



## **Electronic Bidding Guide**

**11/2/2012**

## Table of Contents

Glossary .....	4
Locating projects on Bidx.....	4
Items to be submitted with bid.....	5
Bid security .....	5
Completing the Bid Book .....	6
Expedite Bid (Bid) main folder.....	6
Printing your bid .....	7
Bid Item List folder.....	8
Proposal Sites folder .....	8
DBE Commitment and Certified DVBE Summary folders .....	8
Bid to the Department of Transportation folder .....	11
Subcontractor List folder .....	11
Request for Small Business Preference or Non-Small business Preference folder (No Federal funds) .....	12
California Company Preference folder (No Federal funds).....	13
Opt Out of Payment Adjustments for Price Index Fluctuations folder.....	14
Small Business status folder (Federal funds).....	14
Certified DVBE Summary (No goal) folder (No Federal funds) .....	15
DBE Commitment folder(No goal) (Federal funds).....	16
Good Faith Efforts Documentation folder (1 of 5)(Federal funds).....	17
Good Faith Efforts Documentation folder (2 of 5)(Federal funds).....	18
Good Faith Efforts Documentation folder (3 of 5)(Federal funds).....	18
Good Faith Efforts Documentation folder (4 of 5)(Federal funds).....	19
Good Faith Efforts Documentation folder (5 of 5)(Federal funds).....	20
Certified Small Business Listing for the Non-Small Business Preference folder (No Federal funds) .....	21
Certifications folder .....	22
Disclosure of Lobbying Activities folder(Federal funds).....	25
Incorporating Addenda .....	25
Checking bid before submission.....	26
Bid withdrawal.....	28
Additional training material .....	29
Public bid opening .....	29

## Establishing a Digital ID

To begin the electronic bidding process you will need to establish a Digital ID (Electronic signature), and establish a Bid Express Internet Bidding (Bidx) account. The process of establishing a Digital ID can take 7 days or longer.

To establish a Digital ID, a request for a Bidder Identification number (Bidder ID) must be submitted to Office Engineer. The request for Bidder ID must:

- Be on company letterhead
- Show the full legal name of the bidding company
- Show the address of the bidding company
- Include an email address to send the Bidder ID to

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

To establish a Bidx account, using Internet Explorer, navigate to <https://www.bidx.com/>, and select the "Join now!" text to begin to establish your account



The image shows a blue header bar from the Bidx website. On the left, there is a search bar. In the center, there is a 'Log In' button. On the right, there are two links: 'Not a member? Join now!' and 'Forgot your password?'. A red arrow points from the text above to the 'Join now!' link.

Follow the instructions on the Bidx website to complete the account establishment process. Once you have received your Bidder ID, downloaded and installed the Expedite Bid 5.11a (Bid) software, you may begin the process to establish 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 ID's associated with it. Joint ventures are required to obtain a Digital ID unique to that joint venture.**

To establish a Digital ID, there is a fee of \$100. There is a monthly Bidx account fee of \$35 as well as a monthly fee of \$15 per agency to submit bids electronically. You may choose to cancel your account at any time however, once your account has been cancelled, in order to bid again you will need to establish a new Digital ID, and pay the monthly fees.

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 4.0 Framework installed on your computer. This can be found at <http://www.microsoft.com/download/en/details.aspx?id=17851>

## Glossary

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

<b>Bidx term</b>	<b>Caltrans term</b>
Letting	Bid opening
Proposal	Bid
Amendment	Addenda
Schedule of Items	Bid Item List
Proposal Sites	Time portion of a Cost + Time bid
Contract ID	Contract Number

## Locating projects on Bidx

Projects are found on the Lettings tab on Bidx.com and are organized by the Letting Date and Letting ID. The Letting Date is the day that the project's bids are opened on, and the Letting ID is the contract number for the project.

The screenshot shows the Bid Express website interface. At the top, there is a navigation menu with tabs for 'CALTRANS', 'Lettings', 'Search', 'Bid Tab Analysis', and 'Small Business Network'. Below the navigation is a dropdown menu for 'California Department of Transportation' and a section titled 'List of Lettings'. Underneath, there is a calendar icon followed by the year '2012'. A table displays the list of lettings for 2012, with columns for 'Letting Date', 'Letting ID', and 'Proposals'. A red arrow points to the 'Lettings' tab in the navigation menu.

Letting Date	Letting ID	Proposals
October 26, 2012	10/26/2012	1
October 12, 2012	10/12/2012	2
September 7, 2012	9/7/12	1
August 31, 2012	8/31/12	1
August 20, 2012	8/20/2012	1
August 17, 2012	11-238604	1
August 15, 2012	04-3A7764	1
August 15, 2012	01-0A3804	1
August 14, 2012	11-0AA034	1
July 25, 2012	20120726	1
July 25, 2012	D1072512	1
July 21, 2012	D1072112	1
July 17, 2012	D1071712	2
July 14, 2012	D1071412	2

(14 Lettings)

Download the electronic bid file from Bidx by selecting the Letting Date for the project, then select the project. The electronic bid file is located on the right side of the screen in the "Downloads" box. The file name will begin with the contract number, and end with ".EBS." Double click on this to download the electronic bid file. Do not change the name of the file.

The screenshot shows the Bid Express interface for proposal 15-123456. The 'Downloads' section on the right contains a link for '15-123456.EBS ELib File'. A red arrow points from the text above to this link.

Line	Item	Quantity	Unit	Description	Price
<b>Section BID ITEM LIST: BID TO THE DEPARTMENT OF TRANSPORTATION</b>					
1	070012	1.000	LS	PROGRESS SCHEDULE (CRITICAL PATH METHOD)	
2	070018	220.000	WDAY	TIME-RELATED OVERHEAD	

If there is a file that begins with the contract number, and ends with a number, that file is an addenda file. You will need to download both the .EBS file and the addenda file, and incorporate the addenda file into your bid file. Directions for this are at the end of this guide. The ELib file is a file that contains both the .EBS file and all of the addenda files for the project. It is recommended that you do not download this file, as it will overwrite any work you may have done on the .EBS file.

