

## WisDOT BID LETTING RESOURCE GUIDE

### Tips for Making your Bid Responsive

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**THE BID DOCUMENTATION TIMELINE TABLE IS LOCATED [HERE](#) ON THE WisDOT WEBSITE**

Please submit additional documents through eSubmit. [eSubmit instructions](#)

Document	When needed to be responsive
DT1506 or E-1506	Tuesday 11:00 a.m. (BidX)
Attachments A or DBE quote(s) From all identified DBEs on the DT1506/E-1506	Tuesday 11:00 a.m. (BidX)
Beginning in February 2022 - Attachments A or quotes From all identified DBEs on the DT1506/E-1506	Tuesday 12:00 noon (eSubmit)
Attachments A (for unsigned Attachments A and/or DBE quotes submitted on Tuesday) Signed and dated by DBE	Wednesday 11:00 a.m. (eSubmit)
DT1202 and supplemental materials If DBE goal is not met	Wednesday 11:00 a.m. (eSubmit)

## SECTION 1: TOOLS & DOCUMENTS USED TO SUBMIT A SUCCESSFUL BID

- **BID EXPRESS ACCOUNT**
  - See <https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx> for electronic bidding information.
  
- **AASHTOWare PROJECT BIDS**
  - Login: [www.bidx.com](http://www.bidx.com)
  - Download → **BID FILES(s)**. \*.ebsx and addendum (addenda, if applicable)
    - **DOWNLOAD** by proposal or letting
    - If \*.zip file is used, extract all files
  - **CURRENT DBE .bin file** downloaded **MUST BE** saved in the same location as the \*.ebsx file
  - Instructions: [PROJECT BIDS](#)
  
- **eSubmit**
  - As of **October 2022**, **ALL** bid documentation submitted after BidX closes -- **BETWEEN TUESDAY 11:01 AM - WEDNESDAY 11:00 AM** -- must be submitted via **eSubmit**. Please make sure all employees who have bid letting responsibilities are registered and have been granted access. Refer to the linked instructions and test the platform **BEFORE** bid day.
  
- **DT1506**
  - Using **PROJECT BIDS**
    - Upload Completed DT1506.pdf within the Miscellaneous Tab OR
    - Enter DBE Firms within the DBE Commitment/DT1506 Tab
  
- **ATTACHMENT A's or DBE QUOTES**
  - Include **ATTACHMENT A's or DBE QUOTES** for all DBEs included on the commitment.
    - See additional options for ATTACHMENT A submittal(s) in the **"Bid Documentation Timeline"** table on pg. 1

- **GOOD FAITH EFFORT**

- Indicate if the DBE goal was met. If not, submit the DT1202 Excel Workbook, DT1202 Form and Supplemental Materials **BY 11:00 AM WEDNESDAY** through eSubmit

## SECTION 2: PRE-BID DAY REMINDERS

- **eSubmit & PROJECT BIDS**

- **Before each bid letting, complete a test submission to ensure both platforms are working properly**
- Submit Bid including DBE Firms electronically, via **PROJECT BIDS**
- Submit additional bid documentation via **eSubmit** which provides prime contractors with an immediate email response back that documents have been uploaded
- Verify you have the most current DBE .bin file downloaded
  - **eSubmit Questions:** Ijeoma O’Rorke – [Ijeoma.ororke@dot.wi.gov](mailto:Ijeoma.ororke@dot.wi.gov) (Phone: 414-550-2839)
  - **BidX Questions:** Deanna Goebel – [Deanna.goebel@dot.wi.gov](mailto:Deanna.goebel@dot.wi.gov) (Phone: 608-267-6967)

- **REVIEW YOUR SOLICITATION & EMAIL STRATEGY**

- When was the last time your company **UPDATED** your DBE solicitation letter and/or email(s)?
- Does your company send a **SEPARATE SOLICITATION** to **ALL** hiring subcontractors **PRIOR** to the bid letting encouraging DBE utilization with DBE Trucking Firms and/or DBE Material Suppliers?
- Does your company discuss **DBE STRATEGY** prior to the bid letting as an **AGENDA ITEM** in any pre-bid meetings?
- Has your company **REACHED OUT** to new and/or existing DBE firms between bid lettings?

