

NJTA CapEx - Contractor Guidelines

The following pages show an overview on the use of CapEx™, the Turnpike Authority's web-based application for Capital Program Management. It is intended to supplement the on-line help tool that is currently available through the CapEx™ website. This document extracts and explains the steps that are important for the Contracting Community such as Registering, Managing Profiles, and Construction.

Revisions:

Number	Date	Description
1	4/9/2010	10.1 pp 1 and 2 - Revised to show updated links.
2	4/9/2010	10.3 p1 – Clarification added to indicate that once a user enters a Federal Tax ID and a Vendor ID to manage a bid, that user will not have to enter those IDs for future contracts.
3	12/31/2012	Updated to coincide with release of BidX. As of January 1, 2013, all NJTA Contracts will be advertised and bid through BidX. Visit www.bidx.com/njta/main for more information. All CapEx instructions related to Bidding, Viewing Planholders, Addenda, and Bid Results have been omitted.
4	9/6/2013	10.1 pp 1 and 2 – Revised to show updated links.

Changes to CapEx (February 5, 2010):

- Minor changes to web page layouts. For the Contract Summary Page, Line Items, Attachments, Addenda and Questions and Answers now appear under a Procurement Detail Banner.
- All prequalified contractors with multiple profiles will be merged into one profile. Each prequalified contractor will be issued a Vendor ID and will be forwarded information regarding current profile and user information in CapEx for verification.
- Each user with Administrator rights will get notifications when a user registers under their profile. Administrators will be able to make users inactive and set/change user rights.
- Users do not have to be registered in CapEx to view bid results.

For questions or comments regarding the attached, please contact the CapEx Help Desk by e-mail at CapExHelp@turnpike.state.nj.us. For help registering or managing your profile, please contact the CapEx Help Desk by e-mail at CapExHelp@turnpike.state.nj.us.

NJTA CapEx – Contractor Guidelines

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<p style="text-align: center;">Enter User Profile (Step One: Create Your Profile)</p> <ol style="list-style-type: none">1. Access Capex Website at: https://capex.turnpike.state.nj.us/ OR through the link located on the Authority's Website (http://www.state.nj.us/turnpike/construction.html) Business Center See Fig. 10.1.12. Press the <u>Click here to register</u> link. See Fig. 10.1.23. Complete USER profile information. If your company already has a profile, please enter the "Company Name" field exactly as it exists in the profile. If you are not sure, type in the complete name of the company. See Fig. 10.1.3 <p style="text-align: center;"><i>Press the "Next>>" button</i></p>	<p>Note: If your company already has a profile, you can ask your Company's CapEx Administrator to add your profile for you.</p>
<p style="text-align: center;">(Step Two: Your Company Information)</p> <p>Capex will compare the "Company Name" field to its list of vendors.</p> <p>If a similar name exists, the registrant will be prompted to select the existing vendor profile (Fig. 10.1.4) or create its own vendor profile (Fig. 10.1.5)</p> <p style="text-align: center;"><i>Select your Company or "No, my computer does not appear in this list" and press "Next >>"</i></p>	
<p style="text-align: center;">Creating Company Profile (If necessary)</p> <p>Enter all Requested information. Enter the following:</p> <p>Is your Company a DOT Prequalified Construction Maintenance Vendor?: "No" DOT Vendor ID: Blank Federal Tax ID: Not required.</p> <p style="text-align: center;"><i>Press the "Next>>" button</i></p> <p style="text-align: right;">} Fig. 10.1.6</p>	
<p style="text-align: center;">(Step Three: DBE/SBE Information) (Optional)</p> <p>Registrants are encouraged to enter the information however, it is not mandatory at this time. Verify the information after each step.</p> <p style="text-align: center;"><i>Press the "Next>>" button</i></p> <p style="text-align: right;">} Fig. 10.1.7</p>	
<p style="text-align: center;">(Step Four: Your Company's Goods and Services)</p> <p>Select the Construction Services codes in which you would like to receive CapEx notifications. These do not need to reflect your company's prequalified codes.</p> <p style="text-align: center;"><i>Press the "Next>>" button</i></p> <p style="text-align: right;">} Fig. 10.1.8</p>	
<p style="text-align: center;">Final Confirmation of Registration</p> <p>Verify all information entered in Steps 1 thru 4 (See Fig 10.1.9), press "Finish". When all registration information is satisfactorily entered, you will receive a confirmation See Fig. 10.1.10</p>	

