



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

MARK PESTRELLA, Director

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

April 17, 2023

IN REPLY PLEASE  
REFER TO FILE: **BRC-2**

**NOTICE TO BIDDERS "F" FOR TWIN TOWERS CORRECTIONAL FACILITY  
ELEVATORS PROJECT  
SPECS. NO. 7675  
LOW-BID SOLICITATION NUMBER: BRC0000394**

This Notice to Bidders "F" clarifies the Low-Bid Solicitation dated January 26, 2023 and is hereby made a part thereof.

**PROJECT MANUAL:**

1. Refer to Section 00 03 00, Form of Bid.

**Delete:** Specifications Section 00 03 00 in its entirety and **replace** with the attached revised Specifications Section 00 03 00, Form of Bid, which includes receipt of Notice to Bidders "A," "B," "C," "D," "E," and "F" (ATTACHMENT 1).

2. Refer to Section 00 04 38, Request for County Program Preference Consideration.

**Delete:** Specifications Section 00 04 38 in its entirety and **replace** with the attached revised Specifications Section 00 04 38, Request for Preference Consideration (ATTACHMENT 2).

3. Refer to Bid Express/Infotech information sheets.

**Delete:** Bid Express/Infotech information sheets in their entirety and **replace** with the attached revised Bid Express/Infotech information sheets (ATTACHMENT 3).

4. **Refer to:** Elevator machines room E-1002, E-1003 (Tower 1) and S-902 (Tower 2) for Elevator #3, #9 and Elevator #14 respectively as shown on sheet A-2.08 and A-2.17 have existing epoxy floor coating.

**Add:** Contractor shall remove the existing epoxy floor coating down to the existing concrete floor prior to the application of new fluid applied floor coating.

**QUESTIONS AND ANSWERS:**

1. Question: I see very contradicting language in the base spec for Maintenance on pages 20 and 21, and in the Alternates #4 and #5 for the Interim Maintenance Period. Please clarify which requirement is to be bid.

In the "Information to Bidders "01 00 00 . Project General Requirements item 1.22 - E "Additional Personnel Requirements". It states we are to provide two Maintenance Mechanics, one as a lead and one regular. I interpret this as we are to provide TWO maintenance mechanics for the full length of the Project. To start when we begin work on the first car on site and to continue through the end of the Warranty Period. **Question 1. would be my understanding of the clause correct, and if not, do we determine how many service persons to assign to the project?**

Answer: A lead maintenance and a regular maintenance mechanic are a requirement, not as full-time assignments but in compliance with the requirements as stated in NOTICE TO BIDDERS "D," posted March 20, 2023, EXHIBIT 9. TTCF Elevator Interim Maintenance and Warranty Maintenance Specifications, dated 3-14-2023. The modernization crews are not to engage in the service, maintenance and response to calls.

2. Question: Second question concerns the Actual Spec language for Maintenance found in, "**Vertical Transportation Project Summary of Work**" 14-01-01 under section 14-22-00 item 1.2 A and B. These are the Interim Maintenance and Warranty Maintenance spec sections.

Item#1: This section states Interim Maintenance is to begin when the first car on site is taken out of service and continues until the last car on site is finished. Item # 2: I interpret this to mean we are to service all cars on site when we start the first modernization car?

Answer: Item #1; Section 14-0101 does not include any language on Interim Maintenance and Warranty Maintenance, Section 14-22-00, 1.2 A & B defines "preventive maintenance service on elevators described herein for a period from the first elevator decommissioned from building service, until each group of elevator(s) within the same elevator room is completed for its modernization work" and "At the end of the Interim Maintenance period, the basic warranty period will start for the group of elevators within the same elevator machine room for a period of one year."

Item #2; Interim maintenance: Contractor is only responsible for the maintenance of the existing elevators in a multiple machine room while modernization is occurring. Once the last existing elevator is replaced, the Interim Maintenance period ends, and the basic one-year warranty period starts for the group of elevators within the same elevator machine room.

3. Question: Item 3. The same section noted above states, "once a unit in a bank of cars is started then the maintenance is to begin on those cars". This would seem to conflict with the above sentence. Your answer to our second question above will possibly answer this question. If not, my next question will be. Item#4, are we to follow this statement and start the maintenance on each group separately when we begin the first car in that machine-room/ group?

Answer: Please refer to answer to item# 2 above.

4. Question: Section Project Manual, Alternates Section 01 23 00, 1.2 items 4 and 5. In item 4 it only wants us to start maintenance on a unit once we begin the mod on a car in that machine-room and end on them when the last car in the room is finished. We would quote a monthly dollar amount per unit. **If we are to price the units on a monthly basis per car, this will preclude the provision called for in my item 1 above. Since we are not pricing the job to include two service mechanics in the job but on an individual per car price per month basis, is this correct?**

Answer: Price requested is per elevator unit, however, a lead maintenance and a regular maintenance mechanic are a requirement, not on a full-time assignment, but in compliance with the requirements stated in NOTICE TO BIDDERS "D", posted 3/20/2023, EXHIBIT 9. TTCF Elevator Interim Maintenance and Warranty Maintenance Specifications, dated 3-14-2023. The modernization crews are **not** to engage in the service, maintenance, and response to calls.

5. Question: In paragraph B of this section noted in item 4 above, it states to price the maintenance per the "scope of the existing maintenance agreement". **Question 5, I do not find a copy of said agreement in the docs, can you provide to us or are we to price per the Specifications section 14 22 00 1.2 B.**

Answer: Please refer to NOTICE TO BIDDERS "D", posted 3/20/2023, EXHIBIT 9. TTCF Elevator Interim Maintenance and Warranty Maintenance Specifications, dated 3-14-2023.

6. Question: Sheet T-1.00, ARCHITECTURAL **Note 3**. States: REMOVE STORAGE OF ANY MATERIALS NOT DIRECTLY RELATED TO THE ELEVATOR. This is not quantifiable as written. Please confirm this is referencing a minor amount of trash to be disposed of.

Answer: Los Angeles County Sheriff's Department (the facility) will remove all the current material and debris stored in the lobbies, halls leading to and inside the machine rooms. Contractor is responsible, during construction, for the periodic removal and disposal of excess materials/trash and is not to store any materials not directly related to the ongoing work, except for the designated areas in the project workplan and in compliance with the Facility Operations Plan.

7. Question: Sheet T-1.00, ARCHITECTURAL **Note 4**. States: ACCESS STAIRS TO THE ELEVATOR MACHINE ROOM TO HAVE A LANDING AT THE TOP OF THE STAIR THAT ALLOW FOR THE SWING OF THE DOOR WITH 2FT MIN CLEARANCE. This is not quantifiable as written and the plans do not reflect work to modify existing conditions to accommodate this requirement. Please confirm if this condition exists as required or provide dimensioned retrofit sketches for pricing purposes.

Answer: This condition, where it occurs, is an existing non-conformance with no practical solution. The situation will be addressed with the inspector(s) for it to remain "as is". Contractor is to exclude from the Bid.

8. Question: Sheet T-1.00, ARCHITECTURAL **Note 5** states: INSIDE THE HOISTWAY, LEDGES OVER 2" Wide shall be beveled on the top and shall have slope of no less than 75 degrees. We have not been provided access to the inside of these shafts. Please confirm if the existing shafts comply with this requirement.

