

INDIANA DEPARTMENT OF TRANSPORTATION  
GENERAL INFORMATION ON PREQUALIFICATION AND BIDDING

CONTRACTING OPPORTUNITIES

The Indiana Department of Transportation (INDOT) awards contracts for construction and maintenance of the state highway system. The types of work contracted include: concrete paving, bituminous paving, grading, bridges, traffic signals, signing, pavement marking, drainage culverts, curbs, walks, paved side ditches, seeding and sodding, landscaping, guardrail, fence, painting bridges, vegetation control, rest area buildings, roadside mowing, demolition, weigh stations, and other miscellaneous work.

PREQUALIFICATION PROCESS

Indiana Code, IC-8-23-2-6, requires that a contractor desiring to offer bids for the performance of INDOT contracts for the construction or maintenance of highways and bridges and appurtenances thereto must first be prequalified by INDOT and shall file a verified statement of experience and financial condition using the forms furnished by INDOT. Requirements for Prequalification of Contractors are in accordance with the rules found in the Indiana Administration Code under Rule 105 IAC 11-2. The rules and forms for prequalification are available at <http://www.in.gov/indot/2740.htm>. For more information, please contact:

Prequalification Engineer  
Indiana Department of Transportation  
100 North Senate Avenue, Room N725  
Indianapolis, IN 46204-2217  
Telephone: 317-232-5094  
Fax: 317-232-0676

An applicant must possess the qualifications prescribed and be determined to be a competent and responsible bidder as verified by the inquiries and investigations of INDOT to qualify for a certificate of qualification. The areas considered for qualification of the contractor include, but are not limited to, the following:

- (1) Organization
- (2) Personnel
- (3) Construction experience
- (4) Prosecution of work on previous contracts
- (5) Condition and adequacy of equipment
- (6) Financial condition and quality of financial information
- (7) The contractor's attitude toward department rules and the general public.

A contractor may be classified for one (1) or more types of work. The contractor will be assigned a classification rating amount, which will limit the type and quantity of incomplete work it has under contract at any one time as principal or subcontractor regardless of the location of the work or with whom it is contracted. Also, a contractor will be assigned an aggregate amount

that is to be considered the largest dollar amount of incomplete work it shall have under contract at any one time, either as principal or subcontractor or both, regardless of its location and with whom it is contracted. (For exception, see Rule 105 IAC 11-2-3(b)).

No bidder shall be given a certificate of qualification unless the review of its statement shows that it possesses net current assets sufficient in the judgment of the commissioner to render it probable that it can satisfactorily execute its contracts and meet its obligations.

#### BIDDING PROCESS

Letting information is available at:

<http://www.in.gov/dot/div/contracts/letting/index.html>

#### LETTING ADVERTISEMENT:

Contracts on which bids are solicited by INDOT will be advertised, on the above website, four (4) weeks prior to the opening of bids. The advertising period will be shorter for contracts being relet or for emergency contracts.

#### REVIEWING PLANS AND CONTRACT DOCUMENTS:

Contract plans and special provisions for contracts advertised may be examined starting four (4) weeks before the letting in INDOT's plan display room, N725 Indiana Government Center North, 100 North Senate Avenue, in Indianapolis. The display room is open during normal working hours, 8:15 AM to 4:45 PM, local time.

All Contract Letting Documents are available for viewing and downloading at <http://www.in.gov/dot/div/contracts/letting/index.html>.

#### ORDERING CONTRACT DOCUMENTS:

The Notice to Contractors will show the location of the project, list of documents, their cost to order, and qualification requirements. Contractors are encouraged to download documents and send them to local printing services thereby reducing the cost of bidding. Documents for contracts advertised may be ordered from INDOT starting four (4) weeks prior to the bid opening. An order form and instructions are provided on our website. For more information please contact:

Indiana Department of Transportation  
 Contract Sales, Room N725  
 Indiana Government Center North  
 100 North Senate Avenue  
 Indianapolis, IN 46204-2217  
 Telephone: 317-232-5070  
 Fax: 317-232-0676

Payment for documents ordered should be made to the Indiana Department of Transportation. Companies that have an account with INDOT may charge

their order. An invoice will be included with shipment. When ordering documents, please include your account number (assigned by INDOT) and a location address where items are to be shipped. Orders are shipped by United Parcel Service (UPS).

#### IMPLEMENTATION OF ELECTRONIC BIDDING:

Unless stated differently in the Notice to contractors, all contracts are designated for electronic bidding via Bid Express. Only electronic bids submitted via Bid Express will be accepted on contracts designated for electronic bidding; paper Proposal Books (blue covers) will not be issued for contracts designated for electronic bidding.

