**ELECTRONIC BID**

**ADVISORY NOTICE TO BIDDERS**

To help ensure the submission of complete bids and to avoid omissions that could result in your bid being rejected due to it being irregular or non-responsive, please check each of the following:

The Bureau of Aeronautics

**1. Bidding Requirements.**

* 1. **This contract is being electronically bid**. Section 20 of the Bureau of Aeronautics Standard Specifications for Airport Construction, 2021 edition, governs. Please review the provision. **Please be aware,** despite the similar name, this project is bid under BidExpress.com, which is completely separate from AASHTOware (BidX,com). **Separate registration credential and digital ID are required to bid this contract under BidExpress.com as noted below.**
	2. The **Electronic Bid** template will include all necessary components required for a complete bid submittal. Please ensure all information are completed and the bid is checked. Any submission that is incomplete will be flagged notifying the bidder of required elements that are not complete. Please ensure prior to final submission that the bid as checked by the system indicates it is complete. **Warning:** It **IS** possible for the Bidder to override the incomplete notice and submit an incomplete bid! **Any bid that is submitted as incomplete will not be opened, and/or rejected as nonresponsive.**
	3. The electronic bidding system will not allow a bid to be submitted after the close of bids.
	4. Plans and specifications are available to anyone free of charge by first completing a simple registration. This registration is free and is required to record plan holders. This allows notification of important project information such as issuance of addendums to all plan holders. Only the prime or general contractor selecting to submit a bid is required to obtain additional Digital ID credentials.
	5. **Bidders selecting to submit a bid MUST obtain a free digital ID in addition to registering.** Obtaining a digital ID is relatively quick, however it may take a couple of days to complete the process. Please request and obtain registration and digital ID’s as early as possible to not jeopardize your ability to submit a bid. **There is NO cost to obtain a digital ID.**
	6. **Cost to bid:** There is a fee to bid through BidExpress.com. There are two (2) options the Bidder may choose: Option 1) A $35 fee will be charged for each individual contract bid, OR Option 2) $50/month subscription allows unlimited bids per month within the Bidexpress.com national system. The subscription can be turned on or off at the Bidder’s discretion. These fees are subject to change from time to time. The “option #1 (per bid fee) is scheduled to increase to $40 in the spring of 2022.

**2. Standard Specifications.**

 2.1 The **Bureau of Aeronautics Standard Specifications for Airport Construction, 2021 Edition,** and/or the **Standard Specifications for Highway and Structure Construction, Current Year Edition,** is/are part of the contract documents for this project.

* 1. Pay Items having numbers beginning with "P", "F", "D", "T", "L", and "X" (specials) shall be executed under the requirements of the **Standard Specifications for Airport Construction, 2021 Edition**, and Supplemental Specifications.
	2. Pay Items having numbers without a letter prefix shall be executed under the requirements of the **Standard Specifications for Highway and Structure Construction, Current Year Edition.**

**3. Electrical Guidelines.**

 3.1 The **Advisory Circular 150/5340-26C, Maintenance of Airport Visual Aid Facilities, or latest current edition**, published by the Federal Aviation Administration is an electrical document required to be "on-site" by the Electrical Contractor before work can start. This document covers airfield electrical items such as runway edge lights, approach lighting and navigational/visual aids.

 3.2 The Advisory Circular can be obtained from the Federal Aviation Administration website by searching under the AC number 150/5340-26 here: <http://www.faa.gov/regulations_policies/advisory_circulars/>

4. **Qualification of Bidders:**

 Prequalification is required. Prequalification is **NOT** done electronically and MUST be processed with originally signed paper copies by the Bidder.

 Bids will only be opened and accepted from firms who have been properly prequalified (General Provisions 20) in accordance with the bid advertisement. **IMPORTANT:** Failure to be properly pre-qualified will result in any bid received to not be electronically unsealed (opened) and/or rejected.

 4.1. Have you reviewed the legal "**Advertisement for Bids**" noting the requirement entitled "**Qualification of Bidders**" which requires the receipt of your qualifications by the Department no later than the deadline as stated in the bid advertisement? This deadline is “Normally”, but not always, 12:00 noon, local time, on the **Friday occurring thirteen (13) days prior** to the scheduled Thursday bid opening.

