



BLUE EARTH COUNTY

BLUE EARTH COUNTY PUBLIC WORKS DEPARTMENT

GUIDE TO BIDDING COUNTY ROAD AND BRIDGE PROJECTS

It is Blue Earth County's policy to provide all contractors and subcontractors with equal access to procurement opportunities.

Current Version: February 2, 2023



I. PURPOSE OF GUIDE TO BIDDING

- A. This *Guide to Bidding* is designed to lead contractors and subcontractors through Blue Earth County's bidding process for highway construction and maintenance projects and answers questions such as: What is required? How do I bid on projects? What happens once the bids are opened? Where can I find online information?
- B. This guide covers only projects that are advertised and administered by Blue Earth County Public Works Department. The County Public Works Department advertises its highway construction projects:
 1. in the Mankato Free Press Newspaper
 2. on the Blue Earth County OneOffice web site: <https://mn-co-blue-earth.app.rtvision.com/oneoffice/public/bidding>
 3. on the Minnesota Construction eAdvertising web site: <https://eadvert.dot.state.mn.us/>

II. APPLICABLE REQUIREMENTS FOR TRANSPORTATION PROJECTS

- A. Parts of a project's requirements are determined by the source of funds. If State and/or Federal monies are included in the project, the state's contract compliance requirements may be applicable.
- B. Review the plans and proposals specific to the project you are bidding to determine which requirements are applicable.
- C. In the case of any discrepancies, the project bid documents supersede information contained in this guide.
- D. Blue Earth County has no prequalification requirements for submitting bids on construction projects. It is the bidder's responsibility to determine if their firm can meet the requirements of a project as specified before submitting a bid. However, after bids have been opened, the low bidder(s) may be required to provide a written statement before award of bid(s), showing their experience and the amount of capital and equipment available for doing the proposed work.

III. AVAILABLE INFORMATION

- A. "OneOffice" – Blue Earth County's Bid Information Web Site <https://mn-co-blue-earth.app.rtvision.com/oneoffice/public/bidding>
 1. Contractors, subcontractors, suppliers, and plan rooms can find the following bid information on the Blue Earth County OneOffice web site:
 - tentative 6-month letting schedule "Planning"
 - current projects as advertised "Bidding"
 - current awarded projects "Construction"
 - general bidding requirements
 - forms
 - addenda for projects
 - bid totals (as read)
 - detailed bid abstracts (after award)
 - plan holder lists
 - electronic files of plans and proposals
 - project notices/messages
 - answers to bidders' questions
 - project soil borings and geotechnical reports (available as determined by the Engineer)

Web page questions and problems should be submitted to the service provider RtVision Inc. at (320) 632-0760 or by email at support@rtvision.com.

Blue Earth County Public Works Department: 35 Map Drive, Mankato MN 56001. Contact: Stefan Gantert, 507-304-4028, stefan.gantert@blueearthcountymn.gov

1. Project Plans & Proposal
2. Project specific information upon request (soil borings, reports, etc...)

IV. **WAYS TO OBTAIN BIDDING DOCUMENTS AND PROJECT DOCUMENTATION**

- A. Paper copies of the project plans and proposal are available for viewing at the Engineers Office located at 35 Map Drive, Mankato, MN 56001. Paper plans and proposals are no longer being sold and must be downloaded electronically as described below.
- B. Electronic copies of the project plans and proposal are available to bidders at no cost on the Blue Earth County OneOffice website at <https://mn-co-blue-earth.app.rtvision.com/oneoffice/public/bidding>

Process for obtaining access to online plans / special provisions documents

1. Users with an existing ConneX account and returning Contractors **Log in with User ID & password** (Skip to step 10). If you have previously been issued a Blue Earth County User ID and password, or have never been issued a User ID and password before, and want to bid or download the plans to get on the plan holder's list, you must now sign up through the new ConneX system. In ConneX you will be able to set up your company User ID (per each employee if they are added to the system) and each users own password. **NOTE: Your password must include 1 Capital Letter and 1 numerical digit.**
2. Enter ConneX website: <https://connex.mn.uccs.com>
3. Create an organization and sign up for a user account.
4. Follow the guided interface to set up an account/organization and read the notes under each step for extra information or guidance.
5. Log into created account
6. Edit any user detail changes – i.e., Password changes, phone number changes
7. Add Organization Details under **My Organization** – New Contractor or pick existing contractor
8. Save Details at the bottom of My Organization Page
9. Select Agency you wish to have **OneOffice Access/eBidVault** to: i.e.; Blue Earth County (this will be a one-time request). Files can be downloaded without approval, but you **MUST HAVE** received approval from the requested Agency/County and be signed in before downloading files or you will not be added to the plan holder list. Contractor will be notified by email of changes by addendums after being added to the Plan Holder list.
10. After “Request Access” is sent to Blue Earth County, you will receive an email from Blue Earth County granting access to Blue Earth County's eGram site.

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WARNING

Bidders should log into OneOffice under their own names to ensure that they receive all documents and addenda issued after the project ad date. Bidders are responsible for acknowledging all addenda. Failure to acknowledge addenda may cause the rejection of your bid. Blue Earth County will not be responsible for bidders receiving addenda unless they appear on the County's official plan holders list on the eGram website.

- C. NOTE: Solicitation by or on QuestCDN.com **IS NOT** an approved website by Blue Earth County. Information shown on this website may not be current or correct.