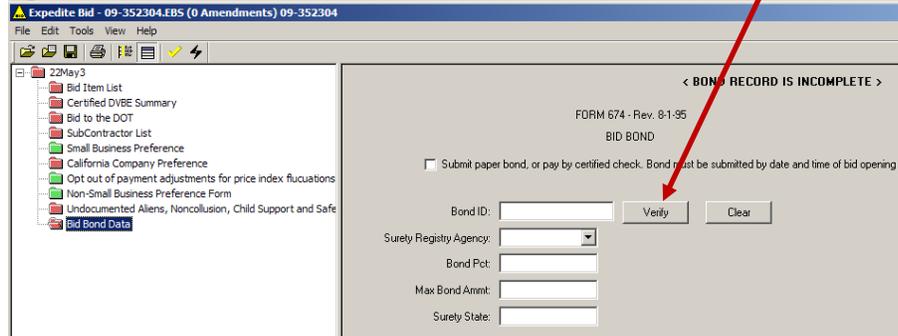
## Items to be submitted with bid

For items that are required to be submitted with the bid, like bid security or paint certificates, these items 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.

### Bid security

Bid security must be received by Office Engineer prior to the specified bid opening date and time. Bid bond forms may be printed using Bid. Select "File", then select "Print". The bid bond form will be the last 2 pages of the printed bid. If this form is not used, then use a bid form as specified in the bid documents. Failure to submit bid security as specified may cause your bid to be deemed nonresponsive.

After January 1, 2013, 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 data is entered in the Bid Bond Data folder. Once bid bond data has been entered, select "Verify" to verify your electronic bid bond. For information regarding Surety2000, please go to <http://surety2000.com> For information regarding SurePath, please go to <http://insurevision.com>



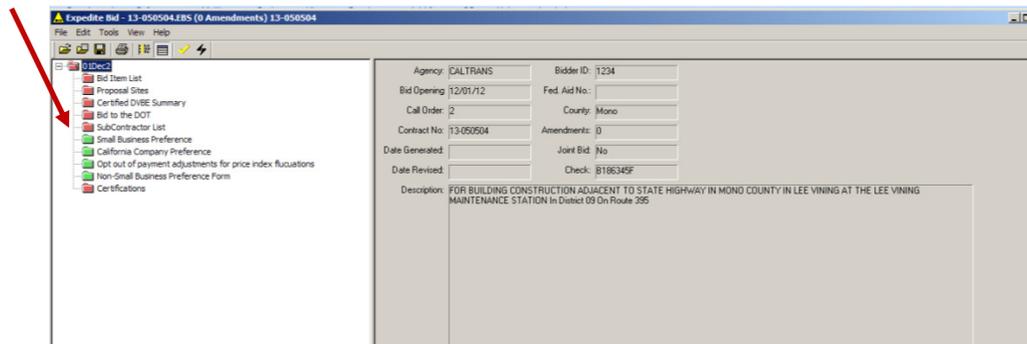
## Completing the Bid Book

### Expedite Bid (Bid) main folder

The main screen of Bid will open when you open your electronic bid file, downloaded from Bidx. The left side of the screen shows the different forms that are required to be completed. These forms are shown as folders, red indicates an incomplete folder, and green indicates a folder that does not require any further action. Green folders indicate that the folder does not require any further action, but the folder 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. If the Federal aid number is blank, the project does not have Federal aid.

### FOLDERS

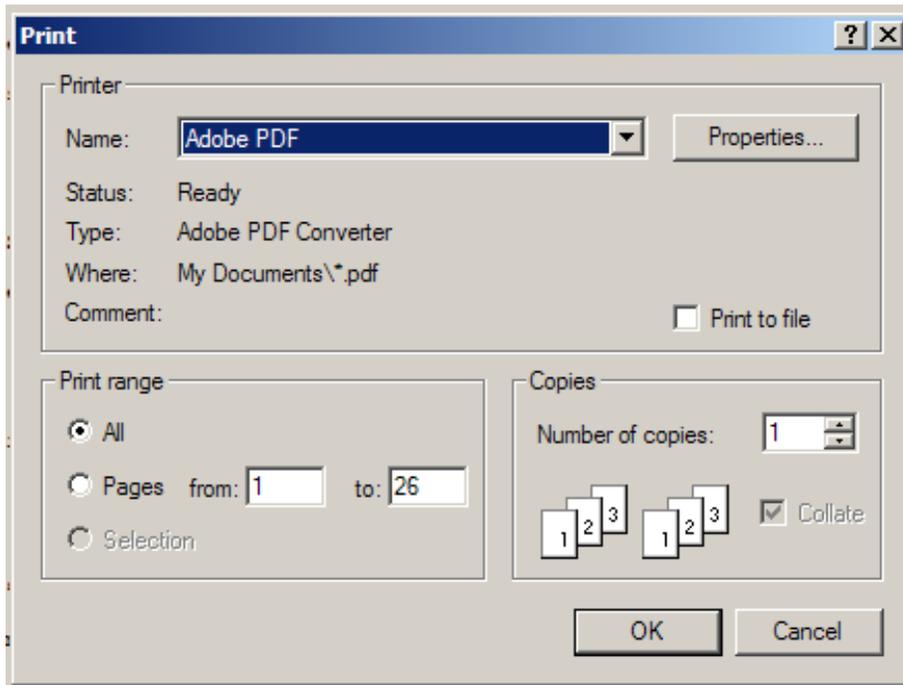


## FOLDER DETAIL



## 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." In order to print individual pages, select "Adobe PDF" from the printer list when printing 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.



## Bid Item List folder

Enter unit prices for each item shown in the Bid Item List folder, with the exception of Alternate Bid Items. For Alternate Bid Items, select only one of the options shown in the Alternate Bid Items section. Bid 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.