Answer: It is not practical to inspect the shafts thoroughly for this compliance. During construction, if some areas are found to be in non-compliance, it will be addressed on a case-by-case basis. Contractor is to exclude from the Bid.

9. Question: Sheet T-1.00, ARCHITECTURAL **Note 10** states: PROVIDE TEMPORARY SECURITY FENCING AT ALL OUTDOOR STAGING AND STORAGE AREAS. Please provide a plan showing where we will be permitted to utilize as long-term storage/staging. Will we be provided a location for a construction office trailer? If so, where.

Answer: Please refer to Staging Plan, Page 854 of 876 of the Project Manual

10. Question: Sheet T-1.00, Mechanical **Note 1** states: REPLACE ALL EXISTING HVAC EQUIPMENT SERVING THE ELEVATOR MACHINE ROOMS TO MAINTAIN TEMPERATURE RANGE OF 75F to 90F DEGREES DURING SUMMER (COOLING MODE) AND 55F TO 70F DURING WINTER (HEATING MODE) WITH MAXIMUM 80% RELATIVE HUMIDITY. HVAC WORK SHALL BE COMPLETED PRIOR TO THE ELEVATOR WORK. Please confirm the equipment as designed in the mechanical plans meets these requirements.

Answer: Confirmed.

11. Question: Sheet T-1.00, Electrical **note 1** states: REROUTE ELECTRICAL CONDUITS OR OTHER PIPES NOT ASSOCIATED WITH THE ELEVATOR IN THE HOISTWAY. REPORT TO THE COUNTY PROJECT MANAGER IF NON-ELEVATOR RELATED CONDUITS AND WIRES ARE FOUND IN THE HOISTWAY FOR CORRECTIVE MEASURES. This is not quantifiable for bidding purposes. Please provide sketches of any existing electrical conduit or other pipes require rerouting and any requirements for shutdowns.

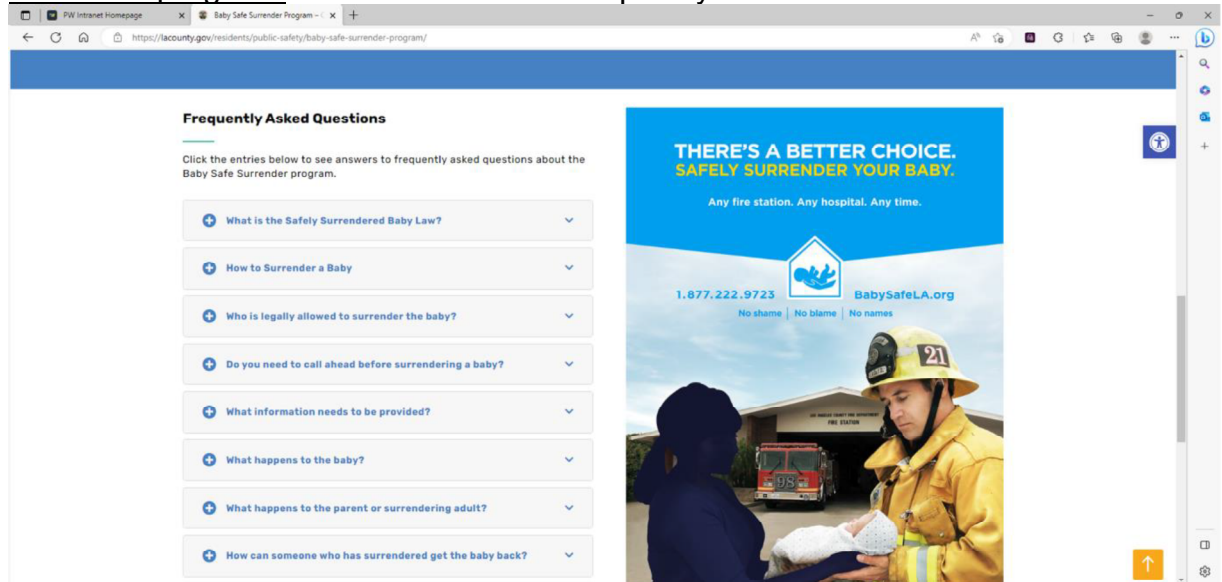
Answer: Any conduits or pipes not associated with the elevators, if discovered, will be addressed on a case-by-case basis during construction. Contractor is to exclude from the Bid.

12. Question: Sheet T-1.00, Electrical **Note 9** states: PIT AREA: MINIMUM 10 CANDLEPOWER IN LIGHTING TO BE PROVIDED IN ALL PIT AREAS THAT ILLUMINATE THE COMPLETE PIT AREA. LIGHTING FIXTURES SHALL BE MOISTURE PROOF TYPE WITH CODE COMPLIANCE GUARD MADE WITH EITHER GROUNDED METAL, PLASTIC OR COMPARABLE. CODE SECTION 2.7.5. ELEVATOR MACHINE ROOM: MINIMUM 19 CANDLEPOWER OVERHEAD LIGHTING TO BE PROVIDED IN ALL MACHINE ROOMS, MACHINE SPACES AND SECONDARY AREAS TO PROVIDE A SAFE WORKING ENVIRONMENT. LIGHTING FIXTURES SHALL BE EQUIPPED WITH CODE COMPLIANCE GUARD MADE WITH EITHER GROUNDED METAL, PLASTIC OR COMPARABLE. CAB LIGHTING: A SINGLE 110 CIRCUIT MUST BE RUN TO EACH CONTROLLER. THIS CIRCUIT MUST BE RUN THROUGH A DISCONNECT OR SWITCH THAT IS LOCKABLE IN THE ON OR OFF POSITION. THE LOCATION OF THIS SWITCH MUST BE COORDINATED WITH THE ELEVATOR MECHANIC ON SITE. EACH CAB LIGHTS TO BE NUMBERED. CODE SECTION 2.14.7.1.2. Please confirm the lighting as designed in the electrical plans meet all these requirements.

Answer: Confirmed.

13. Question: Project Manual Section 1.31 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW references a fact sheet to be issued to all employees/subcontractors/and subcontractor employees. The web address provided for the fact sheet is [www.babysafela.org](http://www.babysafela.org), however, we cannot locate the fact sheet. Please provide.

Answer: Please use: <https://lacounty.gov/residents/public-safety/baby-safe-surrender-program/> and scroll down to Frequently Asked Questions.



14. Question: In reviewing the requirement for us to provide a “wheelchair lift” to allow for temporary access up the stairway around hydraulic elevator 21 we have determined that the wheelchair lift would become an obstruction and possible hazard to the walking public using that stairway and make the stairway non-ADA compliant. In lieu of providing the temporary wheelchair lift , could we commit to working overtime to complete the modernization on the hydraulic unit in half the normal time , possibly 2-2.5 weeks, and just have the building redirect the traffic from this unit to the other entrance during this period of time?



Answer: Wheelchair lift to be priced as an additive alternate. Please refer to revised Form of Bid 00 03 00, Additive alternate #2, Bid WHEELCHAIR LIFT @ ELEVATOR #19: Elevator requiring the "wheelchair lift" is #19 @ IRC function. It is not possible to relocate or re-direct public traffic for this function. The wheelchair lift should be a foldable type which will be folded away when not in use to allow for normal foot traffic. See picture above.

