



Instructions to Bidders or Proposers

Please follow these instructions to submit Bid or Proposal.

1. Prepare your documents for delivery:

Download and review all posted documents including reports, solicitation documents, addenda and responses to questions.

Submit questions no later than 8 days prior to the due date for the submission of bids or proposals.

Questions Related to this solicitation must be submitted in writing using the District Procurement Portal. Check Bonfire prior to submitting a bid for any last minute addenda.

2. Required Documents:

Proposal and required attachments, unless revised by addenda.

3. Submit your SOQ&P/Proposal:

Upload the proposal and all required attachment to the project in Bonfire prior to the posted due date and time.

It is the responsibility of the proposer to allow time for a successful upload.

DO NOT submit hard copy proposals to the District, hard copies will be returned to the proposer unopened.

Important Notes:

All Contractors and all lower-tier subcontractors and suppliers, performing covered work shall be required to submit certified payroll and labor compliance documentation electronically using LCPtracker. If necessary, Contractor and all subcontractors shall complete LCPtracker training prior to submission of the first payroll.

The successful contractor and all lower-tier subcontractors with existing Caltrans LCPtracker accounts will be required to contact LCPtracker to merge accounts which takes approximately 2 weeks.

All payments to the prime contractor, all lower tiered subcontractors and suppliers will be required to acknowledge receipt of all payment using the Diversity Compliance Management System, B2GNow.

Training is available at no cost at:

<https://www.lcptracker.com>

<http://ggbhtd.diversitycompliance.com>

SBE Goal: 5.5%

ENGINEER'S ESTIMATE: \$300,000

Need Help with Bonfire?

Golden Gate Bridge, Highway and Transportation District Engineering Department uses a Bonfire portal for Posting Bids and Proposal Contract Opportunities. Please contact Bonfire at support.procurement@eunasolutions.com for technical questions related to your online Bonfire Account. You can also visit their help forum at <https://procurement-help.eunasolutions.com/hc/en-us>.