



Electronic Bidding Guide

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7/25/2016

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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.**

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, showing 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 the 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 in order 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. 6/2003)							
1	<p>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.</p> <p>NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p> <p>PAYEE'S LEGAL BUSINESS NAME (Type or Print): _____</p>						
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: x-small;">SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)</td> <td style="width: 50%; font-size: x-small;">E-MAIL ADDRESS</td> </tr> <tr> <td style="font-size: x-small;">MAILING ADDRESS</td> <td style="font-size: x-small;">BUSINESS ADDRESS</td> </tr> <tr> <td style="font-size: x-small;">CITY, STATE, ZIP CODE</td> <td style="font-size: x-small;">CITY, STATE, ZIP CODE</td> </tr> </table>	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
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MAILING ADDRESS	BUSINESS ADDRESS						
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE						
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; font-size: x-small;"> <p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): _____ - _____</p> <p><input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION:</p> <p style="font-size: x-small;"> <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS </p> </td> <td style="width: 40%; font-size: x-small; vertical-align: top;"> <p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number</p> </td> </tr> <tr> <td style="font-size: x-small;"> <p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: _____ - _____</p> <p style="font-size: x-small;">(SSN required by authority of California Revenue and Tax Code Section 10946)</p> </td> <td></td> </tr> </table>	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): _____ - _____</p> <p><input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION:</p> <p style="font-size: x-small;"> <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS </p>	<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number</p>	<p><input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: _____ - _____</p> <p style="font-size: x-small;">(SSN required by authority of California Revenue and Tax Code Section 10946)</p>			
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<p>PAYEE RESIDENCY STATUS</p>							
5	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; font-size: x-small;">AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)</td> <td style="width: 40%; font-size: x-small;">TITLE</td> </tr> <tr> <td style="font-size: x-small;">SIGNATURE</td> <td style="font-size: x-small;">DATE</td> </tr> <tr> <td></td> <td style="font-size: x-small;">TELEPHONE () ()</td> </tr> </table>	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE	SIGNATURE	DATE		TELEPHONE () ()
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	TITLE						
SIGNATURE	DATE						
	TELEPHONE () ()						
6	<p>Please return completed form to:</p> <p>Department/Office: _____</p> <p>Unit/Section: _____</p> <p>Mailing Address: _____</p> <p>City/State/Zip: _____</p> <p>Telephone: () () Fax: () ()</p> <p>E-mail Address: _____</p>						

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

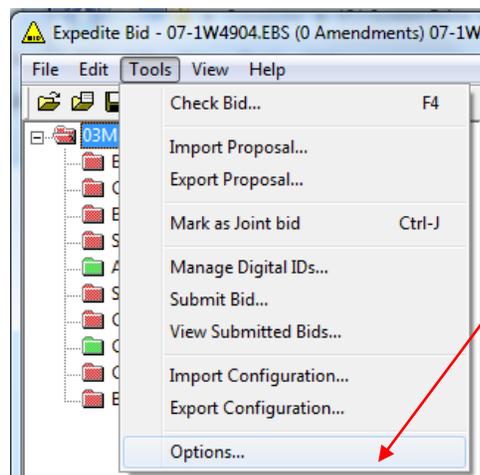
Follow the instructions on the Bidx website to complete the account establishment process. Once you have received your Bidder ID, downloaded and installed the Expedite Bid 5.11a (Bid) software, you may begin the process to establish your Digital ID through the Bidx website. **A separate Digital ID should 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. 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 are 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, in order to bid again you will need to establish and pay for a new Digital ID, and pay the monthly fees.

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 4.0 Framework installed on your computer. This can be found at <http://www.microsoft.com/download/en/details.aspx?id=17851>. 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 enter your company data into the software, this data is transmitted with your bid. Select "Tools" then "Options..."



When the Bid options 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. Select "Apply" then select "OK."

