24		1.0	LS	0.01	$0.01
AD ALT	ADDITIVE ITEM 1				
25		1.0	LS	0.01	$0.01
AD ALT	ADDITIVE ITEM 2				
26		1.0	LS	0.01	$0.01
AD ALT	ADDITIVE ITEM 3				
			Item Total: $112,900.03	Bid Total: $112,900.03	

Working Day Bids tab

The Working Day Bids tab will only be shown on Cost + Time bids. In the box labeled "Working Days Bid", enter the number of working days bid. **Working days bid must be within the range given or your bid may be deemed nonresponsive.**

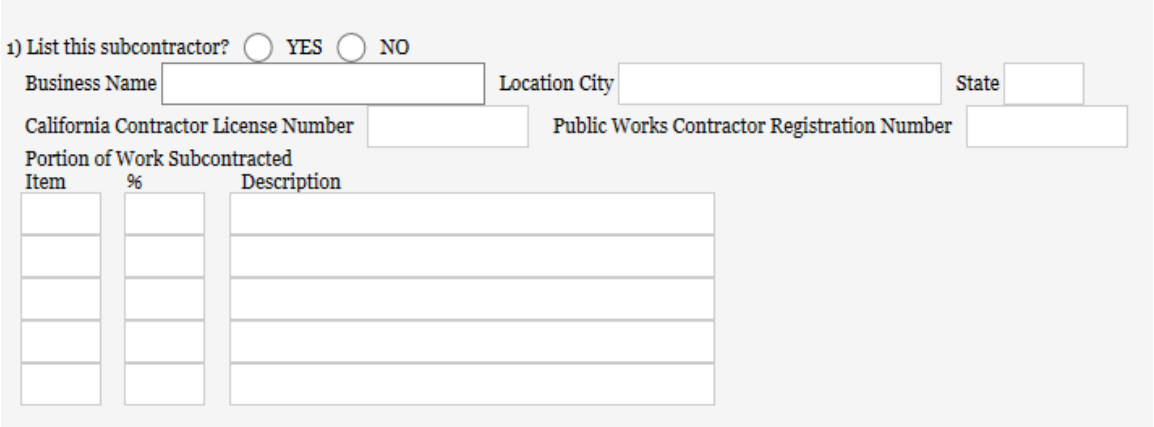
		COST PER DAY	WORKING DAYS BID	TOTAL BID FOR TIME
1		$10,400.00	250	$2,600,000.00
	WORKING DAYS BID (Do not bid less than 240 days and not more than 300 Days)			

Subcontractor List tab

Enter firm name, city, state, California contractor license number, public works contractor registration number, description of work, bid item numbers, and percentage of each bid item numbers for each of your subcontractors performing work in excess of 1/2 of 1 percent of the total bid, or $10,000, whichever is greater. (CA PCC 4104)

The first "Yes" or "No" for "List this subcontractor?" is required to be selected. If you select "No", no information regarding that specific subcontractor will be reported. If you select "Yes" then you must enter the information for that subcontractor.

For each additional subcontractor you would like to list, select the circle corresponding to "Yes". If "Yes" has been selected, you must enter that subcontractor's information. The first line of the Bid Item, Percentage and Description must be completed for that subcontractor. If you enter information for a subcontractor and then decide to not list that subcontractor, you can select "No" from the specific subcontractor's "List this subcontractor?" option, to not list that subcontractor. This is equivalent to crossing out a subcontractor's name from the paper bid book's Subcontractor List.



First line must be completed if "Yes" is selected.

Enter single bid item numbers and percentage of bid item performed by subcontractor on each line of the Subcontractor List. **Do not enter words in the Bid Item Number field**. If the percentage of the bid item work is less than 100% list the description of the portion of work to be subcontracted. **Do not use semicolons in the description of work.**

Acceptable Entries of Subcontractor List

Additional entries of the same subcontractor can be indicated by typing "Same subcontractor as listed in #" into the "Business Name" section. Then type any character in the location city and state.

1) List this subcontractor? YES NO

Business Name: Company 1 | Location City: Sacramento | State: Ca

California Contractor License Number: 9238412 | Public Works Contractor Registration Number: 91264823

Portion of Work Subcontracted

Item	%	Description

2) List this subcontractor? YES NO

Business Name: Same subcontractor as listed in 1 | Location City: * | State: *

California Contractor License Number: | Public Works Contractor Registration Number:

Portion of Work Subcontracted

Item	%	Description

Work done by subcontractors on items with item numbers that **are** consecutive and are 100 percent subcontracted can be input as a range in the description.

