



The State of Rhode Island
Department of Transportation

**HOW TO BID ON A RIDOT
CONTRACT**

Contract Administration
Two Capitol Hill Room 112
Providence, RI 02903
401-222-2495
FAX: 401-222-6168

The ABC's of Bidding on RIDOT Contracts

A. Register your firm with Purchasing

You must register as a vendor with the State of Rhode Island Division of Purchases through the Rhode Island Vendor Information Program (RIVIP), online at www.purchasing.ri.gov. It is imperative you familiarize yourself with the RIVIP. Complete Bid/Letter of Interest/Request for Proposal (Bids/LOI's/RFP's) information is continuously available on the RIVIP website.

ALL BIDDERS MUST REGISTER ONLINE

B. The Disk-based Bid Process



Bid offers will **ONLY** be accepted on a CD-ROM generated by the RIDOT supplied software called QUEST Lite. Each CD-ROM must be accompanied by a signed hard copy offer printed from the software and submitted at the Bid Opening.

- 1. Required Registration Codes for Each Bidder** are necessary to use the software. A firm only needs to register once to acquire secure unique codes to be used with all RIDOT disk-based construction project bids.
- 2. Required Software on CD-ROM, Documents including Distribution of Quantities and Engineering Plans, as Applicable.**

3. **Any Addenda to a contract is available on the RIVIP website www.purchasing.ri.gov.** Plan holders are to poll the RIVIP to keep up-to-date on addenda. As a courtesy, RIDOT will also distribute any additional Engineering plans.

To access information:

- ↪ **Click on State Agency Bid Information**
- ↪ **Search for Active Bids/LOI's/RFP's**
- ↪ **Click on Bid Number.**
- ↪ **Enter Vender Number/Pass-word to download bid or addenda**



4. Training is **strongly** recommended for all **NEW** bidders.

Training can be requested up to three (3) days prior to the bid opening.

Call RIDOT to schedule training.

Training is held at :

RIDOT

Two Capitol Hill Room 112

Providence, RI 02903

401-222-2495 ext. 4407

5. Technical support is available.

Minimum Computer System Requirements

- ✓ **Pentium IV or newer**
- ✓ **512 MB RAM (1 GB recommended)**
- ✓ **20 GB Hard Disk with at least 1 GB free
(40 GB with 5 GB free recommended)**
- ✓ **32 MB Video Card (64 MB SVGA recommended)**
- ✓ **15" Monitor (17" and above Recommended for plan
viewing), CD-ROM, Printer**
- ✓ **Windows XP SP2**
- ✓ **Internet Explorer (6.0 SP2 recommended)**

C. Post Qualification/Award of Contract

Once notified that you are the apparent low bidder, you must meet the Post Qualification requirements. Listed below are key qualifications that must be met to be awarded the contract.

Failure to meet any of the following conditions will result in disqualification and surrender of the bid bond.

- List of equipment
- Qualifications of supervisory/superintendent personnel
- Certified audited financial statements
- Civil Rights Reporting System
- Bonding and Insurance
- Executed DBE subcontract agreements
- Training Requirements
- 10 most recent contracts completed
- All current uncompleted contracts
- Past 3 yrs history of any rejection of bid, denial or revocation of pre-qualification or violation of any State Labor or prevailing wage laws
- Certificates of Good Standing
- Additional Requirements as detailed for each project.

Bonding Requirements



A bid bond payable to the State of Rhode Island for 5% of the total bid must be submitted by each bidder at the time of the bid. A performance bond of 100% of the contract price from a satisfactory surety company is required of the successful bidder. All surety companies must be listed with the Dept. of Treasury, Fiscal Services, Circular 570.

Construction Contracts

Everett Sammartino ext. 4427

Gary Garzone ext. 4408

Nathan Shapiro ext. 4410

Professional Services

Lucy Murray ext. 4406

Kimberly Vadenais ext. 4403

Electronic Bidding

Ivan Mc Taggart, P.E. ext. 4407

Civil Rights Reporting System

Donna Koch-Minett ext. 4456



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