Line	Item	Quantity	Unit	Unit Price	Extension
<b>Section 1</b>					<b>24,500.00</b>
<b>BID ITEM LIST</b>					
1(F)	74016 CONSTRUCTION SITE MANAGEMENT		LUMP LS	5,000.00	5,000.00
2	74017 PREPARE WATER POLLUTION CONTROL PROGRAM		LUMP LS	2,500.00	2,500.00
3	074057 STORM WATER ANNUAL REPORT	2.00	EA	2,000.00	4,000.00
4	150768 REMOVE ASPHALT CONCRETE PAVEMENT (CY)	200.00	CY	65.00	13,000.00
<b>Section 2</b>					<b>5,200.00</b>
<b>A ADDITIVE BID ITEM #1</b>					
5	150832 REMOVE RETAINING WALL (CY)	8.00	CY	650.00	5,200.00
<b>Section 3</b>					<b>1,100.00</b>
<b>B ADDITIVE BID ITEM #2</b>					
6	152469 ADJUST UTILITY COVER TO GRADE	2.00	EA	550.00	1,100.00
<b>Section 4</b>					<b>3,500.00</b>
<b>C ALTERNATE BID ITEMS (CHOOSE ONE)</b>					
7	861499 MODIFY SIGNAL AND LIGHTING		LUMP LS	3,500.00	3,500.00
OP1	860531 CHANGEABLE MESSAGE SIGN SYSTEM		LUMP LS		
OP2					
Items Total:					34,300.00
Bid Total:					1,721,800.00

## Proposal Sites folder

The Proposal Site folder will only be shown on Cost + Time bids. In the box labeled "# Days", enter the number of working days bid. If there is maximum number of days specified, do not exceed that number or your bid may be deemed nonresponsive.

Site #	Type	Cost/Day	# Days	Total
1	WORKING DAYS BID (Not to exceed 250 days)	13,500.00	225	3,037,500.00

## DBE Commitment and Certified DVBE Summary folders

The DBE Commitment and Certified DVBE Summary folders are shown on projects that have either DBE or DVBE goals established. This folder is where you enter the DBE and DVBE commitments. If this information is not submitted with your bid, it can be completed, printed, then submitted as specified in the bid documents.

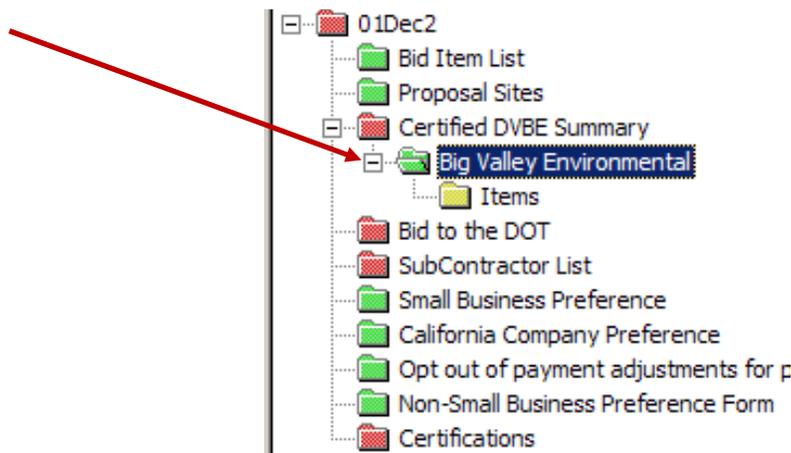
This screen shows the DBE/DVBE goal, and whether or not the goal has been met. To enter DBE or DVBE subcontractor, or supplier data, select the "ADD SUB" button at the bottom of the screen.



Enter bidder's DBE/DVBE contact person's name and phone number. Enter DBE/DVBE subcontractor data on the subcontractor data screen. Enter contact person, telephone number, DBE/DVBE certification number, firm name, address, city, state, zip code and description of work or materials. You do not need to enter the Contractor ID.

Contact Person:	Chris Rice				
Telephone Number:	916-227-6235				
Certification No.:	12345				
Firm Name:	Big Valley Environmental				
Contractor ID:					
Address:	1727 30th Street				
City:	Sacramento	State:	CA	Zip:	95816
Bid Item No.(s):	1,2,3	Example:	100, 200		
Amount of Bid Item Subcontracted:		Example:	10,000		
Description of Work to Be Subcontracted to DVBE or Materials to be Supplied by DVBE:					
Environmental					

Once you have entered the subcontractor or supplier data, bid items can be committed to the subcontractor or supplier. First by selecting the box next to the folder that shows the subcontractor or supplier's name, and then selecting the "Items" folder.



In the items folder, bid items are committed to the subcontractor or supplier by checking the box in the "Use?" column next to the appropriate bid item. Bid items can

also be committed by selecting the bid item, and checking the box labeled "Assign to this DBE/DVBE". The quantity, or unit price, or total can be adjusted to commit only a portion of the item. An item can also be committed to more than one subcontractor or supplier if the "Multiple Participants" box is checked.

Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	1	==Section==				140,000.00	BID ITEM LIST
<input checked="" type="checkbox"/>	1(F)	74016	1.00	LS	2,500.00	2,500.00	CONSTRUCTION SITE MANAGEMENT
<input checked="" type="checkbox"/>	2	74017	1.00	LS	3,500.00	3,500.00	PREPARE WATER POLLUTION CONTROL PROGR
<input checked="" type="checkbox"/>	3	074057	2.00	EA	2,000.00	4,000.00	STORM WATER ANNUAL REPORT
<input type="checkbox"/>	4	150768	200.00	CY	650.00	130,000.00	REMOVE ASPHALT CONCRETE PAVEMENT (CY)
	2	==Section==				6,400.00	ADDITIVE BID ITEM #1
<input type="checkbox"/>	5	150832	8.00	CY	800.00	6,400.00	REMOVE RETAINING WALL (CY)
	3	==Section==				1,300.00	ADDITIVE BID ITEM #2
<input type="checkbox"/>	6	152469	2.00	EA	650.00	1,300.00	ADJUST UTILITY COVER TO GRADE
	4	==Section==				3,500.00	ALTERNATE BID ITEMS (CHOOSE ONE)
<input type="checkbox"/>	7	861499	1.00	LS	3,500.00	3,500.00	MODIFY SIGNAL AND LIGHTING
<input type="checkbox"/>	8	860531	1.00	LS			CHANGEABLE MESSAGE SIGN SYSTEM

### Assign this item to DBE/DVBE

### Multiple Participants

<input checked="" type="checkbox"/> Assign this item to this DBE	<input type="checkbox"/> Multiple Participants
DBE: <input type="text"/>	
Line #: <input type="text" value="3"/>	Item #: <input type="text" value="074057"/>
Description: STORM WATER ANNUAL REPORT	
Quantity: <input type="text" value="2.00"/> EA	
Unit Price: <input type="text" value="2,000.00"/>	Total: <input type="text" value="4,000.00"/>

Quantity, and unit price

Total

Once items have been committed, the DBE Commitment and Certified DVBE Summary folders will show whether the DBE/DVBE goal has been met.

