

NDOT BIDDING CHECKLIST

- 1) Each company must be prequalified to submit bids as a prime contractor with the NDOT. The prequalification package may be downloaded from the NDOT website <https://dot.nebraska.gov/business-center/business-opp/hwy-bridge-lp/prequal/>. The bidder should be aware that the Corporation Information sheet or the Appointee and Signature Authorization pages of the prequalification needs to list individuals authorized to sign bids and bonds for the company. The NDOT must receive complete prequalification packages by 5:00 pm 5 days before a letting. The NDOT will send a letter to the contractor stating their maximum qualification rating and the expiration date.
- 2) Bidders must complete a Form R-125, "Request for Bidding Documents", for each letting, and submit it to the NDOT by 5:00 pm the day before letting. The form is available on the NDOT website <https://dot.nebraska.gov/business-center/bid-request-planholder-registration/>. If the bidder is qualified for the group(s) required on the requested project(s) and has sufficient bidding capacity, The NDOT will issue a Bid Authorization Letter, bid bond and bid envelope (if applicable).
- 3) A NDOT bid bond must be completed and submitted as required by the special provisions prior to the cut-off time for the letting. Currently the bidder may use a project specific paper bid bond or an Annual Bid Bond. Annual Bid Bonds are valid until July 1 of each year and can be found on the NDOT website <https://dot.nebraska.gov/business-center/business-opp/hwy-bridge-lp/>. The bidder must indicate what type of bid bond will apply to the project. If a paper bid and/or a project specific bid bond is submitted to the NDOT, the bidder needs to fill out the NDOT provided envelope completely.
- 4) The contents of a bid are defined by the NDOT in Subsection 102.10 of the standard specifications
- 5) The bidder will prepare their bid using the current version of AASHTOWARE Project Bids software. The bidder will need to download the bidding software from <https://bids.cloverleaf.net/>. Software Requirement: Microsoft .NET Framework 4.6.1 (x86 and x64). If this is your first time using AASHTOWARE Project bid software, you will need to set up a profile with your company's name, address, and Bidder ID/ Vendor ID in the options tab before opening the bid file.

The bid file can be found on <https://www.bidx.com/ne/lettings> in the downloads section of the appropriate letting.

The schedule of items and DBE (if required) must be filled out completely in the AASHTOWARE Project Bids file.

The bidder will need to do the following in the AASHTOWARE Project Bids file:

- 5a) In the Equipment Assessment tab the bidder shall select the Nebraska County where your equipment is assessed or select non- applicable.
- 5b) In the Bid Bond (NE) tab the bidder must indicate which form of bid bond will be applied to the project.

- 5c) In the Ties and Limitations tab the bidder may elect to limit the dollar amount or number of contracts they will accept in the letting. If the bidder elects to limit themselves this section must be complete for each call in AASHTOWARE Project Bids.
 - 5d) All other appropriate tabs must be filled out and have a green check mark indicating completion.
- 6) The bidder will submit their bid either as a paper bid originally signed and notarized in a NDOT provided envelope with an electronic copy (flash drive) or, if authorized, submit a digitally signed electronic bid through www.BidX.com.

The bidder's signature does certify that the bidder has read, understands and is complying with all the verbiage of the text of the bid and proposal form.

If submitting a bid electronically, a digital signature must be obtained through BidX. This process must be completed by each individual that will be digitally signing bids. Their digital ID is also associated to the company and vendor number they represent. The name of the individual who is requesting a digital ID will need to match exactly to the name provided on the Corporation Information Sheet or the Appointee and Signature Authorization pages of the prequalification for the department to approve the request.

Any person who desires a change in his/her qualification must submit a new statement or a request in writing at least five days before the letting at which the change would be effective.

The bidder will receive a confirmation from BidX that their bid has been received. The bidder may resubmit their bid as many times as they choose up until the cut- off time for the letting.

- 7) The Subcontractor/Supplier Quotations List Form is to be completed and submitted to the NDOT on-line through AASHTOWARE Project Bidder Quoter Submission within 24 hours of the letting. The Subcontractor/Supplier Quotations List User's Guide can be found under the "Other" section in the following link:
<https://dot.nebraska.gov/business-center/business-opp/hwy-bridge-lp/>.