

ODOT DBE
Advisory
Committee
March 12, 2025



Advisory Committee Purpose – To center the DBE perspective in the work to identify and address barriers that DBE certified firms face when competing for work with ODOT. Cohort 3 is tasked with continuing the work done by Cohorts 1 and 2 to develop recommendations to address identified barriers and monitor ODOT's progress toward implementation.

Meeting Objectives

- Welcome
- AASHTOWare Update
- Meet FHWA Staff / DBE Program Questions
- Prime Pre-Qualification Overview
- DBE Supportive Services

9:00 am	<ul style="list-style-type: none"> • Welcome & Introduction • Cohort 3 - Charter 	Joe
9:10 am	<ul style="list-style-type: none"> • AASHTOWare - What You Need to Know 	Vanessa Baker
9:40 am	<ul style="list-style-type: none"> • FHWA Intro • DBE Program Questions 	Debbie & Diponker
10:10 am	<ul style="list-style-type: none"> • Prime Contractor Pre-Qualification Overview 	Kevin Cassidy Team
10:40 am	<ul style="list-style-type: none"> • DBE Supportive Services Update 	Omar
10:50 am	<ul style="list-style-type: none"> • Closing 	Joe





ASHTOWare™



PROJECT

Presented by:

Vanessa Baker, ODOT eConstruction PM

odoteconstruction@odot.oregon.gov

AWPAdmin@odot.oregon.gov

What does this mean on our construction projects?

AWP will be implemented for **new projects only**
(no historical data)

Work will happen in AWP and Doc Express

Spec changes and special provisions 170.09

Contractor/Subcontractors/Technicians will be adding data to AWP

ODOT manages Access, Roles, and Permissions



Doc Express Contract: Spec 170.08



DIGITAL FILING CABINET



ALL DOCUMENTS FROM A
SUBCONTRACTOR, SUPPLIER, OR
VENDOR ARE TO BE SUBMITTED
TO DOC EXPRESS BY THE PRIME
CONTRACTOR.



SUBCONTRACTORS HAVE
ACCESS TO THE PAYMENTS
DRAWER, BUT DO NOT SUBMIT
DOCUMENTATION



DOC EXPRESS
SUBCONTRACTORS HAVE
ACCESS TO THE PAYMENTS
DRAWER.

Doc Express

Payment Estimate for Contractor Report



AWP - DE Training Contract edit				
Training Contract				
AWP00A - Agency Submittal				
AWP00B - Agency Internal				
AWP01 - Prime Submittal				
AWP02 - RFI/Correspondence				
AWP03 - Contract Docs				
AWP04 - Civil Rights				
AWP05 - Inspection				
AWP06 - Quantity				
AWP07 - Quality Non field tested				
AWP08 - Quality Field tested				
AWP09 - Payments				

Doc Express[®]

PAYMENTS DRAWER



Read-only access is provided by the prime to the Payments drawer

Paid Summary Report

Payment Voucher

Preliminary Progress
Payment Report

Bid Item Retention Report

AASHTOWare Contract: Spec 170.08 & 170.09

Document Management System

Work in combination with Doc Express

Subcontractors, suppliers, and Technicians submit data into AWP.

Primes Note document their payments to subcontractors.

Subcontractors validate payment.

All can run reports from AWP.

CM-Prime	CM-Subcontractor	CM-Contractor Lab QC Manager	CM-Contractor Sample Tester	CM-Contractor Mix Design Entry
Subcontracts: Trucking, truck types, DBE uniform report, detail and items Change Order Sample Records: summary, sources & facilities, associations, contract, tests Sample Process Flow: Review Tests Certified Payroll Vendor DBE Commitment	Certified Payroll Validating Payment (Prompt Payment)	Lab Summary: Testers and address Sample Records: summary, sources & facilities, associations, contract, tests, test Sample Record Test Summary: testers, reference specification, retests Sample Process Flow: Test Results and Maintain Test Queue	Sample Records: summary, sources & facilities, associations, contract, tests Sample Process Flow: Test Results	Mix Design

What type of data will Primes and Subcontractors input?

Prime's review data submitted by subs, contractors and technicians in AWP prior to ODOT's review.

This includes test results.

Certified Payrolls

- Submitting a Payroll Through Manual Entry in AWP.
- Payroll Spreadsheet.
- Create a payroll spreadsheet or from company's own payroll software to import into AWP.