1) List this subcontractor? YES NO

Business Name: Company 1

California Contractor License Number: 9238412

Portion of Work Subcontracted

Item	%	Description
1	100	
2	100	
3	100	
4	100	
5	100	

1) List this subcontractor? YES NO

Business Name: Company 1

California Contractor License Number: 9238412

Portion of Work Subcontracted

Item	%	Description
1	100	Items 1-5

Work done by subcontractors on items with item numbers that **are not** consecutive and are 100 percent subcontracted can be listed in the description with the items separated by commas.

1) List this subcontractor? YES NO

Business Name: Company 1

California Contractor License Number: 9238412

Portion of Work Subcontracted

Item	%	Description
1	100	
3	100	
6	100	
8	100	
10	100	

1) List this subcontractor? YES NO

Business Name: Company 1

California Contractor License Number: 9238412

Portion of Work Subcontracted

Item	%	Description
1	100	Items 1,3,6,8,10

Subcontractor Entry for Additive Items

Subcontractors for Additive Items are listed in the same tab. Enter the firm name, city, state, California contractor license number, public works contractor registration number, item number, description of work, and percentage of work subcontracted on each item. In the description of work, also indicate the Additive Item number and the work item associated with the Additive Item that the subcontractor is performing.

3) List this subcontractor? YES NO

Business Name: Company One | Location City: Sacramento | State: Ca

California Contractor License Number: 100824 | Public Works Contractor Registration Number: 129432

Portion of Work Subcontracted

Item	%	Description
55	100	Ad-1 Treated wood waste from remove roadside
55	100	Ad-1 Remove roadside sign
55	100	Ad-1 Reset roadside sign
56	100	Ad-2 Modifying lighting system
56	100	Ad-2 Modifying extinguishable message sign system

Request for Small Business Preference or Non-Small Business Preference tab (No Federal funds)

To request either Small Business Preference or Non-Small Business preference select "Requests" in the pull-down menu in either the Small Business Preference or Non-Small Business Preference section.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
REQUEST FOR SMALL BUSINESS PREFERENCE OR NON-SMALL BUSINESS PREFERENCE
DES-OE-0102.7 (NEW 2/2010)

COMPLETE ONE OF THE FOLLOWING:

* SMALL BUSINESS PREFERENCE

The undersigned ____ small business preference and certifies, under penalty of perjury, that the firm meets the requirements of 2 CA Code of Regs 1896 et seq. and is certified as a small business at the time and day of bid opening or has submitted a complete application to the Department of General Services (DGS) and is subsequently certified. The complete application and any required substantiating documentation must be received by DGS by 5:00 p.m. on bid opening date.

Small Business Certification (Reference) Number ____

Date: ____

Signature:_____

* NON-SMALL BUSINESS PREFERENCE

The undersigned ____ non-small business preference and notifies the Department on the Certified Small Business Listing for the Non-Small Business Preference form that it commits to subcontract at least 25 percent of its bid amount with one or more firms that meets the requirements of 2 CA Code of Regs 1896 et seq. and the firms are certified as small businesses at the time and day of bid opening or have submitted a complete application and are subsequently certified by the Department of General Services (DGS).The complete application and any required substantiating documentation must be received by DGS by 5:00 p.m. on bid opening date. List these firms on the Certified Small Business Listing for the Non-Small Business Preference form.

Date: ____

Signature:_____

To complete the "*Small Business Preference", enter the date and your Small Business certification number to request the Small Business Preference.

To complete the "*Non-Small Business Preference", select "requests" and enter the date. By requesting the Non-Small Business Preference, you are committing to subcontract at least 25% of your total bid to Small Business and must also submit the Certified Small Business Listing for the Non-Small Business Preference form under Section 2-1.33.

California Company Preference tab (No Federal funds)

If your company has its principal place of business in California, select the first option. If your company does not have its principal place of business in California, continue to the next option.

If your company has its principal place of business outside of California, in a state where there is no local contractor preference, select the second option and enter the name of the state where your principal place of business is located. If your company has its principal place of business outside of California, in a state where there is a local contractor preference, continue to the next option.

If your company has its principal place of business outside of California, in a state where there is a local contractor preference, and your company has paid no less than $5,000 in sales or use taxes to California for construction-related activity for each of the 5 years immediately preceding the submission of the bid, select the third option, enter the name of your state, and enter your California Sales or Use Tax number.