15. RFI PRC #9: Regarding Project Manual Section 1.51 COVID-19 Vaccinations of County Contractor Personnel, we have noticed these restrictions being modified/loosened/relaxed in some jurisdictions. Please advise if these requirements are current as described.

Answer: On April 4, 2023, the Los Angeles County Board of Supervisors repealed Ordinance Chapter 2.212 COVID-19 Vaccination of County Contractor Personnel. Accordingly, all new and amended contracts will no longer require contractor personnel to be vaccinated against COVID-19, unless required by certain federal, State, or local law, regulation, or order ("laws and regulations"). Los Angeles County Sheriff's Department continues the required use of facemasks at the Correctional Treatment Center: this affects elevators M1, M2, and M3.

16. Question: Would we be allowed to work on two elevators in each 8-car machine-room at a time? By doing this we could reduce the overall schedule of the project by up to a full year.

Answer: The bid documents currently account for the continued operations in the facility for the decommissioning of an elevator from service during modernization. Please refer to Notice to Proposers "D", posted on 3/20/2023, Question #6 answer "Contractor, when selected, and at no added cost to the County, can request in advance and in writing from the County (Public Works and Los Angeles County Sheriff's Department) to allow multiple crews staggered shifts to meet project requirements, provide the County a more aggressive schedule or to recover scheduled lost time."

17. Question: SPRINKLERS: Fire Protection **Note 1** states: THE BUILDING IS FULLY SPRINKLERED AND IS MONITORED BY THE EXISTING BUILDING FIRE ALARM SYSTEM. SPRINKLERS ARE PRESENTLY LOCATED IN THE BOTTOM OF THE ELEVATOR PITS, AT THE TOP OF THE ELEVATOR HOISTWAYS, AND IN THE ELEVATOR MACHINERY ROOMS. SPRINKLERS TO THESE AREAS ARE NOT SEPARATELY VALVED AND DO NOT HAVE DEDICATED WATER FLOW SWITCHES. THE EXISTING SPRINKLERS IN THE PITS AND AT THE TOP OF THE HOISTWAYS WILL BE REMOVED FOR ALL TRACTION TYPE ELEVATORS AS ALLOWED BY CBC SECTION 3005.4.1.

Are there fire sprinklers at the top of any elevator shafts? If so, Which ones?

Answer: All elevator shafts have fire sprinklers.

Are there fire sprinklers in any elevator pits? If so, which ones?

Answer: All elevator pits have fire sprinklers.

18. Question: SPRINKLERS: Fire Protection **Note 1** states: BUILDING FIRE ALARM SYSTEM: THE EXISTING BUILDING FIRE ALARM SYSTEM IS A SIMPLEX MULTIPLEX FIRE ALARM SYSTEM. Is there an existing service and maintenance contract on the system.

Answer: No, LASD's Facility Services Bureau (FSB) is responsible for maintaining and servicing the system.

19. Question: Is it permissible to use the food service elevators for loading and unloading materials into the building provided the times are coordinated in advance?

Answer: Yes, provided the requested dates/time are scheduled in advance. (The minimum number of days for advance notices are to be discussed at the preconstruction meeting).

20. Question: How tall do we apply the waterproofing in each elevator pit?

Answer: The pit floor and all pit walls from pit floor to first floor level.

21. Question: Can we assume the elevator machines / equipment will be out of the equipment rooms and we install our epoxy floor whilst room is empty?

Answer: No. Elevators and machine rooms will remain operational through the project.

22. Question: DETAIL 20/A-3.04 CALLS FOR ELEVATOR HOISTWAY VENT, TYP. PLEASE CONFIRM ALL LOUVERS/VENTS IN THE ELEVATOR SHAFTS AND ELEVATOR MECHANICAL ROOMS ARE TO REMAIN AS EXISTING.

Answer: Confirmed.



Notice to Proposers "F"  
April 17, 2023  
Page 9

Kindly notify your subconsultants to this effect.

If you have any questions regarding this project, please contact Ms. Cheryl Wong of my staff at (626) 300-2330 or [CWONG@dpw.lacounty.gov](mailto:CWONG@dpw.lacounty.gov).

Very truly yours,

MARK PESTRELLA, PE  
Director of Public Works

A handwritten signature in black ink that reads "Soo Kim". The signature is written in a cursive, flowing style.

SOO KIM  
Administrative Services Manager III  
Business Relations and Contracts Division

SK:cw

\_\_\_\_\_  
Name of Bidder (Firm Name)

\_\_\_\_\_  
Vendor Identification Number

ATTACHMENT 1

**SECTION 00 03 00**

**FORM OF BID TO BE USED BY BIDDERS**

The undersigned proposes to furnish all materials, labor, and equipment required for the construction to complete the **BRC0000394 Twin Towers Correctional Facility Elevators Project**, in accordance with Drawings and Specifications **7675**, including addenda thereto, if any, adopted by the Board of Supervisors, and on file in the office of the Board of Supervisors, as follows:

**The lowest bid price shall be determined by adding the following items: Lump Sum Base Bid in Words + Additive Alternate 1 to Additive Alternate 6 + [Extended Overhead Daily Rate x Multiplied by 60 days] = Total Lump Sum Bid. Preference as stated in Section 00 01 00, 1.30, will be applied to the Total Lump Sum Bid, if applicable, to determine the final total bid amount.**

**1. LUMP SUM BASE BID:**

The lump sum base bid for the work, including Best Management Practices (BMP) and Construction and Demolition Debris Recycling, Mandatory Jobs Coordinator, LASD/County procedures, and requirements according to the Plans and Project Manual and other bid documents, will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
Lump sum base bid in figures                      Lump sum base bid in words

**2. ADDITIVE ALTERNATE #1 BID: MODERNIZATION OF ELEVATOR #19**

Furnish all equipment, labor and materials required to modernize the elevator #19 per drawings and specifications with the following conditions. The amount to be added to the Lump Sum Base Bid will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
Additive Alternate #1 bid in figures Additive Alternate #1 bid in words

**3. ADDITIVE ALTERNATE #2 BID: WHEELCHAIR LIFT @ ELEVATOR #19**

Furnish all equipment, labor and materials required to install the wheelchair lift with the following conditions:

Prior to decommissioning of elevator #19 for modernization work, contractor shall make provisions for a temporary ADA compliant incline wheelchair lift platform to be installed at the stairway adjacent to elevator #19. Modify the existing stairway handrails as needed to accommodate the installation of the incline wheelchair lift platform for a continuous rise of three (3) flights of stairs. At completion of elevator modernization, remove the wheelchair lift, restore the handrails to the original condition as required.