V. **BIDDING BLUE EARTH COUNTY PROJECTS**

- A. Electronic bid submittal through bidVAULT is the only method available for bidding Blue Earth County road and bridge construction projects. **NO PAPER COPIES OF BIDS WILL BE ACCEPTED.** Instructions on submitting a bid electronically can be found on the bidVAULT website at <https://bidvault.mn.uccs.com>. The cost to submit a bid is \$25.
- B. Plan Holder Lists
To be added to the Plan Holder list, which allows you to bid on the project, sign into OneOffice and then download plans and proposals for the project.
- C. Bids are to be submitted electronically through bidVAULT prior to the date and time listed on the advertisement for bids and as detailed on the Contract Proposal cover page.

D. Bidders shall submit a complete bid that includes but is not limited to the following items:

- ☐ Bidders Name, Address, Telephone Number, and E-mail must be completed on the Proposal Cover Page.
- ☐ Proposal Guaranty required in 1208 of Special Provisions. (Bid Bond)
- ☐ Attachment 32-24 (EEO Certification) must be completed including signature and date. **(If necessary, see Special Provisions)**
- ☐ Proof of Workers Compensation Insurance Coverage form must be completed including signature and date.
- ☐ Non-Collusion Declaration must be completed including signature and date.
- ☐ Responsible Contractor Verification and Certificate of Compliance.
- ☐ Schedule of Unit Prices must be completed including item unit prices, unit price extensions, project subtotals, bidder information, signature and date. This form may be hand written or electronically generated on the Egram project web page.
- ☐ The Back Cover of the proposal requires completed:
 - o Grand Total \$ for project total.
 - o Disadvantage Business Enterprise Certification Percentage (if applicable)
 - o Receipt of Addenda
 - o Execution of Proposal
 - o Signature, and Company Information

WARNING

This checklist is intended only as a notice to aid bidders in completing the Proposal. It does not in any way release the bidder from reading and completing the proposal in its entirety.

- E. Bids will be opened online at the time and date detailed on the project advertisement for bids and as detailed on the Contract Proposal cover page.
- F. The Engineer will then tabulate all bids and review them for computational errors or omissions.
- G. The Engineer will make his recommendation to the Blue Earth County Board of Commissioners at a subsequent Board Meeting.

VI. ADDITIONAL REQUIREMENTS

Blue Earth County requires Contractors to meet certain requirements to ensure their bids are acceptable and in accordance with State, Federal, or project specific requirements.

- A. Businesses debarred under Part 20, Title 49 Code of Federal Regulations are ineligible to bid on, subcontract for, or supply materials or services for any state, county, maintenance, or municipal project.
- B. All businesses must comply with the requirements of doing business in Minnesota as directed by the Office of the Secretary of State. Out-of-state businesses must obtain a "Certificate of Authority" from the Office of the Secretary of State to conduct business in Minnesota.

Necessary forms and other information can be obtained from the Minnesota Secretary of State web site:

<http://www.sos.state.mn.us/index.aspx?page=1>

Office of Secretary of State
Retirement Systems of Minnesota Building
60 Empire Dr., Suite 100
Saint Paul, MN 55103
In the Metro Area 651-296-2803 (9:00 AM to 4:00 PM)
In Greater MN 1-877-551-6767 (9:00 AM to 4:00 PM)
Fax: 651-297-7067

C. Bid Bonds

All bids must be accompanied by a proposal guaranty (bid bond or certified check) of five percent of the bid price. Bid bonds assure that only legitimate bids are submitted. The proposal guaranty may be either a bid bond or certified check made out to the Blue Earth County Treasurer. Proposal guaranty may be submitted electronically with the bid or as a hard copy with the County Engineer by the same date and time deadline as the bid submittal.

D. Federal Tax ID #

All contractors doing business in Minnesota must have a federal tax identification number. To obtain a number, contact the Internal Revenue Service at: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

E. Wage Rates

Prevailing wage rate is defined as the hourly basic rate of pay plus the employer's contribution for health and welfare, vacation, pension, and other economic benefits paid to workers engaged in the same class of labor in the same geographic area.

If a project is financed with both state and federal funds, workers must be paid the higher of the two wage rates for an individual classification as listed in the contract's state and federal wage determinations. Proposals contain prevailing wage information. Should wage rates change between the time the proposal goes on sale and the letting date, you will be sent an addendum showing the new wage rates. You must comply with the most current wage rates.

State prevailing wage information can be found at:
<http://www.doli.state.mn.us/LS/PrevWageHwyH.asp>

Federal prevailing wage information can be found at:
<https://www.dol.gov/agencies/whd/government-contracts/construction>

Read the labor provisions in your proposal.

WARNING

Both the federal government and State of Minnesota require contractors who are awarded government funds for public works projects pay their employees the prevailing wage for the locality where the project is located.

F. Disadvantaged Business Enterprise (DBE) Goal

Bidders must comply with DBE requirements described in the project proposal

G. On the Job Training (OJT) Requirements

Bidders must comply with OJT requirements described in the project proposal

H. Equal Employment Opportunity (EEO)

Bidders must comply with EEO requirements described in the project proposal

I. Contractors should be familiar with the current Minnesota Department of Transportation (MnDot) Standard Specifications for Construction and Project Special Provisions prior to submitting a bid.

J. Other areas Contractors should be aware of that may be required in the project plans and proposal:

- Regulated Activities – requiring special licenses or permits
- Asbestos Abatement or Removal
- Electricians – licensing and inspection
- Erosion Control – In accordance with MPCA and NPDES Permit requirements
- Water Quality Permits including but not limited to MPCA, WCA, Minnesota Department of Natural Resources and the United States Army Corps of Engineers