

SECTION 00120 - BIDDING REQUIREMENTS AND PROCEDURES

(Follow all instructions and make all edits with “Track Changes” turned on. If there are no instructions [orange text] above a subsection, paragraph, sentence, or bullet, then include it in the Project. Delete all orange text before preparing the final document. All other modifications to this Section will require State Specifications Engineer approval and the State Specifications Engineer will obtain approval from the Department of Justice.)

Comply with Section 00120 of the Standard Specifications modified as follows:

00120.00 Prequalification of Bidders – Replace the paragraph that begins “The Oregon Department of Transportation...” with the following paragraph:

The Oregon Department of Transportation (ODOT) will prequalify Bidders according to ODOT’s Oregon Administrative Rules and prequalification procedures. A Bidder must file for prequalification. Bidders shall make application for prequalification, and for required renewals, on standard forms available from the ODOT Procurement Office Construction Contracts Unit website (see 00110.05(e)). Bidders shall return the completed application to the ODOT Procurement Office Construction Contracts Unit by one of the following methods:

Replace the bullet that begins “If hand delivered...” with the following bullet:

- If hand delivered, the application shall be date stamped with the provided date stamping device and the application ~~and fee~~ shall be placed in the ODOT Procurement Office Bid Box located in the 1st floor lobby at the following address:

Oregon Department of Transportation
355 Capitol Street NE
Salem, OR 97301

Replace the bullet that begins “If delivered by mail...” with the following bullet:

- If delivered by mail or parcel delivery service, the application ~~and fee~~ shall be sent to:

Oregon Department of Transportation
Procurement Construction Contracts, MS #5-1
355 Capitol Street NE
Salem, OR 97301

00120.01 General Bidding Requirements - Replace this subsection, except subsection number and title, with the following:

Bidders may submit Bids by paper or through the internet (electronic). If both paper Bids and electronic Bids are submitted for the same solicitation, the paper Bids will prevail.

The standard prequalification forms furnished by the ODOT Procurement Office shall be used by the Bidder to file authorized signatures with the Agency. Signatures shall be of personnel authorized to submit Bids, modify Bids, or withdraw Bids. In addition, for electronic Bids, the authorized personnel shall have a digital signature and unique ID. The digital signature and unique ID shall be obtained from BidExpress® and approved by the Agency. For ODOT Bids, only digital signatures obtained from BidExpress® will be accepted.

Bidders submitting Bids as a joint venture electronically through BidExpress® must also establish a digital signature and unique ID for the joint venture which must be used for the Bidder's signature in BidExpress®.

If the Bidder submits the Bid electronically through BidExpress® as a joint venture, in addition to the joint venture signing with the digital signature and unique ID for the joint venture, the Bidder must also submit the signature pages from the Bid Booklet signed by each member of the joint venture, together with a statement the Bidder adds above or with the signatures as follows: "The following joint venture member signatures are for the Bid for the [Insert Project Name] Project submitted by the joint venture through BidExpress®. The signatures are on behalf of each joint venture member and the joint venture and also confirm that the signatory in BidExpress® was authorized to submit the Bid on behalf of the joint venture." The Bidder must also email .pdf copies of the signature pages showing the signatures of the joint venture members with the required statement which must be received by Marie Wright, Construction Contracts Manager, at the ODOT Procurement Office at: ODOTProcurementOfficeConstruction@odot.oregon.gov before the Closing date and time for the Bid. The signature pages with the original signatures must also be mailed or delivered to and received by Marie Wright, Construction Contracts Manager, at the address given in the Bid Book as a condition of Award.

As and when applicable, the Contractor shall maintain the certifications required by ORS 279A.107.

00120.05 Request for Plans, Special Provisions, and Bid Booklets - Add the following to the end of this subsection:

(Use one of the following options.)

[Option 1 - Use the following when the plans are separate. Fill in the blanks with information exactly as it appears on the plan title sheet. Remove underlines and parentheses. When filling in the "(Bid Month Year)" field below, only enter the Month and Year, but not the day (example: "March 2019"), unless otherwise shown on the plan title sheet.]

[Begin Option 1]

The Plans, which are applicable to the Work to be performed under the Contract, bear title and date as follows:

" _____ (Scope of Work) _____
_____ (Project Name) _____
_____ (Highway Name) _____
_____ (County) _____
_____ (Bid Month Year) _____ "

[End Option 1]

[Option 2 - Use the following paragraph when the plans are included at the end of these Special Provisions.]

[Begin Option 2]

The Plans, which are applicable to the Work to be performed under the Contract, are included in these Special Provisions.

[End Option 2]

(BEFORE USING THE FOLLOWING SUBSECTION .15, provide justification and assure scheduling according to the Prebid Meeting requirements that are outlined in the Phase Gate Delivery Manual. Use of this subsection requires a minimum 5 week project advertisement.)

(Use the following subsection .15 only with mandatory prebid meetings. Fill in the blanks with the appropriate office or building, address, city, time, and date.)

00120.15 Examination of Work Site and Solicitation Documents; Consideration of Conditions to be Encountered - Add the following to the end of this subsection:

The Agency will hold a prebid meeting for all holders of Solicitation Documents at the _____ (office or building) _____, located at _____ (address) _____ in _____ (city) _____, Oregon at _____ (time) _____ on _____ (date) _____, 20__.

All prospective Bidders must attend this meeting. Those not attending will have their Bids declared non-responsive.

Prospective Bidders will be given the opportunity to ask questions relating to any details involved in the performance of the Work under the Contract.

Information distributed, statements made or responses given to questions, by the Agency's representatives at the prebid meeting will not in any way alter or affect any of the provisions contained in the Solicitation Documents or Contract requirements and will not be binding upon the Agency unless confirmed by Addenda.

00120.40(b) Bidding Considerations – Add the following to the end of the list:

00160.20(d) Build America Buy America Act Requirements

00120.40(f) Disclosure of First-Tier Subcontractors -

Replace the bullet under the paper Bid option that begins "Printing it from the Bid Booklet on the ODOT eBIDS website ..." with the following bullet:

- Printing it from the Bid Booklet on the ODOT eBIDS website, filling it out and submitting it separately to the ODOT Procurement Office by email transmission to the email address given in the paper Bid Booklet; or

Replace the bullet under the electronic Bid option that begins "Printing it from the Bid Booklet on the ODOT eBIDS website ..." with the following bullet:

- Printing it from the Bid Booklet on the ODOT eBIDS website, filling it out and submitting it separately to the ODOT Procurement Office by email transmission to the email address given in the paper Bid Booklet; or

00120.45(a) Paper Bids - Replace the paragraph that begins "Paper Bids submitted after the time ..." with the following paragraph:

Paper Bids submitted or received after the time set for receiving paper Bids will not be opened or considered. The Agency assumes no responsibility for the receipt and return of late paper Bids.

00120.60(b) Electronic Bids – Replace the bullet that begins "If the request is being submitted ..." with the following bullet:

- If the request is being submitted by hand delivery, the Bidder shall date stamp the written withdrawal request with the provided date stamping device and shall place it in the ODOT Procurement Office Bid Box located in the 1st floor lobby at the following address:

Oregon Department of Transportation
355 Capitol Street NE
Salem, OR 97301

(Use the following subsection .70 on Federal funded projects.)

00120.70 Rejection of Nonresponsive Bids - Add the following bullet to the end of the bullet list:

- The Agency determines that any Pay Item is significantly unbalanced to the potential detriment of the Agency.