Home Previous My Pages *** Hosted TEST *** Actions Help Log off

On this page: Vendor Payrolls Contract Overview Civil Rights & Labor Non-Agency

PROJECT Subcontractor External Access

Vendor Payrolls

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

Civil Rights & Labor Non-Agency

- Unapproved Payrolls
- Contract Current DBE Commitment
- Contract Approved DBE Commitment

Home Page News

Subcontract Requirement Subcontract Requirement

Contract Overview

Type search criteria or press Enter Advanced

0 changed

Enter search criteria above to see results or Show first 10

AWP Payment Validation Tool



**Add & Sign Prime payment
from Prime to Subcontractor**



**Add & Sign Payment from
Parent Subcontractor
Payment to Subcontractor:**



**Subcontractor Verification
of Receipt of Payment from
Prime:**

- [Log on to AASHTOWare Project™](#)

Reports in AWP

Report	Data
DBE Uniform Award Commitment Payment Report	Subcontract
Payment Verification Text	Subcontractor Payment
Payroll Exception Report	Cert. Payroll
Payroll Summary	Cert. Payroll
Payroll Verification Text	Cert. Payroll
Subcontract Listing	Contract
Subcontract payment Report	Subcontractor Payment



Subcontract Payment Report

Contract			
Contract ID:	C15236_PT	Awarded Contract Amount:	\$6,500,000.00
Description:	US97: NELS ANDERSON PLACE - ROMAINE VILLAGE WAY SEC.	Current Contract Amount:	\$8,308,721.00
Prime Contractor:	CV30001937 KNIFE RIVER CORPORATION NORTHWEST	Awarded Date:	
Federal Project No:	S004(217)	Closed for Civil Rights & Labor Date:	
State Project No:		Prompt Payment Days:	10
Overall Fed. Funding Percent:	98.55%	Retainage Released by Prime:	30
Subcontract Payment			
Paying Vendor:	CV30001937	KNIFE RIVER CORPORATION NORTHWEST	
Payee Payment Number:	0001	Payment Date:	03/14/2023
Payee ID:	264576	DBE Firm:	Yes DBE Commitment: Yes
Payee Name:	LYB ASPHALT SUPPLY & TRUCKING	Payment Type:	Progress
Paid Amount:	\$50.00		
Retainage Dollars Held :		Payee Work Complete Indicator:	No
Retainage Released:	No	Payment or Partial Amount Withheld:	No
Payer Comments:	No		
Amount Received:		Date Received:	
Payment Received:		Payee Comments:	No

Date: 06/11/2024

I, Vanessa Baker

do hereby state:

That I paid AAKEN CORPORATION ELECTRIC for work, material, labor, equipment and miscellaneous expenses associated with C15236_PT US97: NELS ANDERSON PLACE - ROMAINE VILLAGE WAY SEC.; with payment paid 03/14/2023.

