

# **UDOT ELECTRONIC BID SYSTEM 5.10 MANUAL**

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## **Overview**

The Utah Department of Transportation (UDOT), "Electronic Bid System" (EBS) is a Windows Program for bid preparation and bid submission. Prime Bidders for a Utah Department of Transportation project will use this program to prepare and submit their bid. The Contractor EBS can be downloaded from the UDOT Website and installed on a PC or laptop.

## **Software**

The Electronic Bid System (EBS) performs all arithmetic, automatically calculates price times quantity extensions, subtotals by project detail and totals the bid. The program will check for an incomplete bid (failure to bid all required items) and will not allow the contractor to bid more than one opposing alternate. For items that have fixed unit bid prices, the program will not allow the price to be edited.

(Internet Browser Disclaimer: This manual shows screens from Internet Explorer. This browser is not required; use your choice of browser. Some browsers may show these web pages differently than others.)

## **Project Items**

After installation of the EBS module, EBS DBE Directory and EBS Subcontractor File, the Bidder may then go to the UDOT Website to download a project item data file for any project open for bid. The project item data file contains the items and quantities for bidding the project. The Bidder will then be able to download and open the project data file to prepare and submit a bid from their computer electronically or manually.

## **Certified DBE Contractors**

Federally funded projects require a Disadvantaged Business Enterprise (DBE) Commitment be included with the bid and will have a DBE goal assigned to the project.

If you intend to sublet project items to a DBE, the software will assist you in the preparation of the required documentation to submit with your bid.

## **Bid Submission**

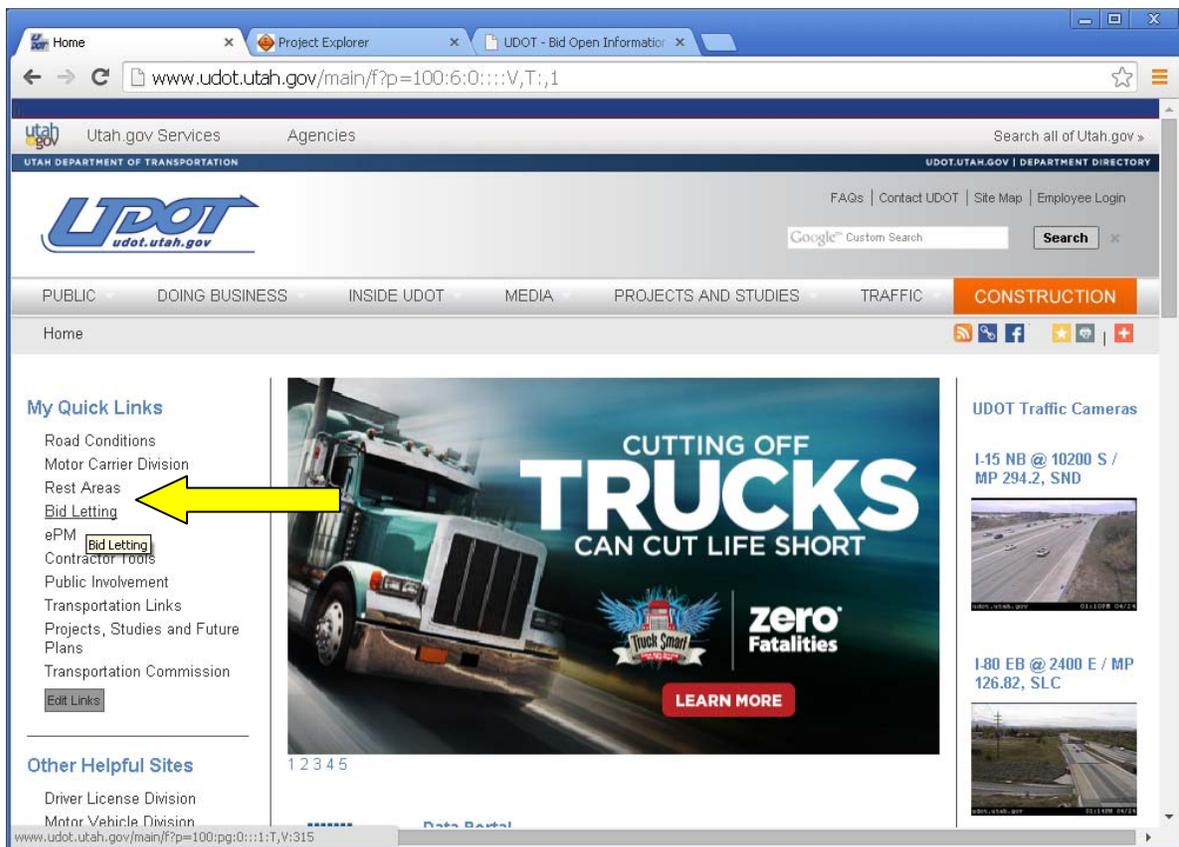
The Electronic Bid System will create an encrypted bid file that will be transferred to a secure Internet connection. The bid may still be submitted by saving the bid data to an electronic device and printing the bid reports for a written signature. If the bid information submitted on the signed bid reports and the information on the electronic device do not agree, the signed bid reports are the binding version. If the bid information is also electronically submitted, the bid in the data repository is the legally binding version.

## Install EBS Software

The UDOT Electronic Bid System (EBS) can be downloaded from the UDOT Construction Website and installed on your system's hard drive.

Steps to Download the EBS:

- 1) Establish a connection to the Internet using your browser.
- 2) Enter the following URL into your browser's Address Window:  
<http://www.udot.utah.gov/> (see 2 screen shots below)



Utah Department of Transportation | Project Explorer | UDOT - Bid Open Information

www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:315



## Bid Letting

---

### Helpful Links

- **Bid On Projects**
- Project Explorer
- Bid Opening Results (Unofficial)
- Bid Tabulations (Abstracts)
- Pre-Qualification Application
- Pre-Qualified Contractors
- Certified Surety
- Project Delivery Information
- Subscribe to Email Notification

Operations

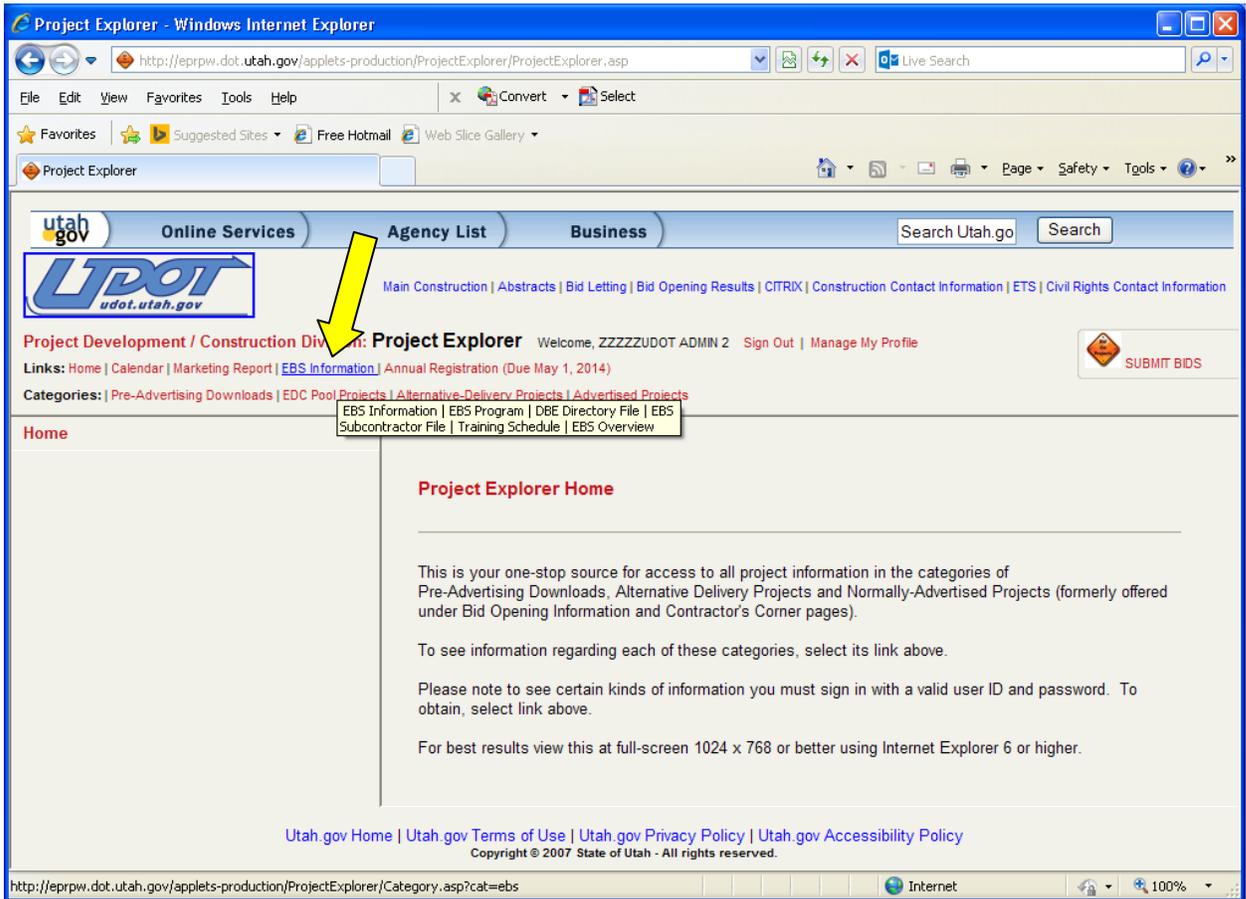
- ▶ Program Development
- ▼ Project Development
  - Digital Signature Requirements and Set Up
  - Project Development Organizational Charts
  - Central Preconstruction
  - Construction, Materials, and Civil Rights Division
  - Consultant Services
  - Context Sensitive Solutions
  - Electronic Program Management (ePM)
  - Engineering Technology Systems (CADD/GIS/GPS/ProjectWise)
  - Environmental
  - Geotechnical
  - Hydraulics
  - Local Government Assistance
  - Materials
  - Project Development Performance Measures
  - Project Management

eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp

- 3) You may also go directly to the 'Bid on Projects/Project Explorer' page by typing the following URL into the browser Address Window:

<http://eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp>

Click on the link labeled "EBS Information" to download the program.



The screenshot shows the Project Explorer website in a Windows Internet Explorer browser window. The address bar displays the URL: <http://eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the Utah.gov logo, navigation tabs for Online Services, Agency List, and Business, and a search bar. Below the header, there is a navigation menu with links such as Main Construction, Abstracts, Bid Letting, Bid Opening Results, CITRIX, Construction Contact Information, ETS, and Civil Rights Contact Information. The main content area is titled "Project Development / Construction Division: Project Explorer" and includes a welcome message for "ZZZZZUDOT ADMIN 2" with links for Sign Out and Manage My Profile. A "SUBMIT BIDS" button is visible on the right. The "Categories" section lists several links, including "EBS Information", "EBS Program", "DBE Directory File", "EBS Subcontractor File", "Training Schedule", and "EBS Overview". A yellow arrow points to the "EBS Information" link. The footer contains links to Utah.gov Home, Terms of Use, Privacy Policy, and Accessibility Policy, along with a copyright notice for 2007 State of Utah.

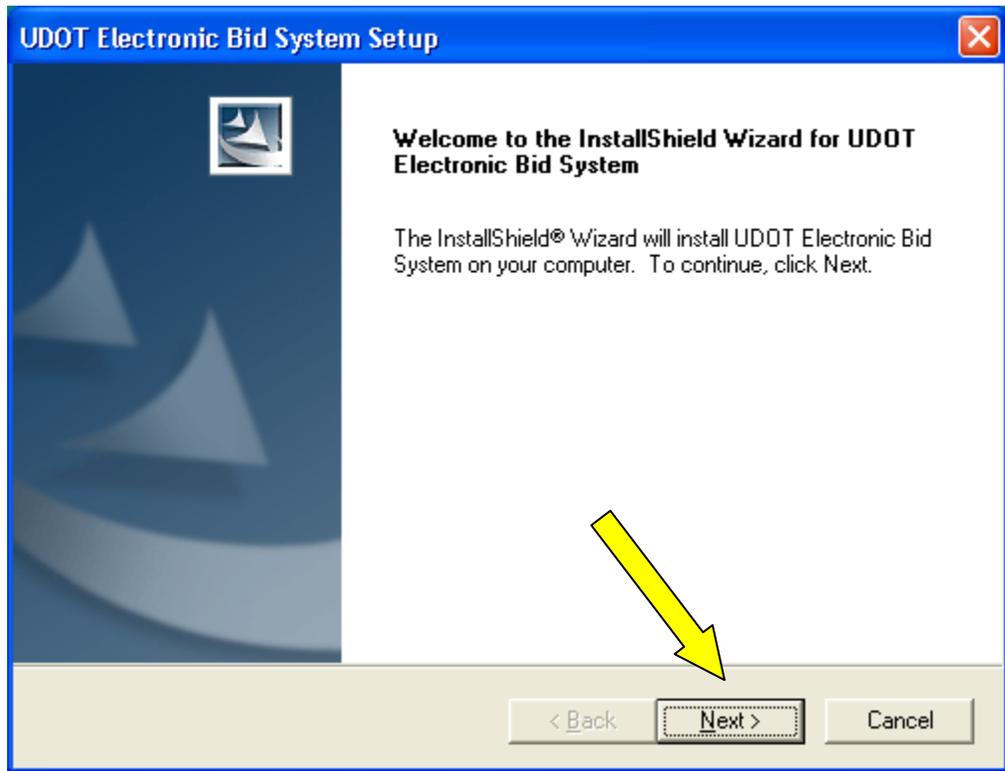
- 4) If you are a new bidder, download “UDOT EBS Program Full Version 5.10”. If program currently resides on your system, in order to update the program download “UDOT EBS Program Update from Version .....to Version 5.10upd.” Directions for downloads are in 2<sup>nd</sup> column of table.

The screenshot shows the UDOT Project Explorer website. The main content area features a table with the following data:

To bid UDOT projects you must use the most current UDOT EBS software.			
<a href="#">UDOT EBS PROGRAM Update from Version 5.09v2upd to Version 5.10</a>	<a href="#">Download Instructions</a>	Last Modified	8/1/2014
<a href="#">UDOT EBS PROGRAM From 5.09v2 Full Version 5.10</a>	<a href="#">Download Instructions</a>	Last Modified	12/12/12
<a href="#">EBS DBE DIRECTORY FILE</a>	<a href="#">Download Instructions</a>	Last Modified	07/17/14
<a href="#">EBS SUBCONTRACTOR FILE</a>	<a href="#">Download Instructions</a>	Last Modified	07/17/14
<a href="#">EBS HELP DIRECTORY</a>	<a href="#">Download Instructions</a>	Last Modified	12/12/12
<a href="#">ANNUAL CONTRACTOR/SUBCONTRACTOR REGISTRATION</a>	<a href="#">Registration Instructions</a>		
<a href="#">SUPPORT PAGE for UDOT EBS Program and UDOT Electronic Plan Room</a> <a href="#">Contact Information for UDOT Resident Engineers</a>			

Below the table, there are links for [VIEW UDOT DBE DIRECTORY](#) and [Sign up for AUTOMATIC EBS NOTIFICATIONS](#). At the bottom of the page, there are links for [EPR Users Guide](#) and [Joint Venture Bidding Process](#).

- 5) Click on the .exe file to install the program.

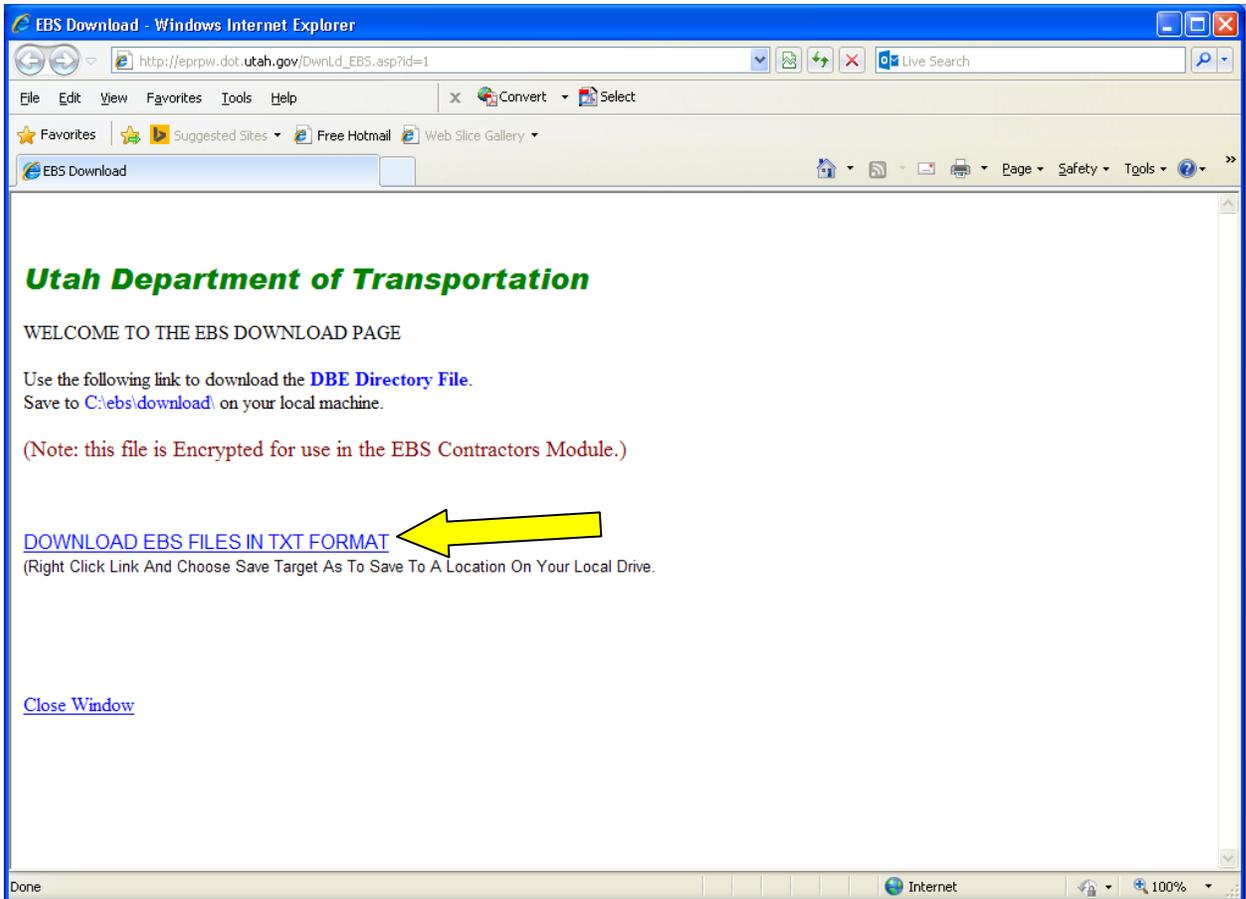


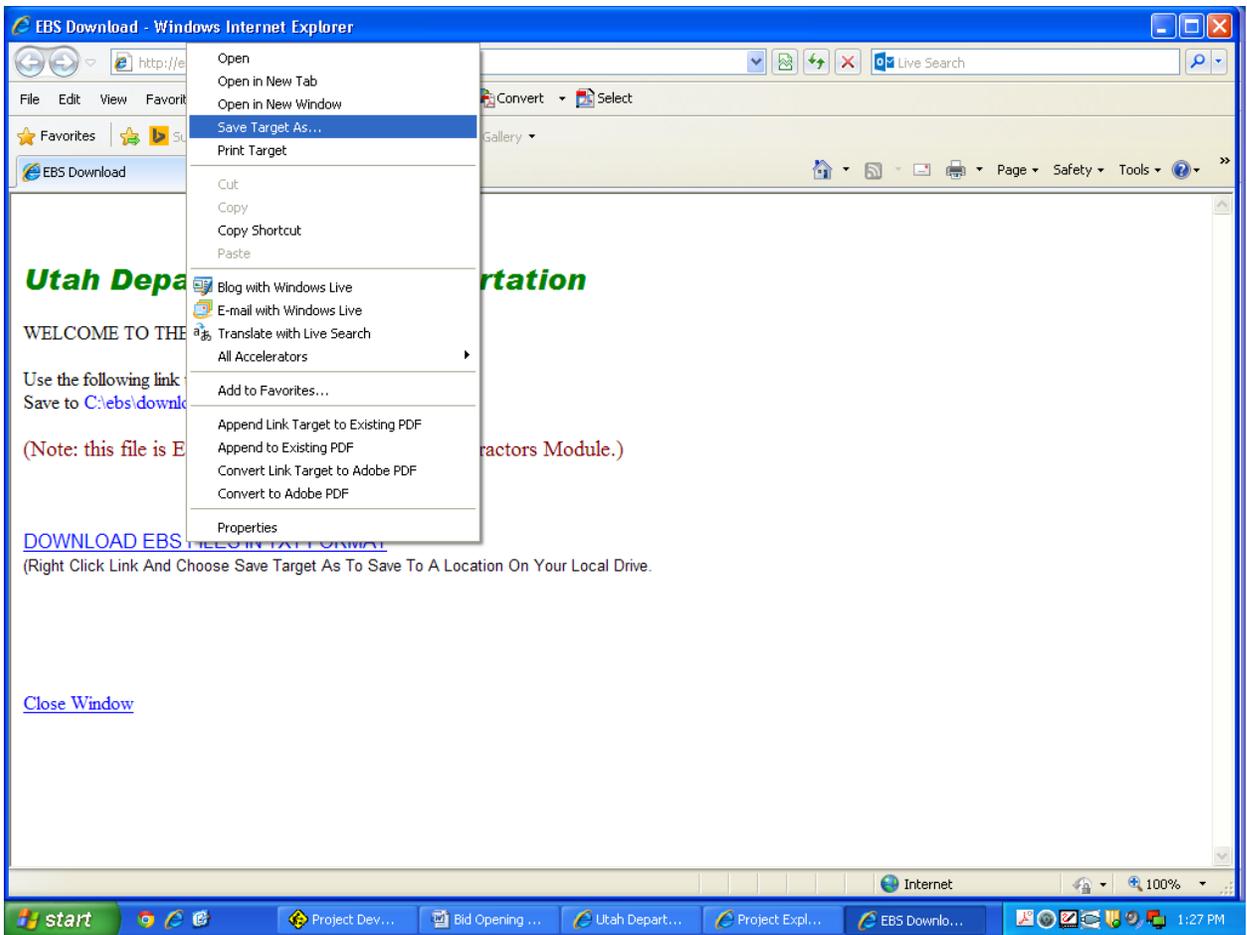
6) Next, download “EBS DBE Directory File” and the “EBS Subcontractor File”.  
Download instructions are in 2<sup>nd</sup> column.