The amount to be added to the Lump Sum Base Bid will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
Additive Alternate #2 bid in figures Additive Alternate #2 bid in words

**4. ADDITIVE ALTERNATE #3 BID: MODERNIZATION OF ELEVATOR #20**

Furnish all labor and materials required to modernize the elevator #20 per drawings and specifications with the following conditions. The amount to be added to the Lump Sum Base Bid will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
Additive Alternate #3 bid in figures Additive Alternate #3 bid in words

**5. ADDITIVE ALTERNATE #4 BID: MODERNIZATION OF ELEVATOR #21**

Furnish all equipment, labor and materials required to modernize the elevator #21 per drawings and specifications. The amount to be added to the Lump Sum Base Bid will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
Additive Alternate #4 bid in figures Additive Alternate #4 bid in words

**6. ADDITIVE ALTERNATE #5 BID: INTERIM MAINTENANCE DURING CONSTRUCTION**

As per the detailed scope of services described in “Exhibit 9- TTCF Elevator Interim Maintenance and Warranty Specifications”. A part of the bid documents. Contractor is to furnish all services, materials, labor, and equipment required for the facilities’ elevators continued operation and conduct all required elevators servicing to meet County and State operational requirements of the **EXISTING NON-MODERNIZED ELEVATORS** during construction as follows:

Provide a **monthly** unit price per elevator within each machine room. These services shall become effective at the start of and for the duration of the modernization for all elevators **WITHIN THE SAME ELEVATOR MACHINE ROOM.**

The following is the list of elevators in the same elevator machine room:

- i. Tower 1 (E908): Elevators 1, 2, 4, 5, 6, 7 & 8
- ii. Tower 1 (E1003): Elevators 9, 10
- iii. Tower 2 (S809): Elevators 11, 12, 13, 15, 16, 17 & 18
- iv. CTC (M6101): Elevators M1, M2 & M3.

<b>Total Number of Elevators</b>	19
<b>Monthly Unit Price per Elevator</b>	\$_____/Elevator/Month

**(Additive Alternate #5) = 19 x Monthly Unit Price per Elevator x 12 months**

The amount to be added to the Lump Sum Base Bid will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
 Additive Alternate #5 bid in figures                      Additive Alternate #5 bid in words

**Durations listed herein are only for Bid evaluation purposes. Payments will be per actual durations.**

**7. ADDITIVE ALTERNATE #6 BID: WARRANTY MAINTENANCE**

As per the detailed scope of services described in “Exhibit 9- TTCF Elevator Interim Maintenance and Warranty Specifications”. A part of the bid documents. Provide a **monthly** unit price per machine room.

Contractor is to furnish all services, materials, labor, and equipment required for the facilities’ elevators continued operation and conduct all required elevator servicing to meet County and State operational requirements of the **newly replaced elevators after modernization/replacement of all elevators WITHIN THE SAME ELEVATOR MACHINE ROOM is complete.** These services shall run concurrently with the required 12-month warranty period.

The amount to be added to the Lump Sum Base Bid will be:

- i. Tower 1 (E908): Elevators 1, 2, 4, 5, 6, 7 & 8
- ii. Tower 1 (E1003): Elevators 9, 10
- iii. Tower 2 (S809): Elevators 11, 12, 13, 15, 16, 17 & 18
- iv. CTC (M6101): Elevators M1, M2 & M3.
- v. Tower 1 (E1002): Elevator 3
- vi. Tower 2 (S902): Elevator 14

<b>Machine Room</b>	<b>Total Number of Elevators (TNOE)</b>	<b>Monthly Price per Machine Room</b>	<b>Months</b>	<b>Total (TNOE x Monthly Price per Machine Room x Months)</b>
Tower 1 (E908)	7	\$_____	6	\$_____
Tower 1 (E1003)	2	\$_____	26	\$_____
Tower 2 (S809)	7	\$_____	6	\$_____
CTC (M6101)	3	\$_____	26	\$_____
Tower 1 (E1002)	1	\$_____	2	\$_____
Tower 2 (S902)	1	\$_____	2	\$_____
<b>(Additive Alternate #6)</b>				\$_____

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
 Additive Alternate #6 bid in figures Additive Alternate #6 bid in words

**Durations listed herein are only for Bid evaluation purposes. Payments will be per actual durations.**

**8. EXTENDED OVERHEAD DAILY RATE:**

The **daily** rate for the sum of the Contractor’s field office and home office overhead applicable to this project, for each day of compensable delay will be:

(\$ \_\_\_\_\_) ( \_\_\_\_\_ )  
DAILY Rate in figures                                  DAILY Rate in words

**9. COUNTY PROGRAM PREFERENCE:**

The Local Small Business Enterprise Program Preference, Social Enterprise Program Preference, and Disabled Veterans Business Enterprise Program Preference are provided by the County for purposes of bid evaluation only, as specified in Article 1.30 of Section 00 01 00. If Bidder is a qualifying Local Small Business Enterprise, Social Enterprise Preference, and/or Disabled Veterans Business Enterprise check “yes” in the box below. Section 00 04 38 Request for County Program Preference Consideration must be submitted at the time of bid with a copy of the certification letter issued by the County of Los Angeles Department of Consumer and Business Affairs. If non-qualifying, check “no” in the appropriate box.

LSBE	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
SE	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
DVBE	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**10. RECEIPT OF NOTICE TO BIDDERS: (IF APPLICABLE)**

I hereby certify and declare that I have received, reviewed and incorporated Notice to Bidders **A** dated February 6, 2023, Notice to Bidders **B** dated February 9, 2023, Notice to Bidders **C** dated March 2, 2023, Notice to Bidders **D** dated March 20, 2023, Notice to Bidders **E** dated March 30, 2023, and Notice to Bidders **F** dated April 17, 2023 into my Bid.

Executed this day of \_\_\_\_\_ (Month, Day, and Year)

By: \_\_\_\_\_

(Authorized Signature of a Principal Owner, Officer, or Manager)

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Any alteration or addition to the Form of Bid may invalidate same. All blank spaces shall be filled out completely. Line out nonapplicable blanks. An incomplete form may invalidate bid. The County reserves the right to waive any informalities or to reject any or all bids or to accept any alternatives when called for. If the items are incorrectly calculated, the unit price shall prevail and the corrected total amount will be considered for alternates.**

I (We) certify that on \_\_\_\_\_, 20\_\_\_\_, License No. \_\_\_\_\_, license classification(s) \_\_\_\_\_, was issued to me (us), in the name of \_\_\_\_\_, by the Contractors' State License Board, pursuant to California Statutes of 1929, as amended, and that said license has not been revoked.

**Firm Ownership Information**

Check where applicable:

- 1.  Minority-Owned
- Woman-Owned
- Disadvantaged-Owned
- Disabled Veteran-Owned
- LGBTQQ-Owned

- 2.  An individual
- A corporation. Name  
state or territory of  
Incorporation  
\_\_\_\_\_
- A copartnership
- A joint venture

**Race/Ethnic Composition**

For statistical purposes only.