Letting Date: <input type="text" value="12-01-12"/>	Contract ID: <input type="text" value="13-050504"/>
Call Order: <input type="text" value="2"/>	Sub Entries: <input type="text" value="1"/>
Ttl Amt Sub: <input type="text" value="6.61%"/> or <input type="text" value="10,000.00"/>	
DVBE Goal: <input type="text" value="5.00%"/> or <input type="text" value="7,560.00"/>	
<GOAL MET>	



## Request for Small Business Preference or Non-Small business Preference folder (No Federal funds)

To request either Small Business Preference or Non-Small Business preference select the top pull down menu next to "Do you request the Small Business Preference or Non-Small Business preference. If "Yes" is selected, you must also select which preference you request, and which preference you do not request. If "No" is selected, no further action for this folder is required

REQUEST FOR SMALL BUSINESS PREFERENCE OR NON-SMALL BUSINESS PREFERENCE

Do you request the Small Business Preference, or Non-Small Business Preference?

If yes, select which preference you request:

Small Business Preference

Non-Small Business Preference

If "Yes" is selected for "Small Business Preference", the section under "\*Small Business Preference" must be completed by selecting "Requests", entering the date and your Small Business certification number to request the Small Business Preference. Select "No" for the "Non-Small Business Preference"

If "Yes" is selected for "Non-Small Business Preference" the section under "\*Non-Small Business Preference" must be completed by selecting "requests", you must also enter the date. Select "No" for "Non-Small Business Preference" 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 complete the Certified Small Business Listing for the Non-Small Business Preference folder.

### Request Small Business Preference

\*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 applied for certification and is subsequently certified by the Department of General Services. To further verify its small business status, the undersigned attaches a copy of its small business certification letter.

Example: mm/dd/yyyy

Date:  Certification Number:

\*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 applied for certification and are subsequently certified by the Department of General Services. List these firms on the Certified Small Business Listing for the Non-Small Business Preference form.

Example: mm/dd/yyyy

Date:  9/20/12

### Request Non-Small Business Preference

## California Company Preference folder (No Federal funds)

If your company has its principal place of business in California, select "am" from the first pull down menu. If your company does not have its principal place of business in California, select "am not" from the first pull down menu and continue to statement number 2.

If your company has its principal place of business outside of California, in a state where there is no local contractor preference, select "am" from the pull down menu next to 2, and select the Name of 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, select "am not" from the pull down menu next to 2 and continue to statement 3.

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 "am" from the pull down menu next to number 3, select 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, select "am not" from the pull down menu next to number 3 and select "am not" from the pull down menu next to number 4.

<p>CALIFORNIA COMPANY PREFERENCE</p> <p>This form must be completed and signed 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.</p> <p>The undersigned certifies that it is a "California company" as defined in Pub Cont Code § 6107 and meets one of the following (enter requested information):</p> <p>1. I <input type="text"/> a California company which has its principal place of business in California.</p> <p>2. I <input type="text"/> 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: <input type="text"/></p> <p>3. I <input type="text"/> 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: <input type="text"/> California Sales or Use Tax No.: <input type="text"/></p> <p>The undersigned certifies that it is not a "California company."</p> <p>4. I <input type="text"/> a California company. My principal place of business is in: <input type="text"/> 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. (Attach additional sheets if necessary.) Describe: <input type="text"/></p> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p>
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## Opt Out of Payment Adjustments for Price Index Fluctuations folder

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.

OPT OUT OF PAYMENT ADJUSTMENTS FOR PRICE INDEX FLUCTUATIONS

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You may opt out of the payment adjustments for price index fluctuations as specified in "Payment Adjustments for Price Index Fluctuations of the special provisions. If you elect to opt out of the provisions of this specification, complete this form and submit it with your bid.

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:  Name:

## Small Business status folder (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" from the pull down menu 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" from the pull down menu

SMALL BUSINESS STATUS

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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? Check one:

YES/NO:   Certification number? :

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

## Certified DVBE Summary (No goal) folder (No Federal funds)

Select whether the DVBE Summary will be submitted with your bid. If "yes" is selected, at least one subcontractor, supplier or manufacturer must be entered before the folder color will change from red to green. If not submitted with bid, complete, print and submit as specified in the bid documents

This folder is shown for projects that do not have DVBE commitment goals and are without Federal Aid funds. If you are a DVBE, then enter your certification number. 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.