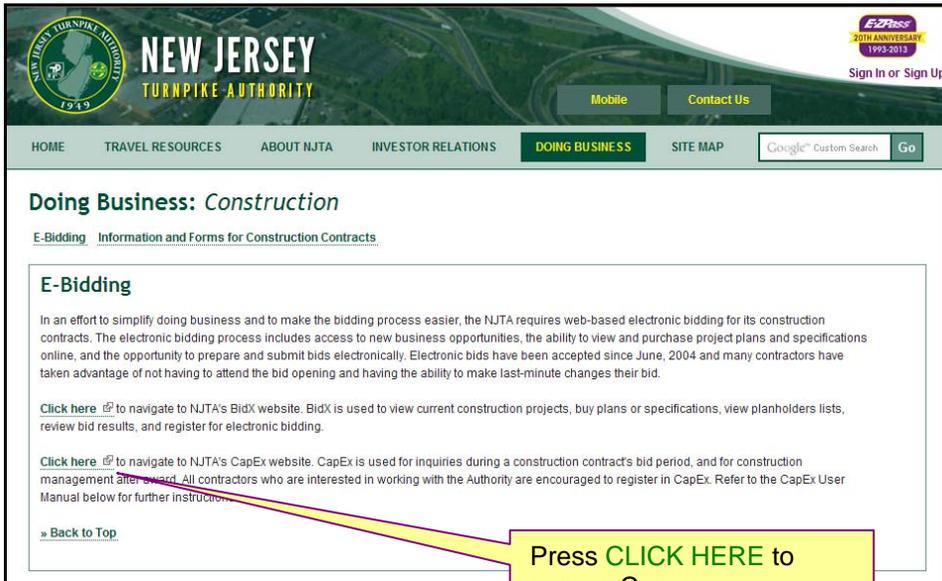
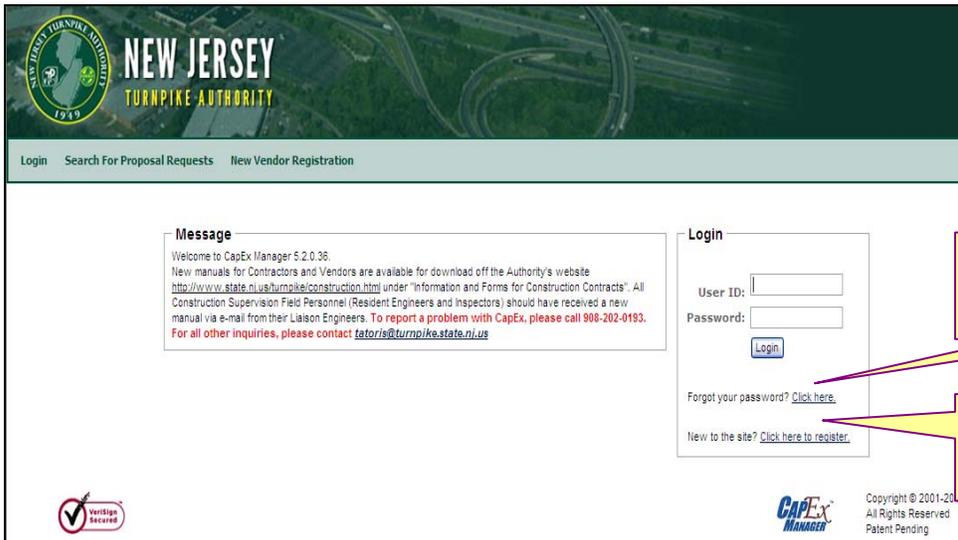


Figure 10.1.1 – Accessing Capex Website through the Authority's Website.

Figure 10.1.2 – Capex Login Screen



Capital Soft Guidelines
10.1 Registering
Version 9/13 (DMS)

New Jersey Turnpike Authority
Engineering Department – Administration

Step One: Create Your Profile * Required Field

Please enter your personal information here:

First Name * John
Last Name * Doe
Address * 100 Main Street
City * Woodbridge
State * New Jersey
Zip * 07095-5050
Phone * 732 . 555 . 5555 **Ext.** 55
Email * jdoe@turnpike.state.nj.us
Company Name * John Doe Construction Company
User Id * jdoe
Choose a Password * 8-15 alpha-numeric characters
Type Password again *
Choose a Reminder Question * City of Birth
Reminder Answer * Newark
Do You Wish to Hear About NJTA Opportunities? Yes No

Next >>

Figure 10.1.3 – User Profile Information

Figure 10.1.4 – Company Profile Exists

Step Two: Your Company Information

Are you affiliated with any of the following companies?

John Doe Construction Company
 100 Main Street
 Woodbridge, NJ 07095-5050
 Contact: John Doe

No, my company does not appear in this list.

Figure 10.1.5 – Creating Company Profile - 1

Step Two: Your Company Information

The Company Name that you provided does not exist in our system. We'll need you to provide some information about your Company in the next few steps. Click the 'Next' button to register as a new vendor.

<< Back Next >>

Figure 10.1.6 – Creating Company Profile - 2

Please verify your company's information, the labels in red indicate new information that requires your attention:

Company Name *

Company Address *

City *

State *

Zip *

Annual Gross Receipts *

Year Company Was Formed * (please enter 4 digit number)

Is your company a DOT Prequalified Construction/Maintenance Vendor? Yes No

DOT Vendor ID¹

Contact Name² *

Contact Phone * - - Ext.

Contact Fax - -

Contact Email *

Does Your Company Wish to Bid on NJTA Opportunities? * Yes No

Federal Tax ID * (numbers only - no dash/space/underline)

¹ Required if you selected "Yes" in the above question.

² Contact Name: the Administrative User for your company's NJTA online Vendor account. The Administrative User's abilities include being able to change your company's profile.

Figure 10.1.7 – Creating Company Profile – 3

Vendor Registration

1
2
3
4

Step Three: DBE/SBE Information

Is your company certified as any of the following? If so, please supply your certification information below. If not, please click the Next button to continue.

Click below for definitions.

DBE (Disadvantaged Business Enterprise)	Add DBE Certificate
SBE (Small Business Enterprise)	Add SBE Certificate
WBE (Woman owned Business Enterprise)	Add WBE Certificate
MBE (Minority Business Enterprise)	Add MBE Certificate

For assistance with this selection, please contact the NJTA SBE Administrator at (732) 750-5300 x8252.

Press "Next". Authority does not track SBE/DBE at the bidding stage at this time.

Figure 10.1.8 – Creating Company Profile – 4

1 2 3 4

Step Four: Your Company's Goods and Services

NJTA uses NIGP Category Public Works, Park Equipment and Construction Code 912 Construction Services/General, for all Contracts, which has been pre-selected. It is NOT necessary to select and add additional codes. Removing or changing the pre-selected Code could result in non receipt of notifications.
NIGP commodity codes are used to describe vendor goods and services and match vendors to new business opportunities.

Selection Criteria (Select Group or NIGP Category)

<input type="radio"/> Group	All	Optional: Enter keyword(s) to further refine your search.
<input type="radio"/> NIGP Category	All	

Available Goods & Services: 0
Click to select your choices. Then click the 'Add Selected Goods/Services' button to add goods and services.

--

Add Selected Goods/Services Remove Selected Goods/Services

912 Construction Services, General

When you are finished adding goods/services, click the 'Next >>' button to save the selected items to your company's profile.