Project Deployment

Bid Date	Key Number	Contract Number	PS&E Due Date	Project Name	Resident Engineer	Cost	Est Construction Date	Training Dates	Prime
6/6/2024	22776	15528	4/15/2024	US97: REDMOND-BEND PHASE 2	B.Martin	\$1,433,799.47	7/22/2024	7/15/24 - 7/19/24	Marcum & Sons
6/13/2024	22435	15533	4/15/2024	OR47/OR8/US30 CURB RAMPS	Consultant	\$7,430,880.00	8/19/2024	8/12/24 - 8/16/24	Brown
7/11/2024	21255	15537	5/20/2024	US26 CURB RAMPS	J.Miller	\$1,115,000.00	8/19/2024 - 12/4/24	8/12/24 - 8/16/24	Brown
10/17/2024	21776	15561	8/26/2024	US101: FLORAS CREEK AND WILLOW CREEK BRIDGES	D.Duey	\$4,071,000.00	12/10/2024	January 13 - 17 February 18 - 21	Cascade Civil Corp
10/31/2024	21677	15562	8/26/2024	OR42: LOOKINGGLASS CREEK TO I-5 (WINSTON)	J. Lonie	\$15,804,700.00	TBD	January 13 - 17 February 18 - 21	Rocky Mountain
9/12/2024	20539	15541	7/15/2024	I-84 FRONTAGE ROAD: MEACHAM CREEK & UNION PACIFIC RAILROAD	J.McCullough	\$6,576,278.70	March/April 2025	March 3rd - 7th	Oregon State Bridge
11/7/2024	22517	15564	8/30/2024	I-84: Tower Road - Stanfield AASHTOWare	J.McCullough	\$25,000,000.00	March 2025	March 3rd - 7th	High Desert Aggregate & Paving
12/17/2024	21178	15568	10/7/2024	US26 (POWELL BLVD): SE 99TH AVE - EAST CITY LIMITS	J.Miller	\$73,246,628.00	March 2025	March 10 - 14th	MEI
1/9/2025	21598	15571	11/4/2024	OR224: SE 17TH AVE - SE RUSK ROAD	Conzor	\$19,427,777.00	March 2025	March 10 - 14th	Wildish
3/20/2025 5/22/25	21674		1/13/2025 3/17/25	I-5: MONUMENT DR - N. GRANTS PASS	J. Lonie	\$23,780,416.00	TBD	Refresher as needed	TBD
4/17/2025	21737		2/10/2025	OR6: DEVILS LAKE FORK WILSON RIVER BRIDGE	DOWL/A.Eaton	\$7,862,200.00		Fall 2025	
				Rose Quarter	DEA	\$40 M	July 2025	June 2nd - 6th	Hamilton/Sundt/Ray Moor
4/17/2025	21128		2/24/2025	US30: WATSON RD - HOGUE AVE	R. Smith	\$818,877.00		Apr-25	
6/26/2025	21718		5/5/2025	OR38: HINSDALE SLOUGH CULVERT	J. Lonie	\$1,446,710.00		Refresher as needed	

Training



Get Ready:

All companies **MUST** register in OregonBuys.
This includes consultants, contractors and subcontractors.



Just In Time Training:

Project trainers will provide on site initial training right before project work begins. This means you apply what you learn right away to reinforce your learning.



Training Attendance:

Training will be in person at or near the RE or consultant office that project is assigned to. Bring your laptops and other devices to training. We will have some options for those that are far away to join through Teams.



After training:

Need to look things over? Forgot a step? Check out the quick reference guides (QRGs) or the computer-based training (CBTs) on your own time, when you need it.

AWP Training for c15568 & c15571

Monday March 10th	Tuesday 11th	Wednesday 12th	Thursday 13th																						
College/Online for Primes and Sub	Clackamas Community College	Clackamas Community College	Clackamas Community College/Virtual C																						
AM	AM 8:00 - Noon	AM 8:00 - Noon	AM 8:00 -10:30																						
No morning classes	<table border="1"> <tr> <td style="text-align: center;">Construction Courses</td> <td style="text-align: center;">Anita Eaton</td> </tr> <tr> <td>A Day in the Life of DWRS</td> <td>ODOT/Consultant Only: Inspectors, QCCS, CAS, RE, ARE</td> </tr> <tr> <td>Daily Diaries</td> <td></td> </tr> </table>	Construction Courses	Anita Eaton	A Day in the Life of DWRS	ODOT/Consultant Only: Inspectors, QCCS, CAS, RE, ARE	Daily Diaries		<table border="1"> <tr> <td style="text-align: center;">Construction Courses</td> <td style="text-align: center;">James Sealy</td> </tr> <tr> <td>Pay Estimates</td> <td>ODOT /Consultant Only: CAS, RE, ARE, Inspector</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Construction Courses	James Sealy	Pay Estimates	ODOT /Consultant Only: CAS, RE, ARE, Inspector			<table border="1"> <tr> <td style="text-align: center;">Prime/Subcontractor Courses - Admin</td> <td style="text-align: center;">Lynda Nelmes</td> </tr> <tr> <td>Certified Payroll Subcontract Payments/Validation</td> <td>Primes/Subcontractors Only: Payroll Staff</td> </tr> <tr> <td colspan="2">Teams Link to Meeting +1 971-277-1965.449605172#</td> </tr> </table>	Prime/Subcontractor Courses - Admin	Lynda Nelmes	Certified Payroll Subcontract Payments/Validation	Primes/Subcontractors Only: Payroll Staff	Teams Link to Meeting +1 971-277-1965.449605172#					
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Schedule

Support Toolkit



OregonBuys:

[OregonBuys/view/login/login.xhtml](https://oregonbuys.view/login/login.xhtml)

Do you currently, have you in the past, or do you plan to work with the Oregon Department of Transportation or Department of Aviation? **YES**