- Black/African American
- Hispanic/Latino
- Asian or Pacific Islander
- Native Americans
- Subcontinent Asian
- White

If a copartnership or joint venture, list names of individuals comprising same below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date signed \_\_\_\_\_, 20\_\_\_\_

Respectfully submitted,

Place \_\_\_\_\_  
City and State

\_\_\_\_\_  
Firm Name (if applicable)

Bidder's address, E-mail address, and telephone:

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
Signature and Print Name

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Title and E-mail Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature and Print Name

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Title and E-mail Address



**REQUEST FOR PREFERENCE CONSIDERATION**

**INSTRUCTIONS:** Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs. **In order to qualify for preference, firm must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference and ATTACH your Certification Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.**

PREFERENCE NOT REQUESTED

**OR**

PREFERENCE REQUESTED (SELECT ALL THAT APPLY)

Preference Program		Reference
<input type="checkbox"/>	Request for Local Small Business Enterprise (LSBE) Program Preference <input type="checkbox"/> Certification for Non-Federally Funded County Solicitations <input type="checkbox"/> Certification for Federally Funded County Solicitations	<a href="#">LACC 2.204</a>
<input type="checkbox"/>	Request for Social Enterprise (SE) Program Preference <input type="checkbox"/> Certification for Non-Federally Funded County Solicitations <input type="checkbox"/> Certification for Federally Funded County Solicitations	<a href="#">LACC 2.205</a>
<input type="checkbox"/>	Request for Disabled Veterans Business Enterprise (DVBE) Program Preference	<a href="#">LACC 2.211</a>

**Note: In no instance shall any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.**

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION IS TRUE AND CORRECT.**

PRIMARY FIRM NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_


TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOS ANGELES COUNTY COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION**

TITLE		REFERENCE			
1 FIRM/ORGANIZATION INFORMATION		The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.			
<b>Total Number of Employees in California:</b>					
<b>Total Number of Employees</b> (including owners). If the firm has more than one office location, all personnel from all offices must be included:					
<b>Race/Ethnic Composition of Firm.</b> Enter the make-up of Owners/Partners/Associate Partners into the following categories:					
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Percentage of how ownership of the firm is distributed		
	Male	Female	Male	Female	
Black/African American			%	%	
Hispanic/Latino			%	%	
Asian or Pacific Islander			%	%	
Native Americans			%	%	
Subcontinent Asian			%	%	
White			%	%	

TITLE		REFERENCE				
2 CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING-OWNED (LGBTQQ) BUSINESS ENTERPRISE		If your firm is currently certified as a minority, women, disadvantaged, disabled veteran or lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprise by a public agency, complete the following.				
		 <b>Check if not applicable</b>				
Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	LGBTQQ	

## Infotech® Vendor Manager Account

Only one Infotech® account for each business is required to register for the Bid Express® (www.bidexpress.com) service. All other employees will then create accounts through an invitation sent by the manager.

Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor solicitations for their vendors. A FREE tag will display for any solicitation not requiring a fee. Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate an ID until prompted to by a solicitation you select for bidding.

### Register for a Manager Account

The first person to register for an Infotech account within a business is assigned managing access. As a manager, you can invite other employees to join the business account and change their roles. Your email address is your username for the account and to where Infotech services sends email notifications.

1. Navigate to [www.bidexpress.com](http://www.bidexpress.com) and click **Register** at the top right.
2. Fill out the registration form, and click the **Register** button. Your email address will be your username.
3. A message with a confirmation link will be sent to your email address. Click the Activate Account link within the email to activate your account.
4. Enter your password and click **Activate**.

Name	Email	Role	Digital ID
Typo Armstrong	tsarmstrong@greenconstruction.com	Manager	Approved
Ashley Walker	awalker@greenconstruction.com	User	Approved
Gretna Green	ggreen@greenconstruction.com	Manager	Approved
Shay Parnace	sparnace@greenconstruction.com	User	Approved

### Invite Employees

Invite employees to create a user account for your business. Emails will be sent to those invited. You will receive an email when the account has been created. Employees are assigned the role of user for the account.

1. Click **Invite Employees**. Enter one email address per line for each employee.
2. Click **Invite Employees**.

### Change Employee Role

You will need to update the role of those employees you want to manage the account. You must also change each user's role within the Bid Express service itself. Please see the online help if you need assistance.

1. Click **Actions** for the employee and choose **Change Role**.
2. Select the manager role, and click **Change Role**.

PREPARED BY

**infotech**

Support hours: 7:00 am - 8:00 pm ET // 1-888-352-2439 Option 1 // support@bidexpress.com

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[infotechinc.com](http://infotechinc.com)

20200724

## Infotech Vendor User Account

Only one Infotech account for each business is required to register for the Bid Express service at [www.bidexpress.com](http://www.bidexpress.com). All employees of a business will then create user accounts through an invitation sent by the manager.

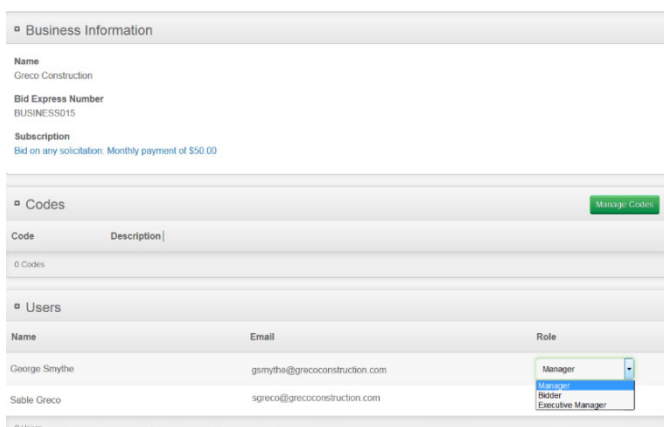
### Register for a User Account

To join an existing business account, please ask a user of a manager account to send you an invitation. Once the invitation is sent, you'll receive an email to activate your account. Your email address is your username. Infotech services will send email notifications to this address.

Upon receipt of the email:

1. Select the **Create Account** link within the email.
2. Fill out the Account Activation form. Your email address will be your username.
3. Once the form is complete, click the **Activate** button.

The My Account page opens, displaying your account information and other employees within your company using Infotech services. You are automatically assigned a user role for the account and an Executive Manager read-only role for the Bid Express service. Any user with manager role can change your role.



Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate an ID until prompted to by a solicitation you selected for bidding.

The screenshot shows the 'Account Activation' form. It includes fields for First Name (Gretl), Last Name (Summers), Password, Password Confirmation, Question (selected from a dropdown), and Answer. There is a checkbox for 'I have read and agreed to Privacy Policy, Terms of Use, and DMCA Policy'.

### Welcome to the Bid Express service

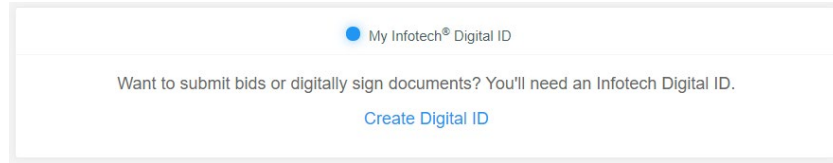
If you are planning on submitting bids, a user with a manager account for the Bid Express service must change your role within the Bid Express service itself. Please see the knowledge center if you need assistance.

Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor accounts for their vendors. A FREE tag will display for any solicitation not requiring a fee.

Solicitations will either require an electronic signature or

## Understand and apply for Infotech® Multi-Browser Digital IDs

An Infotech® Digital ID confirms your identity as the authorized signer of your company and allows you to securely sign documents, such as bids or contracts, in an Infotech service.



### Why do I need a Digital ID?

When you sign a document or submit a bid, we want to make sure you're you.

The authorized signer for your company must have a Digital ID created and approved before using any feature that requires a digital signature, such as advertising a solicitation, conducting a bid opening, submitting a bid in the Bid Express® service, or signing a contract document in the Doc Express® service.

The new Digital IDs can be used with any web browser, like Chrome or Edge.

### The process

There are three parts to applying for a Digital ID.