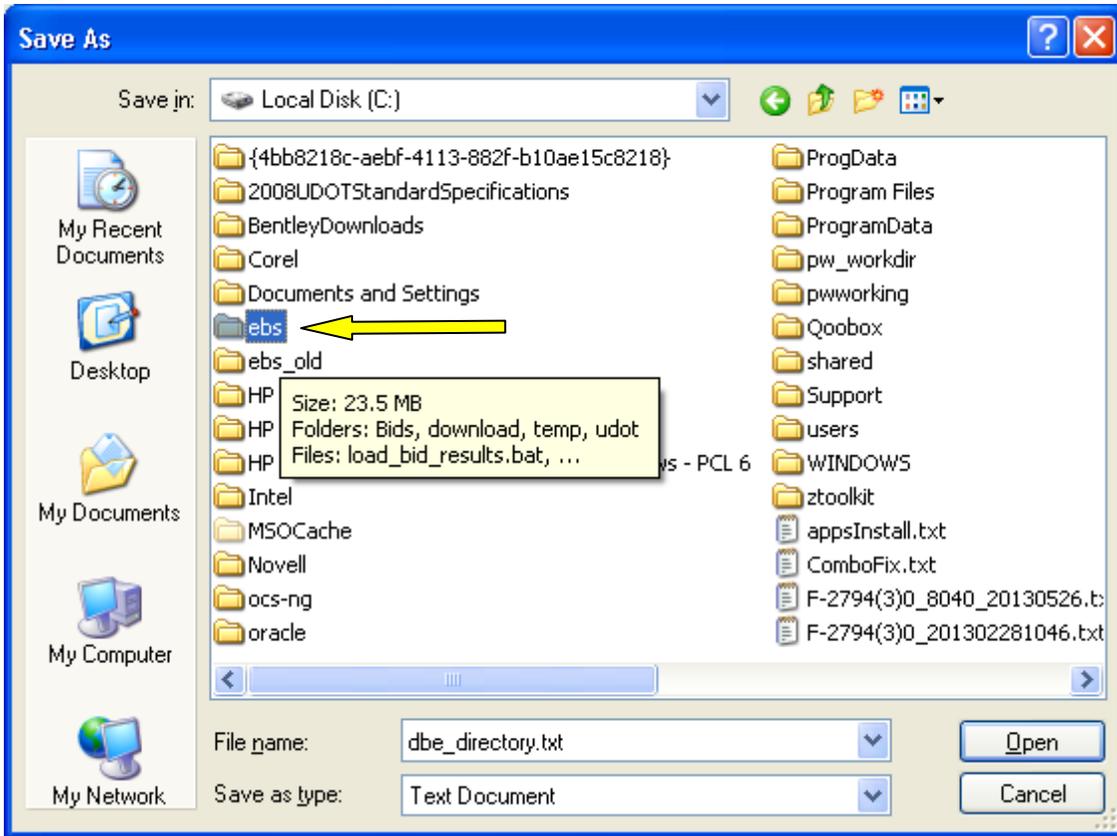
The screenshot shows the UDOT Project Explorer website. The main content area is titled "EBS Downloads" and contains a table of software and files. A yellow arrow points to the "EBS DBE DIRECTORY FILE" and "EBS SUBCONTRACTOR FILE" rows. The table has columns for file names, download instructions, and last modified dates.

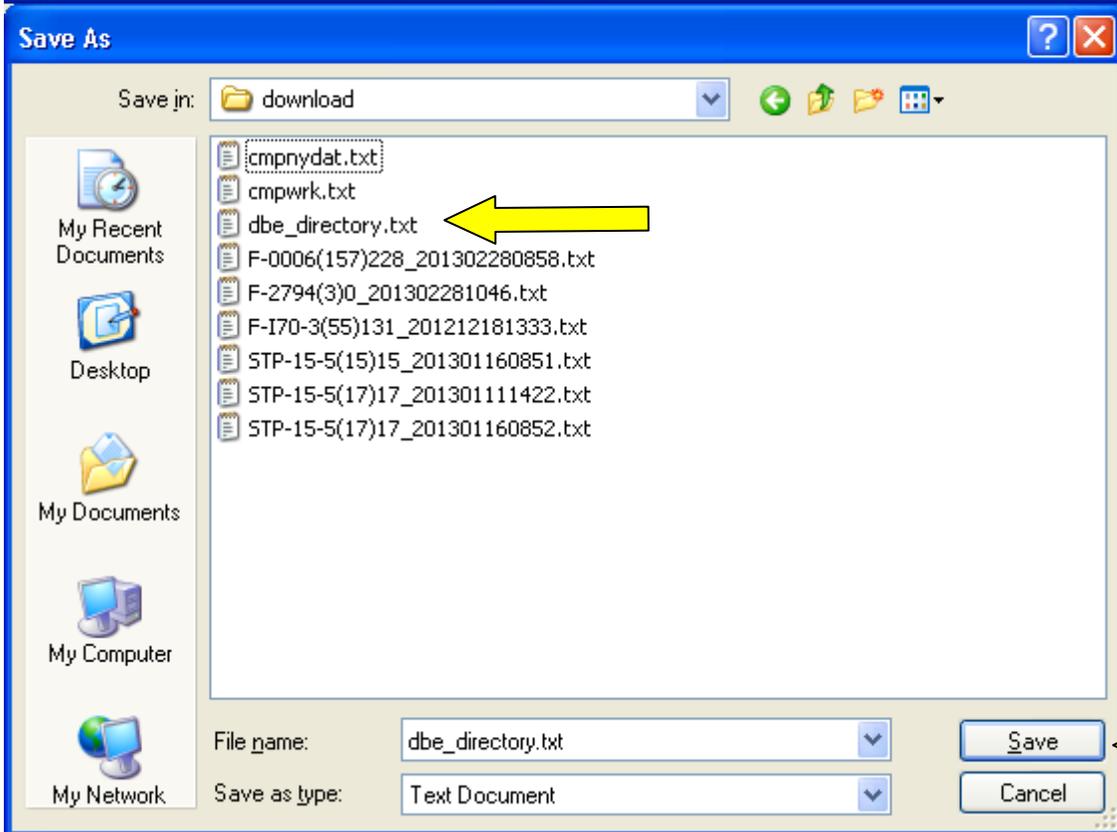
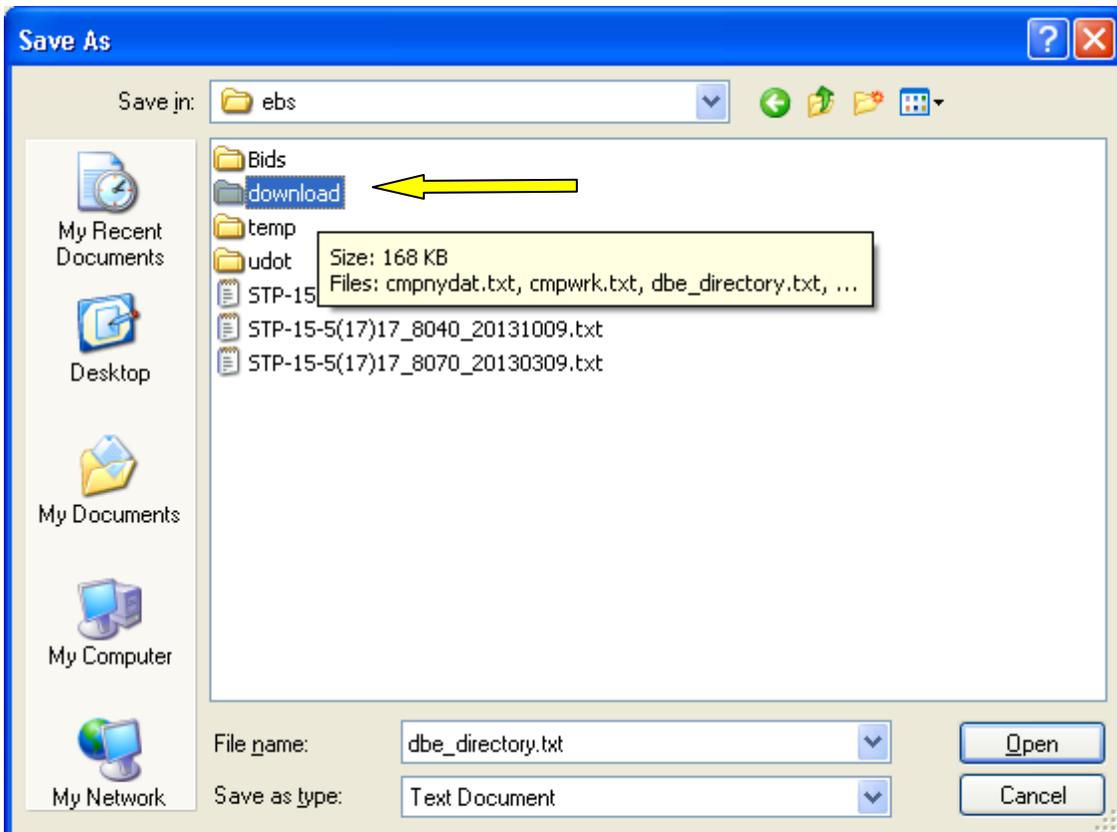
To bid UDOT projects you must use the most current UDOT EBS software.			
<a href="#">UDOT EBS PROGRAM Update from Version 5.09v2upd to Version 5.10</a>	<a href="#">Download Instructions</a>	Last Modified	8/1/2014
<a href="#">UDOT EBS PROGRAM From 5.09v2 Full Version 5.10</a>			
<a href="#">EBS DBE DIRECTORY FILE</a>	<a href="#">Download Instructions</a>	Last Modified	07/17/14
<a href="#">EBS SUBCONTRACTOR FILE</a>	<a href="#">Download Instructions</a>	Last Modified	07/17/14
<a href="#">EBS HELP DIRECTORY</a>		Last Modified	12/12/12
<a href="#">ANNUAL CONTRACTOR/SUBCONTRACTOR REGISTRATION</a>	<a href="#">Registration Instructions</a>		
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Below the table, there are links for [VIEW UDOT DBE DIRECTORY](#) and [Sign up for AUTOMATIC EBS NOTIFICATIONS](#). At the bottom, there are links for [EPR Users Guide](#) and [Joint Venture Bidding Process](#).









[Inbox \(12\) - lucky13watson](#) | [Google Calendar](#) | [Project Explorer](#) | [eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp](#)

[Apps](#) | [Other stuff](#) | [Central Construction](#) | [Imported From IE](#) | [Nine Facts on filing an ...](#) | [DL - Sign In](#) | [Raz-Kids: Teacher / St...](#) | [Rockin Hotrod Product...](#) | [Utah Car Shows | Upc...](#) | [thanks2frank - Utah C...](#)

**Utah.gov** | **UDOT** | [udot.utah.gov](#)

[Online Services](#) | [Agency List](#) | [Business](#) |

[Main Construction](#) | [Abstracts](#) | [Bid Letting](#) | [Bid Opening Results](#) | [CITRIX](#) | [Construction Contact Information](#) | [ETS](#) | [Civil Rights Contact Information](#)

**Project Development / Construction Division: Project Explorer** | Welcome, Guest

[Links: Home](#) | [Calendar](#) | [Marketing Report](#) | [EBS Information](#) | [Annual Registration \(Due May 1, 2014\)](#)

**Categories:** | [EDC Pool Projects](#) | [Alternative-Delivery Projects](#) | [Advertised Projects](#)

**EBS Downloads**

[Electronic Bid Bond Information](#) | [View EBS Training Schedule](#)

To bid UDOT projects you must use the most current UDOT EBS software.

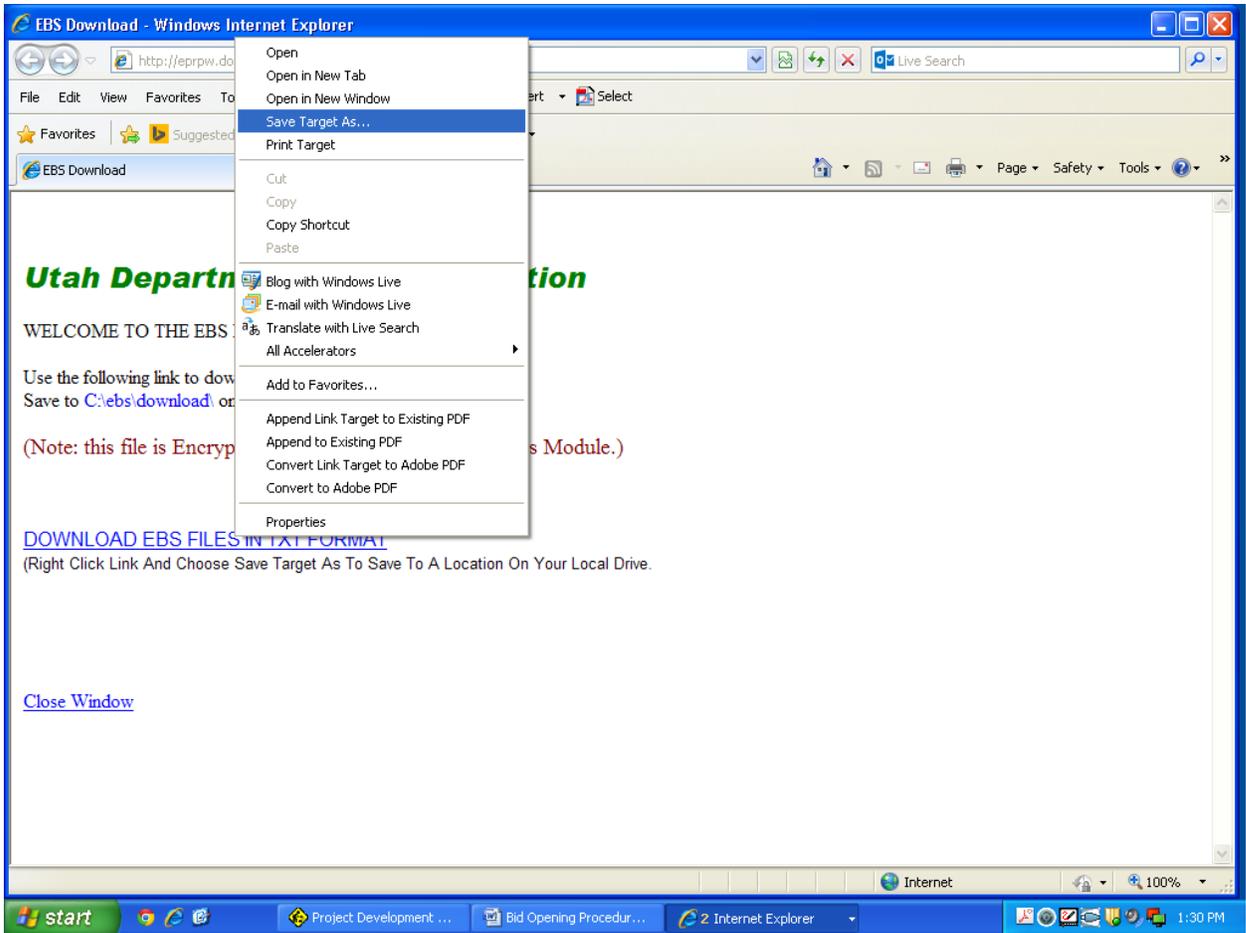
<a href="#">UDOT EBS PROGRAM Update from Version 5.09v2upd to Version 5.10</a> <a href="#">UDOT EBS PROGRAM From 5.09v2 Full Version 5.10</a>	<a href="#">Download Instructions</a>	Last Modified	8/1/2014
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<a href="#">EBS HELP DIRECTORY</a> <a href="#">ANNUAL CONTRACTOR/SUBCONTRACTOR REGISTRATION</a>	<a href="#">Registration Instructions</a>	Last Modified	12/12/12
<a href="#">SUPPORT PAGE for UDOT EBS Program and UDOT Electronic Plan Room</a> <a href="#">Contact Information for UDOT Resident Engineers</a>			

[VIEW UDOT DBE DIRECTORY](#) | Sign up for [AUTOMATIC EBS NOTIFICATIONS](#)

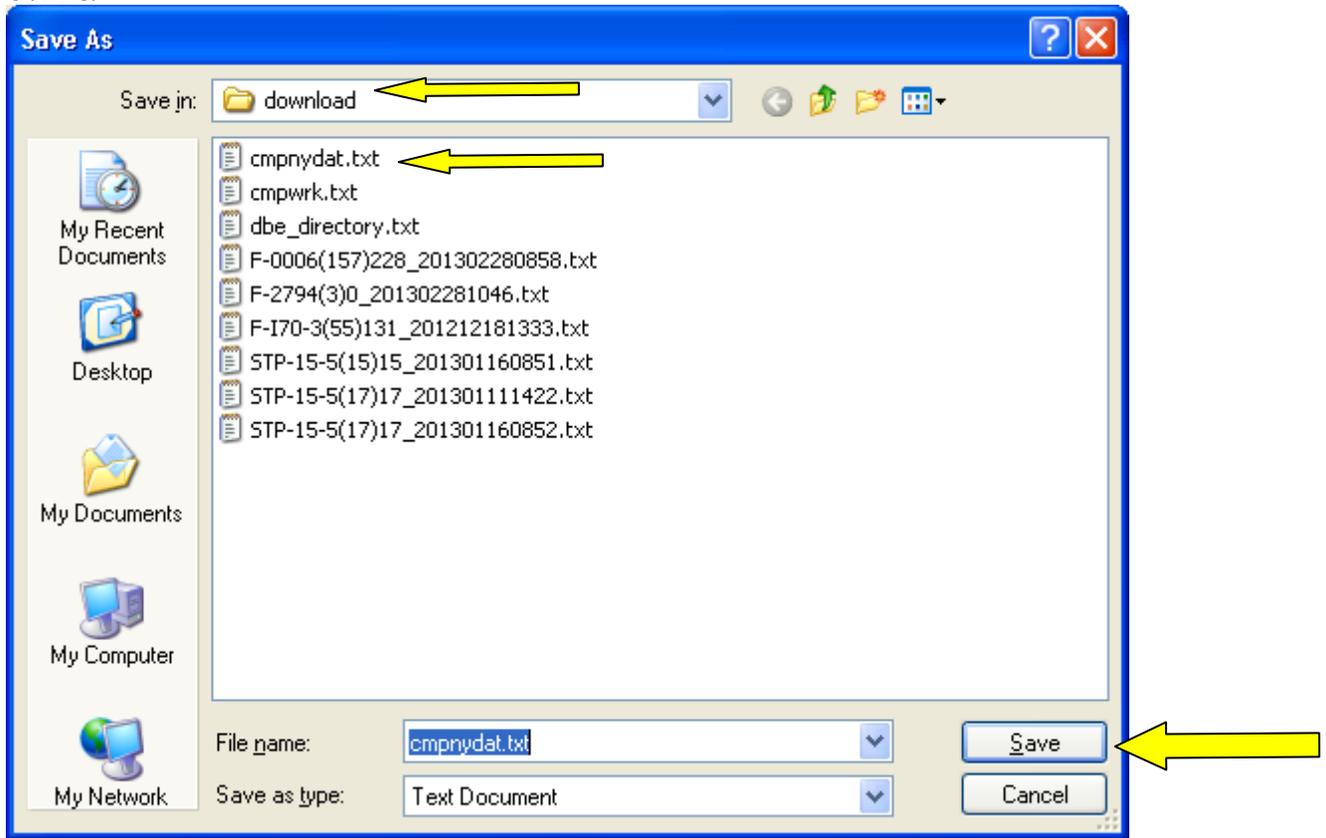
[EPR Users Guide](#) | [Joint Venture Bidding Process](#)

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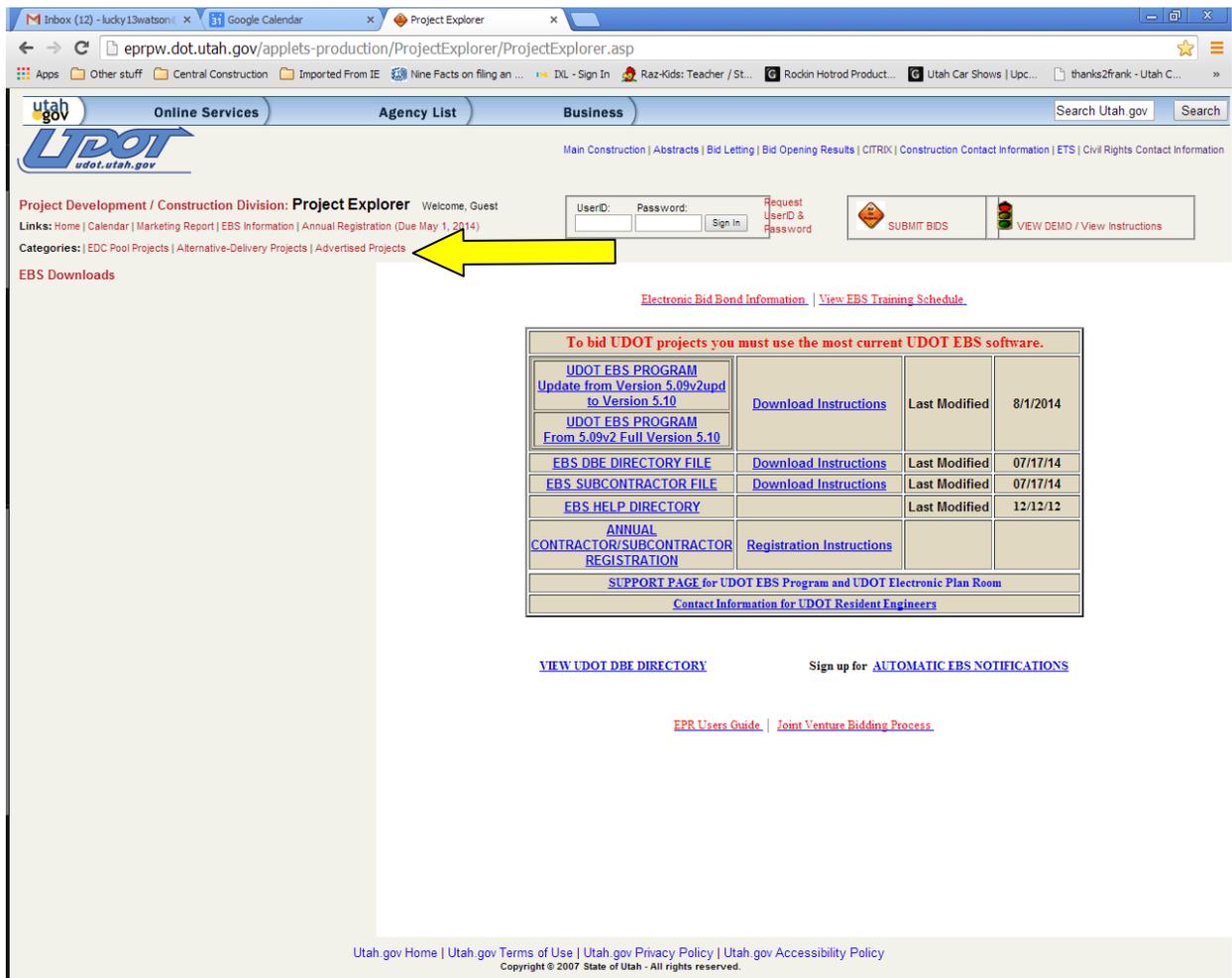
C:/EBS/



## Download A Project's Bid File from Project Explorer

Steps to download and save a project's bid item data file from UDOT's Project Explorer website:

- 1) Open your Internet browser.
- 2) Enter the following URL into your browser Address window:  
<http://eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp>



The screenshot shows the UDOT Project Explorer website. The navigation menu includes 'Online Services', 'Agency List', and 'Business'. The 'EBS Downloads' link is highlighted with a yellow arrow. The main content area features a table of download links and instructions.