AASHTOWare Website:

[ODOT : AASHTOWare Project™ : State of Oregon](#)

[Teams Live AWP Support Chat](#)

9:00 am-12 Noon

Monday-Friday for help with AWP

AASHTOWare Directory: [AWD](#)

Toolkit



AASHTOWARE DIRECTORY:
[AWD](#)



AASHTOWARE WEBSITE:
[HTTPS://WWW.OREGON.GO
V/ODOT/BUSINESS/PAGES/IN
DEX.ASPX](https://www.oregon.gov/ODOT/BUSINESS/PAGES/INDEX.aspx)

Ask a Question

SUPPORT



There will be an email box available where you can ask your AWP questions and get a timely reply.

awpadmin@odot.oregon.gov



We'll also have an open Teams chat, hosted by a live person. This will be available during set business hours. AWP System Admin and subject matter experts will provide hotline resources.

Get Ready!

- ❑ **OregonBuys**- Register in OregonBuys to work with the state of Oregon on projects. If you haven't registered, click here: <https://oregonbuys.gov/bsol/>. Whether you're working in AWP or not, everyone doing business with the state must be registered in OregonBuys. (Contractors, forward this link to your subcontractors so they can register, too.)
- ❑ **Workday Learning** – There are required training courses for AWP. To access courses, every individual on your staff needs a Workday Learning account. If you are an external users and you don't have an account, create it [here](#). After you establish your account, sign in and choose "Sign in using a Personal Device". Share this with your teams and subcontractors so they will be ready for training, too. (Links for role-based training will be provided in future newsletters.)
- ❑ **Staff List** – Identify staff at your office who will need AWP training. Determine individual roles. Consider what areas your team needs to work successfully in AWP. Contact odoteconstruction@odot.Oregon.gov for details.
- ❑ **Getting Started** – Before your user training, there is a prerequisite course in Workday. This will help you become familiar with some of the naming conventions and navigation in AWP. If you have taken it, you may take it again as a refresher. [Getting Started](#).







Visit the AWP ODOT Website:

[ODOT : AASHTOWare Project™ : State of Oregon](#)

Subscribe to The AWP Newsletter:

https://public.govdelivery.com/accounts/ORDOT/subscriber/new?topic_id=ORDOT_863

An aerial night-time photograph of a highway construction site. The scene is illuminated by work lights, showing several excavators and trucks operating on a large pile of rubble and debris. The background features a residential area with houses and trees. The overall atmosphere is one of active construction work.

DOING BUSINESS WITH

ODOT

**HIGHWAY CONSTRUCTION
PROGRAM OVERVIEW**

Crews demolishing and rebuilding the I-5 bridge deck over 26th Avenue

www.oregon.gov/odot/Business/Procurement

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[Letting Schedules](#)

[Notice to Contractors](#)

[Preliminary Bid Results](#)

[Electronic Bidding Information Distribution System \(eBIDS\)](#)

[Bid & Award Information](#)



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[Full-Service A&E Price Agreements](#)

[Engineering Guidance, Manuals, Standards](#)



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[Qualified Products List](#)

[Price Agreements for Asphalt, Emulsions, Propane](#)

[Tips to Avoid Bid Rejection](#)



Procurement Resources

[OregonBuys eProcurement System](#)

[Doing Business with ODOT Brochure](#)

[Directory of Certified DBEs and other Certifications](#)

[Small Business Resources/Small Contracting Program](#)

[Certified Local Agency Resources for Consultant Selection](#)

[Intergovernmental Agreement Info](#)

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Bid and Award Information Page

[OPO Home](#)

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[Letting Schedules](#)

[Notice to Contractors](#)

[Bid and Award Information](#)

[Forms, Tips and Resources](#)

[Letter of Assent](#)

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[Consultant Forms & Resources](#)

[Statement of Work Library](#)

[Certified Local Agency Resources](#)

[Prime Contractor Prequalification Application](#)



[Electronic Plans and Specs \(eBIDS\)](#)



[Bid Express \(Electronic Bidding\)](#)



[Award Information](#)



[Contractor Special Prequalification](#)



[Alternative Contracting](#)



Prime Contractor Prequalification Application

OPO Home

Contact Us/About

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HIGHWAY & BRIDGE
CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

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SERVICES, GOODS AND
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Prime Contractor Prequalification Application