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
Proposal Sites	Where time portion of a Cost + Time bid is entered
Contract ID	Contract Number

Downloading an electronic bid book

Advertised projects page can be found on the Caltrans Office Engineer website at: http://www.dot.ca.gov/hq/esc/oe/weekly_ads/all_adv_projects.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, 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 ".EBS." **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](#)

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. 15-123456.001) Directions for incorporating addenda are at the end of this guide.

Items to be submitted with bid

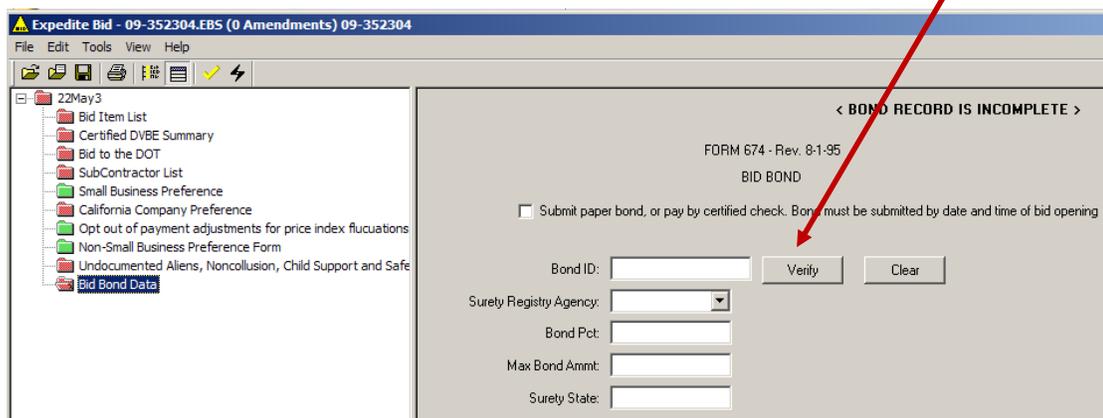
Items that are required to be submitted with the bid, such as bid security, must be received by Office Engineer prior to the specified bid opening date and time. If these items are not received as specified, your bid may be deemed nonresponsive. Office Engineer's address is:

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://www.dot.ca.gov/hq/esc/oe/electronic_bidding/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 Bid Bond Data folder. 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>



The screenshot shows a software window titled "Expedite Bid - 09-352304.EBS (0 Amendments) 09-352304". The left pane displays a file tree with folders such as "22May3", "Bid Item List", "Certified DVBE Summary", "Bid to the DOT", "SubContractor List", "Small Business Preference", "California Company Preference", "Opt out of payment adjustments for price index fluctuations", "Non-Small Business Preference Form", "Undocumented Aliens, Noncollusion, Child Support and Safe", and "Bid Bond Data". The right pane shows the "BID BOND" form, which includes a warning "**< BOND RECORD IS INCOMPLETE >**", the form number "FORM 674 - Rev. 8-1-95", and the title "BID BOND". A checkbox is labeled "Submit paper bond, or pay by certified check. Bond must be submitted by date and time of bid opening". Below this are input fields for "Bond ID:", "Surety Registry Agency:", "Bond Pct:", "Max Bond Ammt:", and "Surety State:". A "Verify" button is highlighted with a red arrow, and a "Clear" button is also visible.

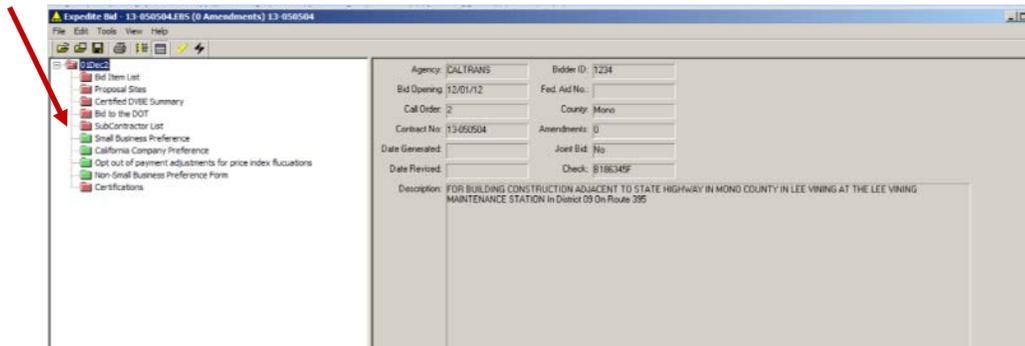
Completing the Bid Book

Expedite Bid (Bid) main folder

The main screen of Bid will open when you open your electronic bid file, downloaded from the Caltrans website. 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 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.**