Next >>

Press "Next"

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Figure 10.1.9 – Creating Company Profile – 5

Check Your Information:
Please verify the following information that you've provided us. If you see anything that needs to be corrected, click on the "Edit" button for that section. When you're satisfied that all of your information is correct, click the "Next/Finish" button at the bottom of the page.

Step 1: Your Profile
First Name: Ana
Last Name: Tatoris
Address: 19 Sanford Road
City: East Brunswick
State: NJ
Zip: 08816
Phone: 123-456-7890-000
Email: tatoris@turnpike.state.nj.us
User Id: atatoris3
Reminder Question: usual
Reminder Answer: njpass11
Do You Wish to Hear About NJTA Opportunities? Yes
[Edit User Profile >>](#)

Step 2: Your Company's Information
Company Name: Test Contractor
Address: 19 Sanford Road
City: East Brunswick
State: NJ
Zip: 08816
Annual Gross Receipts: \$500,000 - \$1 million
Year Company Was Formed: 1967
Your Company Is Not a DOT Certified Vendor.
Contact Name: Ana Tatoris
Contact Phone: 123-456-7890 Ext. 000
Contact Fax:
Contact Email: tatoris@turnpike.state.nj.us
Does Your Company Wish to Bid on NJTA Opportunities? Yes
Federal Tax ID: 123456789
NJTA Vendor ID: N/A
[Edit Company >>](#)

Step 3: Your Company's Certifications
No Records Found
[Edit Company Certifications >>](#)

Step 4: Your Company's Goods and Services
NIGP Code: 912 Construction Services, General
[Edit Company Services >>](#)

[Finish >>](#) **Press "Finish"**

Figure 10.1.10 – Creating Company Profile – 6

Vendor Registration

You have successfully completed your registration.

Please make note of your User ID: jdoe1 and Password: password, as they will be required for all future log-ins.

Please allow 24-48 hours for your registration to be reviewed and approved before attempting to submit a bid.

[Click here](#) to email your comments on Vendor Registration to us.

[Click here](#) to login.

NOTE: New Consultants have to register online then we change their profile

Manage Vendor Profile
(Only Available to Contract Administrator)

Administration → *Manage My Vendor Profile*

Update all necessary fields and press the "Save Changes" button.

Fig. 10.2.1

Fig. 10.2.2

Manage Vendor Users
(Only Available to Contract Administrator)

Administration → *Manage My Users*

1. Press "Create" link to add a new user to your company.
2. Press the "View or Edit" links to access profile information.

When editing, the following can be done:

Contract Roles:

Administrator: Access to Vendor Users and Vendor Profile. Has ability to inactivate any user, change roles, reset passwords, change information, etc.

Bidder/Verifier: Can verify work orders, approve pay estimates and enter subcontractor information.

Opportunity Manager and User: Has read only access to contract information.
 *All users can subscribe to contract and submit questions during the bidding period.
 *If a user already conducted a task associated with a role for an active project, the Administration will not be able to un-select the role.

Inactive?: If a user leaves the company, the Administrator can inactivate their profile.

NOTE: Every time a new user registers under a Vendor, the Administrator will receive an e-mail notification.

Update all necessary fields and press the "Create" or "Save" buttons as necessary.

Fig. 10.2.1

Figs. 10.2.2 & 3

Fig. 10.2.4

Fig. 10.2.5

Fig. 10.2.4

Note: Once a contract is awarded, Bidder/Verifiers on the Power of Execution will be given approval rights. Bidder/Verifiers will be put on the Contract Team by the Authority's Liaison Engineer. User/Viewers must request access to view contract details through the Authority's Liaison Engineer.

Manage User Profile
(Available to all Users)

Administration → *Manage My Profile*

Update all necessary fields and press the "Save Changes" button

Figs. 10.2.1 & 10.2.2

Figure 10.2.1 – Home Page – Managing Profiles or Users

The screenshot shows a web application interface with a top navigation bar containing: Home, Portfolio, Procurement Opportunity, Contract Management, Reporting, Administration (highlighted), Logout, and Help. A dropdown menu for 'Administration' lists: Manage My User Profile, Manage My Vendor Profile, and Manage My Users. Below the navigation, the user is logged in as 'Lisa Hill'. The main content area displays 'Good Morning Lisa' and 'Your Contract List'. A status summary shows: Status: 1 (Green), 0 (Yellow), 0 (Red), 9 (Unreported), 10 (Total). A table lists contracts with columns: Contract Number, Contract Name, Status, Bid Type, Date Created, Team Members, and Project. Two contracts are visible: 'Training' and 'NJTA - On Call Immediate Repairs - Immediate Repairs Mile 0 to Mile 122 New Jersey Turnpike and Mile 0 and Mile 172 Garden State'.

Administrators will have access to all three toolbar functions. All other users will only have "Manage Vendor Users"

Figure 10.2.2 – Update Vendor Users Page (Administrator Only)

The screenshot shows a form titled 'Update Vendor Users Page' for 'Agate Construction Co., Inc.'. It includes fields for Company Address, City (ocean view), State (New Jersey), Zip (08230), Annual Gross Receipts (Greater than \$5 million), Year Company Was Formed (1981), DOT Vendor ID (A3063), Contact Name (Susan Sharp), Contact Phone (609-624-9090), Contact Fax (609-624-9957), and Contact Email (ssharp@agateconstruction.net). A section asks 'Does Your Company Wish to Bid on NJTA Opportunities?' with 'Yes' selected. The Federal Tax ID is 222346498. The NJTA Vendor ID is 999900002 and the Contractor Status is 'Approved'. A 'Comments' field is present with the note '(Only saved when Federal Tax ID has been changed)'. A 'Save Changes' button is at the bottom.