**To bid UDOT projects you must use the most current UDOT EBS software.**

Download Link	Download Instructions	Last Modified	Modified Date
<a href="#">UDOT EBS PROGRAM Update from Version 5.09v2upd to Version 5.10</a>	<a href="#">Download Instructions</a>	Last Modified	8/1/2014
<a href="#">UDOT EBS PROGRAM From 5.09v2 Full Version 5.10</a>			
<a href="#">EBS DBE DIRECTORY FILE</a>	<a href="#">Download Instructions</a>	Last Modified	07/17/14
<a href="#">EBS SUBCONTRACTOR FILE</a>	<a href="#">Download Instructions</a>	Last Modified	07/17/14
<a href="#">EBS HELP DIRECTORY</a>		Last Modified	12/12/12
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[SUPPORT PAGE for UDOT EBS Program and UDOT Electronic Plan Room](#)  
[Contact Information for UDOT Resident Engineers](#)

[VIEW UDOT DBE DIRECTORY](#)      Sign up for [AUTOMATIC EBS NOTIFICATIONS](#)

[EPR Users Guide](#) | [Joint Venture Bidding Process](#)

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- 3) Scroll through the list of Advertised Projects, click the project # you want to bid.  
(example below)

Project Explorer - Windows Internet Explorer

http://eprpw.dot.utah.gov/applets-production/ProjectExplorer/ProjectExplorer.asp

File Edit View Favorites Tools Help

Project Explorer

utah.gov Online Services Agency List Business Search Utah.go Search

**UDOT**  
udot.utah.gov

Main Construction | Abstracts | Bid Letting | Bid Opening Results | CITRIX | Construction Contact Information | ETS | Civil Rights Contact Information

**Project Development / Construction Division: Project Explorer** Welcome, ZZZZZUDOT ADMIN 2 Sign Out | Manage My Profile

Links: Home | Calendar | Marketing Report | EBS Information | Annual Registration (Due May 1, 2014)

Categories: | Pre-Advertising Downloads | EDC Pool Projects | Alternative-Delivery Projects | Advertised Projects

**Currently Advertised Projects**

[STP-15-5\(17\)17 ~ 4/24/2014](#)

TESTING PROJ  
County Pin: 076665

**F-2776(1)4 ~ 4/29/2014**  
Red Wash Road  
Reconstruct no widening  
Uintah County

**F-LC11(49) ~ 4/29/2014**  
PARK LANE AT CLARK LANE AND 1100 WEST  
RECONSTRUCT  
Davis County

**F-R199(154) ~ 4/29/2014**  
Traffic Signal Coordination, Logan  
Traffic Signal Coordination  
Cache County

**S-0145(7)0 ~ 4/29/2014**  
SR-145; Pioneer Crossing Extension to SR-73  
New Construction  
Utah County

**15 Current Projects Advertised**

To view Advertising Projects 'Left Click' on the Project Number in the left pane.  
Plan Sets in the Public Area are **View Only** - In order to print Plan Sets you must Log In as an Authorized User by filling in the "UserID and Password" above.  
For best results Online Plan Sets should be viewed with Internet Explorer.

**Attention UDOT Bidders:**

**UDOT Announcement Date: 2/06/2014**

**UDOT has made updates to the Electronic Bid System module.**

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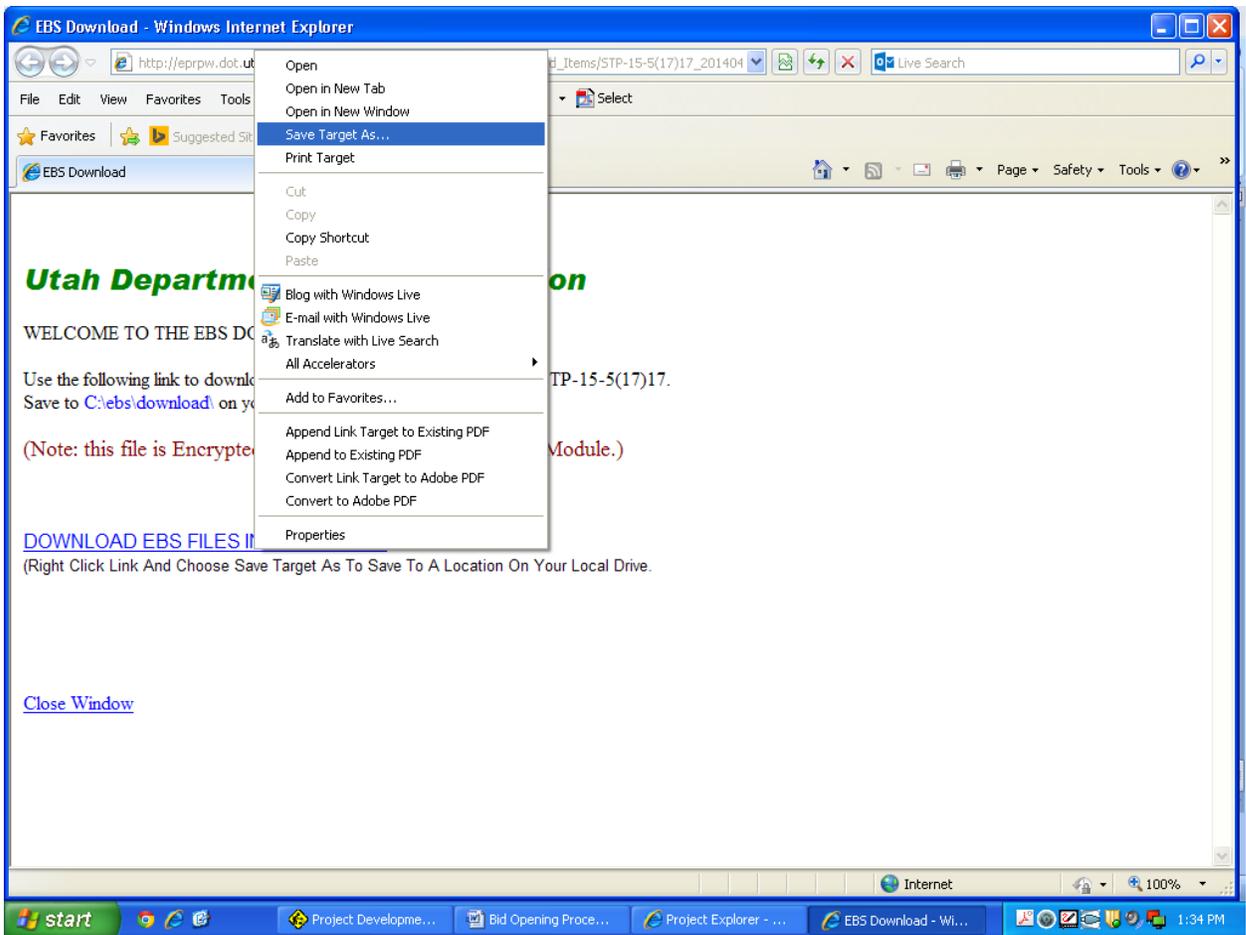
Done Internet 100%

start Project Development ... Bid Opening Procedur... Project Explorer - Wi... 1:32 PM

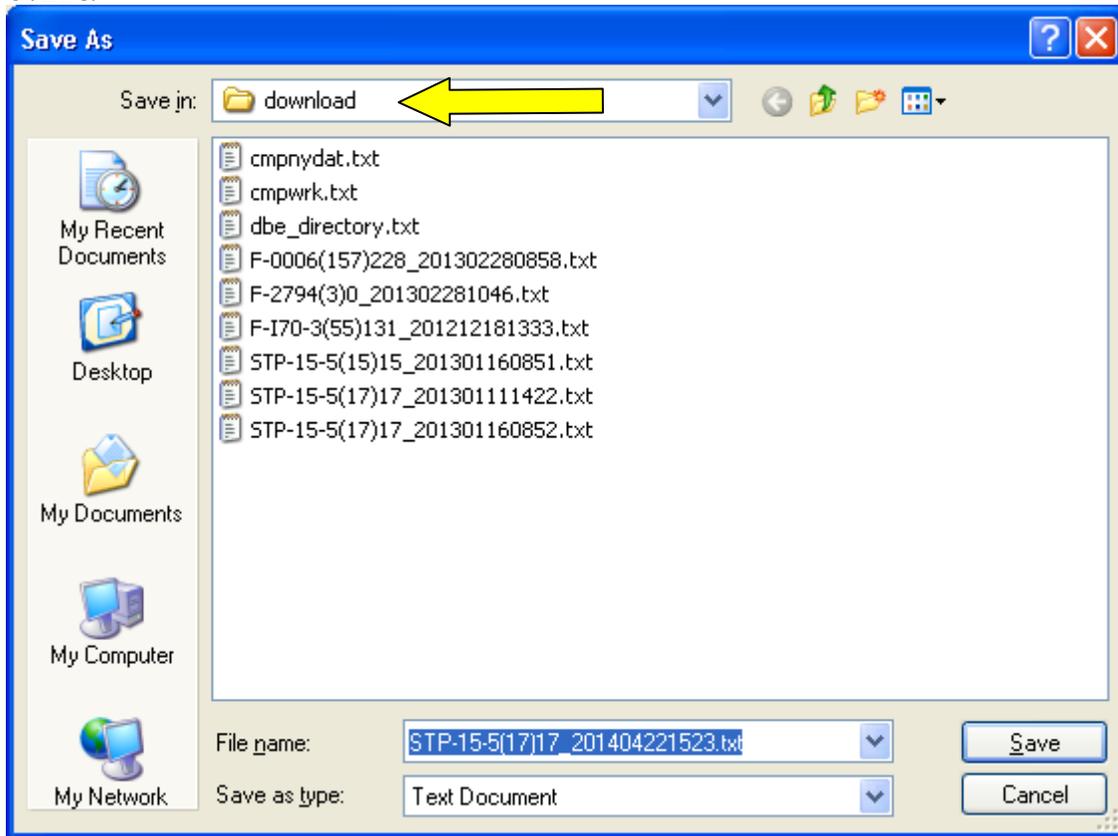
- 4) Following the EBS '[Bid Items Download Instructions](#)' for the selected project, save the '[EBS Bid Items](#)' file to your hard drive for loading to your EBS software.

The screenshot shows a web browser window displaying the Project Explorer website. The page header includes the Utah.gov logo and navigation tabs for 'Online Services', 'Agency List', and 'Business'. Below the header, there is a search bar and a 'SUBMIT BIDS' button. The main content area is titled 'Project Development / Construction Division: Project Explorer' and lists various project categories. A sidebar on the left lists 'Currently Advertised Projects' with details for STP-15-5(17)17, F-2776(14), F-LC11(49), F-R199(154), and S-0145(7)0. The main content area displays detailed information for project STP-15-5(17)17, including project name, advertising date, bid opening date, DBE goal, wage rates, and engineer's estimate. A 'DOWNLOAD SECTION' is highlighted, containing a link for 'EBS Bid Items' which is pointed to by a yellow arrow. Below this link, a tooltip reads '(Bid Items Download) Left Click here to go to EBS Download Page'. The footer of the page includes links to Utah.gov Home, Terms of Use, Privacy Policy, and Accessibility Policy, along with a copyright notice for 2007 State of Utah.





C:/EBS/

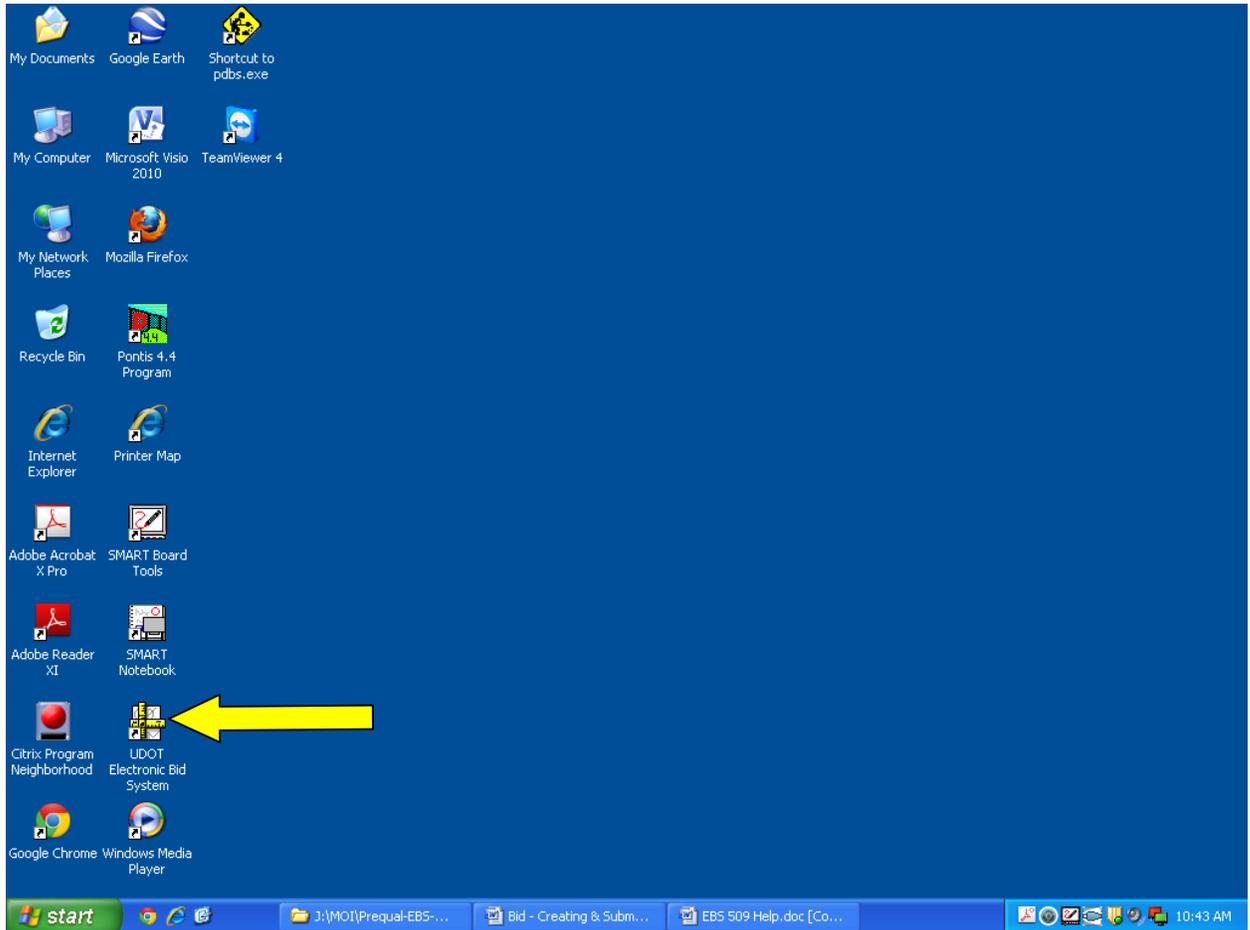


(This is the blank bid item file, not to be confused with completed bid package file which will contain contractor UDOT ID number and bid open date.)

(Close browser and go to desktop.)

## Starting Electronic Bid System (EBS)

To run the EBS software, locate the icon by going to your desktop. The program has installed a new icon titled “UDOT EBS”. Double click.



## **Creating Contractor Profiles**

When the application opens for the first time, the Contractor Profile window appears. The profile information must be entered before proceeding in the program.

Complete information in white boxes (see screen shot on next page).

When the 'Contractor Profile' Window is displayed, enter the UDOT Contractor ID Number in the new profile. This number is assigned by UDOT and must be obtained from UDOT and entered correctly into your profile. In order to process a bid, the Contractor ID Number in your profile must exactly match your Contractor ID and company name in UDOT's database.

If more than one profile has been entered, you may select the desired profile by clicking on "Profile" in the menu bar and then "Select Contractor".

**Note: The Contractor ID Number must be obtained from UDOT** and is unique to the company name. You must be consistent in the use of the company name. Company authorized signature is mandatory. If a firm is incorporated, State of Charter and officers (President, Secretary, and Treasurer) are required. Each time you submit a bid you can indicate an update to the UDOT database with the two following exceptions:

- (1) Contractor ID – must match the company ID already in the UDOT database.
- (2) Company Name – mandatory to contact UDOT for any change to company name. This process will produce a new Contractor ID.

Before leaving any screen "save" by going to "Project" in the menu bar and selecting from dropdown.

UDOT Electronic Bid System: Program Version 5.10

Project DBE Profile Bid Transmit Bid Window Help

Contractor Information

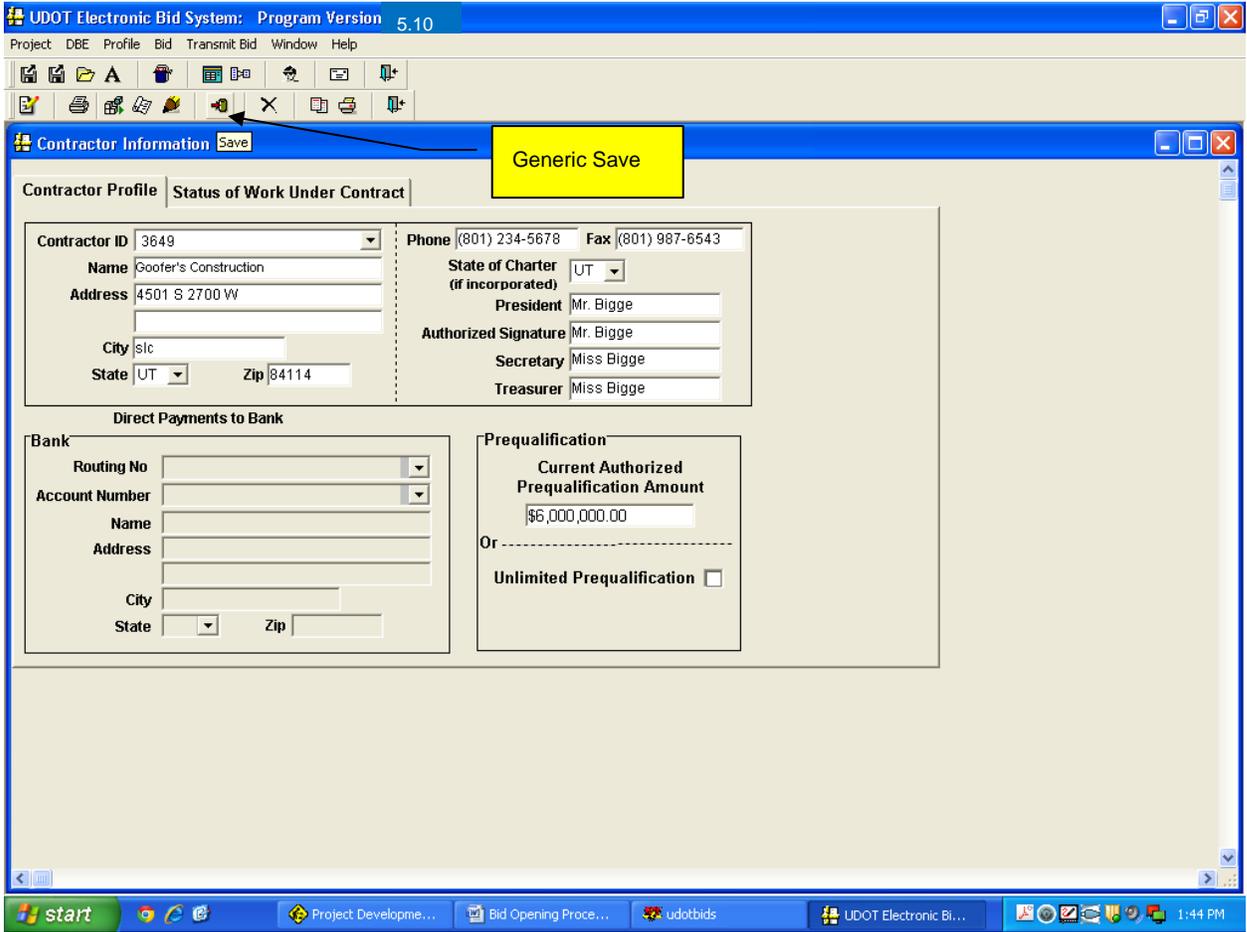
Contractor Profile | Status of Work Under Contract

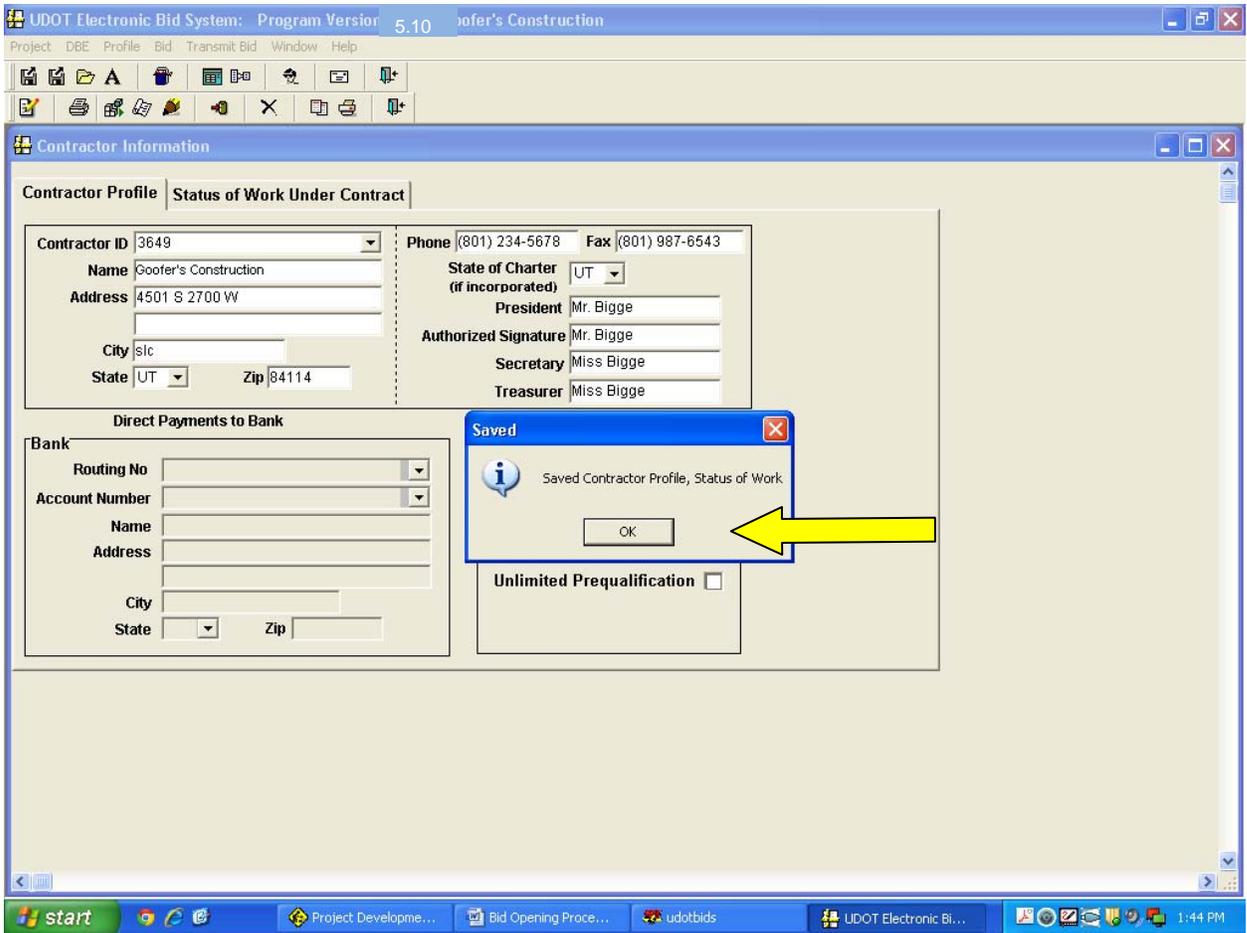
Contractor ID <input type="text"/> Name <input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/>	Phone ( ) - <input type="text"/> Fax ( ) - <input type="text"/> State of Charter (if incorporated) <input type="text"/> President <input type="text"/> Authorized Signature <input type="text"/> Secretary <input type="text"/> Treasurer <input type="text"/>
---	---

Direct Payments to Bank

<b>Bank</b> Routing No <input type="text"/> Account Number <input type="text"/> Name <input type="text"/> Address <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/>	<b>Prequalification</b> Current Authorized Prequalification Amount <input type="text" value="\$0.00"/> Or ----- Unlimited Prequalification <input type="checkbox"/>
--	---

When finished, click generic save.