Claimed participation, contact person and phone, prime DVBE certification number

The image shows a screenshot of a web form titled "CERTIFIED DVBE SUMMARY". The form contains several input fields and text instructions. Red arrows point to the following fields:

- "DVBE Prime contractor certification" (a small text box)
- "Contact person name" (a text box)
- "Telephone number" (a text box)
- "Total Claimed participation %" (a text box)
- "Total Claimed participation \$" (a text box)
- "Bid Item Number(s)" (a text box)
- "Description of Work to Be Subcontracted to DVBE or Materials to be Supplied by DVBE" (a large text box)
- "DVBE Name" (a text box)
- "DVBE Telephone Number" (a text box)
- "DVBE Certification Number" (a text box)
- "\$Amount" (a text box)

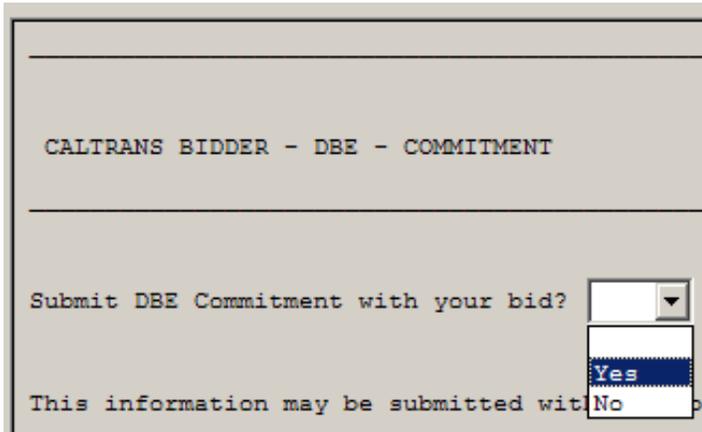
The form also includes instructions such as "DVBE prime contractors must enter their DVBE reference number on their DBA name as listed with Department of General Services" and "Names of first tier DVBE subcontractors and their items of work listed must be consistent with the names and items of work in the Subcontractors List (Pub Cont Code 4100 et seq)".

Bid item number, DVBE name, phone, certification, \$ amount, description

If this form is not submitted with bid, then complete, print and submit as specified in the bid documents

## DBE Commitment folder(No goal) (Federal funds)

Select whether the DBE Commitment will be submitted with your bid. If "yes" is selected, at least one subcontractor, supplier or manufacturer must be entered before the folder color will change from red to green. If not submitted with bid, complete, print and submit as specified in the bid documents.

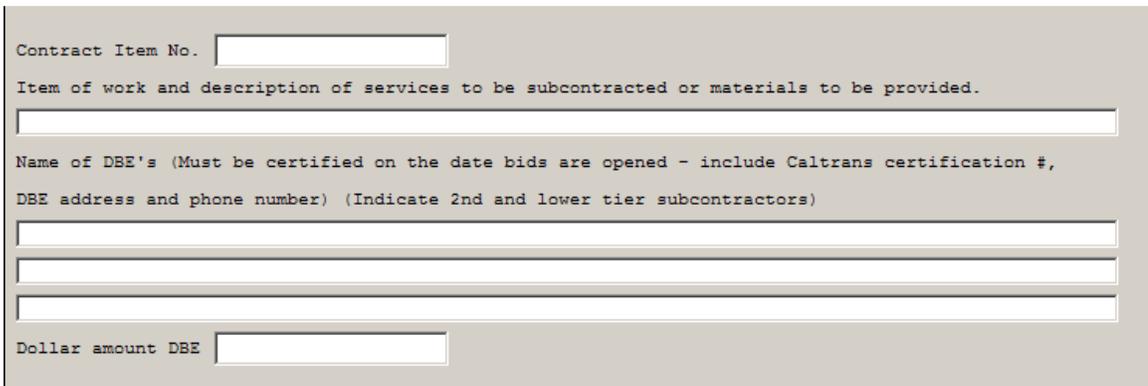


CALTRANS BIDDER - DBE - COMMITMENT

Submit DBE Commitment with your bid?   
Yes  
No

This information may be submitted with...

Enter contract item numbers, items of work and description of services to be subcontracted, or materials to be provided by DBE. Enter name, certification number, address and phone number of DBE. Enter dollar amount committed to DBE. Submit with bid, or complete, print and submit as specified in the bid documents.



Contract Item No.

Item of work and description of services to be subcontracted or materials to be provided.

Name of DBE's (Must be certified on the date bids are opened - include Caltrans certification #,  
DBE address and phone number) (Indicate 2nd and lower tier subcontractors)

Dollar amount DBE

## Good Faith Efforts Documentation folder (1 of 5)(Federal funds)

For all Good Faith Efforts Documentation folders, 1 of 5 through 5 of 5, select whether the forms will be submitted with your bid. If "yes" is selected, at least the first portion of each section must be completed before the folder color will change from red to green.

GOOD FAITH EFFORTS DOCUMENTATION PAGE 1 OF 5

Submit Good Faith Efforts Documentation Page 1 of 5 with your bid?

1. List items of work the bidder made available to DBE firms. Ident

Enter items of work made available to DBE firms, enter whether you normally perform that item of work, whether the item was broken down to facilitate DBE participation, enter the dollar value and percentage of the total contract. Submit the form with bid, or complete, print and submit as specified in the bid documents

GOOD FAITH EFFORTS DOCUMENTATION PAGE 1 OF 5

1. List items of work the bidder made available to DBE firms. Identify those items of work the bidder might otherwise perform with its own forces, and those items that have been broken down into economically feasible units to facilitate DBE participation. For each item listed, show the dollar value and percentage of the total contract. It is the bidder's responsibility to demonstrate that sufficient work to meet the goal was made available to DBE firms.

Item of work offered :

Bidder normally performs item (Y/N) :

Item broken down to facilitate participation (Y/N) :

Amount :

Percentage of Contract :

### Good Faith Efforts Documentation folder (2 of 5)(Federal funds)

Enter names of certified DBE's, dates they were solicited, items of work offered, and any follow up solicitation and dates. Submit with bid, or complete, print and submit as specified in the bid documents.

GOOD FAITH EFFORTS DOCUMENTATION PAGE 2 OF 5

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2. List the names of certified DBE's and the dates on which they were solicited to bid project. Include the items of work offered and the dates and methods used for follow up solicitations to determine with certainty whether the DBE's were interested. Attach solicitations, telephone records, fax confirmations, etc.

Enter name(s) of DBE's solicited :

Enter date of initial solicitation :

Item(s) of work :

Follow Up Methods and Dates :

### Good Faith Efforts Documentation folder (3 of 5)(Federal funds)

Enter item of work made available to DBE, enter the firm selected to perform the item(s) of work, select the firm's DBE status, enter name, quote and price difference of rejected firm if the selected firm is not a DBE. Submit with bid, or complete, print and submit as specified in the bid documents.