- Required for Prime Contractors (not subcontractors)
- Free to apply- can submit electronically or by mail
- Prequalification status is valid for 2 years once approved
- 3 References required for each class of work.
- Available in this Section:
 - Prequalification Application Form & Instructions
 - Prequalification Reference Form
 - Prequalification Addendum Form & Instructions
 - List of all current prequalified contractors

Electronic Plans and Specs (eBIDS)

OPO Home

Contact Us/About

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Prime Contractor Prequalification Application



Electronic Plans and Specs (eBIDS)



eBIDS site: <https://ecmnet.odot.state.or.us/ebidse/Account/Login>

Available on eBIDS:

- Access to bidding documents for currently advertised projects (Plans, Special Provisions, Bid Booklet, Reference Documents, etc.)
- Access to Plan Holders List
- Ability to Register as a holder of informational plans or holder of bidding plans

Available in this Section:

- Link to eBIDS
- User Guide
- Frequently Asked Questions

Bid Express (Electronic Bidding)

OPO Home

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Contracting with ODOT

HIGHWAY & BRIDGE
CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

SERVICES, GOODS AND
RESOURCES

Consultant Forms & Resources

Statement of Work Library

Certified Local Agency Resources

Prime Contractor Prequalification Application



Electronic Plans and Specs (eBIDS)



Bid Express (Electronic Bidding)



Electronic Bidding System

- Fees associated with Bid Express (visit www.bidx.com for details)

Benefits of Bid Express

- Submit a sealed and secure bid online
- View bid results live
- Ensures all sections are completed before submittal
- Can reduce bid errors resulting in rejections

Available in this section:

- Getting Started with Bid Express Guide
- Electronic Bidding Information

Award Information

OPO Home

Contact Us/About

Contracting with ODOT

HIGHWAY & BRIDGE
CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

SERVICES, GOODS AND
RESOURCES

Consultant Forms & Resources

Statement of Work Library

Certified Local Agency Resources

[Prime Contractor Prequalification Application](#)



[Electronic Plans and Specs \(eBIDS\)](#)



[Bid Express \(Electronic Bidding\)](#)



[Award Information](#)



Available in this Section:

- Preliminary Bid Results
- Notice of Intent to Award
- First-Tier Subcontractor Disclosure Forms
- DBE Commitment Certification and Utilization Forms
- Bid Tabulations
- Awarded Contract Summaries

Notice to Contractors Page

OPO Home

Contact Us/About

Contracting with ODOT

HIGHWAY & BRIDGE
CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

SERVICES, GOODS AND
RESOURCES

Consultant Forms & Resources

Statement of Work Library

Certified Local Agency Resources

[Prime Contractor Prequalification Application](#)



[Electronic Plans and Specs \(eBIDS\)](#)



[Bid Express \(Electronic Bidding\)](#)



[Award Information](#)



[Contractor Special Prequalification](#)



[Alternative Contracting](#)



Notice to Contractors Page

Notice to Contractors

[Sign up to receive updates to this page.](#)

Sort ▾

Available on this Page:

- Sign up for email notifications for newly advertised projects
- View current project advertisements.

OPO Home

Contact Us/About

Contracting with ODOT

**HIGHWAY & BRIDGE
CONSTRUCTION**

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

**SERVICES, GOODS AND
RESOURCES**

Consultant Forms & Resources

Bid Opening Date	Posted Date	Ad Length	Ad
12/17/2024	11/7/2024	6 Week	Notice 23087 – December 17, 6 - week ad.pdf
12/12/2024	11/7/2024	5 Week	Notice 23086 – December 12, 5 - week ad.pdf
11/21/2024	10/31/2024	3 Week	No NEW projects to post on October 31, 2024.
11/21/2024	10/3/2024	7 Week	Notice 23085 – November 21, 7 - week ad.pdf
11/14/2024	10/24/2024	3 Week	No NEW projects to post on October 24, 2024.

Showing 5 out of 5 items

For questions related to this page, or to report problems or broken links, please send an email to [the ODOT Procurement Office Construction Contracting Unit](#).