## **Contractor Profile Overview**

The Contractor Profile contains information identifying the bidding contractor and is required with each bid submitted.

The profile information needs to be entered once and can be modified at any time. Each time there is a download and install of an update to the EBS software, the Contractor Profile information is re-accessed from the data in the installation directory (unless the directory is manually deleted prior to the re-install of the software).

If you have multiple offices preparing bids, use only the company information for the main location which possesses the appropriate prequalification, if required for project to be bid.

Some contractors may be incorporated under different names and Federal Tax Ids, but may submit bids from the same central office. To accommodate this case, the contractor can add as many profiles as they require. Each profile will require a unique UDOT Contractor ID number.

If only one profile is defined to the program, it is automatically associated with all bids created on the system. If multiple profiles are defined to the program, the software will require that each bid be 'associated' with a profile. Contractor Profile associations are made either when the EBS software is started or prior to the load of project items. The Contractor Profile information is needed to print on all Bid Reports for bids submitted electronically or to an electronic device/printed/signed copy of the bid file.

## **Contractor Profile Information**

To add, edit and view a Contractor Profile, click on the menu item **Profile**, and then select from the drop-down list.

## **Deleting Company Profiles**

To delete a Contractor Profile, click on the menu item **Profile**, click **Edit**, select the profile you want to delete. Click, 'X' in tool bar, confirm deletion. Deleting the profile will also delete all projects associated with that profile.

## **Status of Work**

Whenever a project has been advertised at \$1,500,000 or more, prequalification is required and the **“Status of Work Under Contract”** information must be reported by bidding contractors. “Status of Work Under Contract” form is not required if a contractor has pre-qualified as **“Unlimited”** by UDOT. The Status of Work Under Contract information can be updated at any time.

To add Status of Work Under Contract information, click on “Profile” in the menu bar. Choose desired item from dropdown. Click tab “Status of Work Under Contract”, Click insert row (or delete row). Enter information for **Description of Work, Contract Owner** and **\$ Amount Outstanding/Percent Complete**.

UDOT Electronic Bid System: Program Version 5.10 Supplier's Construction

Project DBE Profile Bid Transmit Bid Window Help

Contractor Information

Contractor Profile Status of Work Under Contract

Insert Row Delete Row

Description of Contract	Client for whom Performed	State	Award Date	Probable Date of Completion
		Contract Amount	% Complete	\$ Amount Outstanding

UDOT Electronic Bid System: Program Version 5.10 Jofer's Construction

Project DBE Profile Bid Transmit Bid Window Help

---

**Contractor Information**

Contractor Profile **Status of Work Under Contract**

**Insert Row** **Delete Row**

Description of Contract	Client for whom Performed	State	Award Date	Probable Date of Completion
		Contract Amount	% Complete	\$ Amount Outstanding
Bridge Overlay	UDOT	UT	04/12/2014	04/15/2015
		\$2,000,000.00	40	\$1,200,000.00
<b>Total of Outstanding Amount</b>				

To delete an entry, highlight entry, click Delete Row.

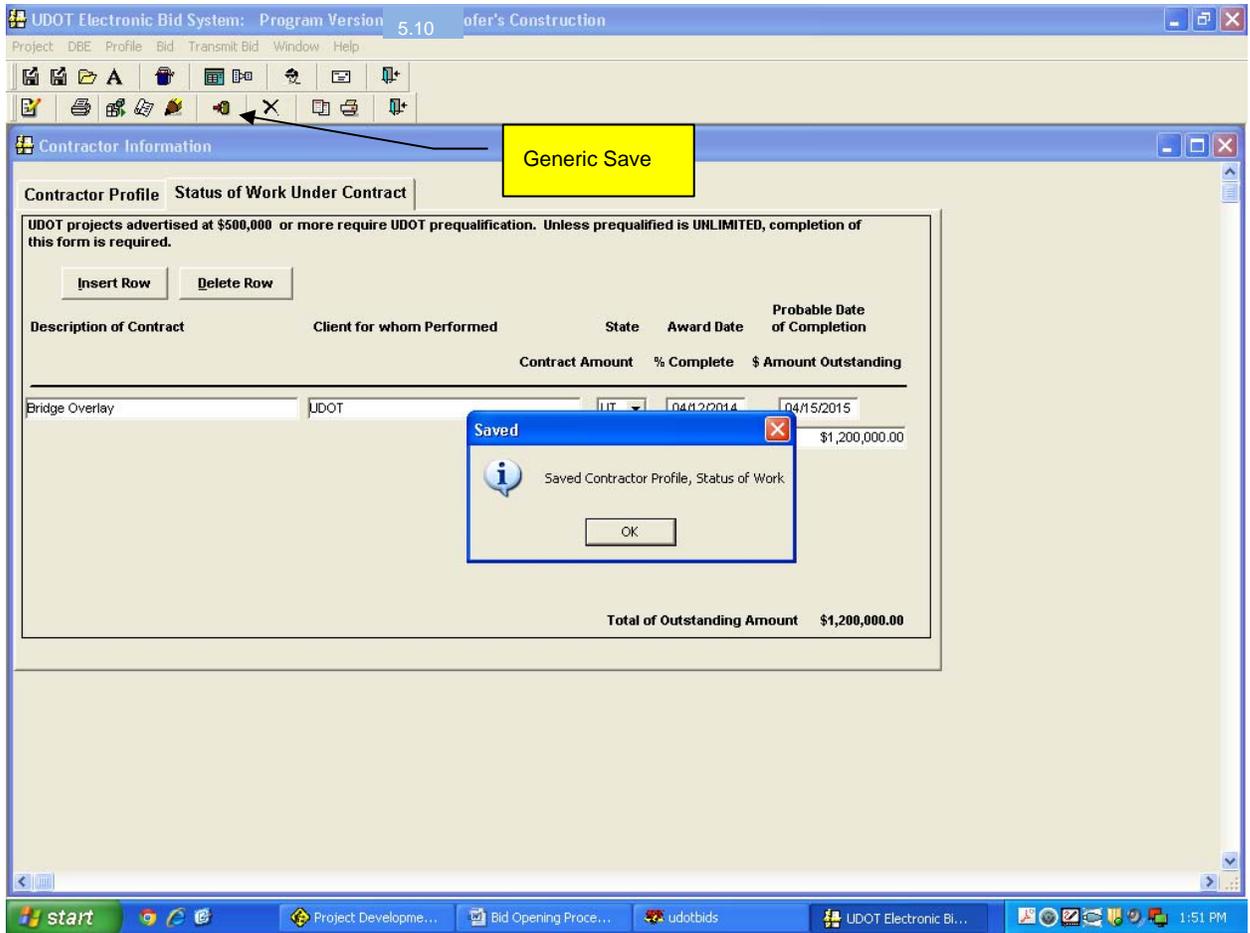
The screenshot displays the 'UDOT Electronic Bid System' interface. The main window is titled 'Contractor Information' and has two tabs: 'Contractor Profile' and 'Status of Work Under Contract'. A yellow arrow points to the 'Delete Row' button. A 'Confirmation' dialog box is open, asking 'Delete Selected Row?' with 'Yes', 'No', and 'Cancel' options. The background table shows contract details for 'Bridge Overlay' with a total outstanding amount of \$1,200,000.00.

UDOT projects advertised at \$500,000 or more require UDOT prequalification. Unless prequalified is UNLIMITED, completion of this form is required.

Insert Row Delete Row

Description of Contract	Client for whom Performed	State	Award Date	Probable Date of Completion	Contract Amount	% Complete	\$ Amount Outstanding
Bridge Overlay	UDOT	UT	04/12/2014	04/15/2015			\$1,200,000.00

Total of Outstanding Amount \$1,200,000.00

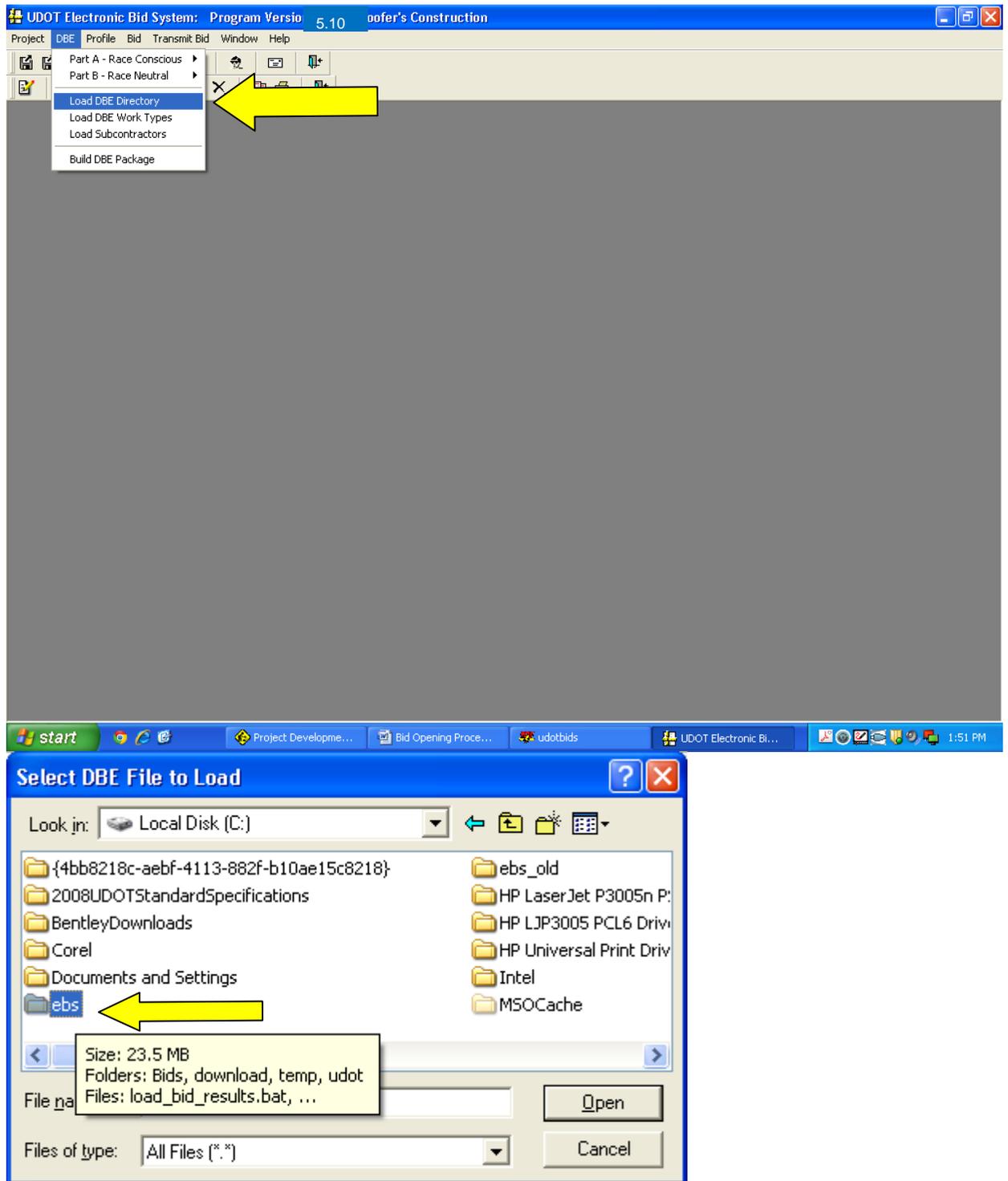


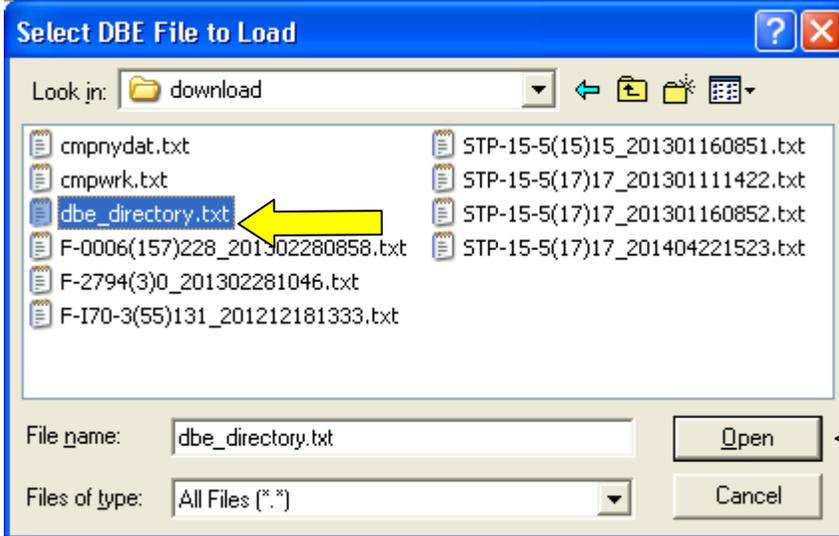
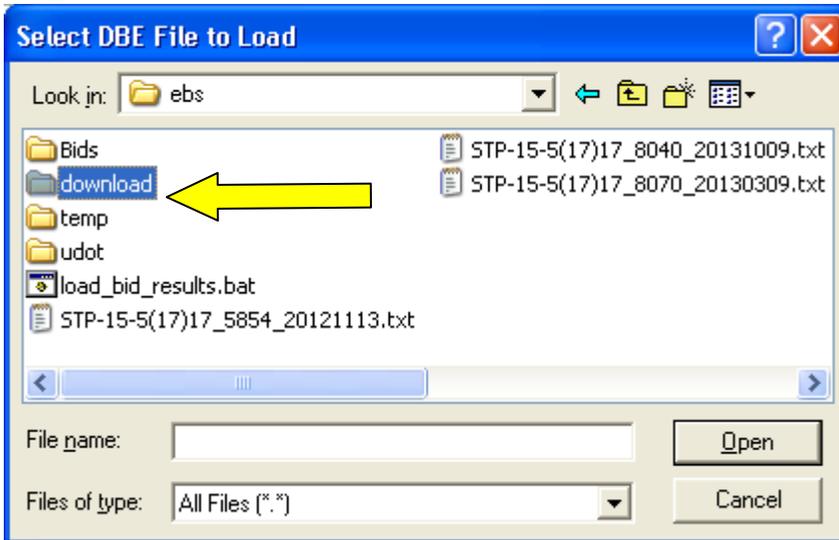
## **Prequalification Information for Status of Work**

The company Authorized Prequalification amount is needed on the Status of Work Report to bid a UDOT project estimated at \$1,500,000 or more. If company is "Unlimited", check the box indicating Unlimited Prequalification. If not Unlimited, enter prequalification amount.

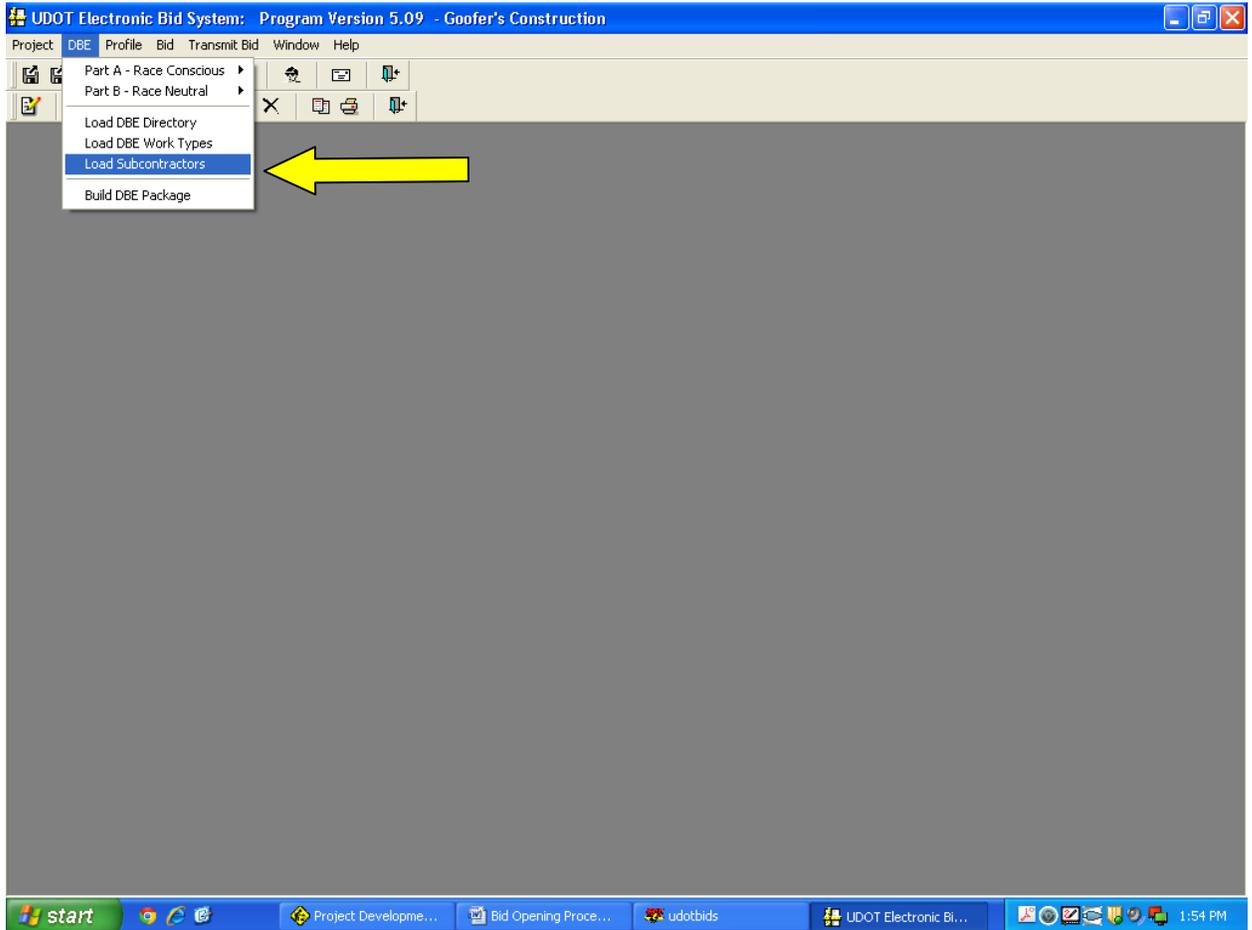
"Status of Work Under Contract" form will automatically associate to project bid.

