



# **State Contracting 101**

## **Design and Construction**

**How Businesses Become State Contractors**

# Design & Construction Division

- Robert Hall, NCARB – Director
- Patrick Mullen, RA



Ludington State Park Beach House Restoration

# Why Contract With Us?



- We average 270 Design & Construction Contracts per year (High year 550)
- Worth an average \$100,000,000 (High year \$264,000,000)



# Steps to Potential Success



Step One: Register

Step Two: Prepare and Research

Step Three: Find Opportunities

Step Four: Bid

Step Five: Debrief

# Steps for Interested Contractors

## Step One: Register

- Register on the State's bid posting website:  
[www.Buy4michigan.com](http://www.Buy4michigan.com)
- Register for accounts payable on the State's procurement site  
[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
  - Contract and Payment Express
- You can also find training information here.



# Vendor Registration



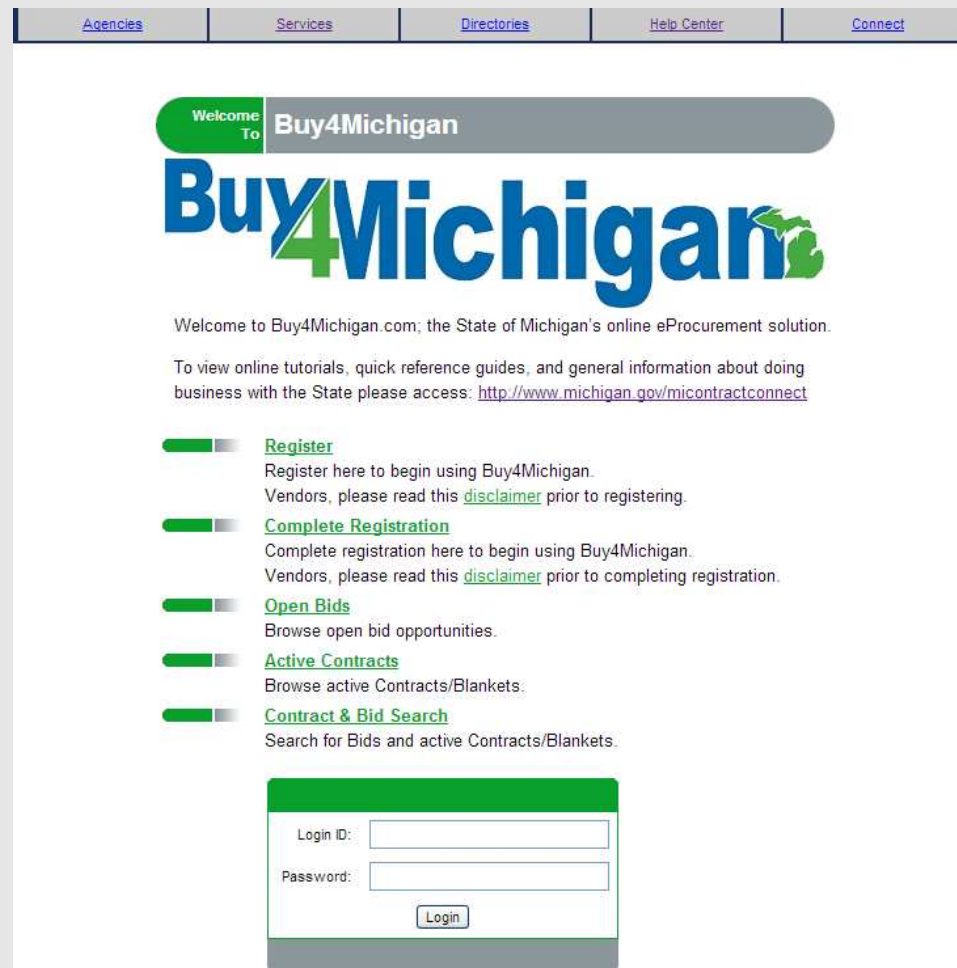
- Allow 15-20 minutes
- Difficulty registering
- Contact the Buy4Michigan Vendor Help Desk
- (888) 734-9749 or [dmb-vendor@michigan.gov](mailto:dmb-vendor@michigan.gov)



- Allow 10-15 minutes
- Have business and banking information available
  - (888) 734-9749

# Vendor Registration

- You may register here by clicking the first green link that says “Register.”
- You may also search current bids by not being registered by clicking the green “Open Bids” link.
- By clicking the “Open Bids” link, you will be taken to the next page..