 The "Advertisement for Bids" is included with the proposal documents provided electronically. It is important to note that there are three different types of BOA prequalifications: 1) The Bureau of Project Development prequalification (AKA:DOT Highways prequalification); 2) the Bureau of Aeronautics “Short Form” prequalification, and; 3) The Bureau of Aeronautics Aviation Fuel System prequalification. It is critical that you are approved on the proper prequalification list as stipulated in the bid advertisement.

 If your firm currently has a properly approved and valid prequalification, a resubmittal is NOT required.

 Prequalification’s received after the stated deadline will be processed, however you will not be allowed to bid on contracts where the prequalification submittal deadline has passed.

 Aeronautics short form, and aviation fuel system Prequal submissions may be emailed to: dotboabidding@dot.wi.gov to allow the Bureau to expedite and begin processing, however **an original signed copy must be mailed to the Bureau to complete processing.**  Bureau of project development (AKA: Highways) prequalification’s must be received as a signed original as noted on the prequalification form.

 5. **Current Workload:**  This information is one component of the required documentation in the electronic bidding template.

 This information can be entered into the template one of two ways.

1. Build line by line the projects and remaining value of work. If you select this method, you will be asked to check a box stating that you will not be uploading the information.
2. Upload a copy of the provided workload form of your firms outstanding contract work and amount remaining. You will be asked to attach the file. You will also be asked to check a box stating that you did not build the outstanding workload because you are uploading.

Please note: The Bidder must provide the outstanding workload in one of these two ways. The check boxes are needed for the electronic system to recognize that you are doing one or the other.

**5. Award of Contract**

 Have you reviewed **Section 30 -** **Award and Execution of Contract** in the included **General Provisions** before completing the bid Proposal forms? It is not unusual for the award time to be extended beyond the standard specification 30-day time frame by special provision. Bid prices are required to be held for the duration of the identified timeframe.

**6. Special Requirements.**

Have you reviewed the **General Provisions and State Requirements** included in Segment I (Note: Insert proper segment(s) of the proposal) of the bid Proposal, especially pertaining to the following?

6.1 **Contractor's Insurance**. Review the standard insurance requirements in Section 70, Legal Regulations and Responsibility to Public in Federal General Provisions and review the Special Provision for Supplemental Specification #9 or other possible extra requirements.

* 1. **Erosion Control Implementation Plan** (ECIP). For projects including excavation or erosion control items, consider the requirements to be included in the ECIP before completing your bids. The ECIP form is furnished with the bid Proposal packet. This form **ONLY** needs to be completed and submitted by the contractor who is ultimately awarded the contract.
	2. **Safety Plan Compliance Document** (SPCD). The SPCD form is furnished with the bid Proposal packet. This form **ONLY** needs to be completed and submitted by the contractor who is ultimately awarded the contract. This document is used to explain how the contractor intends to comply with the Construction Safety and Phasing Plan within the project plans.

**7. Completing the Bid Proposal.**

 Carefully review the **Proposal Requirements and Conditions;** plans and specifications; and the contents of the Proposal for Airport Work and follow all instructions prior to submitting your bid. Have you made the following **important** entries?

**IMPORTANT:** Failure to include any of the required elements and information in the E-Bidding template will be identified as incomplete. **Bids received identified as incomplete after the close of bids will not be opened and/or rejected.**

7.1 **Bid Proposal:** Please complete the bottom of the template page with the appropriate information as to who is signing the bid proposal. This is a required element. **Failure to complete this step will result in the bid proposal to be identified as incomplete until the information is completed.**

7.2 **Bid Security:** Bid security in the Amount of five percent (5%) of the total amount of the bid including all alternate bids must be included (General Provision 20.8 of the Bureau of Aeronautics Standard Specifications for Airport Construction, 2021 Edition). There are four (4) following methods of bid security are acceptable. **One of the four methods must be chosen**, an omission check box must be marked for each of the methods NOT chosen to fulfill the bid security requirement.

**Failure to include one of the acceptable bid security methods will result in the bid to be identified as incomplete.**

* **Electronic Verification of Bid Bond** using Surety 2000 or SurePath- If this method is chosen you will be asked to insert the bond #.
* **Bid Bond:** If this method is chosen, a scanned copy of the bid bond is **required to be uploaded**. **In addition**, the Bureau of Aeronautics must receive a paper copy of the bid bond by close of business two business days following the close of bids. Select the omission box if another bid security method was chosen.
* **Certificate of Annual Bid Bond:** If this method is chosen, a scanned copy of the bid bond is **required to be uploaded**. The annual bid bond is currently on file with WisDOT. Select the omission box if another bid security method was chosen.
* **Certified check, bank draft, bank check, or postal money** order made payable to the Wisconsin Department of Transportation. If this method is chosen, a scanned copy of the bid bond is **required to be uploaded**. **In addition**, the Bureau of Aeronautics must receive the check, bank draft etc. by close of business two business days following the close of bids. Select the omission box if another bid security method was chosen. Certified checks may be drawn on the account of the bidder submitting the Proposal. Return of bid security will be as described in Section 30.4 of the Bureau of Aeronautics Standard Specifications for Airport Construction, 2021 Edition.