If your company has its principal place of business outside of California, in a state where there is a local contractor preference, and your company has not paid $5,000 or more in sales or use taxes to California for construction-related activity for each of the 5 years

immediately preceding the submission of the bid, continue to the last option and select it. Then enter the name of the state where your principal place of business is located.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CALIFORNIA COMPANY PREFERENCE
DES-OE-0102.9 (NEW 11/2008)

This form must be completed by all bidders. Failure of a non-California company to fill out and sign this form may be cause for rejection of its bid. Eligibility for a reciprocal preference for a California company is waived if the California company fails to complete and sign this form under penalty of perjury.

The undersigned certifies that it is a "California company" as defined in Pub Cont Code §6107 and meets one of the following (check appropriate box and enter requested information):

◯ I am a California company which has its principal place of business in California.

or

◯ I am a California company which has its principal place of business in a state in which there is no local contractor preference on construction contracts.
Name of State

or

◯ I am a California company which has its principal place of business in a state in which there is a local contractor preference and my company has paid not less than $5,000 in sales or use taxes to California for construction related activity for each of the 5 years immediately preceding the submission of the bid.
Name of State
California Sales or Use Tax No.

or

The undersigned certifies that it is not a "California Company."

◯ I am not a California company. My principal place of business is in: (Enter state or country)
Describe any and all bid preferences provided to your company by the state or country in which your company has its principal place of business.
Describe

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Signature of Bidder: _____

Opt Out of Payment Adjustments for Price Index Fluctuations tab

To opt out of the payment adjustments for price index fluctuations as specified in Payment Adjustments for Price Index Fluctuations of the special provisions, enter the date and your name.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
OPT OUT OF PAYMENT ADJUSTMENTS FOR PRICE INDEX FLUCTUATIONS
DES-OE-01012.a (REV 8/2012)

To opt out of payment adjustments for price index fluctuations as specified, complete this form.

I opt out of the payment adjustments for price index fluctuations.

Enter Date and Name to opt out of payment adjustments for price index fluctuations.

Date:

Bidder's Name:

Date: _____

Signature of Bidder: _____

Small Business status tab (Federal funds)

If you are certified as a "Small business" by the Office of Small Business and DVBE Services of the Department of General Services of the State of California, select "Yes" and enter your certification number. If you are not certified as a "Small business" by the Office of Small Business and DVBE Services of the Department of General Services of the State of California, select "No."

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
SMALL BUSINESS STATUS
DES-OE-0102.4 (REV 3/2008)

Are you certified as a "Small Business" by the Office of Small Business and DVBE Services of the Department of General Services of the State of California?:

◯ YES ◯ NO Certification number?:

Note: This small business questionnaire is included for statistical reporting only.

DBE Commitment Forms (Federal funds)

DBE Commitment, DBE Confirmation and Good Faith Documentation forms are available for download from the Caltrans Advertised Projects website at: http://ppmoe.dot.ca.gov/des/oe/weekly-ads/adv-thisweek.php. Forms can be downloaded by selecting the "Forms for Bid" link. DBE submittal information can be found in the Special Provisions, Revised Standard Specifications and Standard Specifications section 2-1.12

04-1SS474 | List of Bid Items | Project Plans, Notice to Bidder and Special Provisions | Forms for Bid | Bid Book | 0 bidder inquiries
Remove slide, install RSP and anchored wire mesh system.
04-CC-680-R10.5/R11.0 * Date Advertised 10/19/2015
Bids Opening in Sacramento * Bids Open 11/19/2015
Estimate: $3,250,000
In Contra Costa County At Alamo From 0.2 Mile North Of Stone Valley Road Undercrossing To 0.3 Mile South Of Livorna Road Undercrossing
The Contractor must have either a Class A license or one of the following Class C licenses: C-12.
130 Working Days * 10% DBE Requirement * Cost per set: Bidders: $E-ad, Non-bidders: $E-ad
Subs/Suppliers: Opt In | 9 prime contractors looking for help | Primes: Advertise for help | See 11 opt-in records
See Non-Bidding Planholders | See Bidding Planholders

Certified DVBE Summary tab (No Federal funds)

If you are a DVBE, enter your certification number on the first line. If you are not a DVBE, enter your contact person's name and phone number, the total claimed participation percentage, and dollar amount. Enter Bid Item number(s), description of work to be subcontracted, or materials provided by DVBE, DVBE's name, telephone number, certification number, and dollar amount committed to DVBE. DVBE submittal information can be found in the Special Provisions, Revised Standard Specifications and Standard Specifications section 2-1.15.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CERTIFIED DVBE SUMMARY
DES-OE-0102.5 (REV 3/2008)

DVBE Prime Contractor certification:

Contact Person:

(Type or Print)

(Area Code) Telephone Number:

Total Claimed Participation $

Total Claimed Participation %

Submit to:
MSC 43
Office Engineer
Department of Transportation
1727 30th Street
Sacramento, CA 95816-7005

Names of first tier DVBE subcontractors and their items of work listed must be consistent with the names and items of work in the Subcontractors List (Pub Cont Code 4100 et seq.) submitted with the bid. Identify second and lower tier subcontractors on this form.