The screenshot shows the Buy4Michigan website interface. At the top, there is a navigation bar with links for [Agencies](#), [Services](#), [Directories](#), [Help Center](#), and [Connect](#). Below this is a header area with a green bar containing the text "Welcome To Buy4Michigan". The main logo "Buy4Michigan" is prominently displayed, with a green outline of Michigan integrated into the letter '4'. Below the logo, a welcome message reads: "Welcome to Buy4Michigan.com; the State of Michigan's online eProcurement solution. To view online tutorials, quick reference guides, and general information about doing business with the State please access: <http://www.michigan.gov/micontractconnect>".

A list of green links is provided, each with a brief description:

- [Register](#): Register here to begin using Buy4Michigan. Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#): Complete registration here to begin using Buy4Michigan. Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#): Browse open bid opportunities.
- [Active Contracts](#): Browse active Contracts/Blankets.
- [Contract & Bid Search](#): Search for Bids and active Contracts/Blankets.

At the bottom of the screenshot, a login form is visible with fields for "Login ID:" and "Password:", and a "Login" button.



## Open Bids

Show Bids for Category

**Bid(120)**

1-25 of 120  
[1](#) [2](#) [3](#) [4](#) [5](#)

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Holder List
<a href="#">307114B0001620</a>		Anne Watros	Williamston Maintenance Garage - Leach Field Installation Project	Open Market	04/30/2014 02:00:00 PM	<a href="#">List</a>
<a href="#">307114B0001619</a>	591/14112.TMH	Anne Watros	MDOT Southwest Region Lab Renovation	Open Market	04/17/2014 02:00:00 PM	<a href="#">List</a>
<a href="#">059114B0001618</a>		Gina Brown	Blast Machine	Open Market	03/31/2014 12:00:00 PM	
<a href="#">059114B0001617</a>		Gina Brown	Pressure Relief Joint	Open Market	03/31/2014 12:00:00 PM	
<a href="#">051114B0001615</a>	C20140213-125326	Kerri Bielski	Two Backflow Preventers, One Backflow Protector	Open Market	04/14/2014 03:00:01 PM	
<a href="#">207114B0001614</a>		Rex Waltersdorf	OD ENV 1	Open Market	03/26/2014 08:00:00 AM	
<a href="#">075114B0001613</a>	C20131108-104635	Ruth Thole	Fitness Testing for Firefighters - DNR	Blanket	04/08/2014 03:00:00 PM	
<a href="#">207114B0001612</a>		Kim Sperry	#5036 Treasury envelope	Open Market	03/25/2014 01:00:00 PM	
<a href="#">212314B0001611</a>		Sandra Elka	Boiler Pre-purchase Package 2014	Open Market	04/04/2014 11:00:00 AM	
<a href="#">302714B0001610</a>	14-0415	Kandice Moynihan	2014 Sinking Fund Projects	Open Market	04/15/2014 12:00:00 PM	
<a href="#">007114B0001609</a>	C20140224-115603	Chelsea Edgett	Live Auctioneering Services	Blanket	04/15/2014 03:00:00 PM	
<a href="#">307114B0001608</a>	511/14127.JAN	Anne Watros	Midland Armory - FMS Additions and Renovations	Open Market	04/10/2014 02:00:00 PM	<a href="#">List</a>
<a href="#">200114B0001607</a>		Cindy Johnson	Mowing & Trimming Bid	Open Market	04/10/2014 10:01:00 AM	
<a href="#">185313B0001606</a>		Thomas Skarbek	Roof Replacement	Open Market	04/21/2014 02:00:00 PM	<a href="#">List</a>
<a href="#">307114B0001605</a>	511/14106.GAG	Anne Watros	GR Home for Veterans - McLeish Bldg 4th Flr Remodel	Open Market	04/17/2014 02:00:00 PM	<a href="#">List</a>
<a href="#">207114B0001604</a>		Rex Waltersdorf	SOS 360 Driving Log April 2014 Revision	Open Market	03/25/2014 10:30:00 AM	
<a href="#">055114B0001602</a>	ITB-PHT-14-577	Paula Hurst Thomas	18-Foot Lowe Roughneck/Frontier RX1860 CC Boat	Open Market	04/04/2014 09:00:00 AM	
<a href="#">075114B0001601</a>	C20140304-114319	Jana Harding-Bishop	2014 Spring and Fall Shorebird Survey	Open Market	04/04/2014 10:00:00 AM	