# Load DBE Directory

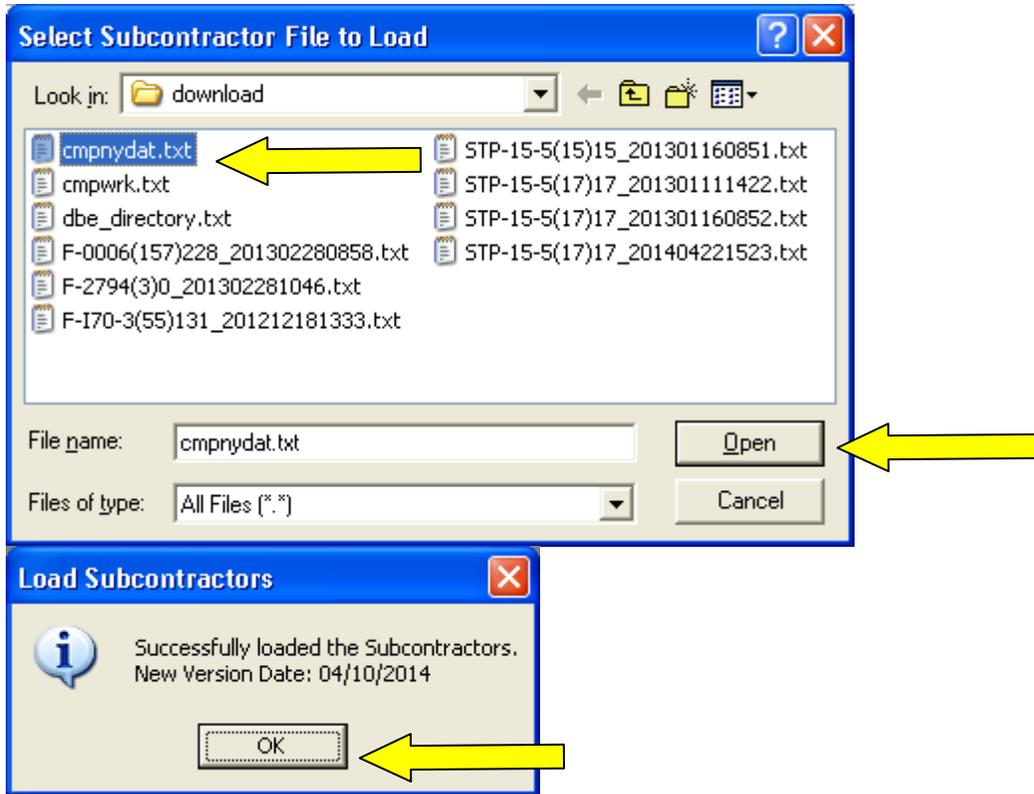




## Load Subcontractors



C:/EBS/



**Loading Projects to Bid**

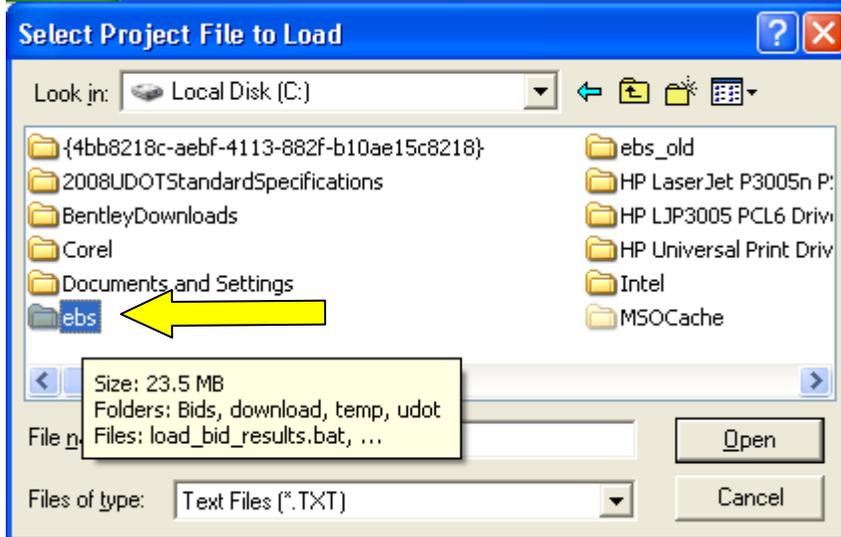
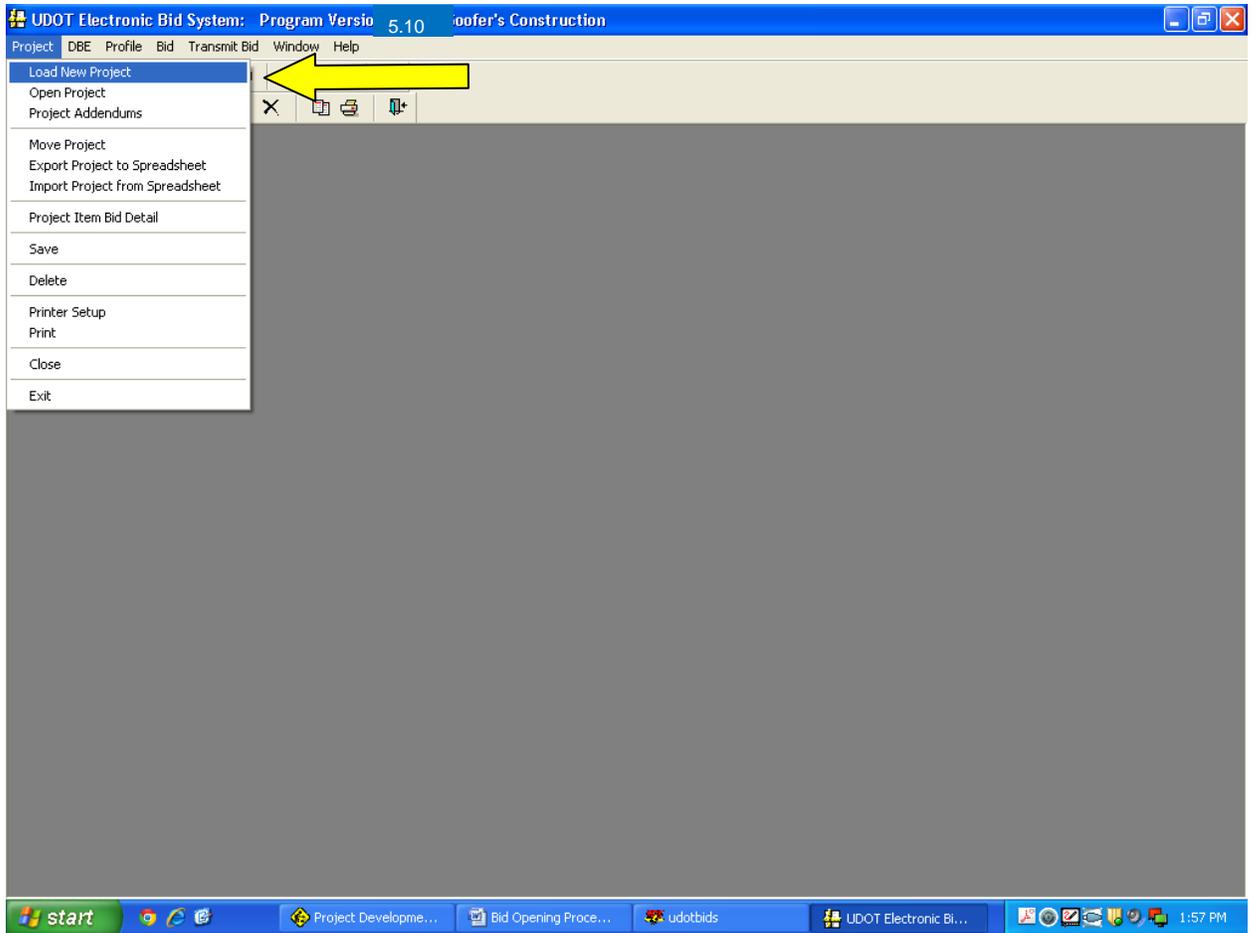
The first step in preparing a bid is to download a project item data file from UDOT's Project Explorer website. The project file contains all items and quantities for bidding the project. The project file is to be loaded only once unless an addendum is created that affects the project's item data file. If the project item data is changed, a new download is required for the project to include the changes. The project's item data file must contain and acknowledge the latest addenda to be considered a valid bid. Addenda acknowledgement icon is on the menu bar, "A".

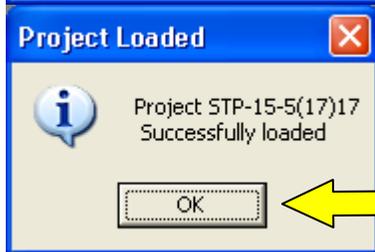
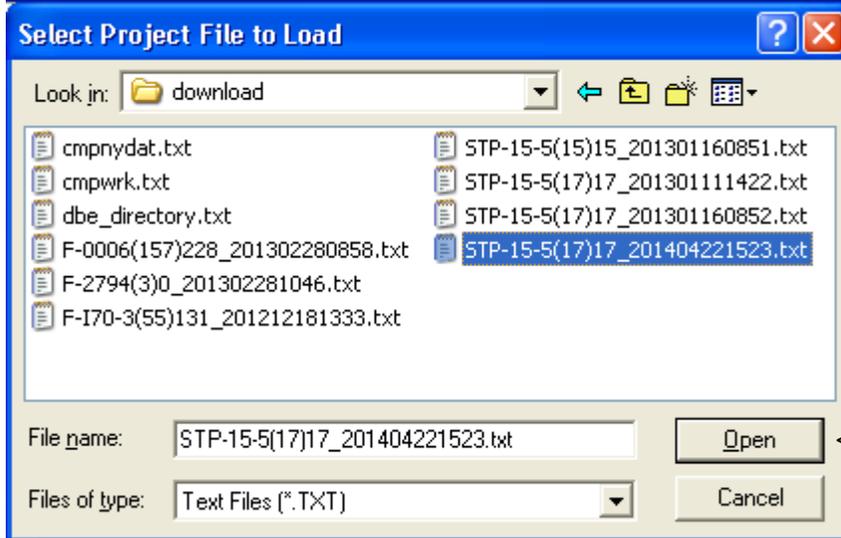
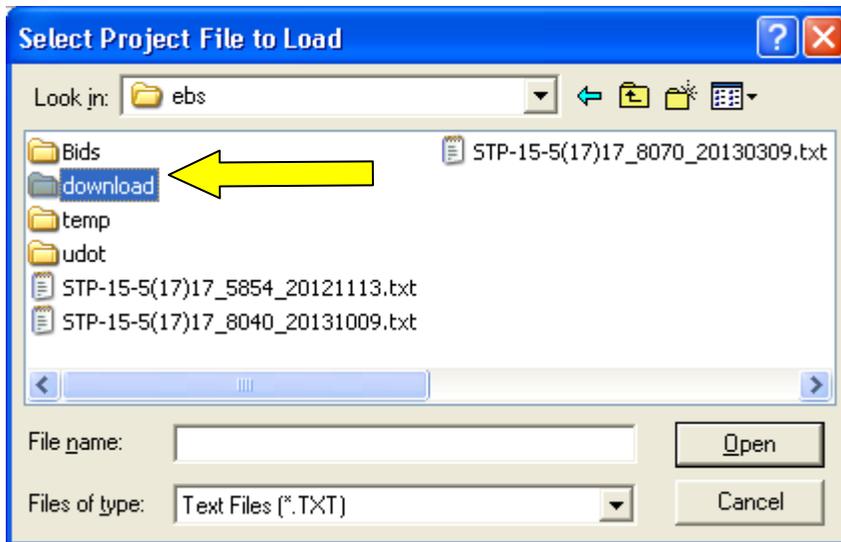
## **Loading Projects from Web to EBS**

### **Steps to load projects into EBS:**

- 1) Go to Desktop and click UDOT EBS icon.
- 2) Click '**Project**', '**Load New Project**'.
- 3) To select project file to load, go to your c:\ebs\download. Scroll to the project, double click, **You can only load one project at a time.**
- 4) Project bid items appear in the '**Project Item Bid Detail**'. Enter bid item prices in the '**Unit Price**' column. The '**Extension Price**', '**Subtotals**' and '**Bid Total**' calculate automatically. Enter days bid for project completion according to project specifications.

**NOTE:** The project being loaded will automatically associate with the Contractor Profile selected when the EBS software was initially started. If only one Contractor Profile has been defined to the EBS software, all projects are associated with that profile. If more than one profile has been created and a different Contractor Profile is to be associated with the project to be loaded, select **Profile** from the menu bar, click **Select Contractor** from the drop-down menu, and then select the desired Contractor Profile.





## Acknowledge Addenda

Steps to acknowledge addenda:

1. Select 'Project'
2. Select 'Project Addenda'.
3. Select, 'Add' for each issued addenda.
4. Insert initials, save and close

Price Entered	Alt. Item - Editable	Alt. Item - No Edit	Fixed Price Item
<b>Total Bid \$1,600.00</b>			
Unit	Quantity	Unit Price	Unit Price * Qty
hour	2,000	\$0.80	\$1,600.00
Jump sum	1	\$0.00	\$0.00
Jump sum	1	\$0.00	\$0.00
foot	15,000	\$0.00	\$0.00
foot	752	\$0.00	\$0.00
1000 gallons	1,000	\$0.00	\$0.00
cubic yard	3,500	\$0.00	\$0.00

## Project Addenda Overview

Addenda issued on a project must be acknowledged with submission of the bid. UDOT will notify bidders listed on the 'Plan Holders List' for all project addenda. In addition, UDOT will post all addenda to the 'UDOT Bid Opening Information/Project Explorer' website for the appropriate project. It is your responsibility to comply with the addenda and respond appropriately by acknowledging receipt of all project addenda in your bid. If the project bid item data is changed by addenda, a new project bid item file must be downloaded for your bid to include the changes. The project's item data file must contain the latest addenda to be considered a valid bid.

UDOT Electronic Bid System: Program Version 5.09 - Goofer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

**Project Addendums**

Bid Item Version# 1 Bid Date 04/25/2014

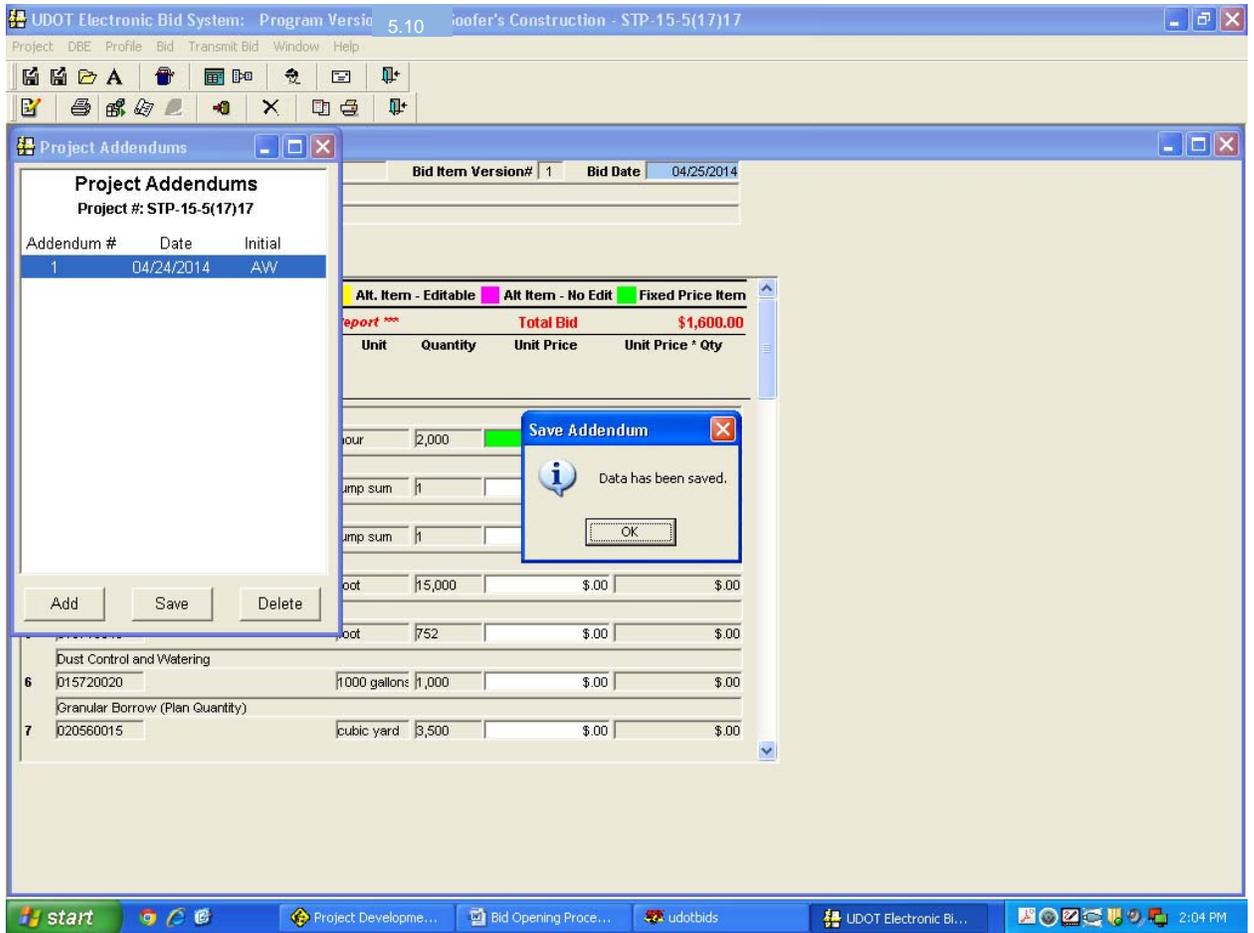
**Project Addendums**  
Project #: STP-15-5(17)17

Addendum #	Date	Initial
1	04/24/2014	AWW

Alt. Item - Editable
Alt Item - No Edit
Fixed Price Item

report \*\*\* **Total Bid \$1,600.00**

Unit	Quantity	Unit Price	Unit Price * Qty
hour	2,000	\$0.80	\$1,600.00
amp sum	1	\$0.00	\$0.00
amp sum	1	\$0.00	\$0.00
foot	15,000	\$0.00	\$0.00
foot	752	\$0.00	\$0.00
6	Dust Control and Waterh 015720020	1000 gallons	1,000 \$0.00 \$0.00
7	Granular Borrow (Plan Quant 020560015	cubic yard	3,500 \$0.00 \$0.00



Repeat for each addenda.

## **Move Overview**

In some instances bid preparation may begin on one computer and the bid or portions of bid may need to be transferred to another computer for completion. In this case, the '**Move Project**', under "**Project**", in the menu feature would be used. This feature will move the entire encrypted project or portions to a selected target (via diskette, CD or electronic device). On the computer that is to continue the bid preparation, the 'Load New Project' under "**Project**" would be selected.

All bid documents or selected documents can be moved from PC to PC. Remember, the complete bid must end up on the one PC selected for submittal. This move feature makes it possible for one person to be working on the bid detail, while another is working on the DBE Commitment, Good Faith Effort, etc.

**IMPORTANT:** This feature will move parts or the entire project. More than one person cannot be moving the same function (i.e. Bid Detail, DBE Commitment, Good Faith Effort, etc.). The last person performing the **same** "Move" will overlay previous moves. All moved documents eventually need to reside on the PC submitting the bid.

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Load New Project  
Open Project  
Project Addendums

Move Project  
Export Project to Spreadsheet  
Import Project from Spreadsheet

Project Item Bid Detail

Save

Delete

Printer Setup

Print

Close

Exit

Bid Item Version# 1 Bid Date 4/25/2014

TEST PROJECT

Price Entered Alt. Item - Editable Alt. Item - No Edit Fixed Price Item

	00	Other		\$0.00	Total Bid	\$55,488.00
	Unit	Quantity	Unit Price	Unit Price * Qty		
Equal Opportunity Training						
1 00830001U Fixed Price Item	hour	2,000	\$2.80		\$1,600.00	
Mobilization						
2 012850010	jump sum	1	\$11.00		\$11.00	
Public Information Services						
3 013150010	jump sum	1	\$1.00		\$1.00	
Temporary Environmental Fence						
4 015610010	foot	15,000	\$1.00		\$15,000.00	
Slope Drain						
5 015710040	foot	752	\$1.00		\$752.00	
Dust Control and Watering						
6 015720020	1000 gallons	1,000	\$1.00		\$1,000.00	
Granular Borrow (Plan Quantity)						
7 020560015	cubic yard	3,500	\$1.00		\$3,500.00	

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:46 PM

UDOT Electronic Bid System: Program Version 5.10

Project DBE Profile Bid Transmit Bid Window Help

Project Item Bid Detail

Project No STP-15-5(17)17 Bid Item Version# 1 Bid Date 04/25/2014

Name EBS VER. 5.00 FEDERAL TEST PROJECT

Concept TESTING PROJECT

Project DBE Goal 5.000%

Unit Price Table

Item	Unit Price	Quantity	Unit Price * Qty
Base Total			\$55,488.00
10 - ROAD			
1 Equal Opp			\$1,600.00
2 Mobilizati			\$11.00
3 Public Info			\$1.00
4 Temporary			\$15,000.00
5 Slope Dra			\$752.00
6 Dust Cont			\$1,000.00
7 Granular			\$3,500.00

Legend: All Item - No Edit (pink), Fixed Price Item (green)

**Move Parameters**

Move

- EBS Bid Items
- DBE Commitment Data
- Good Faith Data
- Bidders List
- Status of Work
- Company Profile
- All

c:\

Enter Directory and Folder

Save Cancel

Click on items to move.

## Export/Import Bid Items

**“Export Project to Spreadsheet”** under “Project” in the menu bar, can be used by Contractor’s who use 3rd party software (i.e.; Bid2Win, HCSS, Hard Dollar, etc.) to export pricing information for their bid proposal. Contractor’s can also use this feature to create a simple spreadsheet and add formulas to determine the best unit prices for their bid proposal.

**IMPORTANT:** The original columns of the data exported to text must not be moved (i.e. – they must remain in the same sequence); and the file must be saved back to an ASCII text format for the import to be successful. Specifically, the sequence of columns A through R must not be moved (i.e. - their sequence must remain in the original sequence when the file was exported from EBS) and, except for column O, should not be edited. The unit prices are in column O and those can be edited. Formulas and labels may be added as desired at column S or beyond and beneath the final row of item information.

If using Excel, note the information is in tab-delimited ASCII format. If using Quattro-Pro, select ASCII text format when saving changes whether using “save” or “save as”.

After the prices are calculated, **“Import Project from Spreadsheet”** under “Project” in the menu bar can be used to import the unit prices back into the EBS.

The screenshot shows the UDOT Electronic Bid System interface. The 'Project' menu is open, and a yellow arrow points to the 'Import Project from Spreadsheet' option. The main window displays a list of bid items with columns for Unit, Quantity, Unit Price, and Unit Price \* Qty. The total bid amount is \$55,488.00.

Item #	Description	Unit	Quantity	Unit Price	Unit Price * Qty
1	Equal Opportunity Training	hour	2,000	\$0.80	\$1,600.00
2	Mobilization	Jump sum	1	\$11.00	\$11.00
3	Public Information Services	Jump sum	1	\$1.00	\$1.00
4	Temporary Environmental Fence	foot	15,000	\$1.00	\$15,000.00
5	Slope Drain	foot	752	\$1.00	\$752.00
6	Dust Control and Watering	1,000 gallons	1,000	\$1.00	\$1,000.00
7	Granular Borrow (Plan Quantity)	cubic yard	3,500	\$1.00	\$3,500.00

Enter bid prices and Min Max Days (refer to project spec 00221S)

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Project Item Bid Detail

Project No STP-15-5(17)17 Bid Item Vers 5/2014

Name EBS VER. 5.00 FEDERAL TEST PROJECT

Concept TESTING PROJECT

Project DBE Goal 5.000%

**Generic Save**

Unit Price Entered	No Unit Price Entered	Alt. Item - Editable	Alt Item - No Edit	Fixed Price Item		
*** Bid is incomplete, please review Bid Status Report ***				Total Bid \$36,988.00		
Item No.	Unit	Quantity	Unit Price	Unit Price * Qty		
<b>10 - ROADWAY</b>						
Equal Opportunity Training						
1	00830001U	Fixed Price Item	hour	2,000	\$80	\$1,600.00
Mobilization						
2	012850010		Jump sum	1	\$11.00	\$11.00
Public Information Services						
3	013150010		Jump sum	1	\$1.00	\$1.00
Temporary Environmental Fence						
4	015610010		foot	15,000	\$1.00	\$15,000.00
Slope Drain						
5	015710040		foot	752	\$1.00	\$752.00
Dust Control and Watering						
6	015720020		1000 gallons	1,000	\$1.00	\$1,000.00
Granular Borrow (Plan Quantity)						
7	020560015		cubic yard	3,500	\$1.00	\$3,500.00

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

**Project Item Bid Detail**

Project No: STP-15-5(17)17 Bid Item Version#: 1 Bid Date: 04/25/2014

Name: EBS VER. 5.00 FEDERAL TEST PROJECT

Concept: TESTING PROJECT

Project DBE Goal: 5.000%

Unit Price Entered	No Unit Price Entered	Alt. Item - Editable	Alt Item - No Edit	Fixed Price Item
<b>Base Total</b>	<b>\$55,488.00</b>	<b>Other</b>	<b>\$0.00</b>	<b>Total Bid</b>
				<b>\$55,488.00</b>

Item No.	Unit	Quantity	Unit Price	Unit Price * Qty
<b>10 - ROADWAY</b>				
Equal Opportunity Training				
1	00830001U	Fixed Price Item	hour	2,000
Mobilization				
2	012850010		Jump sum	1
Public Information Services				
3	013150010		Jump sum	1
Temporary Environmental Fence				
4	015610010		foot	15,000
			\$1.00	\$15,000.00
Slope Drain				
5	015710040		foot	752
			\$1.00	\$752.00
Dust Control and Watering				
6	015720020		1000 gallons	1,000
			\$1.00	\$1,000.00
Granular Borrow (Plan Quantity)				
7	020560015		cubic yard	3,500
			\$1.00	\$3,500.00

**Saved Unit Bid Detail**

Unit Bid Information has been Saved

OK

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:08 PM

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project: DBE Profile Bid Transmit Bid Window Help

Part A - Race Conscious  
 Part B - Race Neutral  
 DBE Commitment  
 Good Faith Effort Documentation

Load DBE Directory  
 Load DBE Work Types  
 Load Subcontractors  
 Build DBE Package

Project: TEST PROJECT Bid Item Version# 1 Bid Date 04/25/2014

Concept: TESTING PROJECT

Project DBE Goal: 5.000%

Unit Price Entered	No Unit Price Entered	Alt. Item - Editable	Alt. Item - No Edit	Fixed Price Item		
Base Total	\$55,488.00	Other	\$0.00	Total Bid		
				\$55,488.00		
Item No.	Unit	Quantity	Unit Price	Unit Price * Qty		
<b>10 - ROADWAY</b>						
Equal Opportunity Training						
1	00830001U	Fixed Price Item	hour	2,000	\$8.00	\$1,600.00
Mobilization						
2	012850010		Jump sum	1	\$11.00	\$11.00
Public Information Services						
3	013150010		Jump sum	1	\$1.00	\$1.00
Temporary Environmental Fence						
4	015610010		foot	15,000	\$1.00	\$15,000.00
Slope Drain						
5	015710040		foot	752	\$1.00	\$752.00
Dust Control and Watering						
6	015720020		1000 gallons	1,000	\$1.00	\$1,000.00
Granular Borrow (Plan Quantity)						
7	020560015		cubic yard	3,500	\$1.00	\$3,500.00

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:10 PM

## **DBE Commitment Overview**

**DBE Commitment** - A *Disadvantaged Business Enterprise (DBE) Commitment* is required if a *DBE Goal* is assigned to the project. A DBE Commitment is required if a DBE subcontractor will be used to perform or supply a portion of the project items.