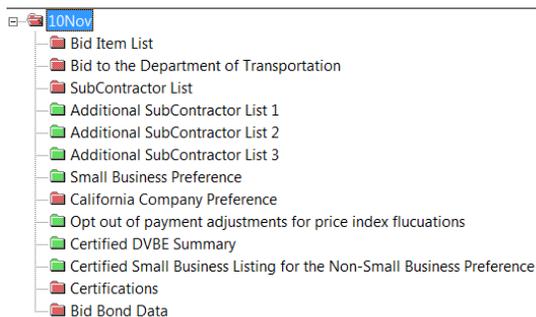
The right side of the screen shows basic project information, including bid opening date, contract number, project description, county, and Federal aid number. If the Federal aid number is blank, the project does not have Federal aid.

FOLDERS



FOLDER DETAIL

No Federal Aid



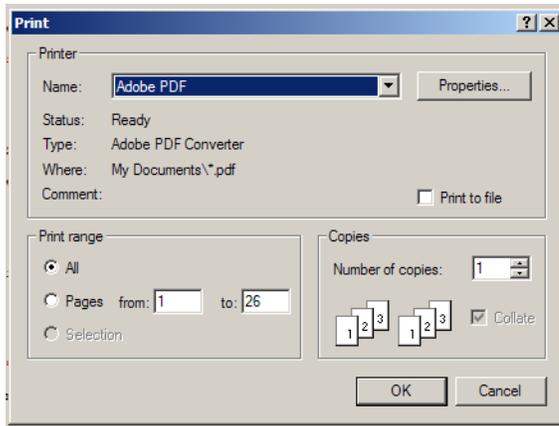
With Federal Aid



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." 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. Forms that are not required to be submitted with your bid can be printed and submitted under Section 2-1.33.

Some forms will not be printed unless they are completed before printing form. These forms include DVBE, and Small Business forms.



Bid Item List folder

Enter unit prices for each item shown in the Bid Item List folder. 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.

Line	Item	Quantity	Unit	Unit Price	Extension
Section BID ITEM LIST					2,050,909.00
PROPOSAL TO THE DEPARTMENT OF TRANSPORTATION					
1	070030 LEAD COMPLIANCE PLAN	LUMP	LS	1,500.00	1,500.00
2	120090 CONSTRUCTION AREA SIGNS	LUMP	LS	15.00	15.00
3	120100 TRAFFIC CONTROL SYSTEM	LUMP	LS	123.00	123.00
4	130100 JOB SITE MANAGEMENT	LUMP	LS	2.00	2.00
5	130200 PREPARE WATER POLLUTION CONTROL PROGRAM	LUMP	LS	123.00	123.00
6	153103 COLD PLANE ASPHALT CONCRETE PAVEMENT	130,000.0	SQYD	1.25	162,500.00
7	374207 CRACK TREATMENT	14.0	LNMI	123.00	1,722.00
8	390095	130.0	CY	123.00	15,990.00
Bid Total:					2,050,909.00

Proposal Sites folder

The Proposal Sites folder will only be shown on Cost + Time bids. In the box labeled "# Days", enter the number of working days bid. **Days bid must be within the range given, or your bid may be deemed nonresponsive.**

Type	Cost/Day	# Days	Total
	8,300.00		
WORKING DAYS BID (Do not bid less than 450 days and not more than 650 Days)			

Bid to the Department of Transportation folder

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

For a cost plus time based bid on a contract with a plant establishment period, Bidder additionally agrees to perform the non-plant establishment work within the number of working days bid for non-plant establishment work.