DVBE prime contractors must enter their DVBE reference number or their DBA name listed with Department of General Services (DVBE prime contractors are credited with 100 percent DVBE participation and need not complete the table below).

If 100% of an item is not performed or supplied by the DVBEs, describe the exact part, including the planned location of work to be performed, of item to be performed or supplied by DVBE.

Bid Item Number:

Description of Work to Be Subcontracted to DVBE or Materials to be Supplied by DVBE:

DVBE Name: DVBE Telephone Number:

DVBE Certification Number: $ Amount:

If this form is not submitted with bid, print and submit under Section 2-1.33.

Certified Small Business Listing for the Non-Small Business Preference tab (No Federal funds)

If the Non-Small Business Preference was requested, enter the name and phone number of the contact person and telephone number. Enter the total claimed participation in both dollars and as a percentage of your total bid. Enter the bid item number(s), description of work, service, or materials firm name, phone number, Small Business certification number, and dollar amount of the work, service, or materials committed to Small Business. The form may be submitted electronically with your bid or printed and submitted under Section 2-1.33.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CERTIFIED SMALL BUSINESS LISTING FOR THE NON-SMALL BUSINESS PREFERENCE
DES-OE-0102.8 (REV 2/2011)

List the description of work, name, telephone number, certification number and dollar amount of each certified small business who will be employed on this project. Failure to provide this information may be cause for denial of the non-small business subcontractor preference. Submit additional sheets if necessary.
Submit to:
MSC 43
Office Engineer
Department of Transportation
1727 30th Street
Sacramento, CA 95816-7005

Person to contact

(Area Code) Telephone Number

Total Claimed Participation: $
% of Contract

Bid Item Number:
Description of Work, Service, or Materials:
Certified Small Business Name: Telephone No. :
Certification No. : $ Amount :

Certifications tab

By digitally signing and submitting a bid you are affirming the certifications contained in the bid book. In addition to the certifications in state funded projects, federally funded projects include the Federal Aid projects Disclosure of Lobbying Activities certification, Equal Employment Opportunity Regulation Certification, and Title 49, Code of Federal Regulations, Part 29, Debarment and Suspension Certification.

At the Equal Employment Opportunity Regulation Certification, enter the name of your company in the box next to "Bidder", and select whether you have or have not participated in a previous contract or subcontract subject to the equal opportunity clauses as required by Executive Orders 10925, 11114, or 11246.

EQUAL EMPLOYMENT OPPORTUNITY REGULATION CERTIFICATION

Bidder _____, proposed subcontractor _____ ,certifies that he [▾] participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, if required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the filing requirements.

At the Title 49, Code of Federal Regulations, Part 29, Debarment and Suspension Certification, indicate if there are any exceptions to the certifications in the first 3 boxes, and indicate to whom it applies, initiating agency, and dates of action in the next 3 boxes.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

At the Noncollusion certification, enter state, county, your name, your company title and your company name.

NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

Under PCC 7106 and 23 USC 112, the bidder declares as follows:
State of _____ County of _____

Name: _____ ,
being first duly sworn, deposes and says that he or she is _____ of _____
the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

At the Violation of Law or a Safety Regulation certification, select "Yes" or "No" in response to the question. If "Yes" is selected, enter an explanation.

VIOLATION OF LAW OR A SAFETY REGULATION

Under Pub Cont Code 10162, the Bidder must complete, under penalty of perjury, the following questionnaire:
Has the Bidder, any officer of the Bidder, or any employee of the Bidder who has a proprietary interest in the Bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?
◯ YES ◯ NO
If the answer is yes, explain the circumstances in the following space.

At the violation of Antitrust law certification, select "has" or "has not" in response to the question. If "has" is selected, enter an explanation.