A DBE Commitment is not required if a Non-DBE subcontractor will be used to perform or supply a portion of the project items or if the 'DBE Goal' indicates 'N/A' (Non-federal aid Project).

If the DBE Commitment does not meet the 'DBE Goal' assigned to the project, ***Good Faith Effort*** documentation must be submitted along with the bid. If the DBE Commitment or sufficient 'Good Faith Effort' documentation are not submitted with the bid, the bid is considered non-responsive.

A list of currently certified DBE contractors is maintained on UDOT's website, "EBS Information". This list is updated frequently to add and delete DBE contractors; therefore, it is important the list is downloaded to EBS in a timely manner prior to submitting a bid, insuring any DBE sub-contractor selected is still listed as a Certified DBE.

Each time you import a current DBE directory file into EBS, the software will review all DBE Commitments on your computer that have a future bid open date or a bid open date on the day of the import. Any DBE used on a Commitment that is not on the new imported DBE file will be deleted from the Commitment.

## **Contact Information**

**The Good Faith Effort** is the process used to document contact with DBE subcontractors in the preparation of your bid. A DBE subcontractor can only be added to the dropdown lists by the UDOT Office of Civil Rights.

If a DBE was contacted, you must include '**Work Group ID**', '**Contact Method**', '**Contact Date**', and '**Contact Result**'. If the 'contact result' is '**Quote Received**' and you intend to use the quote in your bid continue to the 'DBE Commitment' icon.

## **Good Faith Effort**

If a project has a Disadvantaged Business Enterprise (DBE) goal assigned, a DBE Commitment is required (i.e., when the '**Project DBE Goal**' contains a percentage. N/A would indicate no goal assigned.). However, if a DBE Commitment cannot be created or the required goal cannot be met, '**Good Faith Effort**' documentation must be provided to UDOT, Civil Rights documenting the reason for not meeting the DBE Goal. This is accomplished within the submitted bid.

Refer to the project's ***Supplemental Specification and Special Provisions, Appendix A***, for more information about Disadvantaged Business Enterprise commitment and 'Good Faith Effort' documentation requirements, specifically the '*Suggested Actions and Required Documentation to Demonstrate Good Faith Efforts to Comply with DBE Requirements*' section.

# Step 1

The screenshot displays the 'UDOT Electronic Bid System' software interface. The main window is titled 'Part A - Good Faith Effort Documentation' and is currently on 'Step 1. Item Groups'. A dropdown menu for 'Group ID' is set to '\*\*\* Select Work Type Category \*\*\*'. Below this is a list of 16 items with their descriptions. A 'Save' button is located at the bottom left of the main window.

Item No.	Item Description
1	Equal Opportunity Training
2	Mobilization
3	Public Information Services
4	Temporary Environmental Fence
5	Slope Drain
6	Dust Control and Watering
7	Granular Borrow (Plan Quantity)
8	30 inch Spiral Rib Steel Pipe Culvert, Class A
9	Manhole Frame and Solid Cover - GF 2
10	Untreated Base Course 3/4 inch Max
11	HMA - 3/4 inch
12	Concrete Curb and Gutter Type B2
13	Right-of-Way Gate 10 ft
14	Remove Concrete Slope Protection
15	Drilled Shafts, 36 inch
16	Drilled Shafts, 42 inch

A 'Good Faith Effort' dialog box is open in the center of the screen. It contains the following text:

Good Faith Effort

Last DBE Directory date downloaded was:  
Date: 04/10/2014

Last Work Type date downloaded was:  
Date: 01/17/2008

Please ensure that these are the most current versions.  
You are responsible for selecting valid DBEs and Work Types.

An 'OK' button is located at the bottom of the dialog box, with a yellow arrow pointing to it from the right.

The Windows taskbar at the bottom shows the 'start' button, several open applications including 'Project Developme...', 'Bid Opening Proce...', and 'udotbids', and the system clock showing '2:10 PM'.

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

Group ID: E 01 . Concrete - Curb, Gutter, Flatwork, Inlet Boxes, E

Item No.	Item Description
4	Temporary Environmental Fence
5	Slope Drain
6	Dust Control and Watering
7	Granular Borrow (Plan Quantity)
8	30 inch Spiral Rib Steel Pipe Culvert, Class A
9	Manhole Frame and Solid Cover - GF 2
10	Untreated Base Course 3/4 inch Max
11	HMA - 3/4 inch
12	Concrete Curb and Gutter Type B2
13	Right-of-Way Gate 10 ft
14	Remove Concrete Slope Protection
15	Drilled Shafts, 36 inch
16	Drilled Shafts, 42 inch
17	Reinforcing Steel - Coated (Plan Quantity)
18	Concrete- Small Structure
19	Joint Closure

Select >>

Remove <<

Save



UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

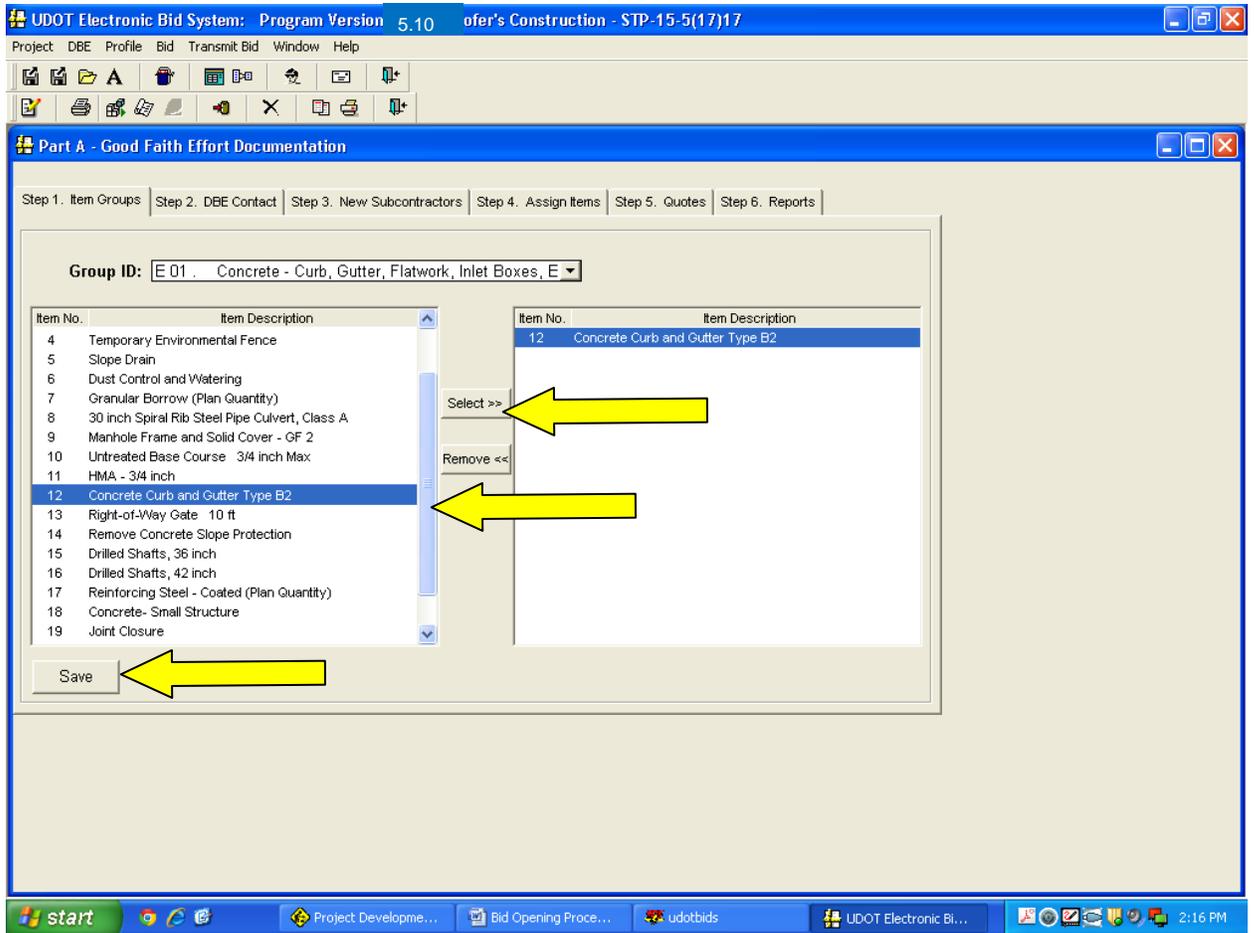
Group ID: E 01 . Concrete - Curb, Gutter, Flatwork, Inlet Boxes, E

\*\*\* Select Work Type Category \*\*\*

Item No.	Work Type Category
4	Temporary
5	Slope Drain
6	Dust Control
7	Granular Base
8	30 inch Spacing
9	Manhole Frame
10	Untreated
11	HMA - 3/4
12	Concrete
13	Right-of-Way
14	Remove Curbs
15	Drilled Shafts
16	Drilled Shafts
17	Reinforcing
18	Concrete Structures
19	Joint Closure

Save





Save.

## Step 2

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

Contact No	Dbe	Contact Method	Contact Date	Contact Result	Comments
0			04/24/14		

\*\* General \*\*  
4U SERVICES INC., DBA STELLAR SERVICES  
91 CONTRACTING, LLC  
A PLUS THERAPY  
A. VARGULA, P.E., LLC  
A.R. ACOSTA, LTD.  
AAA BARRICADE COMPANY, LLC.,  
ACE TAXI SERVICE, INC.  
ACUMEN BUILDING ENTERPRISE, INC.  
AFFORDABLE METAL, INC.,  
AIR PROJECTS, INC.  
AIR TERMINAL GIFTS  
AIRE EXPRESSO HEATING & COOLING  
AIRPORT CONTRACTOR'S SERVICES, LLC  
AIRPORT LIGHTING SYSTEMS, INC.

Save Delete Add



UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

Contact No	Dbe	Contact Method	Contact Date	Contact Result	Comments
1	DBE Name	<ul style="list-style-type: none"> <li>Phone</li> <li>Fax</li> <li>Mail</li> <li>Email</li> <li>In Person</li> <li>Other</li> <li>Meeting</li> <li>Ad</li> </ul>	04/24/14		

Save Delete Add

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:17 PM

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

Contact No	Dbe	Contact Method	Contact Date	Contact Result	Comments
1	<input type="text" value="DBE Name"/>	Email	4/24/2014		

Save Delete Add

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:18 PM

UDOT Electronic Bid System: Program Version 5.10 | Project: [Project Name] | User: [User Name]

Project DBE Profile Bid Transmit Bid Window Help

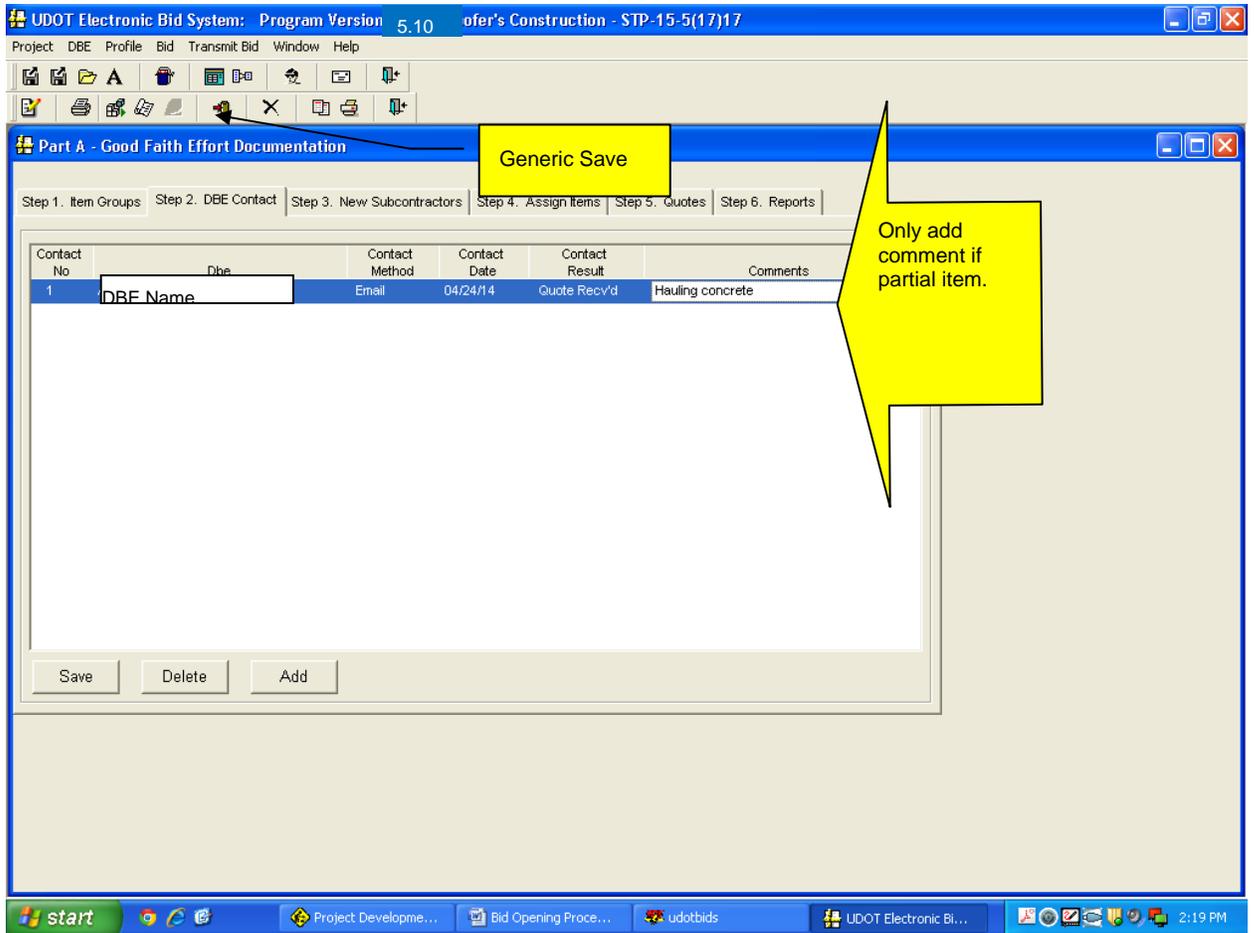
Part A - Good Faith Effort Documentation

Step 1. Item Groups | Step 2. DBE Contact | Step 3. New Subcontractors | Step 4. Assign Items | Step 5. Quotes | Step 6. Reports

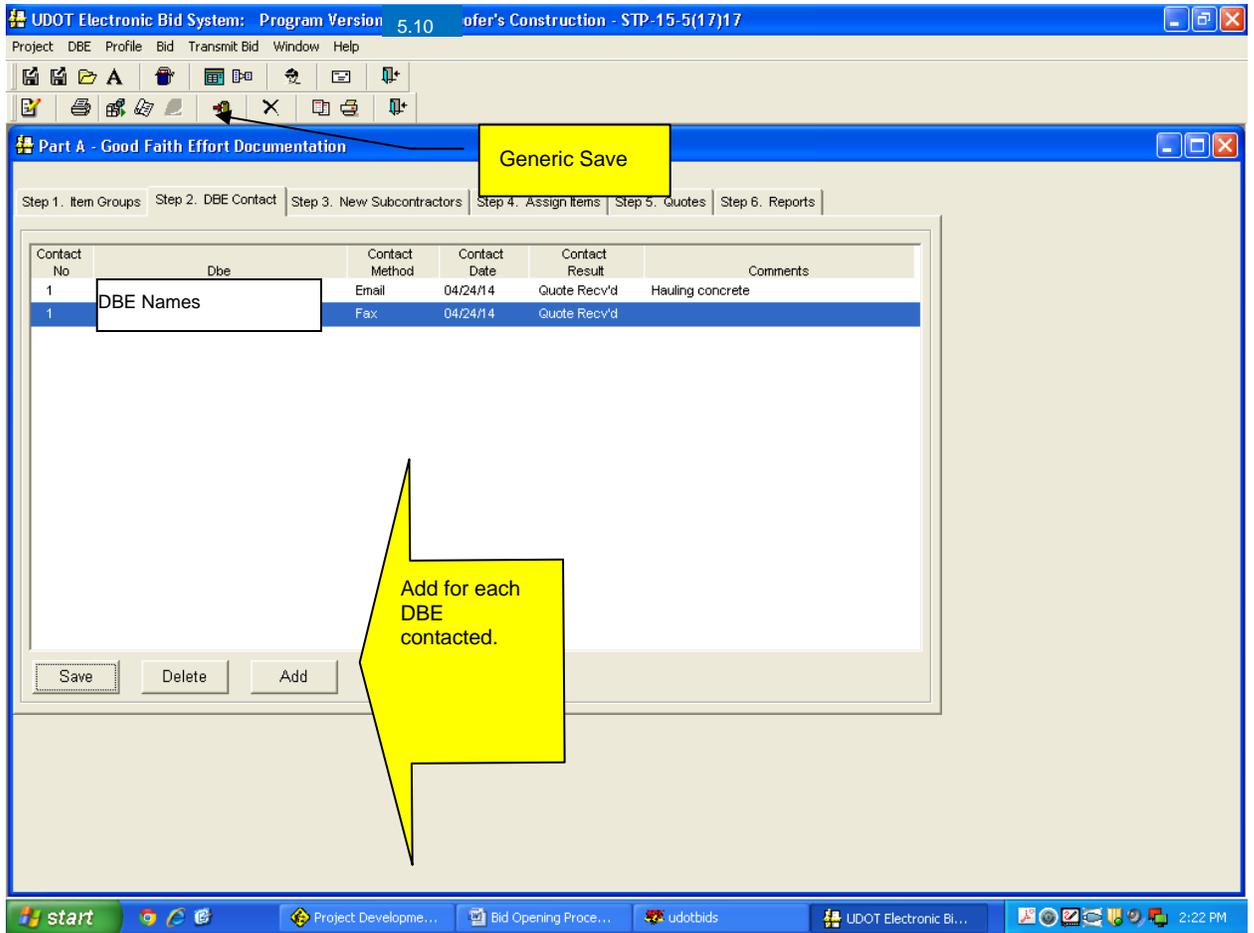
Contact No	Dbe	Contact Method	Contact Date	Contact Result	Comments
1	DBE Name	Email	04/24/14	<ul style="list-style-type: none"> <li>Interested</li> <li>Quote Recv'd</li> <li>No Response</li> <li>Not Interested</li> <li>Attended Mtg</li> <li>Not Applicable</li> </ul>	

Save Delete Add

start | Project Developme... | Bid Opening Proce... | udotbids | UDOT Electronic Bi... | 2:18 PM

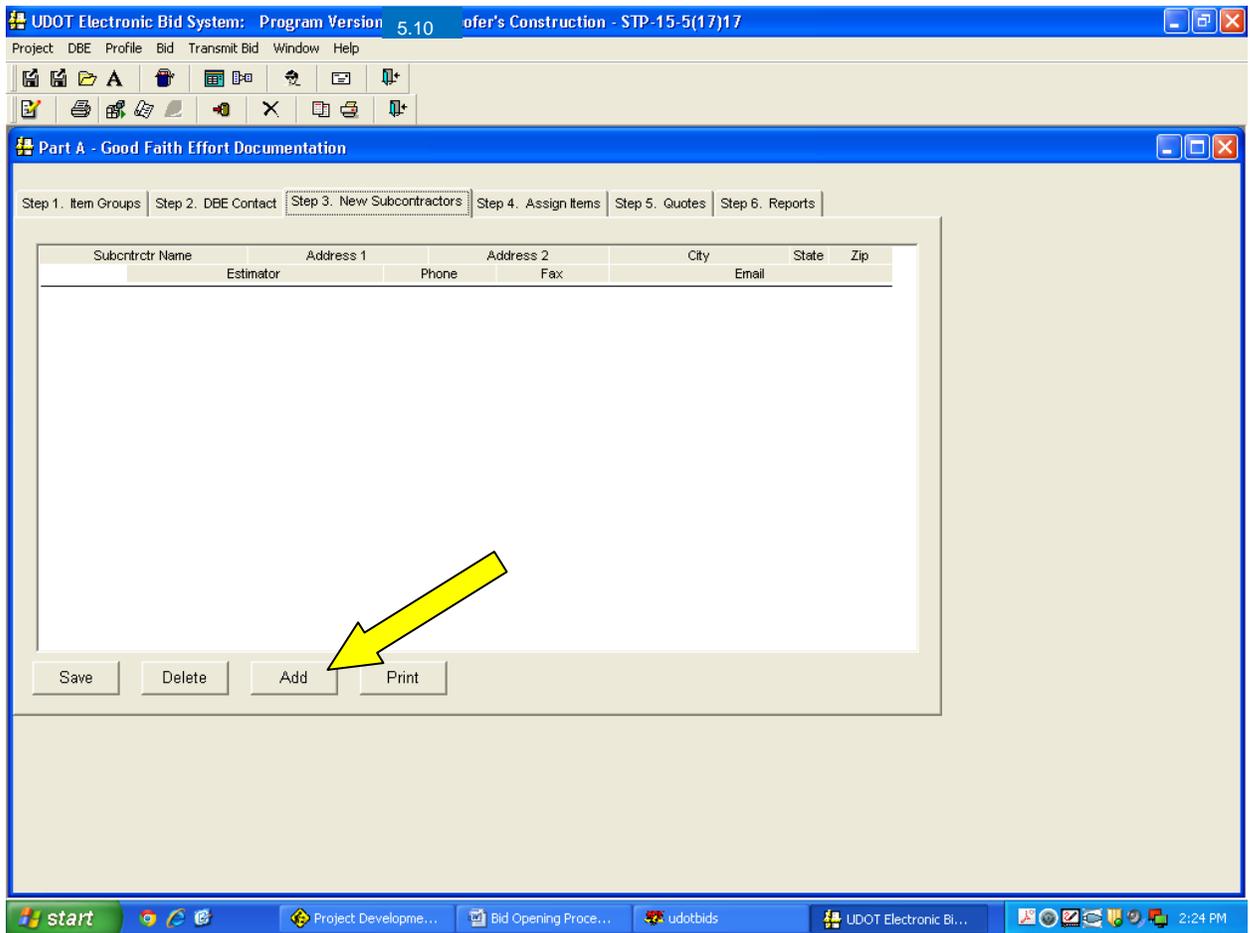


Save.