### Bid Solicitation: 307114B0001620

#### Header Information

<b>Bid Number:</b> 307114B0001620	<b>Description:</b> Williamston Maintenance Garage - Leach Field Installation Project	<b>Bid Opening Date:</b> 04/30/2014 02:00:00 PM
<b>Purchaser:</b> Anne Watros	<b>Organization:</b> Department of Technology, Mgmt. & Budget, Design & Construction	
<b>Department:</b> 1504 - DTMB - Design & Construction	<b>Location:</b> 003 - Per Contract Documents	
<b>Fiscal Year:</b> 14	<b>Type Code:</b> IB - Invitation To Bid (ITB)	<b>Allow Electronic Quote:</b> No
<b>Alternate Id:</b>	<b>Required Date:</b>	<b>Available Date :</b> 03/24/2014 12:48:00 PM
<b>Info Contact:</b> Val Woodruff - Project Director; Email: woodruffv@michigan.gov; Phone: 517-373-3741	<b>Bid Type:</b> OPEN	<b>Informal Bid Flag:</b> No
<b>Purchase Method:</b> Open Market		

**Pre Bid Conference:** MANDATORY Pre Bid Conference 10:00 a.m. on Tuesday, April 22, 2014 at Williamston Maintenance Garage, 3737 East Grand River Ave., Williamston

#### Bulletin Desc:

**Ship-to Address:** DTMB - Design & Construction  
General Office Building, 3rd Floor - 3B  
7150 Harris Road  
Dimondale, MI 48821  
US  
Email: donotreply@michigan.gov  
Phone: (517)284-7900  
FAX: (517)284-7970

**Bill-to Address:** DTMB - Design & Construction  
General Office Building, 3rd Floor - 3B  
7150 Harris Road  
Dimondale, MI 48821  
US  
Email: donotreply@michigan.gov  
Phone: (517)284-7900  
FAX: (517)284-7970

**Print Format:** Bid Print

**Attachments:** [14025 Advertisement.pdf](#), [14025 Plans.pdf](#), [14025 Specs.pdf](#)

#### Item Information



# NIGP Code Selection

- A link to the list of commonly used NIGP Codes for Design and Construction can be found by going to:
- [www.michigan.gov/miccontractconnect](http://www.michigan.gov/miccontractconnect)
- Bid Opportunities Tab
- NIGP Codes for Design and Construction

Michigan Department of Technology, Management & Budget

**DTMB**

Contract Connect: Your guide to doing business with the State of Michigan

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Bid Opportunities Resources Vendor Gateway State Administrative Board Vendor Information Local Government Contact Us

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## Contracts and Opportunities

Buy4Michigan.com is the official posting site for most State of Michigan solicitations over \$10,000. To view current solicitations and register as a State of Michigan vendor, click the icon below (redirects to Buy4Michigan.com).

### Buy4Michigan

#### Design & Construction

The DTMB-Procurement Design and Construction Division provides professional management and direction of new facility construction, additions, renovations, and environmental cleanup projects.

- [Design & Construction Website](#)
- [NIGP Codes for Design and Construction](#)
- [Projected Future Construction Contracts](#)
- [Construction Bid Results](#)
- [Michigan Building Products](#)



# Vendor Registration

## Helpful Registration Tips

Vendors must complete Terms and Categories

- Terms and Categories must be done annually
- Are done under “Terms & Categories” tab on Buy4Michigan
- A reminder email should be sent out annually

Minority Vendor Groups


- The State does not certify
- Please fill out demographic questions




# Contract & Payment Express



← → ↻ <https://mainfacsp.dmb.state.mi.us/payee/servlet/us.mi.state.eft.WelcomeServlet?mode=entry>

**State Budget Office**  
Department of Technology, Management & Budget

MICHIGAN.GOV  
Michigan's Official Web Site

[Michigan.gov Home](#) | [C&PE Home](#) | [FAQ](#) | [Forms & Reference](#) | [Keywords](#) | [Contact Us](#) | [Budget Home](#)

Mon Mar 24, 2014

## C&PE Home

Please avoid using the browser 'Back' button, this may produce unexpected results.  
To increase security, please logoff when done and close all browser windows to protect your data.