Letting Schedules Page

OPO Home

Contact Us/About

Contracting with ODOT

HIGHWAY & BRIDGE
CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

SERVICES, GOODS AND
RESOURCES

Consultant Forms & Resources

Statement of Work Library

Certified Local Agency Resources

Prime Contractor Prequalification Application



Electronic Plans and Specs (eBIDS)



Bid Express (Electronic Bidding)



Award Information



Contractor Special Prequalification



Alternative Contracting



Letting Schedules Page

Schedules of Upcoming Projects

Click the link below to obtain information on potential highway and bridge construction contracting opportunities. This is a tentative schedule of projects ODOT plans to advertise, not the advertisement. For a list of advertised projects, go to [Notice to Contractors](#).

☰ Sort ▾

Document	Description	Updated ↑↓
12 Month Schedule of Contract Lettings - November 2024.xlsm	The 12-Month Schedule of Contract Lettings is a tentative schedule for ODOT STIP projects that are scheduled to be programmed for construction	11/6/2024

Calendar of Bid Opening Dates

The dates listed are to be considered the "Regularly scheduled bid openings." At the sole discretion of ODOT, bid dates may be added to allow for a quick turn-around of postponed projects and/or for individual projects or technical complexity.

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Document	Description	Updated
2023.pdf	2023 calendar of tentative bid opening dates.	
2024.pdf	2024 calendar of tentative bid opening dates.	12/6/2023
2025.pdf	2025 calendar of tentative bid opening dates.	3/4/2024
2026.pdf	2026 calendar of tentative bid opening dates.	12/6/2023
2027.pdf	2027 calendar of tentative bid opening dates.	12/6/2023

Advertised Project Summaries

Available on This Page:

- 12 Month Contractors Schedule (Tentative schedule for ODOT STIP projects)
- Calendar of tentative bid opening dates for current and future years
- Currently Advertised Project Summaries

Forms, Tips, and Resources

OPO Home

Contact Us/About

Contracting with ODOT

HIGHWAY & BRIDGE CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

SERVICES, GOODS AND RESOURCES

Consultant Forms & Resources

Statement of Work Library

Certified Local Agency Resources

[Prime Contractor Prequalification Application](#)



[Electronic Plans and Specs \(eBIDS\)](#)



[Bid Express \(Electronic Bidding\)](#)



[Award Information](#)



[Contractor Special Prequalification](#)



[Alternative Contracting](#)



Forms, Tips, and Resources

Forms

Title	Description
First-Tier Subcontractor Disclosure Form	Use this form to disclose subcontractors under ORS 279C.370 and 00120.40(f) of the Oregon Standard Specifications for Construction .
Contract Document Order Form	This form may ONLY be submitted by the awarded prime Contractor to order plans and Contracts. Subcontractors will need to request plans and contracts through the prime Contractor.
Sample Bid Bond (Federal)	Use this bid bond form for federally funded projects.
Sample Bid Bond (State)	Use this bid bond form for State funded projects.
Sample Performance and Payment Bonds	This form is to illustrate the standard Payment and Performance Bond seen in a Construction Contract.
Retainage Bond Form	Use this form to supplement a retainage bond in lieu of earned and retained funds.
Request for Vendor Number	If your company has not been assigned a Vendor Number, complete this form, and ODOT will assign a Vendor Number to your company.

Available on This Page:

- Forms
 - First Tier Subcontractor Disclosure Form
 - Contract Document Order Form
 - Sample Bond Pages
 - Etc.
- Tips and Resources
 - Tribal Employment Rights Ordinance (TERO) Documents and resources
 - Tips for bidding
 - Resources
 - Office of Equity and Civil Rights
 - Project Wage Rates
 - Standard Specifications
 - Etc.

Tips and Resources

QUESTIONS?

Email us any time at

ODOTProcurementOfficeConstruction@odot.oregon.gov

night work on Interstate 5 near Woodburn

Attendance

Joe Hanseling	Kevin Cassidy	Madeline Friesen	Anay Hausner
Omar Alvarado	Jeremy Johnson	Rhett Stanley	Betty Fears
Venky Ramakrishnan	Willie Davis Jr.	James Meyers	Holli Pick
James West	Ashley Sisneros	Sakurako Thatcher	Diponker Mukherjee
Joni Sirovatka	Debbie Benavidez	Chris Watchie	Justin Moderie
BJ McCartney	Matt Calhoun	Bijoy Nair	Lillian Stevenson
Angela Crain	Kristal Drummond	Vanessa Baker	Dustin Murphy
Benjamin Hert	James Faison	John Cardenas	Monique Payne
Joe Staley	Melissa Canfield		