Save.

### Step 3



In the event of using a Non-DBE sub that is not in UDOT's company database, enter here.

## Step 4

UDOT Electronic Bid System: Program Versior 5.10 rofer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

**Step 1.**

Subcontractors	DBE	Contacted	New	Assigned
DBE Names	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 2.**

Group ID	Item No.	Item Description
E 01 . Concrete - Curb, Gutter, Flatwork, Inlet Boxes, Etc.	12	Concrete Curb and Gutter Type B2
E 08 . Fencing		

**Step 3.**

Select >>

Remove <<

**Step 4.**

Delete Group ID Save Remove Group Items

Only highlight contact name one at a time.

Associate ID to DBE contractor.

Save.

Remove unwanted items.

Save.

Step 5

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

Part A - Good Faith Effort Documentation

Step 1. Item Groups Step 2. DBE Contact Step 3. New Subcontractors Step 4. Assign Items Step 5. Quotes Step 6. Reports

Item #	Item Description	Quote	Partial Complete
Group ID: E 01 . Concrete - Curb, Gutter, Flatwork, Inlet Boxes, E			
12	Concrete Curb and Gutter Type	1000	Complete

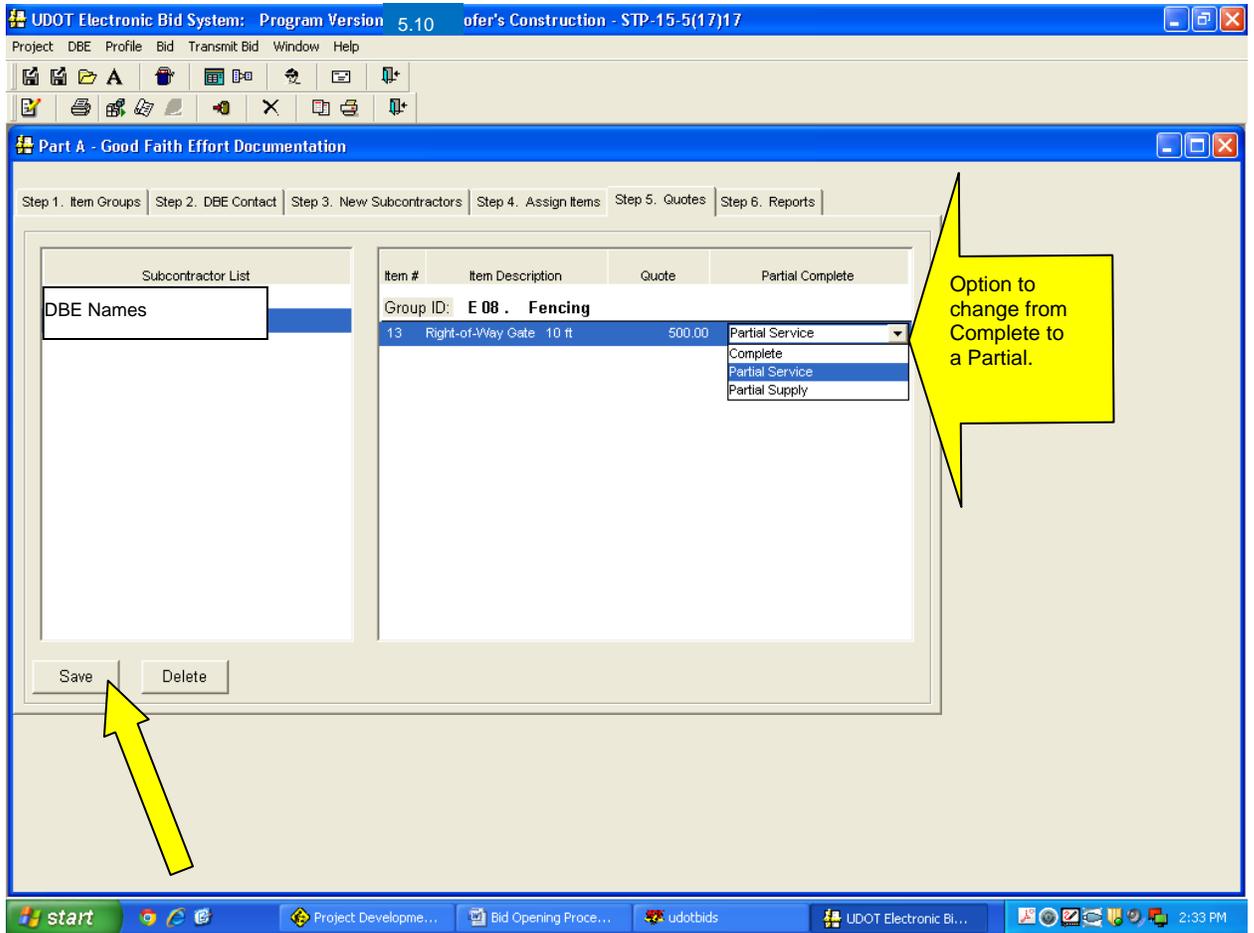
Subcontractor List

DBE Names

Save Delete

Enter the total amount to be paid to the DBE for this item.

Save.



Save.

Step 6 – sample report only, no input required.

The screenshot shows the 'UDOT Electronic Bid System' window with the title 'Goofer's Construction - STP-15-5(17)17'. The main window is titled 'Part A - Good Faith Effort Documentation' and is on 'Step 6. Reports'. The 'Comparison' tab is active, and the 'Select Group' dropdown is set to 'E 01 - Concrete - Curb, Gutter, Flatwork, Inlet Box'.

**Comparison Report**

Project: STP-15-5(17)17  
 Contractor: Goofer's Construction

		Bidders	
		Description	DBE Name
E 01 - Concrete - Curb, Gutter	12	Concrete Curb and Gutter Typ	1,000.00
<b>Group Total</b>			<b>\$1,000.00</b>

Print button and note: \* Click on the screen to change the view of the report.

These reports automatically feed into civil rights when opening bids from the vault.

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project: DBE Profile Bid Transmit Bid Window Help

Part A - Race Conscious  
 Part B - Race Neutral  
 DBE Commitment  
 Good Faith Effort Documentation

Load DBE Directory  
 Load DBE Work Types  
 Load Subcontractors  
 Build DBE Package

Project: TEST PROJECT Bid Item Version# 1 Bid Date 4/25/2014

Concept: TESTING PROJECT

Project DBE Goal 5.000%

Unit Price Entered	No Unit Price Entered	Alt. Item - Editable	Alt. Item - No Edit	Fixed Price Item
Base Total	\$55,488.00	Other	\$0.00	Total Bid \$55,488.00
Item No.	Unit	Quantity	Unit Price	Unit Price * Qty
<b>10 - ROADWAY</b>				
Equal Opportunity Training				
1 00830001U	Fixed Price Item hour	2,000	\$8.00	\$1,600.00
Mobilization				
2 012850010	Jump sum	1	\$11.00	\$11.00
Public Information Services				
3 013150010	Jump sum	1	\$1.00	\$1.00
Temporary Environmental Fence				
4 015610010	foot	15,000	\$1.00	\$15,000.00
Slope Drain				
5 015710040	foot	752	\$1.00	\$752.00
Dust Control and Watering				
6 015720020	1000 gallons	1,000	\$1.00	\$1,000.00
Granular Borrow (Plan Quantity)				
7 020560015	cubic yard	3,500	\$1.00	\$3,500.00

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bl... 2:38 PM

UDOT Electronic Bid System: Program Version 5.10 jofer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

DBE Commitment

1. Build Commitment | 2. Edit & Validate Commitments | 3. Commitment Report | 4. DBE Confirmation Form

Approved Disadvantaged Business Enterprises Select

DBE Names

Item	Item Desc	Quantity	Unit	Select
1	Equal Opportunity Training	2000	hour	<input type="checkbox"/>
2	Mobilization	1	lump sum	<input type="checkbox"/>
3	Public Information Services	1	lump sum	<input type="checkbox"/>
4	Temporary Environmental Fence	15000	foot	<input type="checkbox"/>
5	Slope Drain	752	foot	<input type="checkbox"/>
6	Dust Control and Watering	1000	1000 galle	<input type="checkbox"/>
7	Granular Borrow (Plan Quantity)	3500	cubic yard	<input type="checkbox"/>
8	30 inch Spiral Rib Steel Pipe Culvert, Class A	1100	foot	<input type="checkbox"/>

DBE Directory

Last DBE Directory date downloaded was:  
Date: 04/10/2014

Please ensure that this is the most current version.  
You are responsible for selecting valid DBEs.

OK

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

DBE Commitment

1. Build Commitment 2. Edit & Validate Commitments 3. Commitment Report 4. DBE Confirmation Form

Approved Disadvantaged Business Enterprises Select

DBE Names

Item	Item Desc	Quantity	Unit	Select
11	HMA - 3/4 inch	2500	ton	<input type="checkbox"/>
12	Concrete Curb and Gutter Type B2	1100	foot	<input checked="" type="checkbox"/>
13	Right-of-Way Gate 10 ft	6	each	<input type="checkbox"/>
14	Remove Concrete Slope Protection	1500	square ys	<input type="checkbox"/>
15	Drilled Shafts, 36 inch	1100	foot	<input type="checkbox"/>
16	Drilled Shafts, 42 inch	1100	foot	<input type="checkbox"/>
17	Reinforcing Steel - Coated (Plan Quantity)	1200	pound	<input type="checkbox"/>
	Concrete- Small Structure	850	cubic yard	<input checked="" type="checkbox"/>
	Joint Closure	1300	square fo	<input type="checkbox"/>
	Member (150 FT 10 INCH 1 5		each	<input type="checkbox"/>

Option to change from Complete to a Partial.

Item	Item Description	Partial	Item	Comment
12	Concrete Curb and Gutter Type B2	Partial Service		
18	Concrete- Small Structure	Partial Service		

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:40 PM

UDOT Electronic Bid System: Program Version 5.10 Gofer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

DBE Commitment

1. Build Commitment 2. Edit & Validate Commitments 3. Commitment Report 4. DBE Confirmation Form

**Contractor:** Gofer's Construction  
**Project:** STP-15-5(17)17 **Project Name:** EBS VER. 5.00 FEDERAL TEST PROJECT

DBE Name:

Item	Item Description	Partial	Item Amount	Quantity	Unit	Comment
12	Concrete Curb and Gutter Type (Partial Service		1,000.00	1100	foot	Hauling Concrete
18	Concrete- Small Structure	Partial Service	1,000.00	850	cubic y	Hauling Concrete
<b>DBE Total:</b>			<b>\$2,000.00</b>			

DBE Name:

Item	Item Description	Partial	Item Amount	Quantity	Unit	Comment
13	Right-of-Way Gate 10 ft	Complete	500.00	6	each	
<b>DBE Total:</b>			<b>\$500.00</b>			

**Bid Amount:** \$36,988.00 **Grand Total:** \$2,500.00 **Commitment %:** 6.7589%  
**Project Goal %:** 5.0000%

Windows taskbar: start, Project Developme..., Bid Opening Proce..., udotbids, UDOT Electronic Bi..., 2:42 PM

UDOT Electronic Bid System: Program Version 5.10 Gofer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

DBE Commitment

1. Build Commitment 2. Edit & Validate Commitments 3. Commitment Confirmation Form

**Generic Save**

**Contractor:** Gofer's Construction  
**Project:** STP-15-5(17)17 **Project Name:** EBS VER. 5.00 FEDERAL TEST PROJECT

DBE Name:

Item	Item Description	Partial	Item Amount	Quantity	Unit	Comment
12	Concrete Curb and Gutter Type I	Partial Service	1,000.00	1100	foot	Hauling Concrete
18	Concrete- Small Structure	Partial Service	1,000.00	850	cubic y	Hauling Concrete

DBE Total: \$

DBE Name:

Item	Item Description	Partial	Item Amount
13	Right-of-Way Gate 10 ft	Complete	500.0

DBE Total: \$

**Bid Amount:** \$36,988.00 **Grand Total:** \$2,500.00 **Commitment %:** 6.7589%  
**Project Goal %:** 5.0000%

**Check Commitment**  
 Checks and validation completed successfully.

start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:43 PM

Save.

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

DBE Commitment

1. Build Commitment | 2. Edit & Validate Commitments | 3. Commitment Report | 4. DBE Confirmation Form

**Bid Amount:** \$36,988.00  
**Assigned Goal Percent:** 5.00%  
**Calculated Assigned Goal:** \$1,849.40  
**Amount Commitment:** \$2,500.00  
**Commitment Percentage:** 6.76%

DBE Subcontractor:

Item	Description	Partial	Amount	Quantity	Unit	Comment
12	Concrete Curb and Gutter Type B2	Partial Service	1,000.00	1100	foot	Hauling Concrete
18	Concrete- Small Structure	Partial Service	1,000.00	850	cubic y	Hauling Concrete
Total Sub-Contractor DBE Commitment:			\$2,000.00			

start | Project Developme... | Bid Opening Proce... | udotbids | UDOT Electronic Bi... | 2:44 PM

Report only, no input required.

UDOT Electronic Bid System: Program Version 5.10 offer's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

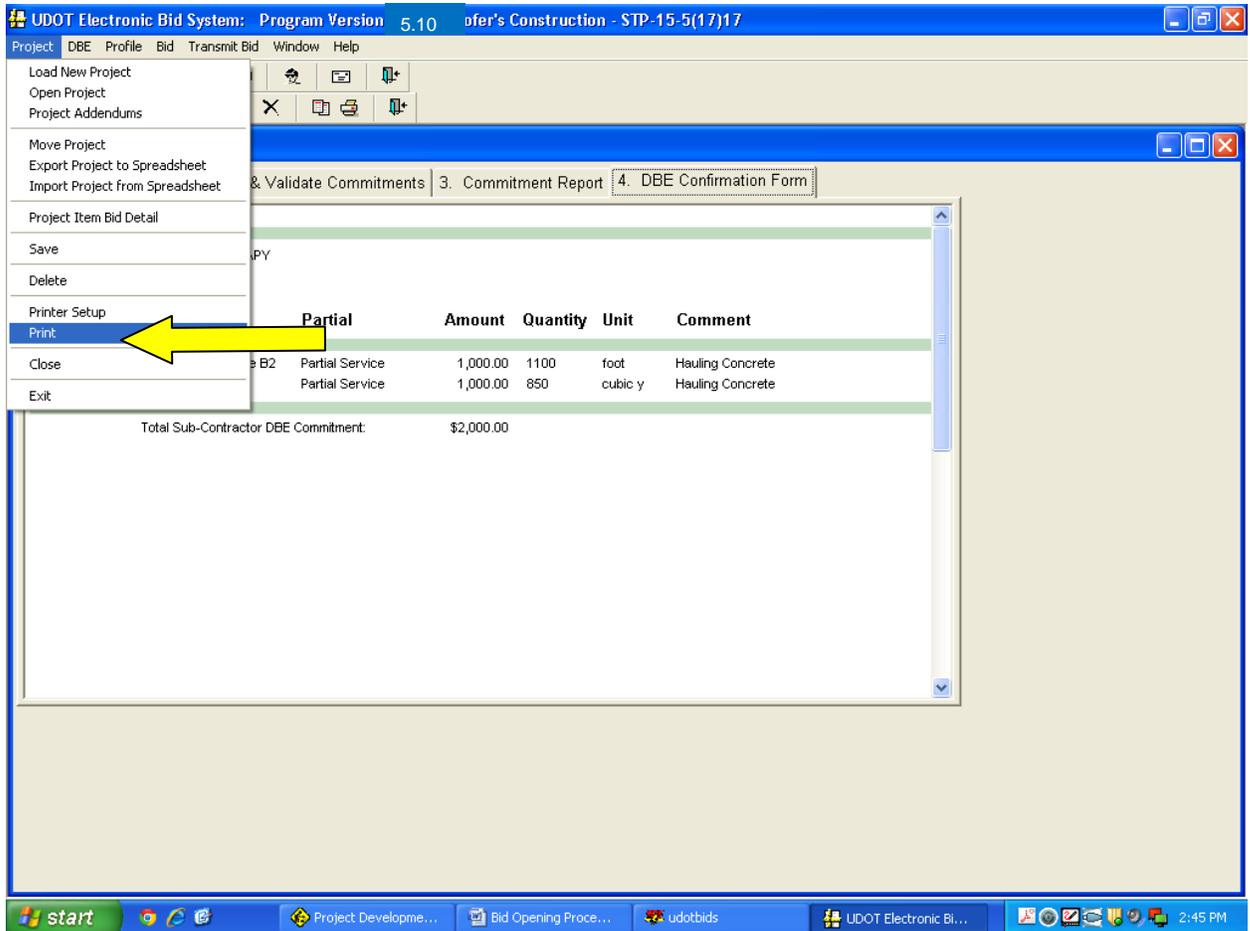
DBE Commitment

1. Build Commitment 2. Edit & Validate Commitments 3. Commitment Report 4. DBE Confirmation Form

DBE Subcontractor DBE Name

Item	Description	Partial	Amount	Quantity	Unit	Comment
12	Concrete Curb and Gutter Type B2	Partial Service	1,000.00	1100	foot	Hauling Concrete
18	Concrete- Small Structure	Partial Service	1,000.00	850	cubic y	Hauling Concrete
Total Sub-Contractor DBE Commitment:			\$2,000.00			





Within **72 hours** of bid opening, deliver printed copy to committed DBE for signature. Then fax copy to UDOT Civil Rights number listed on printed form.

### **Confirmation (Unofficial Low Bid Contractor Only)**

The apparent low bidder on a project is required to submit to UDOT within three (3) working days after the bid opening, written confirmation for each DBE participating in the contract as documented in the Contractor's "DBE Commitment".

#### **Steps for viewing and printing this confirmation form:**

1. Open the **"DBE Commitment"** window and click on tab **"4. DBE Confirmation Form"**
2. Go to **"Project"** in the menu bar; print a confirmation form for each committed DBE subcontractor. After the committed DBE subcontractor signs the form, fax it to the fax number indicated on the bottom of the form, (Attention: UDOT Civil Rights Office).

## **Bid Submission**

When your bid is prepared and ready to submit for bid opening, "save" and close "Project Item Bid Detail".

In the menu bar, select "Transmit Bid".

In the "Bid Submission Check List and Forms" window, address all white boxes. "Print Forms" will display the entire bid to be transmitted. To submit completed bid, select "Transmit Bid" button.

In "Save to Diskette" box, click "save", this will encrypt the bid.

It will also compare the totals of all details vs individual item amounts. If different totals, the submittal of bid will terminate.

The file name will be displayed (example: c:\ebs\project#.\_UDOTID#\_bidopendate.txt.)

EBS will then take you to the "Electronic Bid Delivery System" for submission of bid.

You will sign the bid by logging in with UDOT ID/Password.

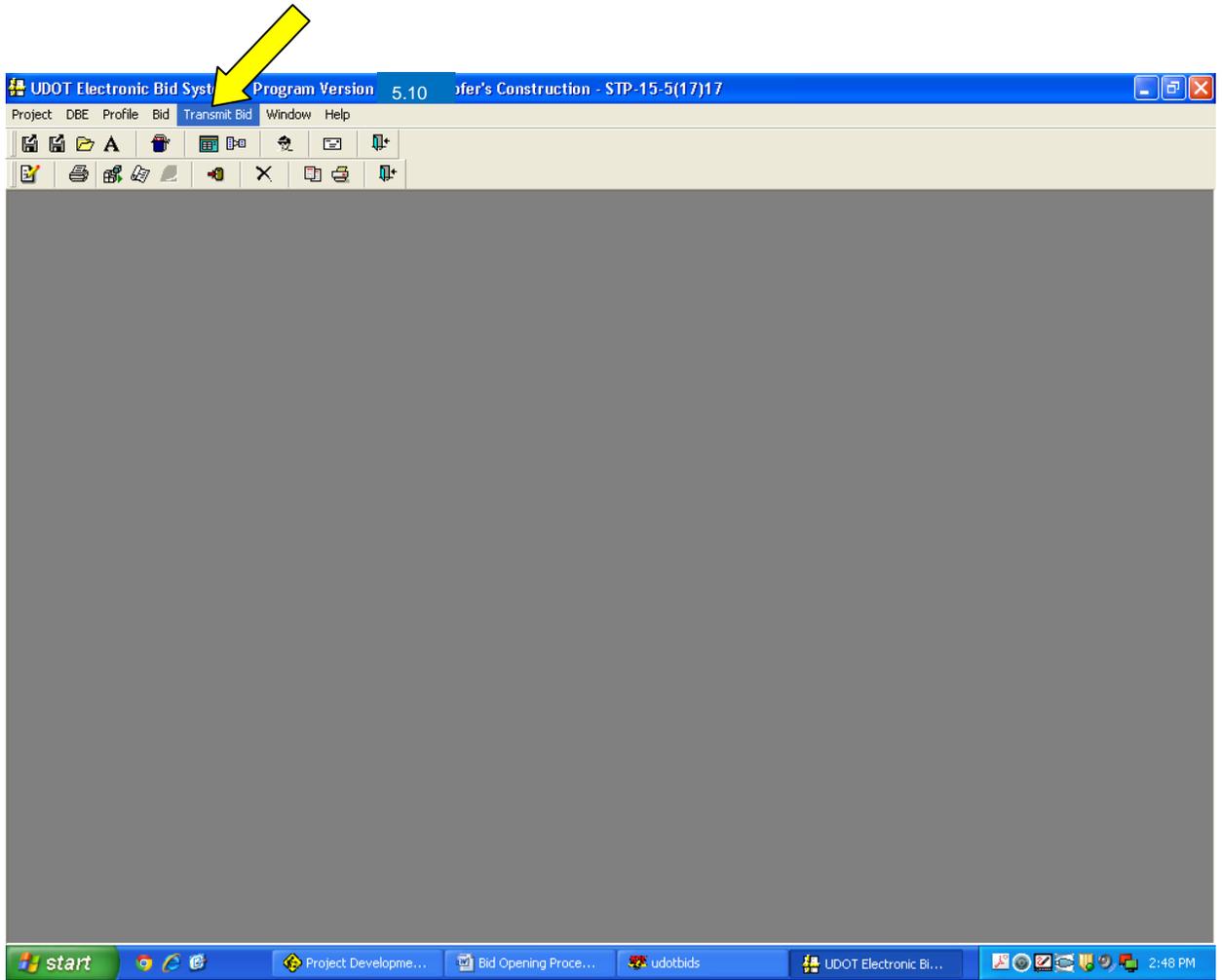
Select project number (available within 24 hours of bid open day & time),

"Browse" to your saved project: (example: c:\ebs\project#.\_UDOTID#\_bidopendate.txt.)

Click "Load Bid Package".

You will receive a "confirmation #" indicating system acceptance of selected bid file.