Enter Federal Tax ID here

Figure 10.2.3 – Update Vendor Users Page (Administrator Only)

The screenshot shows the 'Manage My Users' page. It features a search filter section with fields for User ID, First Name, Last Name, Company Name, and Email. There are radio buttons for 'User Account Access' (Disabled Only, Enabled Only, Disabled or Enabled). A 'Create' link is highlighted. Below the filters is a table of users with columns: User ID, First Name, Last Name, Company, and Email. The table lists 7 users, including Daniela Abarzua, Jane Doe, Lisa Hill, robert siegler, mike tatoris, george tatoris, and Ana1 Tatoris. Each row has 'View' and 'Edit' links. A 'Create' button is at the bottom left, and 'Reset' and 'Apply' buttons are at the bottom right. A 'Printer Friendly Version' link is in the top right.

Press "Create" link to create a user.

Search filters allow Administrators to look up

Press "View" or "Edit" to view or edit user profiles.

Figure 10.2.4 – Manage Vendor Users

Create User Printer Friendly Version

Details Groups Roles

* Required Field

User ID *

Password *

First Name *

Last Name *

Company Moosie I (Consultant for NJTA)

Email *

Phone * US 1- - - Ext.

Non-US

Which NJTA solicitations would you like to receive? All Only those relevant to my NIGP codes None

Account Access is Disabled? Yes No

Create

Contractor Roles can be selected/de-selected to set user access

Press the "Create" button

Edit My User

User Profile: dabarzu1: Daniela Abarzua

Details Groups Roles

* Required Field

User ID dabarzu1

Password *

First Name * Daniela

Last Name * Abarzua

Company Moosie I (Consultant for NJTA)

Email * njta.uat@capitalsoft.com

Phone * US 1- 732 - 750 - 5300 Ext. 8280

Non-US 732-750-5300-8280

Which NJTA solicitations would you like to receive? All Only those relevant to my NIGP codes None

Account Access is Disabled? Yes No

Save

Users can be made "active" or "inactive" by administrators

Press the "Save" button

Figure 10.2.5 – Email notification for new registrants (Administrator Only)

Subject: User Registered for Company

test user test user has registered for moosie i in CapEx Manager.

You may login to Capital Project Management System <<http://njta.qa.cscapexmanager.com/strategicsourcing/secured/SystemController>> to respond.

Edit User Groups
 User Profile: dabarzu1: Daniela Abarzua

Details Groups Roles

Company: Moosie I (Consultant for NJTA)

User Groups 4 Record(s)

	Name	Description	Type	Consultant Assignable	Customer Defined
<input type="checkbox"/>	General Contractor Administrator	Contractor role.	Contractor	No	No
<input checked="" type="checkbox"/>	General Contractor Bidder / Verifier	Contractor role.	Contractor	No	No
<input type="checkbox"/>	General Contractor Opportunity Manager	Contractor role.	Contractor	No	No
<input checked="" type="checkbox"/>	General Contractor User / Viewer	Contractor role.	Contractor	No	No

Save

Contractor Roles can be selected/de-selected to set user access

Edit User Profile
 User Profile: moconovan: Harry Chowansky

Details Groups Roles

User ID: moconovan * Required Field

Password * [masked]

First Name * Harry

Last Name * Chowansky

Type * Owner Contractor

Company * HC Constructors Inc

Address PO Box 855

Country * United States

City Whitehouse Station

State New Jersey

Zip 08859

Phone * US 1-908-534-3833 Ext 701
 Non-US 908-534-3833-701

Email * njta.uat@capitalsoft.com

Which NJTA solicitations would you like to receive? All Only those relevant to my NIGP codes None

Surrogate User ID

Account Access is Disabled? Yes No

Created On 12-10-2009 08:57:24 AM CST
 Created By Harry Chowansky
 Last Updated On 02-24-2011 01:16:32 PM CST
 Last Updated By Harry Chowansky

Save

Edit My User
 User Profile: dabarzu1: Daniela Abarzua

Details Groups Roles

User ID dabarzu1 * Required Field

Password * [masked]

First Name * Daniela

Last Name * Abarzua

Company Moosie I (Consultant for NJTA)

Email * njta.uat@capitalsoft.com

Phone * US 1-732-750-5300 Ext. 8280
 Non-US 732-750-5300-8280

Which NJTA solicitations would you like to receive? All Only those relevant to my NIGP codes None

Account Access is Disabled? Yes No

Save

Edit fields and press the "Save" button.

User Project Role

	Details	Groups	Roles
Tino Garcia			
Roles			16 Record(s)
<u>Contract</u>	<u>Role</u>		
T - Bridge Repairs - Bridge Deck Repairs and Resurfacing, Milepost 83 to 122 and the Newark Bay-Hudson County Extension	General Contractor Administrator		
NJTA - Bridge Deck Reconstruction - Replacement of the Watchung Avenue Bridges at MP 152.4, Township of Bloomfield (P100.124)	General Contractor Administrator		
P - Bridge Repairs - Bridge Repairs and Resurfacing, Milepost 126 to 172 (P100.186)	General Contractor Administrator		
T - Interchange 16W/18W Improvements - Ramp NWC Improvements at Interchange 18W (T300.064)	General Contractor Bidder / Verifier		
T - Bridge Repairs - Bridge Deck Repairs and Resurfacing, Milepost 83 to 122 and the Newark Bay-Hudson County Extension	General Contractor Bidder / Verifier		
NJTA - Bridge Deck Reconstruction - Replacement of the Watchung Avenue Bridges at MP 152.4, Township of Bloomfield (P100.124)	General Contractor Bidder / Verifier		
NJTA - Median Barrier Improvements - P - Rehabilitation of Concrete Median Barrier, Milepost 146 to 160 (P200.001)	General Contractor Bidder / Verifier		
T - Interchange 16E/18E Bridge Improvements - Reconstruction of Structure No. 112.58A (Contract No. T100.112)	General Contractor Bidder / Verifier		
P - Bridge Repairs - Bridge Repairs and Resurfacing, Milepost 126 to 172 (P100.186)	General Contractor Bidder / Verifier		
T - Bridge Repairs - Bridge Deck Repairs and Resurfacing, Milepost 83 to 122 and the Newark Bay-Hudson County Extension	General Contractor Opportunity Manager		
NJTA - Bridge Deck Reconstruction - Replacement of the Watchung Avenue Bridges at MP 152.4, Township of Bloomfield (P100.124)	General Contractor Opportunity Manager		
P - Bridge Repairs - Bridge Repairs and Resurfacing, Milepost 126 to 172 (P100.186)	General Contractor Opportunity Manager		
T - Interchange 16W/18W Improvements - Ramp NWC Improvements at Interchange 18W (T300.064)	General Contractor User / Viewer		
T - Bridge Repairs - Bridge Deck Repairs and Resurfacing, Milepost 83 to 122 and the Newark Bay-Hudson County Extension	General Contractor User / Viewer		
NJTA - Bridge Deck Reconstruction - Replacement of the Watchung Avenue Bridges at MP 152.4, Township of Bloomfield (P100.124)	General Contractor User / Viewer		
P - Bridge Repairs - Bridge Repairs and Resurfacing, Milepost 126 to 172 (P100.186)	General Contractor User / Viewer		