▪ **UCP DIRECTORY AND MONTHLY DBE DIRECTORY UPDATES**

- Only **CERTIFIED DBE FIRMS** listed in the [UCP DBE Directory](#) will count towards the assigned DBE goal
- **ALWAYS** use the most current version of the **UCP DBE DIRECTORY**
- Prime contractors are responsible for checking **DBE(s) NAICS CODES** on the **UCP DBE DIRECTORY** for any work being claimed by a DBE for DBE credit on that project
- [Monthly DBE Directory Updates](#) is located on the same webpage as the **UCP DBE DIRECTORY**
  - ✓ The Monthly DBE Directory Updates is a valuable resource that details the changes, updates and DBE firm expansions that happen on a monthly basis to the UCP Directory. We are anticipating **MORE FREQUENT EXPANSIONS**, so please make it a habit to check this monthly to ensure your solicitation efforts include all DBE(s) who are certified for the work types your company is seeking.
  - ✓ The updates are listed in **EXCEL** format and each month is a separate tab
  - ✓ Monthly updates include:
    - DBE Contact Updates
    - Change to DBE Firm Name
    - Newly Certified DBE Firms
    - Decertified/Withdrawn DBE Firms
    - NAICS Code Expansion(s)
    - NAICS Code Reduction(s)
    - Change to DBE Firm Classification

## SECTION 3: BID DAY REMINDERS

- **ORDER OF ATTACHMENT A'S**
  - It is very helpful to our office if you **place Attachment A's in the order they appear** either on your electronic bid submission or on the DT1506 pdf form. The stand-alone DT1506A can be found [here](#) on the WisDOT website.
  - **NOTE:** The Attachment A is confirmation that the DBE accepts the commitment amount and type of work. Primes must confirm the information listed on the Attachment A before submission.
  
- **NO CROSS-OUTS ON ATTACHMENT A'S**
  - If amounts change, please complete a new Attachment A with signatures
  
- **DBE TRUCKING FIRM ATTACHMENT A'S**
  - Remember to include Attachment A's for all DBE Trucking Firms listed on the DT1506/DT1506 Tab. We always need the first Attachment A from a DBE trucking firm at bid time – **SUBSEQUENT ATTACHMENT A'S** for the **DBE TRUCKING FIRMS LISTED ON THE COMMITMENT** will not be required again.
  - If a prime contractor and subcontractor are using the same DBE Trucking Firm, submit two (2) Attachment A's. DO NOT combine the DBE amounts onto one (1) Attachment A.
  
- **NEUTRAL DBE PARTICIPATION**
  - If your company is submitting **ADDITIONAL / NEUTRAL DBE(s) BETWEEN TUESDAY 11:01 AM - WEDNESDAY 11:00 AM** (i.e., DBE(s) not identified on the DT1506/DT1506 Tab at bid time), **our recommendation** is to submit these Attachment A(s) separately through eSubmit or use a **COVER PAGE** to identify the neutral DBE(s). It is helpful to our office as we check in bid documentation.

▪ **TWO PERSON BID REVIEW**

- The most important thing prime contractors can do after a bid is submitted is to perform a “**two-person / triple check**” review of all documentation
- Print out all bid letting documentation
- Grab a **HIGHLIGHTER** and highlight all required areas on the E1506/DT1506 and Attachments A’s
  - ✓ Is the DBE certified for the DBE credit being claimed?
  - ✓ Is the hiring subcontractor identified?
  - ✓ Is this DBE only a material supplier **OR** a DBE material supplier **and** fabricator? Is the 60% calculated correctly?