GOOD FAITH EFFORTS DOCUMENTATION PAGE 3 OF 5

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3. For each item of work made available, list the selected firm and its status as a DBE, the DBE's that provided quotes, the price quote for each firm, and the price difference for each DBE if the selected firm is not a DBE.

Item(s) of work :

Name of selected firm :

DBE or Non-DBE :  Name of Rejected Firm :

Quote :  Price Difference :

## Good Faith Efforts Documentation folder (4 of 5)(Federal funds)

Enter the names and dates of each publication in which a request for DBE participation was placed.

GOOD FAITH EFFORTS DOCUMENTATION PAGE 4 OF 5

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

Publication :

Dates of Advertisement :

Enter the names of agencies and dates they were contacted to assist in DBE participation. Submit with bid, or complete, print and submit as specified in the bid documents

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.

Name of Agency :  Date of Contact :

Method of Contact:  Results :

Name of Agency :  Date of Contact :

Method of Contact:  Results :

Name of Agency :  Date of Contact :

Method of Contact:  Results :

Name of Agency :  Date of Contact :

Method of Contact:  Results :

## Good Faith Efforts Documentation folder (5 of 5)(Federal funds)

Enter efforts made to provide DBE's with contract information. Enter efforts made to assist DBE's with bonding, credit, insurance, equipment, supplies, materials, or related services. Enter any additional data to support a demonstration of good faith efforts. Submit with bid or complete, print and submit as specified in the bid documents.

6. List efforts made to provide interested DBE's with adequate information about the plans, specifications, and requirements of the contract to assist them in responding to a solicitation. Identify the UDBE assisted, the information provided, and the date of contact. Provide copies of supporting documents.


7. List efforts made to assist interested DBE's in obtaining bonding, lines of credit, insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate. Identify the DBE assisted, the assistance offered, and the date. Provide copies of supporting documents


8. Include additional data to support a demonstration of good faith efforts


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

Select "Yes" at the "Did you request the Non-Small Business Preference" pull down, if you have requested the Non-Small Business Preference. If you have not requested the Non-Small Business Preference, select "No".

CERTIFIED SMALL BUSINESS LISTING FOR THE NON-SMALL BUSINESS PREFERENCE

Did you request the Non-Small Business Preference?   
Yes  
No

List the description of work, name, telephone number, and certification number

If "Yes" was selected for the "Did you request the Non-Small Business Preference" pull down, enter the name and phone number of the contact person. 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. Submit with bid, or complete, print and submit as specified in the bid documents.

Person to contact :

Telephone number :

Total Claimed Participation:

\$

% of Contract

1)

Bid Item No.(s) :  Example: 100, 200

Description of Work, Service, or Materials:

Firm Name:

Tel :

SB Certification :

\$Amount :  Example: 999,999

## Certifications folder

By digitally signing and submitting a bid you are certifying 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.

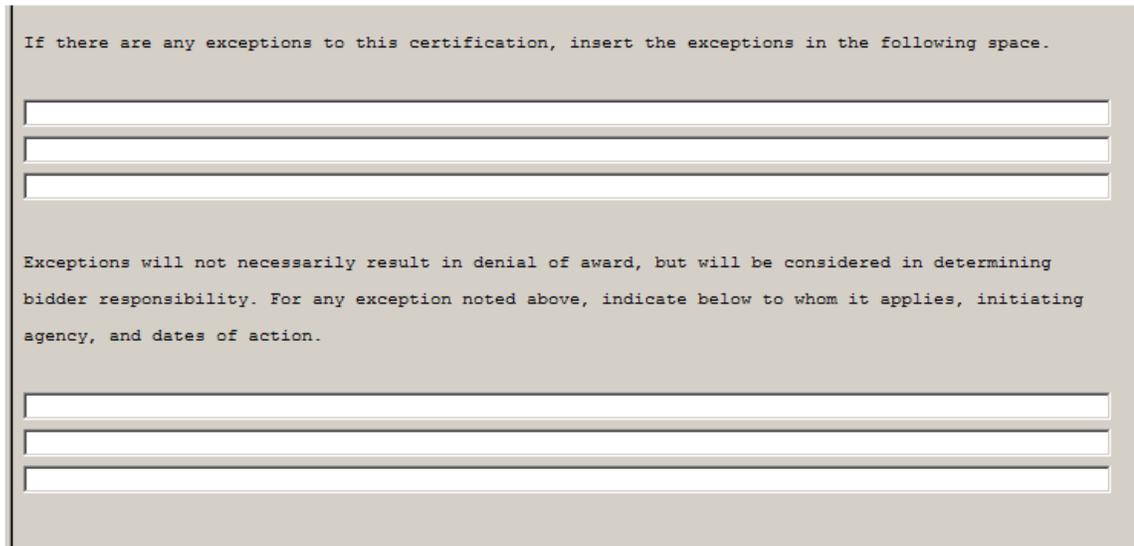
At the Equal Employment Opportunity Regulation Certification, enter the name of your company in the box next to "Bidder", and select whether you have or have not participated in a previous contract or subcontract subject to the equal opportunity clauses as required by Executive Orders 10925, 11114, or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



EQUAL EMPLOYMENT OPPORTUNITY REGULATION CERTIFICATION

Bidder , proposed subcontractor ,  
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

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.

UNDOCUMENTED ALIENS EMPLOYMENT

Under Pub Cont Code § 6101, the Bidder certifies compliance with state and federal law respecting the employment of undocumented aliens.

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NONCOLLUSION

"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

Company Title:

Company Name:

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?

If the answer is yes, explain the circumstances in the following space.

Explanation:

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

ANTI-TRUST 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  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.

Explanation:

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?
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?
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?
4. If the answer is 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

Explanation:

## Disclosure of Lobbying Activities folder(Federal funds)

If there are not any lobbying activities to disclose, select "No" from the pull down menu. If there are lobbying activities to disclose, select "Yes" from the pull down menu, and following the instructions contained in the form, complete the rest of the folder.