Note: indicate that is administrator wants to see what projects one of his users is currently assigned on, use this feature. Note, if selected for more than one role, they will show up twice.

As of January 1, 2013, official NJTA notifications of Advertisements, Addenda, and Bids will be those that are announced through **BidX**. Visit www.bidx.com/njta/main for more information.

CapEx will still be used for the purpose of Q&A during the bid period, as well as Award and Construction Management.

CO

Search/Subscribe for Bid Opportunities

(Available to all Users)

For Users that aren't registered (From Login Page): } Fig 10.3.1
Search for Proposal Requests

For Registered Users (From Home Page): } Fig 10.3.2
Procurement Opportunity → *Search for Bid Opportunities*

- For current contracts, leave default search settings and press the "Search" button.
- Select the Contract you want to subscribe to by clicking on the Contact Name link.
- Select the "Subscribe" button on two subsequent screens. } Fig 10.3.3

Note: Multiple users from the same company can subscribe to the Same Contract. } Fig 10.3.4

- To Unsubscribe, press the "Unsubscribe" button on the **Contract Summary Page**.

Figure 10.3.1 – Login Page

For those who are not registered, you can Search for Proposal Requests by clicking here.

NOTE: A non-registered person will only be able to view a list of Contracts that are open. To subscribe or view plan holders, you must be registered.

Figure 10.3.2 – Home Page (Registered Users Only)

Home Page lists all contracts Subscribed to OR Awarded.

Contract Number	Contract Name	Project Number	Project	Status	Bid Type	Bid Due	Start Date	Team Members
T100.243	Bridge Repairs and Resurfacing, Milepost 0-122, NB-HCE and RHMT (T100.243)	03010001	Turnpike Bridge Repairs	Specification Finished	Public	12-13-2012 11:00 AM	02-12-2013	
P300.162	Garden State Parkway Interchange Improvements in Cape May (P300.162)	39023022	Parkway Interchange 9, 10 & 11 Improvements	Specification Finished	Public	12-05-2012 11:00 AM	01-15-2013	
A500.274	Construction of Troop D Moorestown Station, Turnpike Milepost 37.0 NB and Galloway Station, Parkway Milepost 42.0 (A500.274)	39005013	Facilities Improvements Phase I	Specification Finished	Public	12-04-2012 11:00 AM	01-15-2013	
P100.231	Bridge Repairs and Resurfacing, Milepost 126 to 172, (Contract P100.231)	03020001	GSP - Bridge Repairs	Specification Finished	Public	11-29-2012 11:00 AM	03-01-2013	
A600.278	Sign Structures Advanced Fabrication Contract (A600.278)	39006014	Sign Replacements Phase I	Specification Finished	Public	11-27-2012 11:00 AM	01-14-2013	
T100.244	Bridge Deck Repairs and Resurfacing, Milepost 83 to 122 and the Newark-Bay Hudson County Extension (T100.244)	03010001	Turnpike Bridge Repairs	Specification Finished	Public	11-20-2012 11:00 AM	02-01-2013	
P500.273	Construction of Troop D Bloomfield Station (P500.273)	39005013	Facilities Improvements Phase I	Pending Approval	Public	10-11-2012 11:00 AM	12-01-2012	
T200.270	Drainage Repairs (2012), Milepost 117 to 122 (Contract T200.270)	39002003	Drainage Improvements - 10 Yr CIP	Pending Approval	Public	10-04-2012 11:00 AM	12-01-2012	

Figure 10.3.3 – Search for Bid Opportunities

Public Contract Search Printer Friendly Version

Search By Criteria

Select one item below:

Proposal Request Status : Open Pre-Award Awarded Cancelled Rejected

Open Proposal Requests less than 30 days

Proposal Requests by Service Type :

Bid Response Due Date From: To:

Proposal Requests Name containing:

View All

Search Filter Criteria

Exclude Archived Contracts

Exclude Contracts whose Proposal Requests were Awarded, Rejected, or Cancelled more than months ago

Search Results 12 Record(s)

Contract Number	Contract Name	Project Name	Proposal Request Status	Service Type	Date Published	Bid Response Due Date
T100.244	Bridge Deck Repairs and Resurfacing, Milepost 83 to 122 and the Newark-Bay Hudson County Extension (T100.244)	Turnpike Bridge Repairs	Open	Construction Services	10-11-2012 09:47 AM CDT	11-20-2012 11:00 AM CST
T100.243	Bridge Repairs and Resurfacing, Milepost 0-122, NB-HCE and PHMTE (T100.243)	Turnpike Bridge Repairs	Open	Construction Services	11-14-2012 09:08 PM CST	12-13-2012 11:00 AM CST
P100.231	Bridge Repairs and Resurfacing, Milepost 126 to 172, (Contract P100.231)	GSP - Bridge Repairs	Open	Construction Services	10-11-2012 03:21 PM CDT	11-29-2012 11:00 AM CST
100.001	Construction of Troop D Moorestown Station, Turnpike Milepost 37.0 NB and	Construction of Troop D Moorestown Station, Turnpike Milepost 37.0 NB and	Open	Construction	11-05-2012 09:05 PM CDT	12-04-2012 11:00 AM CST

Complete Search Criteria and press the "Search" button. Screen will refresh and show results below.

