EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

Appendix 3
FAQs -- Sealed Bid Requirements

EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

This FAQ document provides a list of the most frequently asked questions about the submittal requirements described in the solicitation documents. If you have any additional questions, please refer to Section VII, Part A of the solicitation documents for instructions on how to submit questions.

Formatting - Page Limits

1. Do any of the following items count towards the stated page limit?

-Blank pages
-Attachments A through D
-Product information
-Warranty information

No, blank pages, attachments A through D, product information, and warranty information do not count toward the stated page limit.

2. Does the stated page limit mean double-sided pages? For example, does a 12-page or 25-page limit mean a total of 24 or 50 pages?

No, the stated page limit does not mean double-sided pages. The page limit refers to the total number of pages that can be included in the sealed bid. The solicitation document may also specify a page limit for individual components of the sealed bid and these page limits, similarly, do not mean double-sided pages. A 12-page limit means 12 single-sided pages or 6 double-sided pages and a 25-page limit means 25 single-sided pages or 12 double-sided pages + 1 single-sided page.

Formatting - Margins & Fonts

1. Is the standard header and footer text (e.g. page numbers) excluded from the 1" margin requirement?

Yes, the standard header and footer text are excluded from the 1" margin requirement.

2. Do we need to re-size the attachments/forms provided by the Council so that they conform to the 1" margin requirement?

No, you do not need to re-size the attachments/forms to fit within the 1" margin requirement. If you choose to re-size the forms, then the new size should not inhibit the Council's ability to review the information contained in the forms.

3. Are graphics excluded from the 11-point font requirement?

Yes, graphics are excluded from the 11-point font requirement.

Content - Forms

1. Can you confirm which of the forms (Attachments A through B) our subcontractors are required to complete?

*A prime firm's submittal must include the following forms for **all** subcontractors:*
--Attachment A
--Attachment B

D/S/W/MBE Participation

1. Where do I find information about any D, S, W, or MBE goals for the project?

Information regarding D, S, W, or MBE goals can be found in Section V of the solicitation documents.

D/S/W/MBE Participation, cont.

2. If a D, S, W, or MBE on my firm's team is certified and registered with an entity other than one listed in Section V of the solicitation documents, can work assigned to the D, S, W, MBE be counted towards the D/S/W/MBE participation requirements?

No. In order for a D, S, W, or MBE's work to be counted towards the D/S/W/MBE participation requirements, then the D, S, W, or MBE must be currently and properly certified and registered with the entity(ies) described in Section V of the solicitation documents.

3. Can a certified SBE's participation be counted toward meeting the stated DBE goal?

It depends. If the SBE is also a DBE that is currently and properly certified then, yes, the SBE's participation can be counted toward meeting the stated DBE goal. If the SBE is NOT also a DBE that is currently and properly certified then, no, the SBE's participation cannot be counted toward meeting the stated DBE goal.

4. If a D, S, W, or MBE on my firm's team is not currently certified and registered with an entity listed in Section V of the solicitation documents but is in the process of becoming certified and registered, can work assigned to the D, S, W, MBE be counted towards the D/S/W/MBE participation requirements?

*For purposes of bid evaluation, only D, S, W, or MBEs that are properly certified at the **time the sealed bid is received** will be considered during the evaluation. Additionally, for purposes of determining whether a firm made good faith efforts to meet the stated D, S, W, or MBE goal, participation by enterprises that are not currently, properly certified at the time of submission will not be counted towards towards meeting the stated goal.*

5. How do I find out if a D, S, W, or MBE is currently and properly certified?

Section V of the solicitation documents includes URLs to the on-line database of the certifying / registering entity(ies) and your firm may use these URLs to check whether or not a D, S, W, or MBE is properly certified.

Submission Requirements

1. Will you accept e-mailed or faxed sealed bids?

Refer to Section VII, Part C of the solicitation documents to determine if e-submission is permitted.

2. Will you accept an electronic sealed bid on an external storage device in lieu of printed sealed bids?

No, if printed bids are required, then you are required to submit the required number of printed bids. Refer to Section I, Part A of the solicitation documents to find information about electronic and printed bids.

3. Due to unexpected events, my firm may not be able to meet the submission deadline, what do we do?

*Your firm should contact the Council's designated point of contact described in Section VII, Part A of the solicitation documents to notify him/her of the issue and request a waiver of the submission deadline. Note that this notification must be received **prior** to the submission deadline. Also, the Council is not required to grant your request for a waiver and may determine that your firm's sealed bid will not be accepted or will be rejected.*

Firm / Vendor Lists

1. Does the Council have a list of firms or vendors that are going to respond to the solicitation? If so, how do I gain access to the list?

*As a general rule, the Council does **not** maintain or keep a list of firms or vendors that are going to respond to the solicitation. In certain circumstances, the Council may require prime firms to notify the Council in advance of the firm's intent to respond to the solicitation. If this is a requirement, the solicitation documents will clearly state this requirement and will include instructions for how this list may be accessed.*

Appendix 3
FAQs -- Sealed Bid Requirements

EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

Firm Eligibility

1. Are non-U.S. companies eligible to compete for the contract award / be awarded a contract for the project?

As a general rule, the Council does not restrict contract eligibility to U.S. companies. If there is a restriction regarding non-U.S. companies, the solicitation documents will clearly state this restriction. Non-U.S. firms should keep several factors in mind when determining whether or not to respond to the Council's solicitation, including:

(a) The firm that is selected for the contract award will be required to be registered to do business in Missouri, Illinois, or both.

(b) The firm that is selected for the contract award may be required to have insurance coverage issued by a company authorized to issue insurance in the State of Missouri.

(c) The Council will pay for goods in U.S. dollars only and will not adjust the contract price to account for fluctuations in the exchange rate.