BIDDER CHECKLIST

Use this checklist to assist with submitting bids with MoDOT for highway construction projects.

1. ☐ Submit a completed Contractor Questionnaire with required accompanying documents no later than seven days prior to the desired bid opening. See sections 101 through 103 of the *Missouri Standard Specifications for Highway Construction* and Rule 7 CSR 10-15.010 *Prequalification to Bid of Certain Contractors*.
2. ☐ All Bids must be submitted electronically using Bid Express secure internet bidding (www.bidx.com). Any paper bid submitted will be considered irregular per section 102.8 of the *Missouri Standard Specifications of Highway Construction.*
3. ☐ Submit Bid on the contract through Bidx.com find instructions on Bid submission in Bidx.com
4. ☐ If submitted in the name of a firm or corporation, the legal name of the firm or corporation should appear in the space designated and be signed for by one or more persons legally qualified to execute papers in the name of the company.
5. ☐ Submit a Bid Guaranty meeting the requirements of Section 102 of the *Missouri Standard Specifications for Highway Construction*. A Project Specific Bond or Annual Bid Bond must be submitted on the MoDOT provided form before the letting is open. Submit bonds to Design Division Bid Bond, PO Box 270, Jefferson City, MO 65102. Forms delivered by UPS, Fed Ex, DHL etc. should be shipped to Missouri Highways and Transportation Commission, Attention: Design Division Bid Bond, 105 West Capitol Avenue, Jefferson City, MO 65102
6. ☐ Submit a Subcontractor Disclosure form in accordance with the bidding documents. For bids greater than $2 million, each bidder must submit with each bid a disclosure of the subcontracts that have a subcontract value that is equal to or greater than 20% of the total project bid or subcontracts that are equal to or greater than $2 million. If this information is not available at the time the bid is submitted the Subcontractor Disclosure form must be submitted to MoDOT before 4 p.m. of the third business day after bid opening.
7. ☐ Alternate Pavements. When submitting a bid with alternate pavements, separate pay items, descriptions and quantities are included in the itemized proposal for each alternate. Submit a bid for only one alternate and leave the price blank for all other alternates.
8. ☐ Prior to submitting a bid always check the bid for errors by clicking the checkmark icon at the top of the page. A bid can be submitted with errors without be considered irregular. Pay special attention to the Schedule of Items and Signature and Identity of Bidder folder when submitting bids with errors.

All questions or concerns regarding bid document preparation should be directed to MoDOT's Central Office Design Division at (573) 751-9253 or bidquestions1@modot.mo.gov.
All project specific questions should be directed to the project contact listed in the Job Special Provisions for the project.