

BID CHECKLIST

Revised: December 30, 2008

This checklist is for the Bidder's use in preparing his bid. It is not intended to include all details necessary to prepare a bid and it is not intended as a substitute for the requirements of the Specifications. References to the Specifications are shown below only as a matter of convenience. Use of this checklist does not relieve the Bidder from the responsibility of meeting all requirements of the Specifications concerning the preparation of an acceptable bid.

There is an interactive link to [brief explanations](#) for most checklist items within this document for your information.

PREQUALIFICATION

- The bidder is [prequalified](#) to do business with NCDOT. (Article 102-2)
- The bidder has a [pre-bid Non-Collusion Affidavit and Debarment Certification](#) on file with the Department. (Article 102-2)

ELECTRONIC BIDDING

- A valid account and digital signature have been obtained from [Bid Express](#). [Subarticle 102-8(B)(1)]
 - The proper version of [Expedite](#) software is being used for your electronic bid submittal.
 - The newest updated listing of [DBEs](#) has been obtained.
 - The bidder has an [electronic bid bond](#). [Subarticle 102-8(B)(3) and Article 102-11]
 - The bidder has [verified](#) that his electronic bid bond is correct.
- OR**
- The bidder has delivered his [bid deposit](#) to the Contract Officer. [Subarticle 102-8(B)(3) and Article 102-11]
 - The bidder has listed [DBE/MBE/WBE](#) firms if there are goals shown in the proposal. (Special Provision)
 - All [addenda](#) have been included in the electronic bid submittal. [Subarticle 102-8(B)(5)]
 - A unit or lump sum price has been entered for every item on which a bid is required. (Article 102-8)
 - The bidder has shown his [award limits](#) in Expedite if he desires to limit his award. [Subarticle 103-4(B)(2)]

- The bidder has the correct [vendor ID number](#) when obtaining his Bid Express account.

AFTER AWARD

- The Department receives the bidder's [Letter of Intent](#) by 12:00 noon of the sixth day after bid opening if there are goals more than zero in the proposal. (Special Provision)
- The bidder sent his [Execution of Contract, Non-Collusion Affidavit, and Debarment Certification](#) to the Department within 14 calendar days of receipt of award letter. [Subarticle 102-10(C)(2)]
- The bidder sent his [Payment and Performance](#) Bonds to the Department within 14 calendar days of [receipt of award letter](#). (Article 103-7)
- The bidder attached his [Power of Attorney](#) to the Payment and Performance Bonds. (Article 102-11)

Brief Explanations

Prequalification Package

The bidder shall be prequalified with the Department prior to submitting a bid to the Department. (Call Construction Unit at 919.733.7174 for the prequalification package.)

Non-Collusion Affidavit and Debarment Certification (*pre-bid*)

The bidder shall submit a *pre-bid* Non-Collusion Affidavit and Debarment Certification as part of the Contractor Prequalification Requirements.

Bid Express

The bidder shall bid electronically by means of Expedite via Bid Express. The bidder shall contact Bid Express to obtain an account. Go to <http://www.bidx.com/>.

Assuring proper version of Expedite software

Go to <http://www.ncdot.org/doh/preconstruct/ps/contracts/expedi/ebs/2009/subebdefault09.html> to assure that the proper version of Expedite is installed and used for this letting.

Assuring the listing is the latest update of DBEs used

Go to: <https://apps.dot.state.nc.us/vendor/directory/>. Click on DBE directory.

Electronic Bid Bonds

The bidder shall submit an electronic bid bond with each bid in Bid Express by using Surety 2000 or Surepath bond management services.

| | |
|--------------------|---|
| Surety 2000 | http://www.surety2000.com/ |
| Surepath | http://www.insurevision.com/ |

Verifying bid bonds in Expedite for submittal to Bid Express

Four fields must be entered on the bid bond screen:

| | |
|----------------------------|--|
| Bond ID | Use all CAPITALS when entering bond ID |
| Surety Registry Agency | Drop down menu, choose one |
| Surety Agency | Fill in the blank |
| Execution Date | Fill in the blank |
| Click on <i>Verify</i> box | |

When the information is entered in the four fields and button *verify* is clicked, Expedite uses the internet to check the contract, vendor number and letting date from Bid Express, and verifies the bond information from the Bond Management Company. When the information has been verified as complete and correct, the bid bond folder (as shown on the left side of the screen) will turn from red to green. If a mistake has been made and the folder remains red, the bidder must delete the information and re-enter the four fields correctly. Once the folder turns green, the bid bond portion is complete. The bidder can complete the remaining portion of his bid and submit the information to Bid Express.