ANTITRUST LAW

Under Pub Con Code § 10285.1, the Bidder declares under penalty of perjury under the laws of the State of California that the Bidder ◯ has ◯ has not been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Pub Cont Code § 1101, with any public entity, as defined in Pub Cont Code § 1100, including the Regents of the University of California or the Trustees of the California State University. The term "Bidder" includes any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

If the Bidder has been convicted of an offense within the past 3 years, provide the conviction details including the date and ultimate resolution of each conviction in the space below.

At the Bidder Responsibility Questionnaire, select "Yes" or "No" in response to the questions. If "Yes" is selected for any of the questions, enter an explanation.

BIDDER RESPONSIBILITY QUESTIONNAIRE

Failure to truthfully answer the following questions will result in a finding that the bid is nonresponsive. The Bidder must complete, under penalty of perjury, the following questionnaire:

1. Within the past 10 years, has the Bidder been found to be a nonresponsible bidder by any public entity, including federal, State, local, or regional entities?
◯ YES ◯ NO

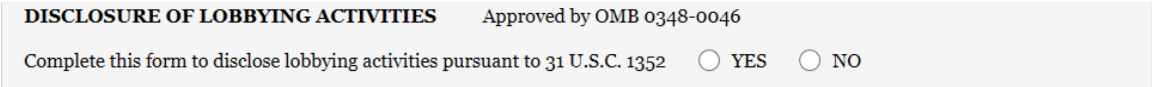
2. Within the past 10 years, have any of the Bidder's officers or employees with a proprietary interest in the Bidder been determined to be a nonresponsible bidder by a public entity, including federal, State, local or regional entities?
◯ YES ◯ NO

3. Is there any officer or employee of the Bidder who now has or has had any proprietary interest in another company that bid or bids on public works projects whose company has been determined to be a nonresponsible bidder by any public entity, including federal, State, local, or regional entities?
◯ YES ◯ NO

4. If the answer to any of the 3 preceding questions is yes, disclose all pertinent details of the determination of nonresponsibility, including:
4.1. Date of each nonresponsibility determination
4.2. Name of each public agency issuing the nonresponsibility determination and a contact person at that agency who would have information about the determination
4.3. Contract number for each nonresponsibility determination

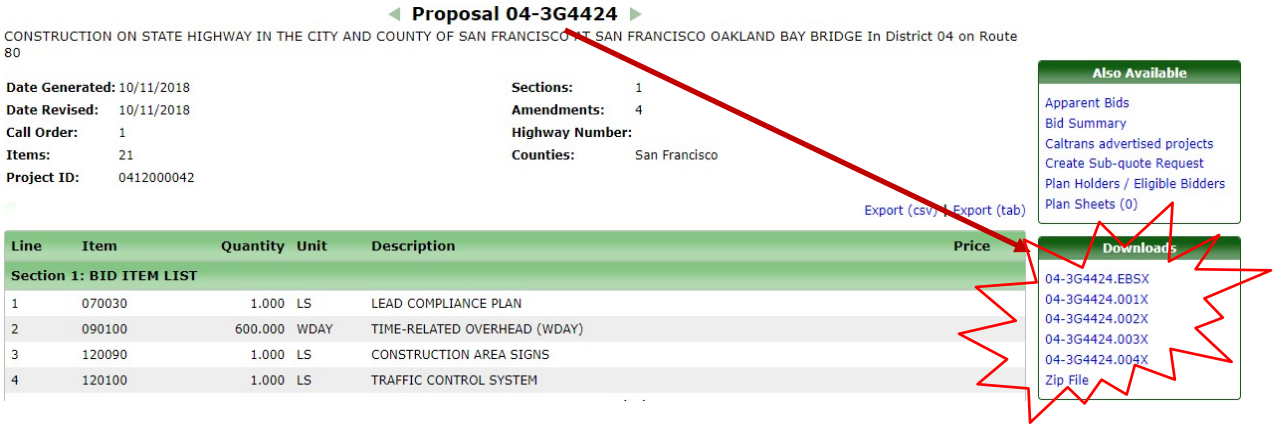
Disclosure of Lobbying Activities tab (Federal funds)

If there are no lobbying activities to disclose, select "No." If there are lobbying activities to disclose, select "Yes" and follow the instructions contained in the form to complete the rest of the tab.