Figure 10.3.4 – Subscribe to Contract from Contract Summary Page

[Home](#) > [Public Contract Search](#) > [Contract Summary](#) Logged in as: Lisa Hill

Contract Summary

Project: 03010001: Turnpike Bridge Repairs
 Contract: T100.243: Bridge Repairs and Resurfacing, Milepost 0-122, NB-HCE and PHMTE (T100.243)

Summary [Subscribe](#)

Contract Name: Bridge Repairs and Resurfacing, Milepost 0-122, NB-HCE and PHMTE (T100.243)
Contract Number: T100.243
Description: Work involves replacing deteriorated concrete bridge deck slabs; repairing deck spalls; repairing and reconstructing deck joints; repairing headers; removing asphalt surfacing; placing new membrane waterproofing; resurfacing approach roadways and bridge decks; emergency and routine repairs under cost plus compensation; maintenance and protection of traffic and other incidental work on bridge structures of the NJTP from MP 0 to 83, and the Pearl Harbor Memorial Turnpike Extension (PHMTE). The work also includes Miscellaneous Structural Repairs including small repair, substructure waterproofing, bearing replacement and bearing area repair, steel repairs, maintenance and protection of traffic.

If you want the Contract to be placed on your Home page for easier access, Press "Subscribe".

[Home](#) > [Public Contract Search](#) > [Contract Summary](#) > [Subscribe to a Contract](#) Logged in as: Lisa Hill

Subscribe to a Contract

Project: 03010001: Turnpike Bridge Repairs
 Contract: T100.243: Bridge Repairs and Resurfacing, Milepost 0-122, NB-HCE and PHMTE (T100.243)

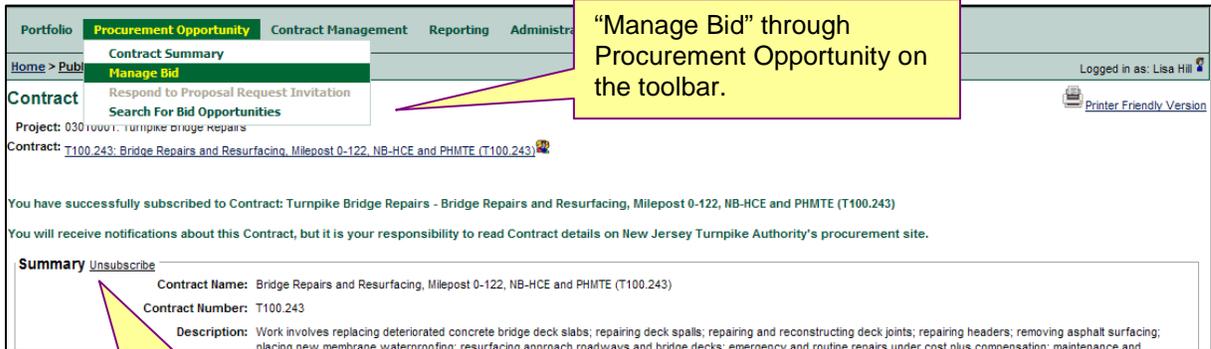
Subscribing to a Contract will enable the following Contract functionality.

- Notifications of Question and Answer and Addenda
- Ability to Submit an electronic bid. Please be aware that you must have a Federal Tax ID and NJTA Vendor ID in your vendor profile to submit a bid.

Would you like to subscribe to this Contract?

Second Screen shows what Subscribing to a Contract means. Press "Subscribe" or "Cancel".

Figure 10.3.4 – Unsubscribe to Contract from Contract Summary Page



Bid Results

As of January 1, 2013, full Bid Results will only be available through BidX. Visit www.bidx.com/njta/main for more information.

CapEx will only display the bid results of the Awarded Bidder. See Fig. 10.4.1 for instructions.

Figure 10.4.1 – Public Contract Search

The screenshot shows the 'Public Contract Search' interface. At the top, there is a 'Search By Criteria' section with the instruction 'Select one item below:'. Below this, there are several search options: 'Proposal Request Status' with radio buttons for 'Open', 'Pre-Award', 'Awarded', 'Cancelled', and 'Rejected'; 'Open Proposal Requests less than 30 days'; 'Proposal Requests by Service Type' with a dropdown menu showing 'Administrative Charges', 'Construction Services', 'Other', 'Service Group A: Design/Preparation of Contract Documents for Design', and 'Service Group A: Design/Preparation of Contract Documents for Permitting'; 'Bid Response Due Date' with 'From' and 'To' input fields; 'Proposal Requests Name containing:' with a text input field; and 'View All'. Below the search criteria is a 'Search Filter Criteria' section with two checked checkboxes: 'Exclude Archived Contracts' and 'Exclude Contracts whose Proposal Requests were Awarded, Rejected, or Cancelled more than 2 months ago'. A 'Search' button is located at the bottom right. A yellow callout box with a purple border points to the 'Awarded' radio button and contains the text: 'Select "Awarded" to view bid results for Contracts officially awarded in the past two months.'

Notification of Addenda

As of January 1, 2013, all official notifications of Addenda will be those that are announced through BidX. Visit www.bidx.com/njta/main for more information.

View/Submit Question

If Subscribed: From Home Page, Select Contract to get to the Contract Summary Page

If Not Subscribed: From Home Page, Procurement Opportunity→Search for Bid Opportunities (See 10.3) then select your contract.

- Scroll down to the bottom of the page and click the link below "Questions"
- All existing posted questions and answers will be listed.
- Click on the "Click here to submit a new question".
- Enter up to **4000** characters in the question field
- Press the "Send Question Button"

Up to 4000 Characters can be used to enter a question. Questions are not posted for the general public to view until the Turnpike Authority's Design Project Engineer posts an Answer

Note: E-mail notification that the Answer was Posted through Capex is sent only to the user who posted the question and only when the Answer has been Posted. Interested users should monitor the Questions during the bidding period as necessary.