It is the bidder's responsibility to check the Bid Express website for all amendment files prior to the deadline for bid submittal. This includes amendment files that may be generated as a result of administrative changes to the bidding form, which may not be communicated in a revision letter.

Required items that cannot be submitted electronically with the proposal bid to Bid Express shall be attached to an e-mail message addressed to the construction letting email box, or delivered in paper. Items that are a part of the proposal must be received by INDOT no later than the letting date and time prescribed in the Notice to Contractors. Please review Rule 105 IAC 11-3-7, preparation of proposal bid.

#### MANDATORY PLANHOLDER REGISTRATION:

Contractors desiring to submit electronic bids via Bid Express must register with INDOT as a valid bidder by submitting the form provided on the INDOT letting information website. A listing of all lettings can be found at <http://www.in.gov/dot/div/contracts/letting/index.html>. Failure to register will cause failure of the Bid Express bid submission process. A bidder may request valid bidder status, by submitting the bidder registration form, until 9:00 AM, local time, on the bid opening date.

#### BONDS:

An executed bid bond and an executed performance bond shall be included with the bid, except on contracts for roadside mowing, vegetation control, demolition, landscaping, fencing, seeding and sodding, bridge painting, and guardrail installations of \$100,000 or less, the bidder may elect not to furnish a performance bond. A bid bond is always required. Please review Rule 105 IAC 11-3-8, Bid and Performance bonds.

Only electronic bid bonds submitted through the designated electronic medium, either Surety 2000 or SurePathNetwork, will be accepted with the bid. Bid Express does not support submittal of the performance bond. The performance bond must be submitted to the construction letting email box or be delivered in paper. A valid power of attorney letter from the surety company executing the bonds must also be included. In addition, an Indiana resident agent or a non-resident agent executing the bonds must submit with the bonds a copy of their current license issued by the Indiana Department of Insurance. An employee of the surety company may

execute the bonds.

#### AWARD OF CONTRACT

After the proposals are opened and read, the proposals will be compared on the basis of the summation of the products of the quantities shown in INDOT's schedule of pay items by the unit prices bid. The award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed in the proposal and the Requirements for Bidding found in Rule 105 IAC 11-3.

#### INSURANCE REQUIREMENTS

After the award of the contract and prior to commencing work, the successful bidder must submit the following insurance documents:

- (1) Certificate of Insurance as evidence the contractor carries insurance that meets the requirements of Article 103.04(b) and (c) in the INDOT Standard Specifications book.
- (2) Certificate of Compliance from the Indiana Worker's Compensation Board as evidence of compliance with the provisions of the Indiana Worker's Compensation Act and the Indiana Worker's Occupational Diseases Act. See Article 103.04(a) in the INDOT Standard Specifications book.
- (3) An Owner's and Contractor's Protective Liability Insurance Policy for the State of Indiana. As part of your contract, you are required to purchase an OCPL policy for the State of Indiana. See Article 103.04(e) in the INDOT Standard Specifications book.
- (4) Railroad Protective Liability insurance may be required in your contract. If required, the contract information document will so state giving the name of the railroad to be insured. See Article 103.04(d) in the INDOT Standard Specifications book.

#### NOTICE TO PROCEED

After the proposal has been signed by the Commissioner of INDOT or his appointed representative, approved by the Chief Counsel of INDOT, and all other approvals and requirements have been met, a Notice to Proceed will be issued. Notice to Proceed refers to the written notice to the contractor to proceed with the contract work. On most contracts, a Notice to Proceed will be issued within 30 days of letting.

#### PRE-CONSTRUCTION CONFERENCE

After the award of contract and prior to commencing work, the bidder should contact the appropriate District Construction Engineer to schedule a pre-construction conference. The following is a list of contact telephone numbers:

Crawfordsville District Construction Engineer	765-361-5214
Fort Wayne District Construction Engineer	260-969-8245
Greenfield District Construction Engineer	317-467-3432
LaPorte District Construction Engineer	219-325-7540
Seymour District Construction Engineer	812-524-3739
Vincennes District Construction Engineer	812-895-7375

INTERNET

Additional information on doing business with INDOT is available at:  
<http://www.in.gov/indot/2384.htm>.

We are hopeful this publication will help you better understand the prequalification and bidding process for INDOT contracts. For more information on Prequalification, please contact the Prequalification Engineer at 317-232-5094. For more information on bidding INDOT contracts, please contact the Bid Review Manager at 317-233-5743.