Are there lobbying activities to disclose?

1. Type of Federal Action :

Yes  
No

## Incorporating Addenda

Addenda will be posted on the Bidx website, as well as the Caltrans Office Engineer website. The addenda on the Bidx website contains information regarding the changes the addenda provides for as well as a link to the addenda on the Caltrans Office Engineer Website. Double click on the file that begins with the contract number, and ends with a series of numbers. The series of numbers indicates the number of addenda.

**Bid Express**  
SECURE INTERNET BIDDING

Welcome **chris\_rice@dot.ca.gov!**  
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CALTRANS Lettings Search Bid Tab Analysis Small Business Network

October 30, 2012 07:42 AM PDT

California Department of Transportation

List of Lettings > October 12, 2012 > 15-416004 [Contact Bid Express](#)

[Manage This Proposal](#)

**Proposal 15-416004**

FOR CONSTRUCTION ON STATE HIGHWAY IN KINGS COUNTY NEAR LEMOORE FROM 0.1 MILE SOUTH OF HANDFORD-ARMONA ROAD TO 0.7 MILE NORTH OF GRANGEVILLE BOULEVARD In District 06 On Route 41

**Date Generated:** Sections: 4  
**Date Revised:** Amendments: 1  
**Call Order:** 1 Highway Number:  
**Items:** 8 Counties: Kings

[Export \(csv\)](#) | [Export \(tab\)](#)

Line	Item	Quantity	Unit	Description	Price
<b>Section BID ITEM LIST: BID TO THE DEPARTMENT OF TRANSPORTATION</b>					
1	070012	1.000	LS	PROGRESS SCHEDULE (CRITICAL PATH METHOD)	
2	070018	220.000	WDAY	TIME-RELATED OVERHEAD	

**Also Available**

- [Plan Sheets \(0\)](#)
- [Plan Holders / Eligible Bidders](#)
- [Apparent Bids](#)
- [Bid Summary](#)
- [Bid Tab Analysis](#)
- [Create Sub-quote Request](#)
- [Caltrans advertised projects](#)

**Downloads**

- [15-416004.EBS](#)
- [15-416004.001](#)
- [EBLib File](#)

Save the addenda file in the same location as the .EBS file. When the .EBS file is opened, BID will incorporate the addenda into the .EBS file for you. The addenda file will modify the .EBS file, and if any folders have been completed, it will only require new entries for those items modified by the addenda.

Addenda can also be incorporated by opening BID, select "File", and then select "Load Amendment", locate addenda file, select the file, then select "Open." An

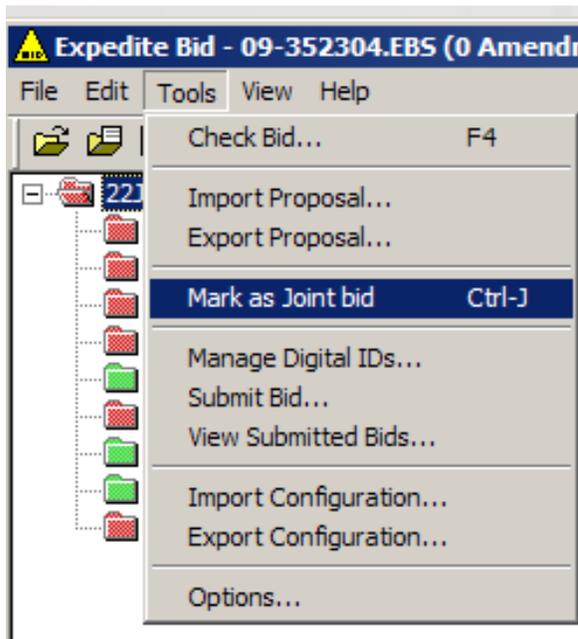
Amendment Changes window will open, and the first folder on the left will show the number of amendments applied, indicating successful incorporation of addenda.

### Checking bid before submission

Before submitting your bid, check your bid for completeness. All of the folders, except for the "Items" folder in your DBE Commitment, or DVBE Summary, should be green. Select "Tools", then select "Check Bid", or you may select the yellow check mark in the toolbar. If your bid is complete, a message will show that says "Bid Is Complete." If your bid is incomplete, a message will show up indicating what needs to be completed. Bidx will allow an incomplete bid to be submitted, it is your responsibility to determine if all of the required data is 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 zig zag on the tool bar. Bids can be submitted multiple times, each submittal will over ride 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/>.

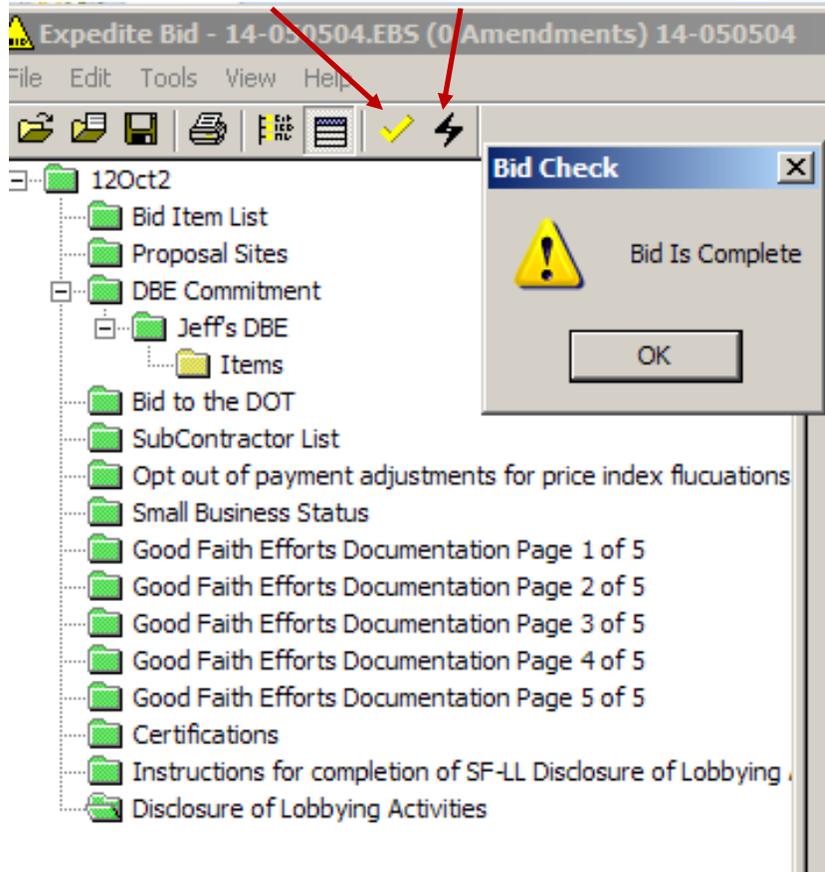
Joint ventures must also mark their bid as a joint bid. Select "Tools", then select "Mark as Joint bid"