Fig 10.6.1

Fig 10.6.2

Fig 10.6.3

Figure 10.6.1 – Contract Summary Page

Timeline
 Estimate Start Date: 01-05-2009
 Estimate Finish Date: 01-17-2012

Procurement
 Supplier Diversity Fund Contribution Source: NJTA Funded(SBE) Goal
 Bid Required? Yes
 Bid Bond/Guarantee Required? Yes
 Qualification Required? No
 Board Approval Required? Yes
 Contract Satisfies Federal & Acquisition Rules? No
 Description: Contract: NJTA - Test Contract 2010 (2)
 Prebid Meeting Date: N/A
 Prebid Meeting Location: N/A
 Prebid Meeting Attendance Required? No
 Bid Response Due Date: 01-13-2010 at 05:00 PM CST
 Bid Open Date: 01-13-2010 at 05:00 PM CST

Procurement Detail
[Line Items](#) [Addenda](#)
[Attachments](#) [Questions and Answers](#)

[Back To Search Results](#)

Press Questions and Answers link

Figure 10.6.2 – Questions and Answers Page

Questions and Answers
[Click here to submit a new question](#)

Question Posted	Answer Posted	Question / Answer
03-13-2009 01:06 PM CDT	03-13-2009 01:37 PM CDT	Q: On contract page 34, the limits of payment for temporary sheet pile is shown to be... A: It will be addressed in Addendum No. 2
03-13-2009 01:32 PM CDT	03-13-2009 01:38 PM CDT	Q: In Section 408, the pay item "Catches" is defined as... A: Clarification can be found in the contract documents.

[Back to Contract Summary](#)

Test
 © 2001-2009 CAPEX MANAGER 4.5.0.22 reserved. Patent Pending.

Press the column headings to change sort order by Question Posted date or Answer Posted date.

Users can see all of their own previously posted questions as well as all answered questions from this page.

Figure 10.6.3 – Send a Question

Send a Question

Question:

3. Sh #3, Seq #4 - states ...to remove reflectors... - what is the method of payment for this work? 4. Sh#4, Note #9 regarding the work with the "red stone" - what is the quantity and method of payment for this work? 5. The demo for and the curing of the concrete collars will require the shoulder to remain closed for an extended period beyond a typical nightly closure - verify the MPT devices can remain in place for this to occur.

(4000 character limit)

Verify Initial Base Work Order

From Home Page, Select Contract to get to the Contract Summary Page

Contract Management >Verify Work Order

- Press the Verify link to view Work Order Items
- Press the View All Line Items link to view all items in one page.
- Press the View links adjacent to each section to view items section by section.
- Press the Verify Button

Figs 10.7.1 thru 4

*Note: The Contractor **can not reject** Initial Base Work Orders. The paper executed contract shall be considered to be the official documents. Verifying and approving the initial base work order acts as a notification that the contract scope of work has been defined in the Capex system.*

Approve Pay Estimates

From Home Page, Select Contract to get to the Contract Summary Page

Contract Management >Manage Pay Estimates

- Click the View link next to the “Submitted” Pay Estimate.
- At the top of Pay Estimate, Press the “Printer Friendly Version” link to print out a formatted paper estimate.
- At the bottom of the page, press the Approve or Reject buttons.

Figs 10.7.5 thru 7

*Note: The Contractor **can reject** Pay Estimates. If approved, the Pay Estimate must be approved by the Supervising Engineer, the Assistant Chief Engineer and Finance and Budgets before the Contractor is paid. Capex will indicate a Pay Estimate – Paid status after the Assistant Chief Engineer approved the Pay Estimate.*

Verify Change Orders

The procedure to Verify Change Orders follows the same steps as Verify Initial Base Work Order. Except that Contractors can In addition to having Pay Item additions and adjustments, Change Orders will also have Completion Date changes and Liquidated Damages changes.

*Note: The Contractor **can send** Change Orders **back for modifications**. Like the initial base work order, the paper executed change order shall be considered to be the official documents. Verifying and approving the change order acts as a notification that the contract scope of work has been revised in the Capex system.*

Figs 10.7.8

Figure 10.7.1 – Contract Summary Page

The screenshot displays the CapEx Manager web application interface. The top portion shows a contract summary for contract T869.120.901, and the bottom portion shows a contract summary for contract T100.077. Both pages include a navigation menu, a contract summary table, and a budget table.

Contract Summary Page 1 (Top):

- Contract Name:** NJTA - T - Interchange 6 - 9 Widening Program, Fabrication - Advanced Fabrication of Overhead Span Sign Structures for VMS and VSLS (T869.120.901)
- Contract Number:** T869.120.901
- Status:** Initial Base Work Order Created
- Created by:** Kevin Healy
- Created on:** 06-03-2009 at 01:17 PM CDT
- Description:** Advanced Fabrication of Overhead Span Sign Structures for VMS and VSLS, Interchange 6-9 Widening Program [CLICK HERE TO PURCHASE PLANS AND SPECIFICATIONS, AND TO VIEW PLAN HOLDERS](#)
- Service Type:** Construction / Installation
- Department:** Engineering
- State:** New Jersey
- County:** Middlesex
- Municipalities:** N/A

Budget Table (Top):

Labor Budget:	\$0.00	Fund:	100% Fund 065
Materials Budget:	\$0.00		
Installation/Construction Budget:	\$8,000,000.00		
Miscellaneous Budget:	\$0.00		
Contingency Budget:	\$0.00		
Budget Total:	\$8,000,000.00	Invoiced to Date Total:	\$0.00

Contract Summary Page 2 (Bottom):

- Contract Name:** T - Bridge Repairs - Turnpike work on bridge deck repairs and resurfacing, Milepost 83 to Mile122 and the Newark Bay-Hudson County Extension (T100.077)
- Contract Number:** T100.077
- Description:** Bridge Deck Repairs and Resurfacing from Milepost 83 to 122 and the Newark Bay - Hudson County Extension in Middlesex, Union, Essex, Hudson and Bergen Counties, New Jersey [CLICK HERE TO PURCHASE PLANS AND SPECIFICATIONS, AND TO VIEW PLAN HOLDERS](#)
- Department:** Engineering
- Service Type:** Construction / Installation

Figure 10.7.2 – Verify Work Order - 1

Home Portfolio Procurement Opportunity Contract Management Reporting Administration Logout Help

Contract: T200.XXX - 02 : NJTA - Training - Milepost 0 to 74 (T200.XXX) - 2
 Home > Work Order List

Logged in as: Robert Reigle2

Contract Number: T200.XXX - 02
 Awarded Contractor: Crisdel Group, Inc.