- Application – apply for the ID
- Installation – after your identification has been verified, you'll install the ID
- Test – to make sure your ID works

### ID application

#### Before you begin

- If you already have a Digital ID, delete the backup copy of your current Digital ID. You'll create a new backup as part of the ID installation process.
- You'll need access to your email in order to receive a verification code.
- You'll need a copy of the your driver's license, passport, or state ID in a file that can be uploaded.
- The phone number entered should be the applicant's phone number, not the person filling out the application (if it's not the applicant).

- An Infotech customer support representative will call the you, hopefully within one business day, to confirm their identification. It may take up to seven days.

## Ready to apply for your Digital ID?

Go to your account pages by selecting **My Account** from the **three lines** in the upper left corner. Click **Digital ID** from the sidebar menu.

1. Click **Create Digital ID** to start the application.
2. Get the security code from your email and come back to the generate ID process.
3. Enter your account password and the code. Click **Next**.
4. Read the creation information and click **Next**.
5. Click **Attach Identification**. Navigate to and select the file containing the your ID and click **Open**.
6. Enter your name EXACTLY as it appears in the ID, including any punctuation marks or suffixes (like Jr.), and in legal order. Click **Next**.
7. Enter the contact phone number of the applicant.
8. Enter the state where the company headquarters are located. Click **Next**.
9. Review your business information. Confirm that the name of the person listed is the authorized signer for your company and your company name matches how you would like to submit bids to the agency. Click **Submit**.

The Infotech Digital ID allows you to submit or open bids via the Bid Express service and digitally sign and encrypt documents via the Doc Express service.

Please enter your account password and the security code we emailed to you.

Password \*

Please enter your account password  
Security Code \*

Please enter the 6-digit code we emailed to you

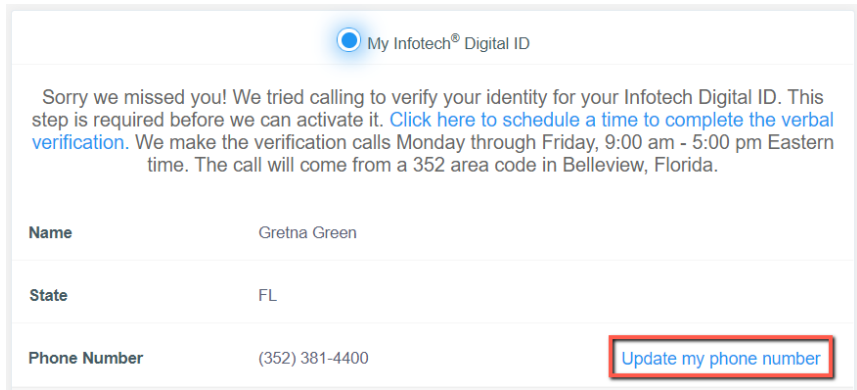
Next

A member of the customer support team will call you after the application is processed, hopefully within one business day, to confirm who you are. Once that happens, you'll get an email with instructions on installing your multi-browser Digital ID.

## Need to change your phone number?

The phone number entered on the application should be the one of the applicant, not the phone number of the person entering the information (if they are different people).

1. Click the **Digital ID** tab from the My Account pages.
2. Select **Update my phone number**.
3. Enter the correct phone number in the New Phone Number field and click **Update**.



My Infotech® Digital ID

Sorry we missed you! We tried calling to verify your identity for your Infotech Digital ID. This step is required before we can activate it. [Click here to schedule a time to complete the verbal verification.](#) We make the verification calls Monday through Friday, 9:00 am - 5:00 pm Eastern time. The call will come from a 352 area code in Belleview, Florida.

Name	Gretna Green
State	FL
Phone Number	(352) 381-4400

[Update my phone number](#)

## ID installation

### Before you begin

- When installing the ID, log in to the Infotech service from the same device and use the same browser as when you created the ID.
- Create the backup ID when prompted and save it to an external media, such as a flash drive. You'll need it if you use a different computer or if you experience data loss. If you create the ID on a laptop using Chrome, you can't use it on a laptop using Edge or Desktop using Chrome unless you import it. The service will let you know if you have to import your ID.
- The service does not keep a copy of your ID file.
- If you haven't yet deleted the backup file of your old Digital ID, now's a good time to do it.

### Ready to install your Digital ID?

Once your business information has been checked, you'll receive an email with a link to install your ID.

1. Click the link, or log in to your account. You can manage the installation of your Digital ID from the Digital ID tab of the My Account page.
2. Click **Install Digital ID**.
3. Create your backup ID by clicking **Back Up Your Digital ID**.
4. Click **Back Up**.
5. If you see a Save As window, navigate to the flash drive or other external media where you will save your backup Digital ID. If you don't see the window, your backup ID was saved in your Downloads folder. Copy the backup to the flash drive or other external media.



## Test or import your Digital ID

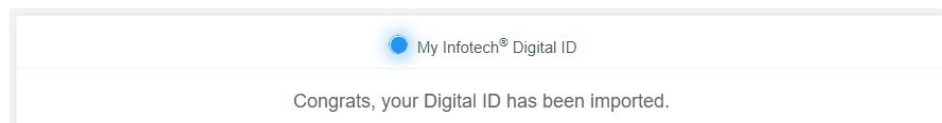
Once you've applied for, installed, and made a backup copy of your multi-browser Digital ID, test it out to make sure there will be no problems when bidding. Use a different browser or computer and import your backup ID. If you can import it without any problems, your ID was successfully created.

### Before you begin

If you didn't backup your ID when it was installed, please do it now. Use the same computer and browser from when you created the Digital ID, and click **Back Up** on the Digital ID page. If you see a Save As window, navigate to the flash drive or other external media where you will save your backup Digital ID. If you don't see the window, your backup ID was saved in your Downloads folder. Copy the backup to the flash drive or other external media.

### Ready to test or import your Digital ID?

1. Log in to the service using a different browser than the one where your Digital ID was created. For example, if you created the ID using Chrome, log in to the service using Edge.
2. Go to your account pages by selecting **My Account** from the **three lines** in the upper left corner. Click **Digital ID** from the sidebar menu.
3. If you see a message that the service couldn't find your Digital ID, then you're using a good browser to test your ID. If you don't see the message, use a different browser.
4. Click **Import my Digital ID**.
5. Click **Select backup file**.
6. Navigate to and select your backup ID file. It will be named **FIRST LAST Digital ID.json**. Click **Open**.



If your ID didn't import, please contact customer support: [support@bidexpress.com](mailto:support@bidexpress.com). A member of our customer support team will be happy to assist you.



## Infotech® Multi-Browser Digital ID installation and backup

Once you've applied for an Infotech® multi-browser Digital ID and had your identity verified by a member of the Infotech customer support team, your ID will need to be installed before it can be used.



### Before you begin

- When installing the ID, log in to the Infotech service from the same device and use the same browser as when you created the ID.
- Create the backup ID when prompted and save it to an external media, such as a flash drive. You'll need it if you use a different computer or if you experience data loss. If you create the ID on a laptop using Chrome, you can't use it on a laptop using Edge or Desktop using Chrome unless you import it. The service will let you know if you have to import your ID.
- The service does not keep a copy of your ID file.
- If you haven't yet deleted the backup file of your old Digital ID, now's a good time to do it.

### Ready to install your Digital ID?

Once your business information has been checked, you'll receive an email with a link to install your ID.