2. Bidder submits this bid with one of the following forms of bidder's security equal to at least 10 percent of the bid:

3. Bidder's signature is an affidavit certifying that the bidder is a duly licensed contractor and is qualified to perform the work. Bidder is cautioned that making a false certification is a violation of the Public Contract Code and may result in the following:

3.1 Criminal prosecution
 3.2 Rejection of the bid
 3.3 Rescission of the award
 3.4 Termination of the Contract

Bidder's security options:

- Bidder's Bond
- Cash
- Cashier's Check
- Certified Check
- Electronic Bidder's Bond

Subcontractor List folder, and Additional Subcontractor List

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 pull down 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 "Yes" from the "List this subcontractor?" pull down menu. Once the "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?" pull down menu, to not list that subcontractor. This is equivalent to crossing out a subcontractor's name from the paper bid book's Subcontractor List.

"List this subcontractor" pull down

List this subcontractor? *REQUIRED

1) Business Name

Location City State

California Contractor License Number

Public Works Contractor Registration Number

Portion of Work Subcontracted:

Item	%	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

First line must be completed if "Yes" is selected from pull down.

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**

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 "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-102.7 (REV 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.
Example: mm/dd/yyyy
Small Business Certification (Reference) Number:

Date: Signature: _____

*Non-Small Business Preference

The undersigned non-small business preference and notifies the Department on the Requests all 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.
Example: mm/dd/yyyy

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" the section 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 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 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 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.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CALIFORNIA COMPANY PREFERENCE
DES-OR-102.9 (REV 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 (enter requested information):

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

or

2. I 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

3. I 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."

4. I 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. (Submit additional sheets if necessary.)
Describe:

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

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.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
OPT OUT OF PAYMENT ADJUSTMENTS FOR PRICE INDEX FLUCTUATIONS
DES-OE-0102.12A (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: _____

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

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://www.dot.ca.gov/hq/esc/oe/weekly_ads/all_adv_projects.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 folder (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.

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

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CERTIFIED DVBE SUMMARY
DES-02-0102.5 (REV 2/2008)

DVBE Prime contractor certification:

Contact Person:
(Type or Print)

(Area Code) Telephone Number:

Total Claimed Participation %
\$

Submit to:
MSC 43
Office Engineer
Department of Transportation
1727 30th Street
Sacramento, CA 95816-7006

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.

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:

Bid item number, DVBE name, phone, certification, \$ amount, description
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 folder (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 electronically submitted with your bid, or printed and submitted under Section 2-1.33.

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 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 ,
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.

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 nonresponsive 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 nonresponsive 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 nonresponsive bidder by any public entity, including federal, State, local, or regional entities?

4. If the answer to any of the 3 preceding questions is yes, disclose all pertinent details of the determination of nonresponsibility, including:

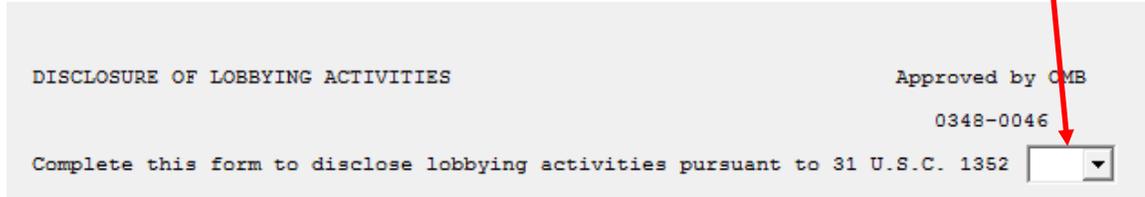
4.1. Date of each nonresponsibility determination

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 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.



DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

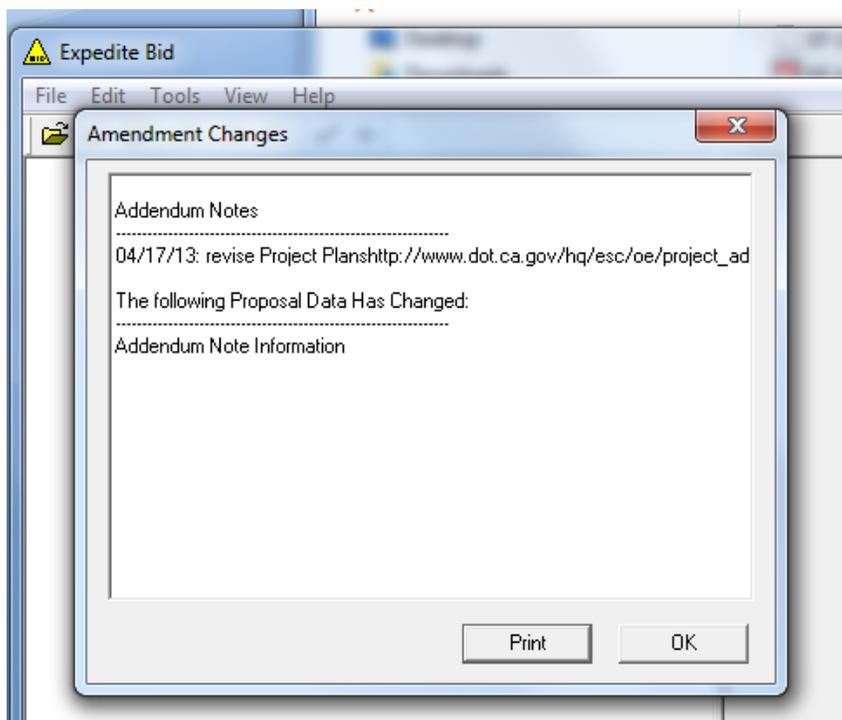
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

A red arrow points to the pull-down menu.

Incorporating Addenda

Addenda will be posted on the Caltrans Office Engineer website. Addenda files have a file name with the structure of contract#.001, contract#.002, contract#.003, where the last number indicates the addenda number. Save the addenda file in the same file location as the .EBS file, and when the .EBS file is opened, BID will incorporate the addenda into the .EBS file for you. Do not attempt to open the addenda file, only open the EBS file. 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. The Amendment changes window cannot be changed in size. Select the "Print" button to print the details of the Amendment change.



If a bid item is eliminated from the Bid Item List the eliminated bid item will have an Item Code of "BLANK" and there will be no description for the eliminated bid item. The eliminated bid item will have a fixed price of \$0.00, which cannot be modified.

Line	Item	Quantity	Unit	Unit Price	Extension
Section 1					0.00
BID ITEM LIST					
1	BLANK		LUMP LS	0.00	0.00

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.

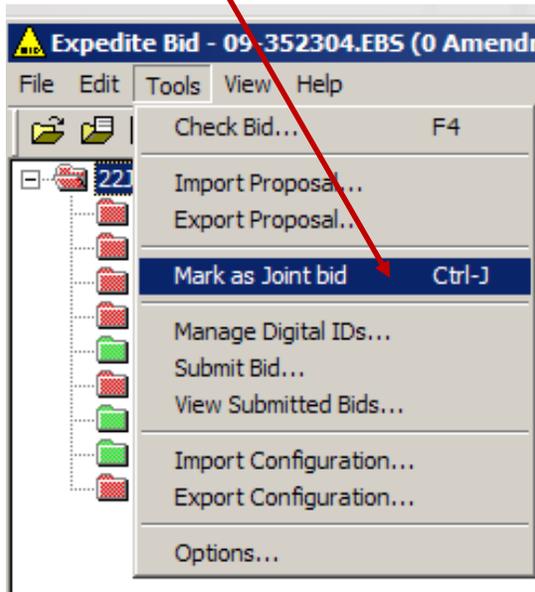
Checking bid before submission

Before submitting your bid, check your bid for completeness. All of the folders 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.