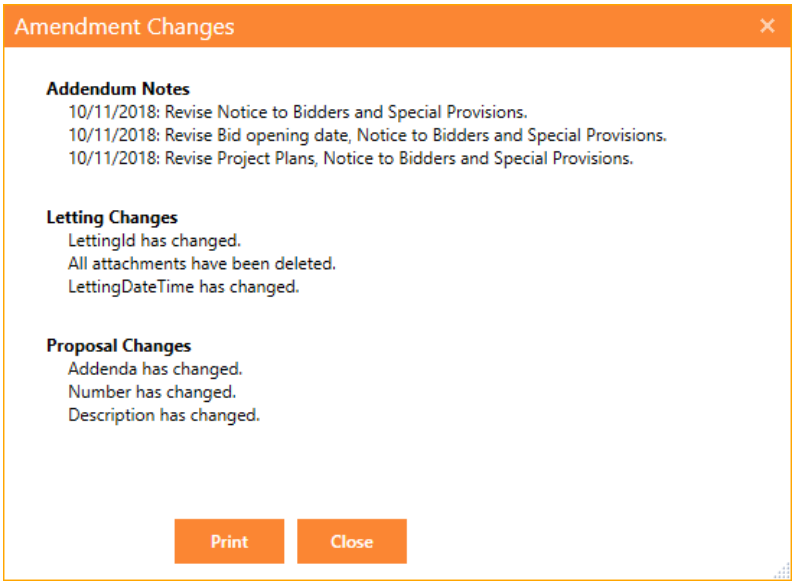
Incorporating Addenda

Addenda .00Nx files will be posted on the bidx.com website.



Addenda files have a file name with the format of contract#.00Nx, where the last number indicates the addenda number. Save the addenda file in the same file location as the .EBSX file. **Do not change the name of the addenda file**. When the .EBSX file is opened, Project Bids will incorporate the addenda into the .EBSX file for you. Do not attempt to open the addenda file, only open the .EBSX file. The addenda file will modify the .EBSX file, and if any tabs have been completed, it will only require new entries for those items modified by the addenda.

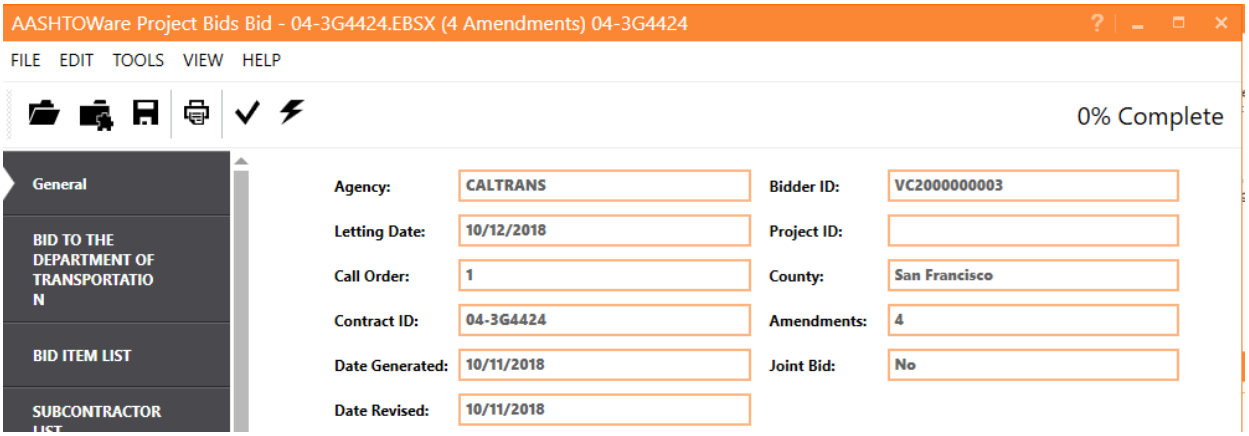
Addenda can also be incorporated by opening Project Bids, selecting "File", and then selecting "Load Amendment"; locate the addenda file, select the file, then select "Open." An "Amendment Changes" window will open and will show the number of amendments applied, indicating successful incorporation of addenda. Select the "Print" button to print the details of the Amendment change.



If a bid item is eliminated from the Bid Item List due to an addendum, the eliminated bid item will have an Item Code of "BLANK." Additionally, there will be no description or unit price for the eliminated bid item.

ITEM NUMBER	ITEM CODE	QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
15	390132	830.0	TON	123.00	$102,090.00
	HOT MIX ASPHALT (TYPE A)				
16	BLANK	1.0	LS		
17	035107	6,360.0	CY	12.00	$76,320.00
	BONDED CONCRETE OVERLAY OVER ASPHALT				

Upon successful incorporation of the Addenda, Project Bids will indicate the number of Addenda that have been incorporated. Project Bids labels Addenda as Amendments. The number of Amendments is shown at the top of the Bids window and in the General section.