1. Click the link, or log in to your account. You can manage the installation of your Digital ID from the Digital ID tab of the My Account page.
2. Click **Install Digital ID**.
3. Create your backup ID by clicking **Back Up Your Digital ID**.
4. Click **Back Up**.
5. If you see a Save As window, navigate to the flash drive or other external media where you will save your backup Digital ID. If you don't see the window, your backup ID was saved in your Downloads folder. Copy the backup to the flash drive or other external media.



## Test or import your Digital ID

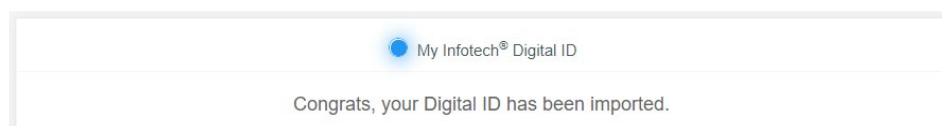
Once you've applied for, installed, and made a backup copy of your multi-browser Digital ID, test it out to make sure there will be no problems when bidding. Use a different browser or computer and import your backup ID. If you can import it without any problems, your ID was successfully created.

### Before you begin

If you didn't backup your ID when it was installed, please do it now. Use the same computer and browser from when you created the Digital ID, and click **Back Up** on the Digital ID page. If you see a Save As window, navigate to the flash drive or other external media where you will save your backup Digital ID. If you don't see the window, your backup ID was saved in your Downloads folder. Copy the backup to the flash drive or other external media.

### Ready to test or import your Digital ID?

1. Log in to the service using a different browser than the one where your Digital ID was created. For example, if you created the ID using Chrome, log in to the service using Edge.
2. Go to your account pages by selecting **My Account** from the **three lines** in the upper left corner. Click **Digital ID** from the sidebar menu.
3. If you see a message that the service couldn't find your Digital ID, then you're using a good browser to test your ID. If you don't see the message, use a different browser.
4. Click **Import my Digital ID**.
5. Click **Select backup file**.
6. Navigate to and select your backup ID file. It will be named **FIRST LAST Digital ID.json**. Click **Open**.



If your ID didn't import, please contact customer support: [support@bidexpress.com](mailto:support@bidexpress.com). A member of our customer support team will be happy to assist you.

## Bid Express® Vendor Roles and Access

Each member of your business must be assigned a Bid Express® role by a manager on the **My Profiles** tab. Managers cannot change their own role. Each role can access specific parts of the Bid Express service.

The vendor roles listed here are for the Bid Express service. To invite employees to your business or change an employee’s ability to issue invitations to others, please see the *Infotech® Account* guide.

The vendor can choose from these roles.

Role	Abilities
<b>Manager</b>	<p>Managers can:</p> <ul style="list-style-type: none"> <li>• Assign roles</li> <li>• Purchase subscriptions</li> <li>• Edit business information</li> <li>• Select a solicitation for bidding</li> <li>• Create, edit, withdraw, or submit bids</li> <li>• Ask questions in the Q&amp;A forum of solicitations</li> </ul> <p>This role must have a Digital ID if working with owner–agencies that require Digital IDs.</p>
<b>Bidder</b>	<p>Bidders can:</p> <ul style="list-style-type: none"> <li>• Select a solicitation for bidding</li> <li>• Create, edit, withdraw, or submit bids</li> <li>• Ask questions in the Q&amp;A forum of solicitations</li> </ul> <p>This role must have a Digital ID if working with owner–agencies that require Digital IDs.</p>
<b>Executive Manager</b>	<p>Executive Managers:</p> <ul style="list-style-type: none"> <li>• Have read–only access to everything, but cannot edit anything</li> <li>• Can ask questions in the Q&amp;A forum of solicitations</li> </ul> <p>This role does not need a Digital ID.</p>

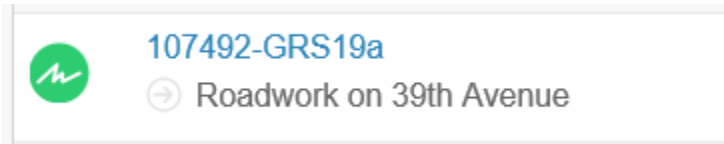
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Support hours: 7:00 am - 8:00 pm ET // 1-888-352-2439 Option 1 // support@bidexpress.com  
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## Electronic Signatures

All solicitations or requests for proposal on the Bid Express® service use either an Infotech® Digital ID or an electronic signature for verifying authorization to submit the bid. This signature graphic on the Solicitations tab indicates an electronic signature is required.



If you are not sure if you need an electronic signature or a Digital ID, please call customer support at 888 352-2439, and choose option 1.

Any member of your business with the correct role can edit and submit bids that use electronic signatures.

### Submit a Bid with an Electronic Signature

All your items and other components of the solicitation should be complete before you submit a bid or response with an electronic signature.

1. Select the bid from the **Bids** tab if it is not already open.
2. Click **Submit Bid** or **Submit Response** at the top of the page.
3. The Bid Express service displays a submit bid or submit response window that authorizes the service to use your electronic signature to sign and encrypt your bid. Enter your electronic signature.
4. Click **Submit Bid** or **Submit Response**. The Bid Express service submits your bid and returns to the bid page and displays a bid submitted message. You will also receive an email confirmation of your submission.

A 'Confirm' dialog box with a close button in the top right corner. It contains a checked checkbox with the text: 'By checking this box and entering my name in the space below, I certify that I have the authority to sign the attached document and submit it from Bid Express account [Gretna Green].'. Below this is a 'Signed By' label and a text input field containing 'Gretna Green'. At the bottom are two buttons: 'Submit Bid' (green) and 'Cancel' (grey).

## How to Bid

The actions you take when preparing a bid for a solicitation in the Bid Express® service can also be taken when you prepare a response to an RFP.

To start your bid or response, select the project from the **Solicitations** tab and click **Select For Bidding** or **Respond**. Solicitations with a FREE tag are sponsored by the agency. You must pay for the ones without the tag, either with a monthly subscription or the pay-as-you-go option.

Once the solicitation is selected, the Bid Express service moves and opens it on the **Bids** tab.

There is some information that applies to every section of the solicitation:

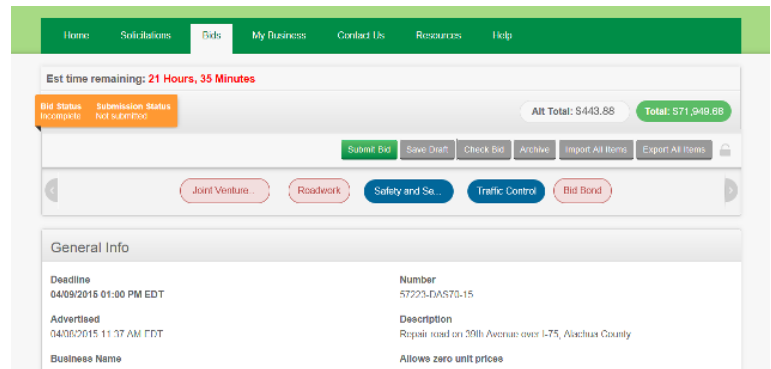
- Any member of your business with the correct role can edit and submit bids that use electronic signatures.
- Only members of your business that have approved Infotech® Digital IDs can edit and submit bids that require Digital IDs. Because IDs are stored on your computer, the user who selects the solicitation for bidding is the only one who should edit and submit it. Other members can work on the bid and then export their work to share with that user.
- Select the No Bid check box for any optional components on which you are not bidding. If all components of a bid are optional, at least one must be filled in completely in order for your bid to be marked complete.
- Fields marked with an asterisk (\*) are required. Your bid will be incomplete if any required fields are left blank (unless those fields are in an optional component on which you're not bidding).
- If a component is an alternate, then the owner-agency may award the component independently of the solicitation award.
- Jump to a specific section of the bid by using the Go To options under the bid header.
- If you submit a bid and then receive an email notification that the owner-agency has changed the solicitation, you will have to update and resubmit your bid or it will be marked out-of-date.
- Use the Check Bid or Check Response feature to check for incomplete fields before submitting.