**\*\*REMINDER: DBE SUPPLIERS THAT ARE ALSO MATERIAL FABRICATORS RECEIVE 100% DBE CREDIT\*\***

- ✓ Does your **MATH MATCH** with the **PROJECT BIDS** entries?
- ✓ Does the **NUMBER** of Attachment A’s **MATCH** with the number of **PROJECT BID** entries?
- ✓ Did the DBE sign the AA?
- ✓ Is the AA dated correctly including the correct year?
- ✓ Did your company sign the AA?
- A **DBE QUOTE** submitted by Tuesday at 12:00 PM for DBE(s) identified on the DT1506/DT1506 Tab is **only** a **PLACEHOLDER**. We will always need the signed Attachment A from the DBE by Wednesday at 11:00 AM.

▪ **MAKE YOUR BID RESPONSIVE BY WEDNESDAY at 11:00 AM**

- Submitting all identified and signed Attachment A’s **and/or**
- A GFE Request
  - ✓ If there is any doubt **whatsoever** that your company did not meet the assigned DBE goal and/or you realize there is an error after submitting your electronic bid in **PROJECT BIDS** – **PLEASE SUBMIT A GFE REQUEST**
  - ✓ All bid documentation **BETWEEN TUESDAY 11:01 AM – WEDNESDAY 11:00 AM** needs to be submitted through eSubmit
  - ✓ **If your company does not bid frequently, make sure to review the bid letting steps and processes with staff before bid letting day**

▪ **A NON-RESPONSIVE BID MAY RESULT IF →**

- You include **NON-CERTIFIED DBE FIRM(s)** on your DT1506 or DBE Commitment/DT1506 Tab and DO NOT meet the assigned DBE goal after they are removed. Your company will be required to submit a GFE request by 11:00 AM Wednesday.
  - ✓ If the DBE Office does not receive a GFE Request, your bid will be non-responsive
- You **DO NOT INCLUDE** all required Attachment A's/DBE QUOTES electronically with your bid by 11:00 AM Tuesday OR via eSubmit by 12:00 PM Tuesday. Final versions of Attachment A's are required by 11:00 AM Wednesday via eSubmit.

## SECTION 4: HELPFUL TIPS

▪ **STANDARDIZED BID PRACTICE CHECKLIST**

- Develop a checklist and maintain it on a **shared network** so **ALL** employees involved in the bid letting process and follow it
- Consider including:
  - ✓ Pre-bid day tasks
  - ✓ Bid day tasks
  - ✓ Post-bid day tasks
  - ✓ DT1202 Excel Workbook specific to the proposal(s) your company is bidding on

**\*\*THIS CHECKLIST CAN BE INCLUDED IN THE DOCUMENTATION BACKUP FOR A FUTURE GFE REQUEST UNDER OTHER GFE ACTIVITIES\*\***

▪ **TIMELY NOTIFICATION TO DBES**

- After the DT1506/DT1506 Tab is finalized, please notify DBEs, and let them know they have been **INCLUDED (NOT AWARDED)** on the DT1506/DT1506 Tab
- If your company reads low on Wednesday after 12:00 PM, DBE(s) are on notice that they may have upcoming work if your company is ultimately awarded the project
- If the project is **REJECTED** for any reason, please follow up with all DBE(s) as well
  - ✓ **TIP:** Consider including the link to the specific WisDOT bid letting webpage in any communication with DBE(s) with directions on where to find the **PROPOSAL STATUS pdf**.  
[Plans and Proposals](#)
    - [Proposal status](#) (report listing the status of each proposal in this letting)

▪ **BID LETTING BINDER**

- There is a lot of information online to assist prime contractors with the bid letting and GFE process. In addition to reviewing this information online, consider keeping an **UPDATED BID LETTING BINDER**. Instead of searching for emails if you have a question, maintain a binder with the following sections:

[Newsletters & DBE Alerts](#)

[WisDOT Bid Letting Resource Guide](#)

[GFE Tool Kit](#)

[GFE Tool Kit Appendix](#)

[Outdated DBE Contact Information Reminder](#)

[eSubmit Instructions](#)

- Internal processes, procedures, policies & GFE data tracking can also be included. **This binder can also be used as an internal training manual.**