



Oregon

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TIPS TO AVOID REJECTION OF BID

Disclaimer: This is not intended to be a complete list of requirements for bidding. It is the bidder's responsibility to read, understand, and implement all requirements of the solicitation documents. Those include but are not limited to, the advertisement, addenda, Oregon Standard Specifications for Construction, special provisions for each project, and plans.

Top four most common mistakes that result in rejection of bid:

- Not prequalified, or not prequalified in category of work.
- Unauthorized signor of bid booklet
- Does not meet DBE goal.
- Subcontractor Disclosure form not submitted, submitted late, or is incomplete.

Checklist of Reminders:

Prequalification: (References: <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/Prequalifications.shtml>; Oregon Standard Specifications for Construction, General Conditions 00120.00.)

- Approved for current year's Prime Contractor Prequalification Application 10 days prior to bid opening.
- Approved in project category of work 10 days prior to bid opening.
- Signor of Bids must be listed as an authorized signor of bids in the current prequalification application form.
- Electronic bidder's BidX Electronic Digital signature must match current authorized signor of bids in Prequalification.

Subcontractor Disclosure Forms:

- Filled out the Subcontractor Disclosure Form (for projects over \$100,000) correctly and completely, including subcontractor name, category of work, and dollar amount. (Deadline for submittal of form is 2 hours after bid closing). (References: ORS 279C.370 <http://landru.leg.state.or.us/ors/279c.html>; Oregon Standard Specifications, General Conditions 120.40(f).

DBE Goals with African American or Asian American goals:

- Confirm DBE firms with specific ethnicity at the Office of Minority, Women and Emerging Small Business (OMWESB) website, <http://www4.cbs.state.or.us/ex/dir/omwesb/>, or call (503) 947-7924.

Bid Booklet: (Reference: Oregon Standard Specifications for Construction, General Conditions, 00120s and 00130s)

- Bid is submitted prior to day and time deadline as stated in bid booklet and solicitation documents.
- Bid is signed by an authorized representative of the company who can "execute bids" per the list in the approved Prime Contractor's Prequalification Application.
- The Bid Section documents provided are properly used and do not contain unauthorized alterations.
- The Bid is complete and correctly completed.
- The Bid does not contain improper additions, deletions, alternate Bids, or conditions.
- The Bid is not submitted on documents not obtained directly from the ODOT Procurement Office – Construction, or is not submitted by a Bidder who has not been identified by the Agency as a holder of bidding plans.
- The Bid entries are typed or in ink, and signatures and initials are in ink.
- Each change or correction is individually initialed.
- White-out tape or white-out liquid is not used to correct item entries.
- The price per unit is filled out.
- The Bid guaranty is sufficient and proper.
- The original Bid Bond form is used and is not altered.
- The bid acknowledges all issued addenda.
- The Bid does not contain entries greater than zero
- The Bid does not contain entries with more than two decimals to the right of the decimal point.

TERO (Tribal Employment Rights Office) Requirements:

- For projects on or near the Umatilla Indian Reservation, contractor must be certified by the Tribal Employment Rights Office prior to award. (References: <http://www.umatilla.nsn.us>); http://www.oregon.gov/ODOT/HWY/SPECS/2008_special_provisions.shtml

QUESTIONS? Please call (503.986.6916)