Note: When submitting a bid bond from *Surepath*, add the dash (-) between numbers; it will not be verified otherwise (Example 0000-0000-0000-0000).

When submitting a bid bond from *Surety 2000*, begin with the letters shown on the bid bond (example SNC00000000).

Bid Deposit

In lieu of the electronic bid bond, the bidder may submit a cashier's check or certified check for at least 5 percent of the amount bid. Bid deposits must be made payable to *North Carolina Department of Transportation* and must be drawn on a bank or trust company insured by Federal Deposit Insurance Company. Bid deposit must be delivered to the address shown at the end of this document by 5:00 p.m. the last business day prior to the bid letting.

Disadvantaged Business (DBE)/Minority Business (MBE)/Women Business (WBE) Enterprise Firms

If DBE/WBE/MBE goals are established in the proposal, the bidder shall report firms along with associated items under the DBE/MBE/WBE folder in Expedite for submittal to Bid Express. Once the firms have been entered correctly and completely in Expedite, the folder on the left of the screen will turn green, indicating that the information has been accepted. If the folder is yellow, it indicates that some participation has been entered but is not complete. The bidder should review the information entered for missing or incomplete information and verify folder has turned green before moving on to the next folder.

Addenda

To assure that all addenda if applicable are included, go to:

<http://www.ncdot.org/doh/preconstruct/ps/contracts/letting.html> to the current Electronic Bidding link.

Project Award Limits

If the bidder desires to set award limits on multiple projects, the award limits shown in Expedite under the MISC. folder in the .ebs file must be completed. The bidder must answer *yes* (to indicate that he wants to set limits) or *no* (indicating that the bidder does not want to set limits) from the drop down menu shown in the text. When complete, the MISC folder on the left side of the screen will turn green, indicating that the information has been completed and accepted.

Vendor ID Numbers

The bidder will receive a Vendor ID number when he is prequalified by the Department. The vendor number is required to obtain a Bid Express account. If the bidder needs to obtain his vendor number at any time, it may be obtained from Contract Standards and Development at 919.250.4124 when ordering plans, or from Construction Unit at 919.733.7174 or by email to: <mailto:gkeel@ncdot.gov?subject=Bid Checklist from Website>.

Letter of Intent

The Letter of Intent is the written documentation of the bidder's commitment to use a DBE/MBE/WBE subcontractor whose participation is submitted to meet a contract goal and written confirmation from each DBE/MBE/WBE listed in the proposal indicating their participation in the contract.

The Letter of Intent may be submitted by any of the following methods:

Mailed to: Mr. Michael McKoy, 1509 Mail Service Center Raleigh NC 27699-1509

Faxed to: Mr. Michael McKoy, 919.733.3584, or

Delivered to: Mr. Michael McKoy, 1 S Wilmington St., Raleigh NC 27601

This letter of intent may be filled in on-line or downloaded from

<http://www.ncdot.org/doh/preconstruct/ps/contracts/letterofintent.pdf>.

For other information or questions, contact Mr. Michael McKoy at 919.733.5616 ext. 334

Execution and Submittal of Contract, Non-Collusion Affidavit and Debarment Certification

After the Board of Transportation awards the contract, the successful Bidder will receive an award letter advising him of the award, and instructing the bidder to execute an *Execution of Contract, Non-Collusion Affidavit and Debarment Certification*. These forms must be executed and received by the Department within 14 calendar days of receipt of the award letter. The address is shown at the end of this document. Forms are available for download from the NCDOT website at:

<http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/execontract.html>

Payment and Performance Bonds forms with attached Power of Attorney

Payment and performance bonds with a certified copy of the Power of Attorney must be returned with the Execution of Contract, Non-Collusion Affidavit and Debarment Certification within 14 calendar days of receipt of the award letter to the address shown at the end of this checklist. Payment and performance bonds forms are available at:


<http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/ppb1.html>

**ADDRESS FOR SUBMITTALS
OF**

- Execution of Contract, Non-Collusion Affidavit, and Debarment Certification
- Payment Bonds
- Performance Bonds
- Bid Deposits

The Department suggests having these documents hand-delivered, sent by UPS, or by FedEx.

State Contract Officer
Contract Standards and Development
Century Center Bldg. B
1020 Birch Ridge Drive
Raleigh, NC 27610

 **Do you have a comment or suggestion for this document?**
Contact Norma Smith, Specifications Engineer
[mailto:nsmith@ncdot.gov?subject=Bid Checklist](mailto:nsmith@ncdot.gov?subject=Bid%20Checklist)