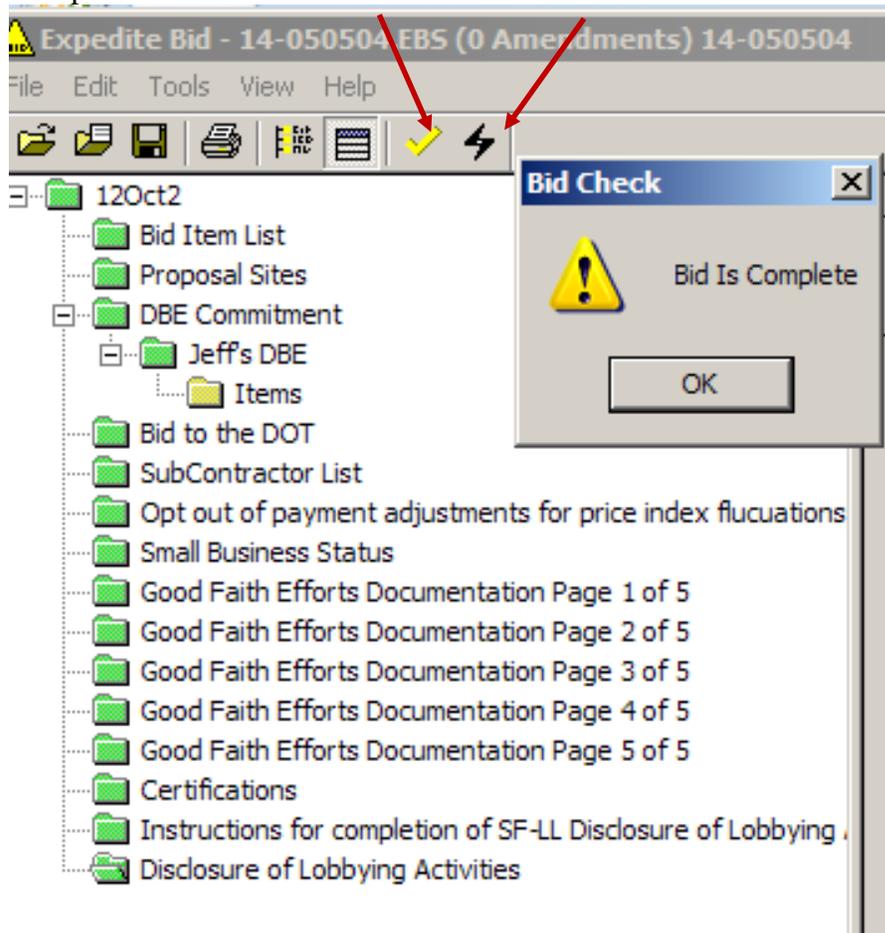
Once your bid has been checked, and there are no errors you may save and then submit your bid. Save your bid by selecting "File", then select "Save" or by selecting the disk on the toolbar. Submit your bid by selecting "Tools" then select "Submit Bid", or you can select the black zig zag on the tool bar. Bids can be submitted multiple times, each 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/>.

