

## ODOT Procurement Office – Construction

### MISSING ELECTRONIC BID INVESTIGATION AND RECOVERY

1. Bidders using Bid Express must submit their electronic bids so they are received by BidX no later than the bid letting closing time identified by ODOT.
2. Immediately after the bid letting closing time, ODOT will access all bids submitted through Bid Express.
3. All bidder names and total bid amounts for all projects included in the letting will be read aloud at the letting.
4. ODOT will make every effort to post all “as read” bid amounts for every bidder on every project on ODOT’s website and to BidX.com within two business hours after the close of the letting.
5. If a bidder believes that a bid submitted electronically should have been read at the bid opening but was not read, the bidder must notify ODOT of the apparent irregularity and **provide its bid receipt** for the bid in question by hard copy, facsimile, or electronic mail **within 7 business hours after the bid closing in question**. If the bidder cannot provide a receipt within 7 business hours after bid closing, then ODOT will proceed on the assumption that no bid was received.
6. Once ODOT has been properly notified of a missing bid by a bidder, and has received a copy of the bidder’s receipt for that bid, an investigation will begin immediately by ODOT and BidX to determine the status of the bid and initiate retrieval of the bid.
7. **All missing electronic bids must be received within 15 business hours following the letting in question.**
8. **Missing bids that are not received by ODOT by the extended deadline identified in Step 7, will be considered late, and will not be accepted.**
9. Once the bid is received, ODOT will post notice on the ODOT website; and send e-mail or Fax to Association of General Contractors, contractors on the Planholders list, and FHWA notifying them of the opening and public reading of the bidder’s total bid amount.
10. ODOT will open the bid, check that the signature on the receipt is valid, and then compare digital signature information in the receipt against digital signature information on the bid package to make sure they match, that the bid has not been altered since transmittal through Bid Express.
11. If the receipt signatures match, ODOT will proceed with review of the bid for potential award.
12. If the receipt signatures do not match, the bid will not be accepted.
13. The revised “as read” bid totals for any recovered missing bid will be posted in Bid Express as well as on ODOT’s website.