

## Request to Submit Bids Electronically

The Missouri Department of Transportation (**MoDOT**) has developed procedures for contractors to submit bids electronically for Missouri Highways and Transportation Commission (**MHTC**) work.

This form must be signed by an officer of the Contractor and in the possession of the MoDOT Design Division – Attn: Electronic Bidding, P.O. Box 270, Jefferson City, MO 65102 – at least seven (7) days prior to the first date the Contractor wants to submit bids electronically. The Contractor understands that when this form is filed, the Contractor has the option to: (1) bid and submit bid bonds electronically; (2) bid and submit the bid bond/guaranty on paper; or (3) submit a bid electronically but submit a paper bid bond/guaranty for that bid in a separate, sealed and marked envelope – if the bid and bond submissions are received on time.

By signing this request the Contractor agrees and stipulates:

1. The Contractor will not submit an electronic bid for a contract unless the Contractor has a valid contractor questionnaire on file with MoDOT, in order to bid on proposed MHTC contracts.
2. The Contractor will provide MHTC with either an electronic bid bond with the electronic bid, or a paper bid bond or lawful bid guaranty, prior to the deadline for bid submittal.
3. The Contractor will prepare and submit the bid with the AASHTO Trns\*port software version of Expedite that MoDOT is currently using.
4. The Contractor understands the bids will be electronically submitted to BidX.com of Gainesville, Florida, as an independent depository for the electronic bid submission, and that MoDOT will not have access to these bids until after the deadline for bid submittals.
5. The Contractor will secure a Bid Express account from BidX.com to access [www.bidx.com](http://www.bidx.com) and submit bids.
6. The Contractor will furnish to MoDOT on this form, the names of the individuals who are authorized to sign bids electronically for the Contractor.
7. The Contractor will promptly notify MoDOT of any changes to the list of the individuals who are authorized to sign bids electronically for the company.
8. The Contractor will obtain a separate “Digital ID” for each individual authorized to submit an electronic bid to MHTC.
9. The Contractor will ensure the confidentiality of the “Digital ID” for its officers who have obtained them.
10. The Contractor agrees that the submission of a digitally signed electronic bid constitutes the Contractor’s bid, and the submission of a digitally signed electronic bid bond for that electronic bid constitutes the Contractor’s bid bond for that bid.
11. The Contractor agrees that the latest submitted electronic bid will be considered the Contractor’s official bid. The time of submittal is the time BidX.com receives that electronic bid (with or without an electronic bid bond).
12. Alternatively, the Contractor agrees that a paper bid is considered the Contractor’s official bid if the Contractor submits both a paper bid and electronic bid, *unless* the Contractor withdraws the paper bid prior to bid opening.
13. Contractors who intend to form a joint venture will furnish a separate Contractor questionnaire to MoDOT to obtain approval and a valid vendor number. Those Contractors also agree to obtain a new “Digital ID” and submit a new “Request to Submit Bids Electronically” form signed by all parties and identifying the individuals that are authorized to digitally sign the electronic bid. These documents must be in MoDOT’s possession at least seven (7) days prior to the letting date.
14. After MoDOT acknowledges receipt of this form, the Contractor is approved to bid electronically and this form remains in effect, unless and until it is replaced by a later “Request to Submit Bids Electronically” form, or it is revoked in a written notice by either party to the other, or it is revoked or superseded by operation of law (including, but not limited to, no current contractor questionnaire is on file, the contractor is suspended or disqualified from bidding, or a statutory change eliminates the need for this form).

Contractor/Joint Venture Full Name	Authorized Signature(s) for Contractor/Joint Venture	Date
------------------------------------	--	------

Please list an email address for this Contractor/Joint Venture in order for MoDOT to notify you of receipt of this form, and of other important notices: \_\_\_\_\_

Individuals (including title) authorized to digitally sign electronic bids for this Contractor/Joint Venture are (please type or print):

Type or Print Individual’s Name	Type or Print Individual’s Name	Type or Print Individual’s Name
Type or Print Individual’s Business Title	Type or Print Individual’s Business Title	Type or Print Individual’s Business Title