7.3 **List of Subcontractors:** You must select one of two methods to provide the list of subcontractors for the project. Include only the subs that you have obtained written quotes for more than 48 hours prior to the close of bids.

1. Build the list of subs line by line. Select the omission box if you are choosing to upload a copy of the BOA form per #2
2. Upload a copy of the supplied list of subs form. Select the omission box if have built the list of subs per #1

 Fill in the signature block at the bottom of the page. A blank form that is signed is acceptable and indicates that the Bidder did not receive any quotes prior to 48 hours of the close of bids.

 **Failure to include one of the acceptable subcontractor list options will result in the bid to be identified as incomplete.**

 Please note: All subcontractors must be approved by the Bureau prior to use on the project, and approval is requested by completing the request to subcontract forms. These forms will be sent to, and would be required to be completed by, the successful bidder after an award has been made. Debarred, suspended or those determined to have conflicts of interest will not be approved for use on the project.

7.4 **Addenda.**

Acknowledge each addendum by inserting a date in the space provided. Each addendum issued **must be acknowledged** (red asterisk) **or the bid will be identified as incomplete.** In the unlikely event that an addendum was issued that is not identified with a red asterisk, please insert a date of each addendum(s).

 7.5 **Schedule of Prices:**

Insert a unit price for each of the bid items on the schedule of prices including ALL unit prices in any alternate bids included in the contract.

**Failure to include a unit price will result in the bid proposal to be identified as incomplete until a unit price is included for each item in the schedule of prices.**

**8. Interpretations.**

 Have you submitted to the Engineer written or, if time is not available, oral questions about the meaning or intent of the construction documents or other inquiry, prior to the time set for the prebid conference? Interpretations or clarifications considered necessary by the Engineer in response to such questions will be issued by Addenda to all parties recorded by the E-Bidding system as "plan holders" and having received the construction documents. Questions received after the prebid conference or less than seven days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**9. Submission of Bids.**

9.1. **Bidders** **MUST register with Bidexpress.com** **AND** obtain a digital ID (see Number 1 above). The registration process immediate. Obtaining a digital ID is relatively quick; however, it may take a couple of days to complete the process. Please request and obtain registration and digital ID’s as early as possible to not jeopardize your ability to submit a bid. **There is NO cost for registration or obtaining a digital ID.**

9.2 Bids are ONLY allowed to be received prior to the date and time deadline established as the close of bids. The E-Bidding software prohibits a bid to be submitted after the stipulated close of bids. NOTE: Please do NOT wait until the last seconds to attempt submitting a bid. Bids can be over-written with a resubmittal at no additional cost.

**10. Incomplete Bids:**

Bids received identified as incomplete after the close of bids will not be opened and/or rejected.

**11. Bid Opening Audio Broadcast:**

Bids will be opened (Electronically unsealed) as soon after the close of bids (typically 2:00PM) deadline as possible and will be witnessed by at least one additional WisDOT staff member. The bid opening will be broadcast live via Teams (video will not be available due to potential bandwidth issues). The correct meeting and call-in information for the bid opening is:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Meeting ID: 273 385 397 96
Passcode: tLjwfv

**Or Dial in by phone (audio only)**

+1 608-571-2209

Phone Conference ID: 186 780 348#

11. **Bid Result information:**

“As read” Bid results will be posted on the Bureau of Aeronautics website as soon as practicable after the bid opening. [https://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/arpt-applow.aspx](http://apwmad0p7106:37108/Pages/doing-bus/aeronautics/airports/arpt-applow.aspx)

Bid tabulations - unit prices of responsible and responsive bids will be posted after an award has been made. Rejected bids, or bid alternates not awarded will NOT be posted. Bid tabulation and award information can be found here: [https://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/bidtabs.aspx](http://apwmad0p7106:37108/Pages/doing-bus/aeronautics/airports/bidtabs.aspx)