

## **TIPS TO AVOID BID REJECTION**

### **For Goods, Trade Services and Public Improvement Projects**

1. If you received notification of the project from any source other than OregonBuys, go to the [OregonBuys website](#) to view the full project information and solicitation requirements.
2. Download all attached documents from the attachments tab of the Bid Solicitation on OregonBuys and read them thoroughly.
3. Review the solicitations document to determine if a CCB or LCB license or an ESB certification is required. If required, list the CCB, LCB or ESB numbers on the spaces provided.
4. Review the solicitation documents to determine if a Bid Bond or other bid security is required. If required, the Bid Bond must be submitted with the bid. If bid security other than a Bid Bond will be used, contact the Purchaser/Single Point of Contact for submittal instructions. Note: A PDF copy of a certified check submitted with your bid will not be accepted.
5. Review the solicitation documents to determine if a First Tier Subcontractor Disclosure form is required. If required, fill out the form completely. If there are no first-tier subcontractors subject to disclosure, enter the word "None." The First-Tier form can be submitted with your Bid, or within 2 working hours by email to the Purchaser/Single Point of Contact.
6. Review the solicitation documents to determine the insurance requirements for the project and if Performance and Payment Bonds will be required of the awarded contractor. If you are the apparent successful bidder, be prepared to submit certificates of insurance meeting all stated requirements and fully executed Performance and Payment Bonds within seven calendar days.
7. Review the solicitation documents to determine if a pre-bid meeting is required. If the meeting is mandatory, you must attend and sign in to be eligible to submit a bid. If the meeting is voluntary attendance is highly recommended but not required.
8. If you have a question, would like to submit a request for change, or a protest of the solicitation (if protests are allowed per the solicitation documents) submit them by email to the Purchaser/Single Point of Contact. The deadline and instructions for submittal will be listed in the solicitation document.

9. Review the solicitation documents to determine the scope of the work, goods, or services that will be required. Make sure you have the necessary experience to meet the requirements stated in the solicitation documents.
10. Provide complete references with enough information that ODOT can confirm the experience is for projects/goods/services of similar size and scope. Include complete and current contact information for the references. Incomplete references, references that cannot be contacted, or for work/goods/services not of a similar size and scope may result in bid rejection.
11. Use the response forms provided by ODOT to submit your bid. Do not alter the forms, other than to fill in your information. Fill out the forms completely. Missing information may result in bid rejection. ODOT does not accept contractor's business forms unless specifically stated in the solicitation documents.
12. When submitting your bid, upload all the required response documents on the attachments tab in OregonBuys. If you have questions about what response documents are required, contact the Purchaser/Single Point of Contact.
13. You must select "Yes" on the Terms & Conditions tab when submitting your bid or your bid will be rejected. If you have questions or would like to request a change to any terms or conditions, the time to address them is during the open solicitation process. Questions, requests for change, or solicitation protests (if protests are allowed per the solicitation documents) must be submitted by the deadline set in the solicitation.
  - a. "Yes" means you Accept the Terms and Conditions.
  - b. "Yes, with Exceptions" will result in your bid being rejected, if you are bidding on Goods, Services, Public Improvements or Public Works projects.
  - c. "No" will result in your bid being rejected.
14. Resources for navigating OregonBuys and submitting a bid are available at the following link: <https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx>. You can also access them on the login page of OregonBuys by scrolling to the bottom of the page and clicking the "Supplier resources for OregonBuys" icon.
15. You are solely responsible for checking OregonBuys regularly until the Bid Opening Date and time specified in OregonBuys to assure that you have not missed any Addenda or other notices issued as "Amendments" in OregonBuys.