**NOTE: ALL BIDS MUST BE RECEIVED PRIOR TO 2:00 pm OF BID OPENING DATE. (The accepted bid will be the last submission prior to 2.00 pm of bid open day.)**



UDOT Electronic Bid System: Program Version 5.10 Supplier's Construction - STP-15-5(17)17

Project DBE Profile Bid Transmit Bid Window Help

**Bid Submission Check List and Forms**

**Forms Check List for Bid Submission**

**Change Contractor Profile**   
*(Change of address, phone #'s, authorized signatures)*

**Status of Work Under Contract**   
*(See Standard Specification Section 00120)*

**Resident Contractor - Preferred Bidder**   
*(Optional - Only applicable for State Funded Projects)*

**Bid Report**

**Buy America: 100% Domestic Supply**    
*(See Standard Specification Section 01455, 1.13)*

**Receipt of Addendums**

===== **DBE Bid Assurance** =====  
*(Only applicable for Federal Aid Projects)*  
**Project Goal: 5.00%**

**Part A. Race Conscious DBE Participation**

**DBE Bid Condition Assurance**

**DBE Commitment Report**

\*\* DBE Commitment is less than Goal \*\*  
 \*\* Good Faith Effort is Required \*\*

**Good Faith Effort Reports**

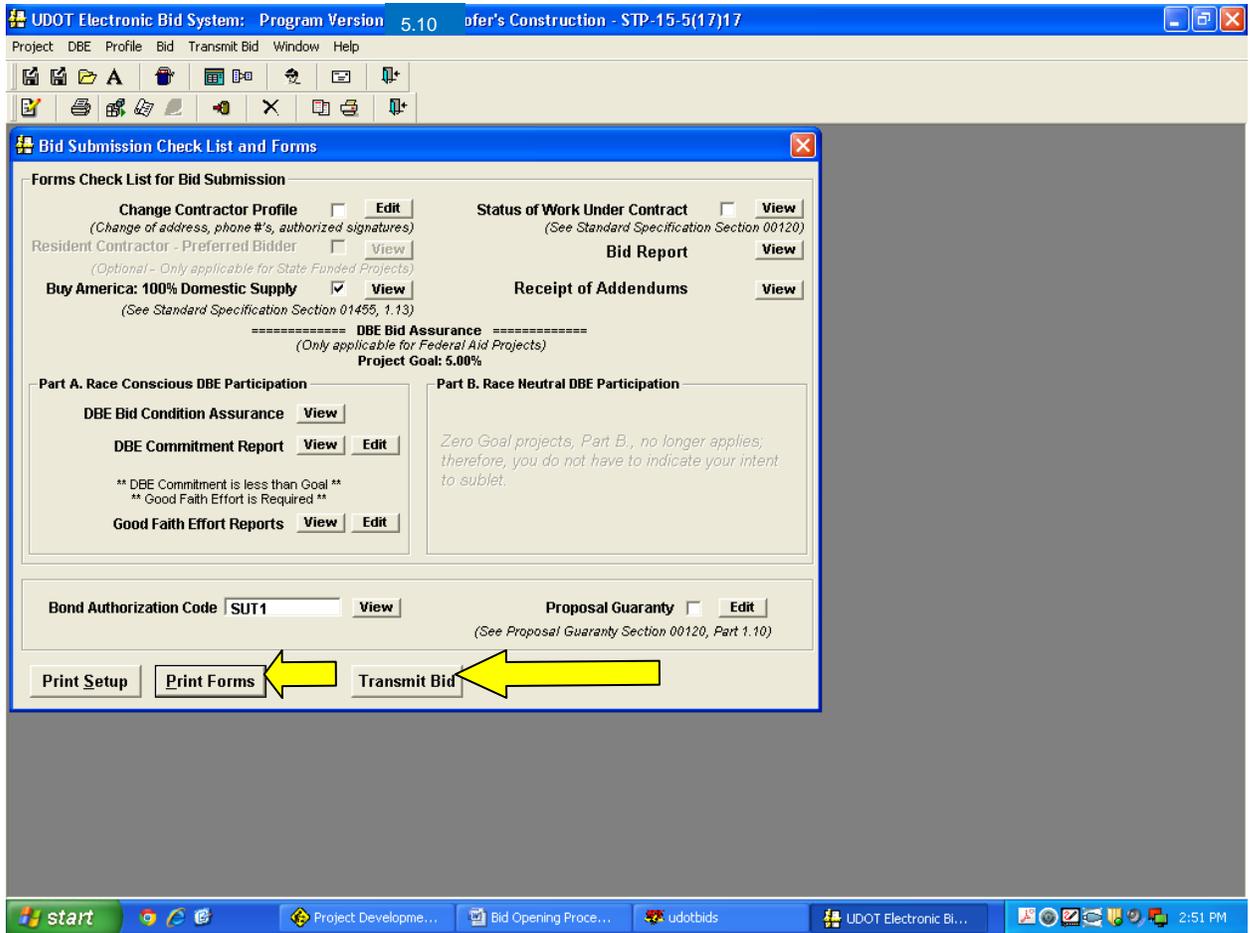
**Part B. Race Neutral DBE Participation**

*Zero Goal projects, Part B., no longer applies; therefore, you do not have to indicate your intent to sublet.*

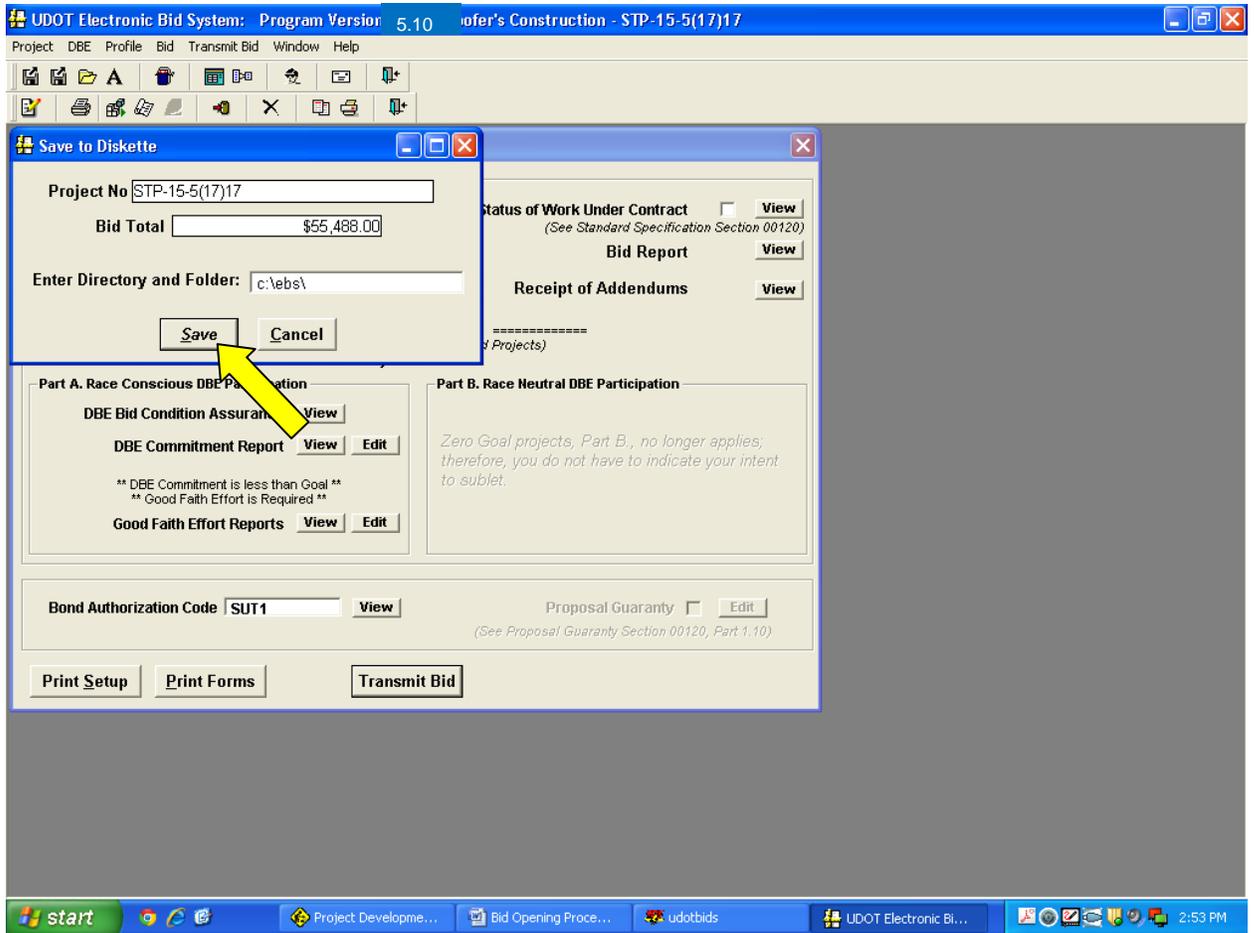
**Bond Authorization Code**   

**Proposal Guaranty**   
*(See Proposal Guaranty Section 00120, Part 1.10)*

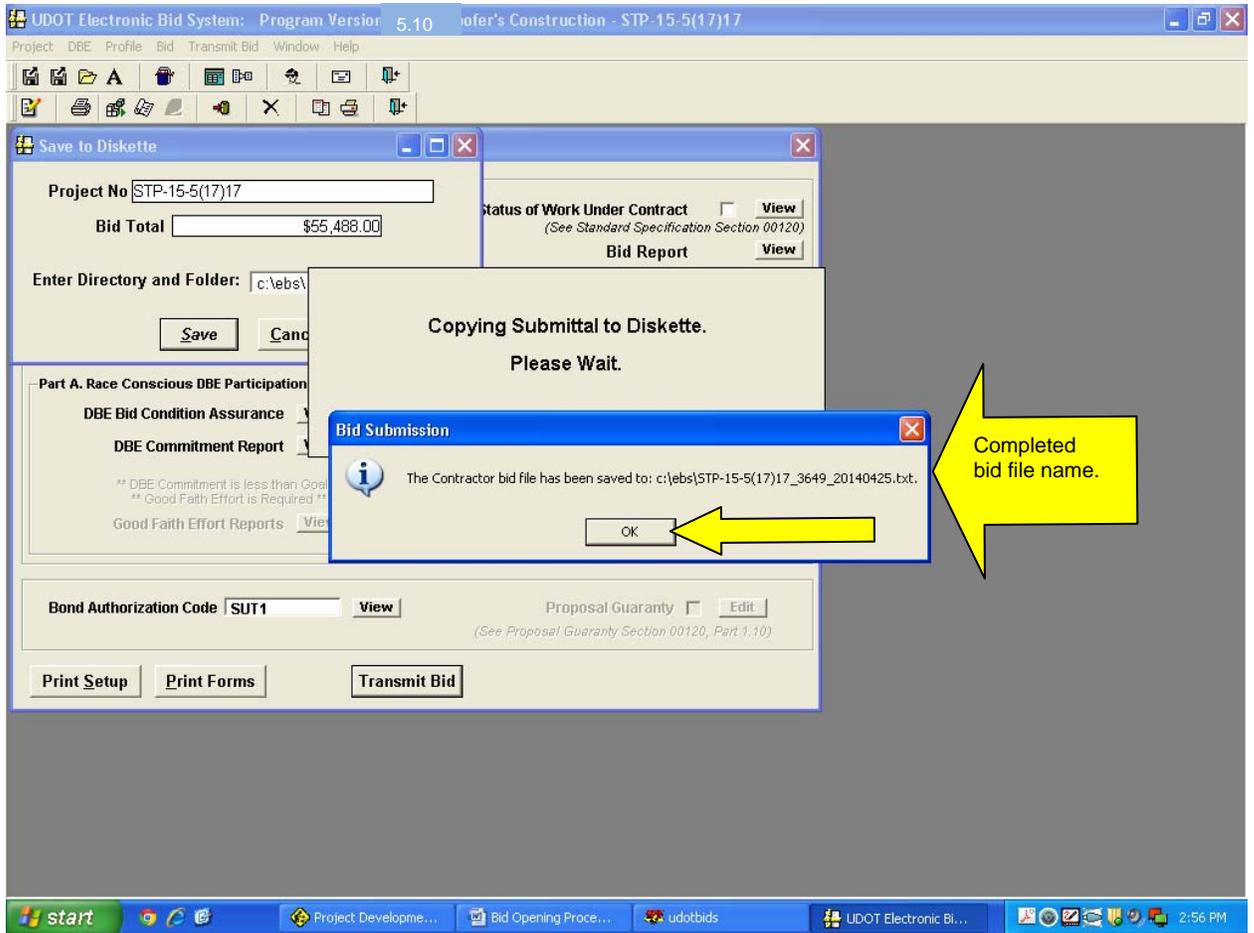
start Project Developme... Bid Opening Proce... udotbids UDOT Electronic Bi... 2:48 PM



Print forms, then Transmit Bid.



Save.



Windows Internet Explorer browser window showing the login page for the Electronic Bid Delivery System. The address bar displays <https://app.udot.utah.gov/apex/ebds/f?p=249:101>. The page features the UDOT logo and the title "Electronic Bid Delivery System".

The login form includes the following fields and buttons:

- User ID:
- Password:
- Login:

Two yellow arrows point to the User ID and Password input fields, respectively.

A disclaimer text box contains the following text:

It is understood that those individuals with access into the Electronic Bid Delivery System, have read and are familiar with the provisions of sections 00120: 1.14 – Certify Non-Collusive Bidding and 1.22 – Debarment, of the current UDOT Standard Specifications for Road and Bridge Construction. Those who enter the Electronic Bid Delivery System, and the Firm for which they are authorized to sign, do so under penalty of perjury as specified by the laws of the United States and the State of Utah as explained in said sections. Your user ID and password will be treated as your electronic signature, for your firm, by UDOT.

The Windows taskbar at the bottom shows the Start button and several open applications: Project Dev..., Bid Opening..., udotbids, UDOT Electr..., and Internet Explorer. The system clock indicates 2:58 PM.

Form on EBS\_BID\_PACKAGES - Windows Internet Explorer

https://app.udot.utah.gov/apex/ebds/f?p=249:3:12106564620676

File Edit View Favorites Tools Help X Convert Select

Form on EBS\_BID\_PACKAGES

**UDOT**  
udot.utah.gov

**Electronic Bid Delivery System**

Time  
24-APR-2014 02:58:48 PM

Load Bids Project Bids Contractor Bids

\*\*\* Bid submission ends at 2:00 PM on Bid Opening day. \*\*\*

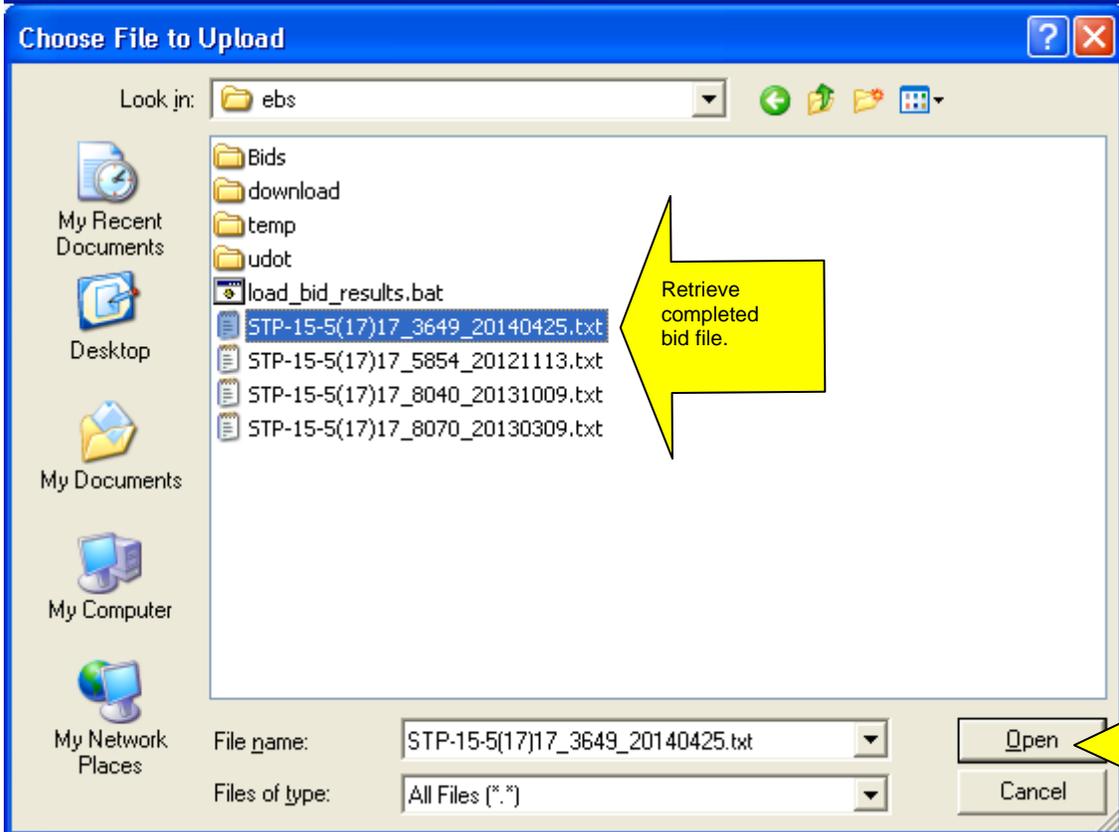
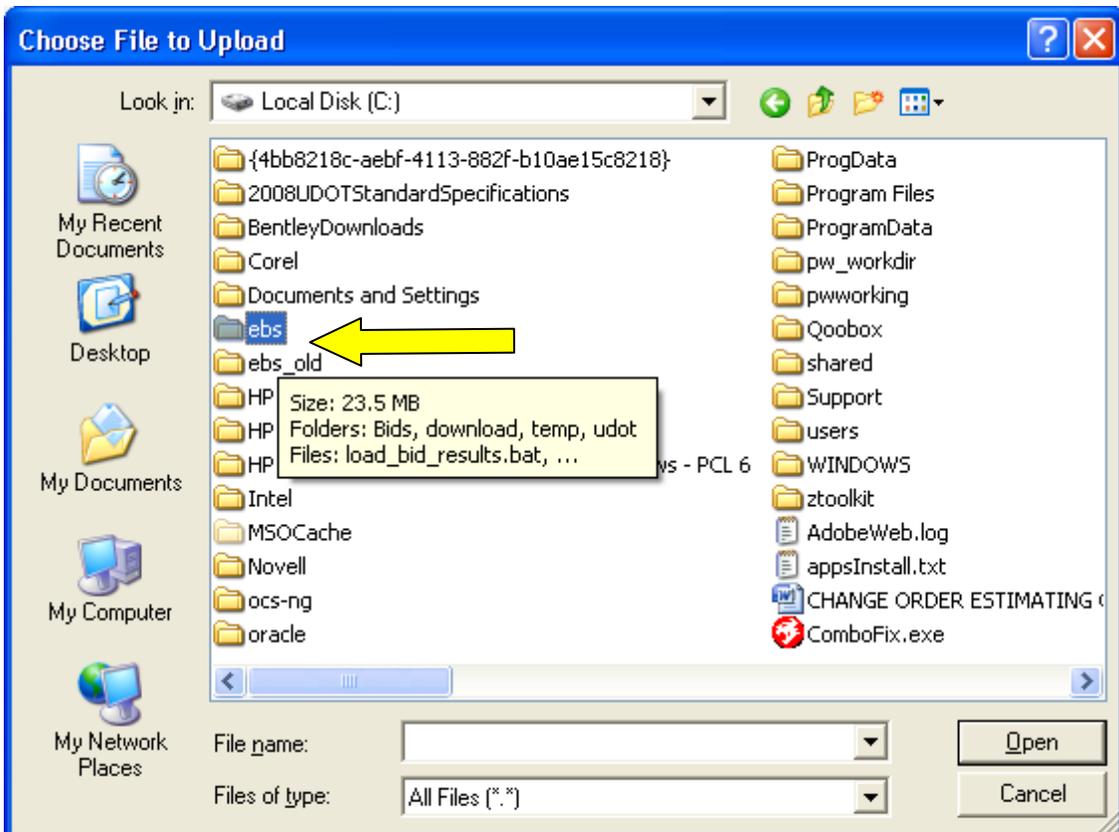
1) Select Project Projects

2) Select Bid Package STP-15-5(15)15 STP-15-5(16)16 STP-15-5(17)17

3) Load Bid Package

Submission of this bid, under penalty of perjury, confirms Company understanding and familiarity with UDOT's current Standard Specifications for Road and Bridge Construction, section 00120, 1.15 – Proposal Acceptance, 1.16 – Irregular Proposals, and 1.17 – Proposal Guaranty. The Company also proposes to furnish all labor, tools, and machinery and to furnish and deliver all materials not specifically mentioned as being furnished by the Department, for approximately the sum stated as Total Bid.

Done Internet 100% 2:58 PM



Form on EBS\_BID\_PACKAGES - Windows Internet Explorer

https://app.udot.utah.gov/apex/ebds/f?p=249:3:12108564620676

File Edit View Favorites Tools Help X Convert Select

Form on EBS\_BID\_PACKAGES

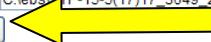
 **Electronic Bid Delivery System** Time  
24-APR-2014 02:59:48 PM

**Load Bids** Project Bids Contractor Bids

\*\*\* Bid submission ends at 2:00 PM on Bid Opening day. \*\*\*

1) Select Project

2) Select Bid Package

**3) Load Bid Package** 

Submission of this bid, under penalty of perjury, confirms Company understanding and familiarity with UDOT's current Standard Specifications for Road and Bridge Construction, section 00120, 1.15 – Proposal Acceptance, 1.16 – Irregular Proposals, and 1.17 – Proposal Guaranty. The Company also proposes to furnish all labor, tools, and machinery and to furnish and deliver all materials not specifically mentioned as being furnished by the Department, for approximately the sum stated as Total Bid.

Done Internet 100%

start Project Dev... Bid Opening ... udotbids UDOT Electr... 2 Internet ... 2:59 PM

Form on EBS\_BID\_PACKAGES - Windows Internet Explorer

https://app.udot.utah.gov/apex/ebds/f?p=249:3:12106564620676:::...

File Edit View Favorites Tools Help X Convert Select

Form on EBS\_BID\_PACKAGES

 **Electronic Bid Delivery System** Time  
24-APR-2014 03:00:04 PM

**Load Bids** Project Bids Contractor Bids

\*\*\* Bid Confirmation: 45102 \*\*\* 

\*\*\* Bid submission ends at 2:00 PM on Bid Opening day.\*\*\*

1) Select Project

2) Select Bid Package

**3) Load Bid Package**

Submission of this bid, under penalty of perjury, confirms Company understanding and familiarity with UDOT's current Standard Specifications for Road and Bridge Construction, section 00120, 1.15 – Proposal Acceptance, 1.16 – Irregular Proposals, and 1.17 – Proposal Guaranty. The Company also proposes to furnish all labor, tools, and machinery and to furnish and deliver all materials not specifically mentioned as being furnished by the Department, for approximately the sum stated as Total Bid.

Done Internet 100%

start Project Dev... Bid Opening ... udotbids UDOT Electr... 2 Internet ... 3:00 PM

## **Manual Bid Submission**

Manual Bid Submission, consisting of a printed and signed copy of bid including an electronic device, diskette or CD, will be allowed only in emergency situations where the bid cannot be submitted over the Internet.

When a bid has been prepared and ready to be hand delivered to UDOT, print and sign a hard copy attaching the electronic device containing the bid. Follow previous instructions to print bid. Save bid to an electronic device. Place signed, hardcopy and electronic device in a sealed envelope which indicates company name and project number. Deliver to UDOT/Construction Office **prior** to the time scheduled for opening of bids.