### Returning user

Enter your User ID, Password, then click the 'Login' button.

User ID:  Password:

[Forgot your User ID?](#) [Forgot your Password?](#)

Welcome to Contract & Payment Express. This web site is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan. Changes made in this account are monitored and recorded. You are solely responsible for maintaining the confidentiality of your user ID, and password. Registration on behalf of other individuals is prohibited. Should you allow others access to your account and/or password information, you are responsible for all actions that such persons might take with respect to your account. If you believe your password or security information has been lost or stolen, call us toll free immediately at (888) 734-9749.

By checking this box I agree to the terms above and certify that I am authorized to access this registration with this User Id and Password.

### New user

If you are new to this website, click the 'New users' button.

Welcome to Contract & Payment Express. This web site is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan. Changes made in this account are monitored and recorded. You are solely responsible for maintaining the confidentiality of your user ID, and password. Registration on behalf of other individuals is prohibited. Should you allow others access to your account and/or password information, you are responsible for all actions that such persons might take with respect to your account. If you believe your password or security information has been lost or stolen, call us toll free immediately at (888) 734-9749.

By checking this box I agree to the terms above and certify that I am authorized to access this registration with this User Id and Password.

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[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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# Step for Interested Contractors



## Step Two: Prepare & Research

What do we contract for?

- Professional Services
  - Studies
  - Design
    - Architectural
    - Engineering
  - Environmental
    - Remediation
    - Abatement
  - Quality Control & Material Testing



# Steps for Interested Contractors

## Step Two: Prepare & Research

### What do we contract for?

- Construction
  - New Building
  - Renovation
  - Institutional Facilities
  - Recreational Facilities
  - Abatement/Remediation



### What and who have we contracted with?

- Construction Bid Results
- Projected Future construction Contracts

# Opportunities

Contract Connect website ([www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect))

Michigan Department of Technology, Management & Budget **DTMB**

**Contract Connect: Your guide to doing business with the State of Michigan**

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- [Design & Construction Website](#)
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# Construction Bid Results





Michigan Department of Technology, Management & Budget



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## Construction Bid Results

**Contact:** Anne Watros 517-241-4496  
**Agency:** Technology, Management & Budget

Results of past construction bids are posted here by date of Bid Opening.


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[04-25-12](#)  
[04-18-12](#)  
[04-11-12](#) (revised 511/12171.AGY)  
[04-11-12](#)  
[04-04-12](#)  
[03-28-12](#)  
[03-21-12](#)  
[03-14-12](#)  
[03-07-12](#)  
[02-29-12](#)

**Services & Facilities**

- BOA Baseline Services
- Design & Construction Information**
- Infrastructure Protection
- Mail & Delivery Services
- MiBid Internet Auction
- Parking
- Printing Services
- Real Estate Services
- Records Management
- Shop Surplus!
- State Building Addresses & Supervisors
- State Building Authority
- Travel
- Vehicle Services
- Warehousing

**Budget & Finance**





# Projected Future Construction Contracts



Projected Future Contracts March 2014

Agy	Seq	PD	Project Name	Facility Name	City	Designer	Phone Number
071	08312	RCH	Statewide Laboratory Study/ Programming	DTMB/ Study-Programming	Statewide	CB Richard Ellis Group, Inc.	(517) 351-2200
071	10180	GAG	Paver System Replacement	DTMB/ Hall Of Justice	Lansing	Beckett & Raeder, Inc.	(734) 663-2622
071	11368	RMP	Stairway Upgrades	DTMB/ Lewis Cass Building	Lansing	LehnerFindlan Architects LLC	(586) 412-7050
071	12048	RMP	Exterior Bricks and Windows Study	DTMB/ MDOT C&T Facility	Dimondale	Soil and Materials Engineers, Inc.	(734) 454-9900
071	12192	JNS	Stairs and Accessible Ramps Replacement	DTMB/ Ottawa Plaza	Lansing	Materials Testing Consultants, Inc. (MTC)	(616) 456-5469
071	12196	CAK	Building Automations Upgrade	DTMB/ MLHC	Lansing	Matrix Consulting Engineers, Inc.	(517) 487-2511
071	12229	MNB	Sidewalks/ Freight Elevators / Leased Space HVAC	DTMB/Cadillac Place	Detroit	NORR, LLC	313-324-3100

