

## BID on MDOT PROJECTS

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Michigan Department of Transportation (MDOT) outlined below the requirements to bid on MDOT advertised construction projects. One key element in the requirements is the ability to bid electronically. Establishing and setting up this requirement takes approximately 6-7 business days (see [ELECTRONIC BIDDING REQUIREMENTS](#) below).

Highway construction project advertisements are posted intermittently on the Contractor's Service Center Web site at [bid letting information](#) as early as six weeks prior to a scheduled bid letting. A contractor can view the advertisements and if he/she desires to bid as a prime contractor, the following requirements below need to be in place.

### **TO BID AS A PRIME CONTRACTOR:**

#### **PREQUALIFICATION**

Unless the project is identified as "prequalification waived", a construction contractor must be prequalified with MDOT in the specified work class identified on the project advertisement in order to bid as a prime bidder. For prequalification information, go to MDOT's Contractor's Service Center at [www.michigan.gov/mdotcontractors](http://www.michigan.gov/mdotcontractors) and select the PREQUALIFICATION link.

#### **ELECTRONIC BIDDING**

Establish electronic bidding. **SEE [ELECTRONIC BIDDING REQUIREMENTS](#) BELOW.**

#### **PROJECT PROPOSALS**

MDOT offers project proposals and plans electronically for viewing FREE of charge. Visit the [e-Proposal Website](#) and obtain a password through [New User Registration](#).

Printed project proposals and plans are also available for purchase to the public through one of the following print vendors below:

**[Capital Imaging](#)**  
Ph: 517-482-2292  
Fx: 517-487-1920

**[Motor City Imaging, LLC.](#)**  
Ph: 734-542-8800  
Fx: 734-542-8480

**OfficeMax**  
Ph: 517-347-8988  
or 517-347-3599  
Fx: 517-347-3381

Provide the project Item number to the printing vendor upon ordering. The company name on the order is applied to the MDOT planholder listing posted on the [Bid Letting Information website](#) once each week beginning at three weeks prior to the upcoming bid letting.

#### **REQUIRED FORMS FILINGS**

[Form 1300EZ](#) (Statement of Current Contracts and Subcontracts) and Form 1381 are forms required by MDOT. The 1300EZ form must be filed within the filing Period identified in the [Letting Schedule and 1300EZ Filing Dates](#) for the current year.

[Form 1381](#) (Request for Eligibility to Bid) informs MDOT of the project(s) the contractor desires to bid and to be included on the eligible bidder's listing. **The deadline to file this Form 1381 with MDOT is 5:00 p.m. one day prior to the scheduled bid letting.**

Forms 1300EZ and 1381 can be submitted to Contract Services Division (CSD) by Fax: 517-373-3707, 517-241-4193, by on-line submission, or by email at [MDOT-BidLetting@michigan.gov](mailto:MDOT-BidLetting@michigan.gov).

### **ELECTRONIC BIDDING REQUIREMENTS:**

***Allow at least 6-7 business days to complete this entire setup***

- **Subscribe** to the on-line bidding exchange Internet Website, Bid Express ([www.bidx.com](http://www.bidx.com)). Click the link to subscribe.
- **Install** the *FREE* bid software program and electronic bidding system, Expedite Bid (Expedite). Print the instructions from [http://www.michigan.gov/documents/expedite\\_54449\\_7.pdf](http://www.michigan.gov/documents/expedite_54449_7.pdf) for instructions how to obtain and install Expedite Bid and create a Digital ID (electronic signature).

- **Create** a Digital ID from within Expedite Bid. Allow four business days to create and enable a Digital ID. Paperwork is generated when the ID is created. An electronic wizard programs walks the contractor through this process.

For questions/assistance with electronic bidding, contact [MDOT-BidLetting@michigan.gov](mailto:MDOT-BidLetting@michigan.gov) by e-mail or telephone 517-335-4328.

### **PREQUALIFICATION-WAIVED PROJECTS:**

***Allow three business days to complete this process***

Projects advertised as prequalification-waived can be bid from either a prequalified vendor/contractor or a vendor/contractor not prequalified with MDOT.

To bid on prequalification-waived projects, a vendor/contractor NOT prequalified with MDOT must:

- **Establish** electronic bidding. (See REQUIREMENTS FOR ELECTRONIC BIDDING above.)
- **Complete** pages 19 and 20 of [Form 1313](#), Confidential Prequalification Application. Mail the documents to MDOT at Contract Services Division, Michigan Department of Transportation, P.O. Box 30050, Lansing, MI 48909. A fax document can be accepted as temporary filing. Originals must be promptly mailed.
- **Complete [Form 1381](#)** (Request for Eligibility to Bid) to inform MDOT of the project(s) the vendor/contractor wishes to bid and to be included on the eligible bidder's listing. **The deadline to file this Form 1381 with MDOT is 5:00 p.m. one day prior to the scheduled bid letting.**

### **BID AS A SUBCONTRACTOR:**

- Subcontractors must be prequalified in the work classification they intend to perform. For information on the prequalification process, go to MDOT's Contractor's Service Center at [Contractors Service Center](#) and select the PREQUALIFICATION Web page link.
- Subcontractors are not required to complete and submit forms 1300EZ or 1381 to MDOT.
- Subcontractors work closely with the prime contractor of the project the prime is bidding.
- Subcontractors may be asked to hold any warranty obligations for which work the subcontractor is performing. This obligation is set up between the prime contractor and the subcontractor performing the specified work required.