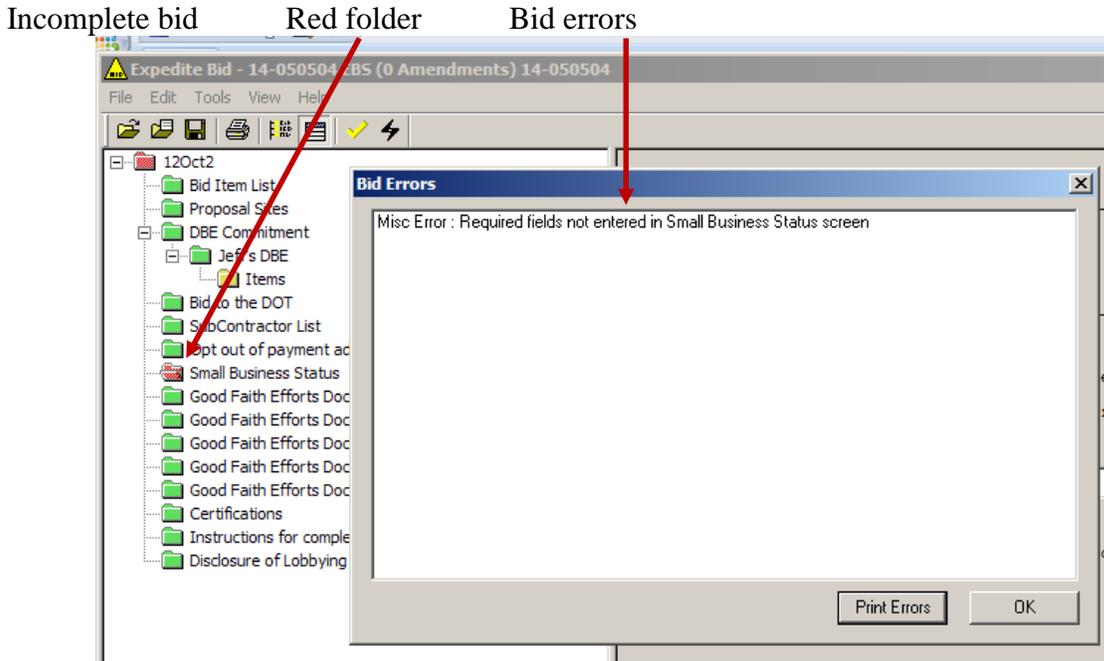


Joint ventures must also mark their bid as a joint bid. Select "Tools", then select "Mark as Joint bid"



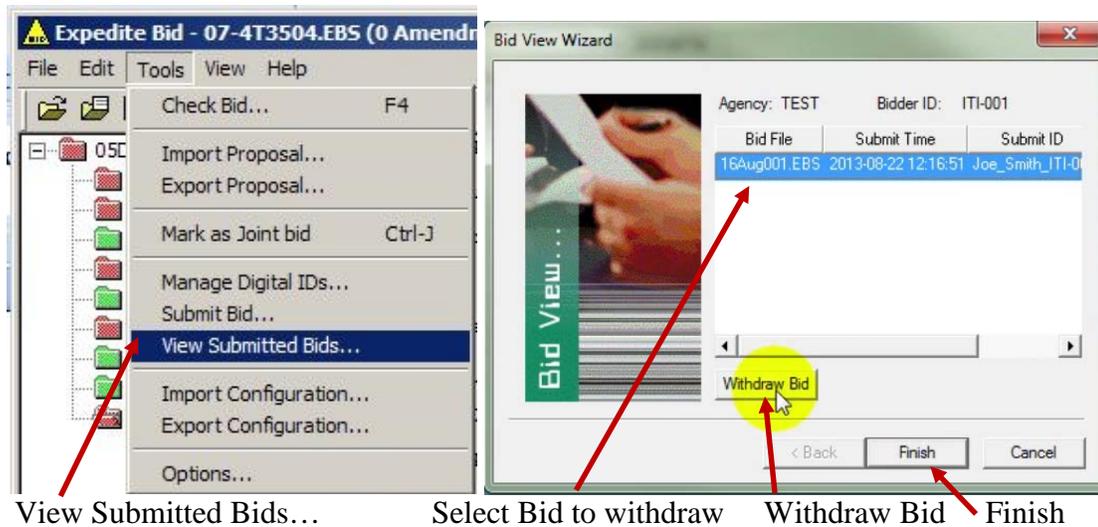
Completed bid Check bid Submit bid





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 override 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 "Withdraw Bid", 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

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://www.dot.ca.gov/hq/esc/oe/electronic_bidding/oe_trainingmaterials.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://www.dot.ca.gov/hq/esc/oe/contractor_info/ElectronicBidOpeningInstructions.pdf

Preliminary bid results are posted to the Caltrans website at:

http://www.dot.ca.gov/hq/esc/oe/planholders/oe_bidsum_result.php and are typically available 30 minutes after the bid results have been read.