If an addendum has been issued for a contract, Project Bids will prevent you from submitting your bid until you have incorporated all of the .00Nx Addenda files into your bid.

Bidx.com messages

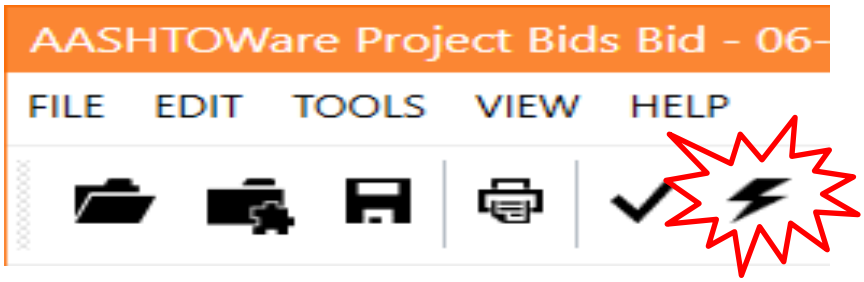
To opt in to receive messages from Bidx, log into the Bidx.com website, and select "Messages" from the upper right corner of the webpage, then select "Manage Messages and Notifications."

In the "User Notification" area, select the box next to "Proposal Activity" in the "Email" column to receive email notifications from Bidx regarding any proposal activity.

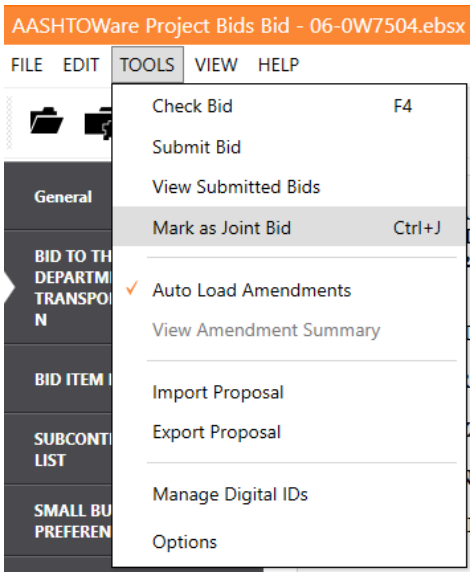
Checking bid before submission

Before submitting your bid, check your bid for completeness. All tabs should display a green check mark. To check your bid, select the black check mark in the toolbar or the "check bid" option under "Tools". If your bid is complete, all tabs will have a green check mark. Bidx will allow an incomplete bid to be submitted, it is your responsibility to determine if all of the required data are being submitted electronically through Bidx. Failure to do so may lead to Caltrans deeming your bid nonresponsive.

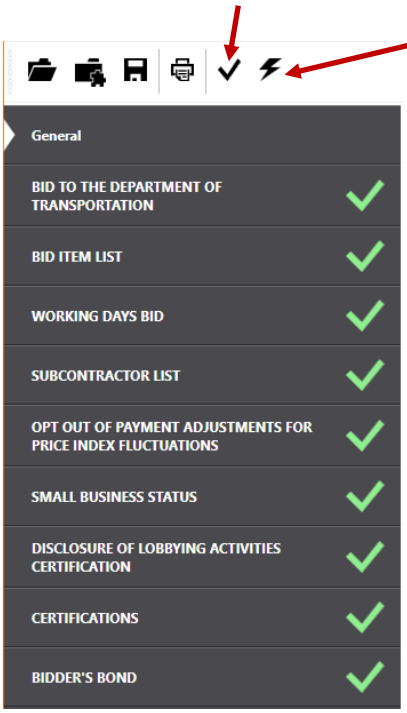
Once your bid has been checked and there are no errors, you may save and then submit your bid. Save your bid by selecting "File", then select "Save" or by selecting the disk on the toolbar. Submit your bid by selecting "Tools" then select "Submit Bid", or you can select the black lightning bolt on the toolbar. Bids can be submitted multiple times; each subsequent submittal will override the previous submittal. After each submittal, print the bid submission receipt. The only bid that Caltrans will see is the last bid that was submitted. More information on submitting your bid can be found at the Bidx website at https://www.bidx.com/.