Completed bid

Check bid

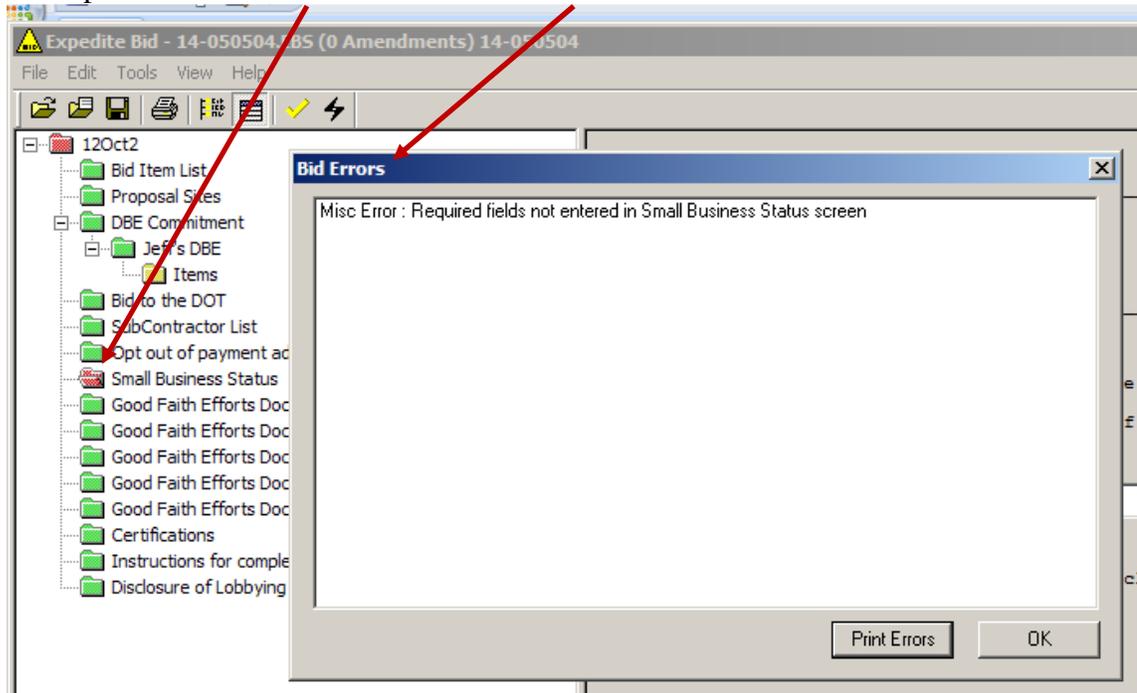
Submit bid



Incomplete bid

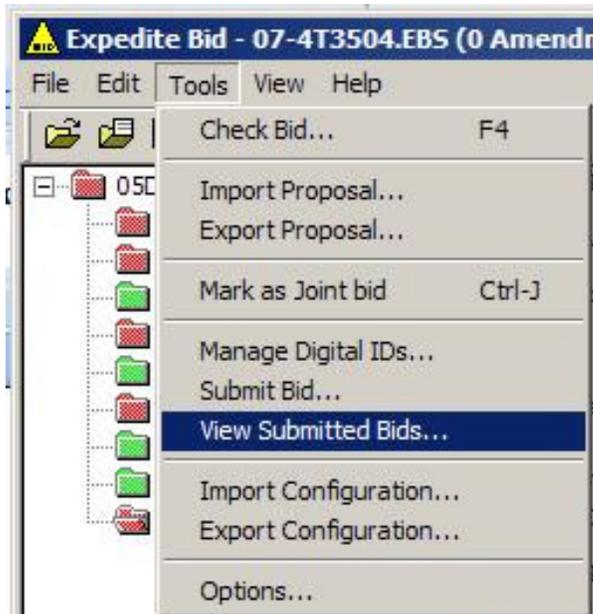
Red folder

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 over ride the previous bid. To withdraw a submitted bid, select "Tools", then select "View Submitted Bids", choose your Digital ID from the list, enter your password and select "Next." Select the bid that you want to withdraw, then select "Yes" at the confirmation alert box. Select the "Print" button to obtain a receipt documenting that the bid has been withdrawn, then select "Finish."



## Additional training material

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

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October 31, 2012 08:08 AM PDT

California Department of Transportation

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**Caltrans**

Caltrans will be implementing electronic bidding on 07-4T3504 and 07-1W2004. For these projects, bids will only be able to be submitted to Caltrans through Bidx. These projects will be advertised in November 2012.

**What's New?**

January			
Letting	Proposal	Activity	Activity Date
(0 Activities)			

[Downloads](#)

- Expedite-5.11a
- Zip Utility

**Also Available**

- Caltrans advertised projects
- Caltrans contractor information

[Contacts](#) [Training Center](#) [Privacy Policy](#) [Product Updates](#)

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## 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. A Bid Error Report will be downloaded before reading the bids. If the Bid Error Report shows that the Bid Item List was not completed, or if the bidder's bid security is not received by Office Engineer by the specified bid opening date and time, that bidder's bid will not be read.