General Info		View Q & A	
Electronic Signature Required			
Deadline	07/12/2017 02:00 PM EDT	Number	47852-SE18
Advised	07/10/2017 02:53 PM EDT	Description	new bridge construction Alachua county
Revised	07/10/2017 02:59 PM EDT	Allows zero unit prices and labor	Yes
Business Name	City Agency	Allows negative unit prices and labor	Yes

## Submit bid

Bids that require a Digital ID cannot be submitted using a mobile device. For these bids, you must be using Windows operating system version 8 or newer and access the Bid Express service through Internet Explorer version 11 or newer.

Bids that require electronic signatures can be submitted using other operating systems and most web browsers. The actions you take when submitting a bid for a solicitation can also be taken when you submit a response to an RFP.



Once your bid or response is ready, you must submit it to the owner–agency. Owner–agencies will not be able to see your bid until after the bid deadline has passed, and they will only be able to see your last submitted bid, though they will be able to view the envelope after the deadline and without opening bids.

1. Select the bid from the **Bids** tab if it is not already open.
2. Click **Check Bid** or **Check Response** and fix any errors.
3. Click **Submit Bid** or **Submit Response** at the top of the page.
4. The Bid Express service displays a warning if the bid is incomplete and highlights the incomplete fields in red. Click **OK** to submit the bid or click **Cancel** to return to the bid page and fix any errors.
5. If you click **OK**, or if your bid is complete, the Bid Express service displays a submit bid or submit response window that authorizes the service to use your Digital ID or electronic signature to sign and encrypt your bid. Enter your electronic signature if necessary.
6. Click **Submit Bid** or **Submit Response**. The Bid Express service submits your bid and returns to the bid page and displays a bid submitted message.

## Submission status

The Submission status bar in the top left corner of your solicitation displays the current submission status of your bid, from not yet submitted to the date and time it was submitted, and if it was complete.

Orange: Either your bid or response has not yet been submitted, or the submission has changed. This may mean the agency has changed the solicitation and issued an update, or that you changed the content of your bid, both of which require you to resubmit. It may also mean the last submission was incomplete, meaning all required fields were not filled in prior to submitting. Click **Check Bid** or **Check Response** to find the incomplete information.

Blue: A completed bid or response has been submitted at the posted date and time. If someone else in your business also submits bids, this may not be the time you submitted the bid.

## Bid Express® Vendor Multiple Bid Solicitations or Responses

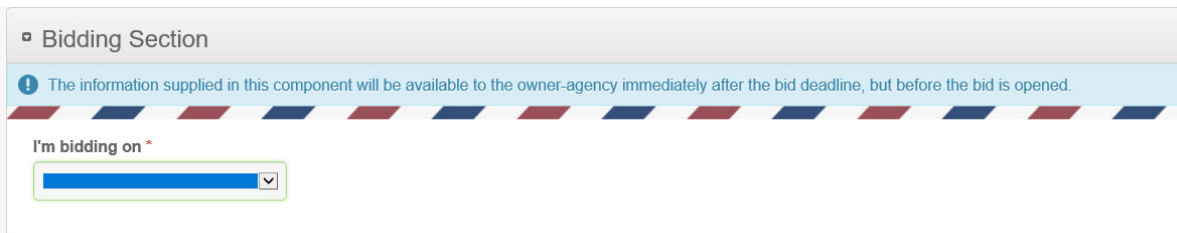
Some agencies in the Bid Express® service have the option of creating solicitations or RFPs that will accept multiple bids or responses. If the solicitation or response you are bidding on allows you to submit separate bids for different work types or scopes of work, the navigation trail displays the number of the current bid; for example, BID 1.



Bids / Bids for 274456-GS19 / BID 1

If you are using the Bid Express pay-as-you-go payment option, you pay only one time for the solicitation.

Many agencies will use the envelope component, identifiable by the striped banner, at the beginning of a multi-bidding solicitation. This enables you to differentiate between the bids you submitted on a single solicitation. The agency can view the information you entered in the envelope after the bid deadline but before bids are opened.



▫ Bidding Section

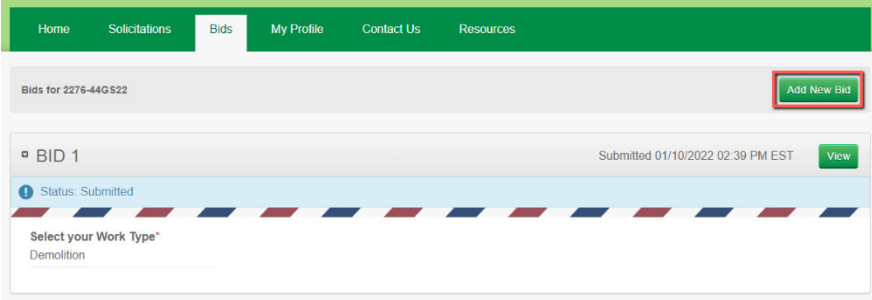
**i** The information supplied in this component will be available to the owner-agency immediately after the bid deadline, but before the bid is opened.

I'm bidding on \*

Once you submit your bid, you'll be taken to a page that shows your bid submission history (and the envelope, if applicable) and the **Add New Bid** button to create your next bid.

1. Fill out the bid or response as normal.
2. Submit your bid or response.

- 3. If you are bidding or responding again, click **Add New Bid** in the solicitation header and repeat the process for the next bid.








A bid submission receipt will be emailed to you each time you submit a bid. These receipts will include the bid number in the subject line and email body to make it easy to keep track of how many bids you and your company submitted.

### Updating a Bid or Response

To update your bid or response, locate the solicitation or RFP number from the **Bids** tab if you are not already there.

Select the arrow for the solicitation to see the bids you've already submitted.

	<b>2276-44GS22</b> Viaduct Removal South work includ...	01/11/2022 01:15 PM EST	City Agency		
	<b>BID 1</b>	01/11/2022 01:15 PM EST	City Agency		Submitted
	<b>BID 2</b>	01/11/2022 01:15 PM EST	City Agency		Submitted but Updated
	<b>BID 3</b>	01/11/2022 01:15 PM EST	City Agency		Draft

- Click the solicitation number to see your list of submitted bids and to add a new bid.
- From there, click **Add New Bid**, click **View** to see a bid that's already been submitted, or click **Open** to see the draft of your bid.
- Click the bid number to see the details for that bid.

Make any necessary changes. Save or submit your bid.