

To Whom It May Concern:

CHANGES TO DISADVANTAGED BUSINESS ENTERPRISE CONDITION OF AWARD PARTICIPATION WILL AFFECT ELECTRONIC BID SUBMITTAL VIA TRANS·PORT EXPEDITE® AND BID EXPRESS® AS WELL AS SUBMITTAL OF DBE WRITTEN CONFIRMATION DOCUMENTS AND GOOD FAITH EFFORT DOCUMENTATION

Date: August 10, 2015

Changes to the Disadvantaged Business Enterprise Condition of Award Participation special provision have caused the need for WSDOT to update the Disadvantaged Business Enterprise Utilization Certification (DOT Form #272-056 EF). The updated special provision and form will begin being used in all contracts advertised on or after August 10, 2015. All contractors bidding on contracts with Disadvantaged Business Enterprise Condition of Award Participation should review the new provision and updated form and form instructions. Additionally, the update to the form will affect electronic bid submittal via Trans·Port Expedite® and Bid Express®.

ELECTRONIC BID SUBMITTAL

Contractors submitting an electronic bid via Trans·Port Expedite® and Bid Express® will no longer be able to add DBE Information into the DBE Utilization Certification Folder in the .EBS file. Instead, contractors submitting electronic bids will need to complete the updated Disadvantaged Business Enterprise Utilization Certification (DOT Form #272-056 EF) found in the copy of the Bid Proposal mailed to them or available electronically at: <http://www.wsdot.wa.gov/publications/fulltext/forms/272-056.pdf>. Contractors will then need to create and/or save a .ZIP copy of the completed form and upload this to their bid in the new File Attachment Upload folder in the .EBS file.

Contractors submitting electronic bids should be aware that by uploading the Disadvantaged Business Enterprise Utilization Certification to their bid, bid submittal via Trans·Port Expedite® and Bid Express® may take longer than in the past because the attachment will increase the overall size of the bid and therefore will impact the amount of the time it takes to submit a bid. Additionally, the time required to submit a bid will vary with numerous other factors such as a slow network connection or an intermittent or bad internet connection. Please be sure to allow ample time for the bid to be submitted and received.

Contractors may also use the new File Attachment Upload folder to indicate that they will be submitting their DBE Utilization Certification form in an alternative manner. Contractors may now submit the DBE Utilization Certification form by fax, e-mail, attachment to an electronic bid or physically as a supplement to the proposal. Contractors bidding electronically that will not be attaching the form as a .ZIP file should indicate that they will not be including an attachment in the File Attachment Upload folder in the .EBS file.

NEW E-MAIL OPTION FOR GFE DOCUMENTS AND WRITTEN CONFIRMATION

Along with these changes, WSDOT will now accept DBE Written Confirmation Documents and Good Faith Effort Documentation by e-mail to the following e-mail address:

ContractAd&Award@wsdot.wa.gov.

These supplements will continue to be accepted physically or by fax submittal per the Contract Provisions.

NEW FORCE ACCOUNT RESTRICTION

Be advised that if a DBE is used to perform Force Account work, only 50% of the bid quantity may be used in the “Amount to be Applied Towards Goal” for purposes of the award of the contract.

TRAINING AVAILABLE

In order to ensure you are ready to bid with this new method, it is strongly encouraged that you attend a free webinar. There are two convenient training options: one for those who are new to Internet bid submission, and another for those who just need a refresher and information on the new attachment process. Join in one of these free, training webinars based on your needs. The sessions are provided by the Bid Express team and are designed especially for bidders to WSDOT projects.

Courses available:

- Refresher course: Tuesday, September 15th, 10:00am – 11:00 a.m. Pacific
- Full overview: Thursday, October 29th, 10:00am – 11:30 a.m. Pacific

Sign-up today at: https://www.infotechfl.com/webinar/bidx_training

If you need assistance in signing up for the service or acquiring an Info Tech Digital ID (required for bidding), please call the dedicated Bid Express customer support team at 888-352-BIDX (2439) for live support on business days from 4:00 a.m. – 5:00 p.m. Pacific. You can also email our team at customer.support@bidx.com.