

## 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 5 business days (see [ELECTRONIC BIDDING REQUIREMENTS](#) below).

Highway construction project advertisements, proposals and plans are published 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 advertisements, the proposal and plans prior to deciding to bid as a prime or subcontractor.

### **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 or subcontractor. 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](#). An option to add your company to this website is also available.

Printed project proposals and plans are also available to the public for purchase through a registered print vendor. To find a print vendor near you, go to MDOT's [Bid Letting Information](#) website for a listing. Provide the project Item number to the print vendor upon ordering.

#### **REQUIRED FORMS FILINGS**

[Form 1300EZ](#) (Statement of Current Contracts and Subcontracts) and Form 1381 are forms required by MDOT to be as a prime contractor. 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 prime 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 5 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)).
- **Install** the *FREE* bid software 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) how to obtain and install Expedite Bid and create a Digital ID (electronic signature).
- **Create** a Digital ID from the [Bid Express website](#). After login to Bid Express and under Manage your account, click the link, [Create or Manage your Digital IDs](#), Paperwork is generated when the ID is created and then the paperwork sent to the Digital ID Administrator InfoTech, Inc, in Florida to begin the approval process. Allow 5 business days for the approvals to take place and for enabling the Digital ID.

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

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

To bid on prequalification-waived projects, a 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 unless the project is classified as prequalification-waived. For information on the prequalification process, go to MDOT's Contractor's Service Center at [MDOT Prequalification](#) webpage and follow the instructions, "How to Become Construction Prequalified."
- Subcontractors are not required to complete and submit forms 1300EZ or 1381 to MDOT.
- Subcontractors contact and work closely with prime contractors bidding the project.
- Subcontractors may be asked by the prime contractor to retain and become responsible for warranty obligations if a project offers a warranty obligation for which work the subcontractor is performing. This obligation is a contract between the prime and the subcontractor performing the specified work required.