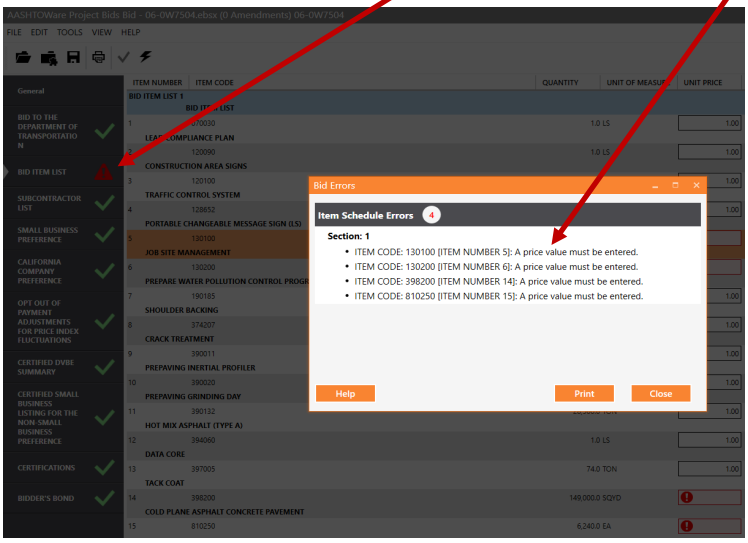
Joint ventures must also mark their bid as a joint bid. Select "Tools", then select "Mark as Joint bid".



An example of a completed bid: Check bid Submit bid



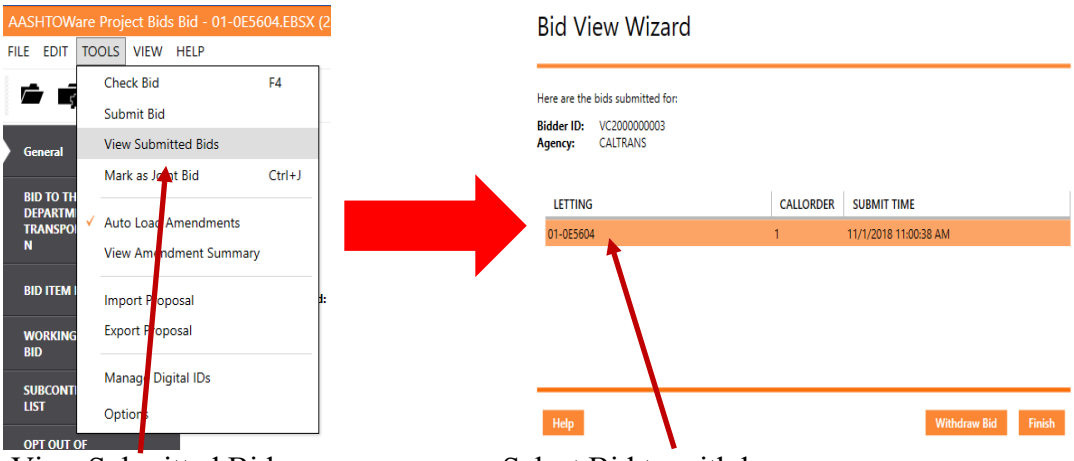
An example of an incomplete bid: Red Triangle Error Indicator Bid errors



Bid withdrawal

Bids may be withdrawn before the specified bid opening date and time. To update a previously submitted bid, you do not need to withdraw the previous bid. You only need to submit the updated bid and it will replace the previous bid. To withdraw a submitted bid,

select "Tools", then select "View Submitted Bids". Next, choose your Bidder ID and Digital ID from the list, enter your password, and select "Next". Select the bid that you want to withdraw, select "Withdraw Bid", and then "Withdraw" on the confirmation alert box. Select the "Print Receipt" button to obtain a receipt documenting that the bid has been withdrawn, then select "Finish".



View Submitted Bids

Select Bid to withdraw

Additional training material

Bid Express training material can be found on the Bidx.com Training Center

Caltrans Electronic Bidding training material can be found on the Caltrans Electronic Bidding Website at http://ppmoe.dot.ca.gov/des/oe/ebid-training.html.

Public bid opening

Bids will be publicly downloaded and read from the Bidx website at the specified bid opening date and time, at 1727 30th Street MS-26, Sacramento, CA, 95816. The information read at the bid opening is preliminary, responsiveness will be determined after the bid opening. Bid openings can be viewed or listened to by following the directions at:
http://ppmoe.dot.ca.gov/hq/esc/oe/contractor_info/ElectronicBidOpeningInstructions.pdf

Preliminary bid results are posted to the Caltrans website at:
http://ppmoe.dot.ca.gov/des/oe/planholders/bidsum-result.php and are typically available 30 minutes after the bid results have been read.