

## NDOR Bidding Checklist

1) Each company must be prequalified to submit bids as a prime contractor with NDOR. The prequalification package may be downloaded from our website. The bidder should be aware that page 20 or 21 of the prequalification needs to list individuals authorized to sign bids and bonds for the company. NDOR must receive complete prequalification packages by 5:00 pm 10 days before a letting. NDOR will send a letter to the contractor stating their maximum qualification rating and the expiration date.

2) Bidders must complete a "Request for Bidding Proposals", Form R125, for each letting and submit it to the NDOR by 5:00 pm the day before letting. The form is available on the Contracts Lettings Webpage.

If the bidder is qualified for the group(s) required on the requested projects and has sufficient bidding capacity, NDOR will issue a bid proposal form, bid bond and bid envelope.

3) The contents of a bid are defined by NDOR as:

3a) Schedule of items

3b) Required DBE form (if applicable)

3c) Certification saying Drug-Free Workplace Policy is on file w/ NDOR

3d) Miscellaneous Data sheets which consist of other forms and certifications as required by NDOR

3e) Bid Signature Page

3f) Bid Bond

4) The bidder will prepare their bid using the current version of Expedite software provided by NDOR. The bidder will need to download the Expedite files from either the NDOR or BidX website. The schedule of items folder and DBE folder (if required) must be filled out completely.

The bidder will need to do the following in the miscellaneous folder of Expedite:

4a) Select the Nebraska County where your equipment is assessed or select non-applicable.

4b) The bidder must indicate which form of bid bond will be applied to the project. All other appropriate boxes need to be selected until the miscellaneous folder turns from red to green.

4c) The bidder may elect to limit the dollar amount or number of contracts they will accept in the letting. The "Notes" to be completed for the limits are in the miscellaneous folder for each call in Expedite.

The notes to be completed for projects that have ties allowed by the department are also located in the miscellaneous folder.

5) The bidder will submit their bid either as a paper bid originally signed and notarized in an NDOR provided envelope with an electronic copy (diskette or cd) or, if authorized, submit a digitally-signed electronic bid thru [www.BidX.com](http://www.BidX.com). The bidder will receive a confirmation from BidX that their bid has been received. The bidder may resubmit their bid as many times as they choose up until the cut-off time for the letting.

The bidder's signature does certify that the bidder has read, understands and is complying with all the verbiage of the text of the bid and proposal form.

Submitting bids electronically thru BidX (Internet Bidding) requires extra initial steps.

5a) NDOR authorization is required to submit digitally-signed bids. Form DR173 must be completed, notarized and submitted to NDOR Contracts Lettings Office no later than by 5:00 pm the day before the first letting the contractor wants to submit internet bids. The authorization will not expire unless major changes occur (your company reorganizes, BidX changes, etc.).

5b) The actual digital signature will be obtained through BidX. This process must be completed by each individual that will be digitally signing bids. Their digital ID is also associated to the company and vendor number they represent. The form to obtain the digital signature will be generated through the use of the Expedite software. In Expedite, under Tools, Digital ID's, choose Create ID and complete the process. This request must be completed, notarized and submitted to BidX ten days prior to the letting.

6) An NDOR bid bond must be completed and submitted as required by the special provisions prior to the cut-off time for the letting. Currently the bidder may use a project specific paper bid bond or an Annual Bid Bond. Annual Bid Bonds are valid until July 1 of each year. The bidder must indicate what type of bid bond will apply to the project in the miscellaneous folder of the Expedite bid. If a paper bid and/or a project specific bid bond is submitted to NDOR, the bidder needs to fill out the NDOR provided envelope completely.

7) The Subcontractor/Supplier Quotations List Form is to be completed and submitted to NDOR on-line from the Contract Lettings current letting page.