# Steps for Interested Contractors



## Step Two: Prepare and Research

### Meet with a member of the Design and Construction Team

- Contractor Visits
- DTMB staff meet with contractors one on one to provide guidance
- Make appointments in advance



Design & Construction  
3<sup>rd</sup> Floor General Office Building  
7150 Harris Drive  
Dimondale, MI, 48821  
Phone: 517-284-7910  
Fax: 517/373-3562

Email: [BuildMichigan@michigan.gov](mailto:BuildMichigan@michigan.gov)

# Steps for Interested Contractors



## Step Three: Find Opportunities

### Who is bidding on opportunities?

- Prime Contractors
  - Michigan businesses succeed in winning State contract awards
  - Prime contractors are encouraged to mirror the State's values in selecting subcontractors



### How can I find subcontracting opportunities?

- Subcontracting with Prime Vendors
  - Mandatory pre-bid meetings

# Steps for Interested Contractors

## Step Three: Find Opportunities

- Make Us Part of Your Weekly Routine
- Bookmark Our Web Addresses:
  - [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
  - [www.Buy4michigan.com](http://www.Buy4michigan.com)
- Delegated Authority
  - Contracts valued at less than \$25,000
  - Many agencies post here
  - Direct contact using **“State Agency Buyer List”** (found under the contact us tab on the Contract Connect website)



# School & Local Gov't Bids



- Advertisements for Construction Bids for Michigan School Entities Not handled by DTMB
- Most K-12 Schools are posting opportunities on Buy4Michigan
- Local governments are also posting on Buy4Michigan
- The Michigan Intergovernmental Trade Network (MITN) is not affiliated with the State of Michigan but many municipalities post there ([www.mitn.info](http://www.mitn.info))





# Steps for Interested Contractors

## Step Four: Bid

- Be Competitive
- Be Complete
- Be Timely
- Sign Bid

# Steps for Interested Contractors

## Step Four: Bid

- Review the entire Request for Proposal/Bid Documents, with all attachments
  - Attend mandatory and optional pre-bid meetings and site visits
- Bid, Performance, & Payment Bonds
  - Required on all bids > \$50,000



# Steps for interested Contractors

## Step Four: Bid

- Certificate of Awardability
  - Required on all bids > \$100,000 Contact:

Michigan Department of Civil Rights  
Contract Compliance Team  
(313) 456-3822

- Liability Insurance
- Worker's Compensation Insurance
- Prevailing Wage





# Special Programs: MiDEAL



- Program that allows local units of government to purchase from State contracts
  - *Townships*
  - *Cities & Villages*
  - *Counties*
  - *Road Commissions*
  - *Non-profit Hospitals*
  - *Colleges*
  - *Universities*
  - *School Districts*

# Steps for Interested Vendors



## Step Four: Bid

- Professional Services Contracts
  - Qualification Based Selection
    - Cost 20%
    - Technical 80%
- Construction Contracts
  - Low Responsive/Responsible Bid

	+2.688
0	+5.000
1	+1.500
0	+1.125
0	+1.062

# Steps for Interested Contractors

## Step Five: Debrief

- Meet in person or via phone
- Project Manager will review your bid and pricing with you to identify areas to revise for the next bid.
- Request an Evaluation Synopsis in advance of your debrief.



# Resources



- Michigan Business Resources
  - Procurement Technical Assistance Centers (PTAC)
  - Small Business Development Centers - Michigan (SBDC-Michigan)
  - CEED / Michigan Women's Business Council
  - Michigan Minority Supplier Development Council
- Connect with State Agencies
  - Michigan Department of Transportation
  - Michigan Department of Civil Rights
  - Michigan Department of Agriculture
  - Michigan Department of Information Technology
  - Michigan Economic Development Corporation



# DTMB Design & Construction

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Good Luck!