Verify Work Order

Initial Base Work Order							
Name	Status	Notice to Proceed Date	End Date	Created By	Created On	Total Quoted	
Initial Base Work Order	Completed	05-04-2011	06-30-2012	Bill Resident2	06-14-2011 at 02:33:24 PM CDT	\$5,476,000.00	Verify

Figure 10.7.3 – Verify Work Order – 2

Contract: T200.XXX - 02 : NJTA - Training - Milepost 0 to 74 (T200.XXX) - 2
 Home > Work Order List > View Initial Base Work Order

Logged in as: Robert Reigle2

Printer Friendly Version

Verify Initial Base Work Order

Contract Number: T200.XXX - 02
 Awarded Contractor: Crisdel Group, Inc.

Dates		
Notice to Proceed Date	Number of Days	End Date
05-04-2011 at 12:00:00 AM CDT	424	06-30-2012 at 12:00:00 AM CDT

Billing	
Billing Period	Billing Period Cut-Off Day
Monthly	28

Retainage	
Work Item Retainage	Materials Retainage
2% with 2% cap	10%

Liquidated Damages				
Status	Description	Start Date	Rate	Pay Unit
No Records Found				

Incentives				
Status	Description	Start Date	Rate	Pay Unit
No Records Found				

Specification Subcategories [View All Line Items](#)

Division 100 / Section 104

[View](#)

Figure 10.7.4 – Verify Work Order - 3

Home Portfolio Procurement Opportunity Contract Management Reporting Administration Logout Online Help

Logged in as: Christine DeLucia

Contract: T - Bridge Repairs - Turnpike Northern Bridge Deck Repairs and Resurfacing, Milepost 83 to Mile122 and the Newark Bay-Hudson County Extension (T100.077)

View Initial Base Work Order

Printer Friendly Version

You have verified the Initial Base Work Order.
 Notifications have been sent to NJTA's Inspector(s) of this Contract.
 The next step is: Inspector(s) to submit IFRs.

Figure 10.7.5 – Manage Pay Estimates

The screenshot shows the Parkway system navigation menu. The 'Contract Management' menu is expanded, showing options: Contract Summary, Issues & Information Management, Manage DBE/5BE Forms, Manage Pay Estimates (highlighted), and Verify Work Order. The background shows a contract summary for 'T - Interchange 16W/18W/18W Interchange 3, Route 120 S.B to Route 3 E.B. Ramp (Contract T200.018)'.

Figure 10.7.6 – Manage Pay Estimates - 2

The screenshot shows the top of the 'Manage Pay Estimates' page. It includes a breadcrumb trail: Home > Pay Estimate List. The page title is 'Manage Pay Estimates'. The user is logged in as Jennifer Romero.

Estimate #	Pay Period	Status	Net Earned This Period	Net Earned Cumulative	Incurred This Period	Incurred Cumulative	Options	Final Estimate?
9	04-08-2011 thru 07-07-2011	Pay Estimate Created	\$0.00	\$5,110,303.98	\$0.00	\$5,214,595.90	View Edit MOH Report Delete	No
8	03-23-2011 thru 04-07-2011	Pay Estimate Approved	\$1,583,478.39	\$5,110,303.98	\$1,615,794.28	\$5,214,595.90	View Edit MOH Report Delete	No
7	03-08-2011 thru 03-22-2011	Pay Estimate Approved	\$390,657.50	\$3,526,825.59	\$369,630.10	\$3,598,801.62	View Edit MOH Report Delete	No
6	02-23-2011 thru 03-07-2011	Pay Estimate Approved	\$215,048.42	\$3,136,168.09	\$219,437.16	\$3,200,171.52	View Edit MOH Report Delete	No
5	02-08-2011 thru 02-22-2011	Pay Estimate Approved	\$529,972.09	\$2,921,119.67	\$540,787.82	\$2,980,734.36	View Edit MOH Report Delete	No
4	01-23-2011 thru 02-07-2011	Pay Estimate Approved	\$67,627.25	\$2,391,147.61	\$69,007.40	\$2,439,946.54	View Edit MOH Report Delete	No
3	01-08-2011 thru 01-22-2011	Pay Estimate Approved	\$382,671.13	\$2,323,520.36	\$390,480.74	\$2,370,938.14	View Edit MOH Report Delete	No
2	12-08-2010 thru 01-07-2011	Pay Estimate Approved	\$784,180.75	\$1,940,849.23	\$800,184.44	\$1,980,458.40	View Edit MOH Report Delete	No
1	10-15-2010 thru 12-07-2010	Pay Estimate Approved	\$1,156,668.48	\$1,156,668.48	\$1,180,273.96	\$1,180,273.96	View Edit MOH Report Delete	No

Press the View Link of Submitted Estimate

Figure 10.7.7 – Manage Pay Estimates - 3

SBE and Subcontractor Payment Forms
 Location : Estimate Num 18 : 03-26-2010 thru 04-25-2010

Name	Actions	Locked By	Revision	Size	Revision Date
Note: You cannot upload or mirror a document if a file with the same name already exists in this directory.					
					<input type="button" value="Browse to Upload"/> <input type="button" value="Mirror from DMS"/>

Additional Comment: Click the button to the right to save your comments entered.

Additional Comments: None

Pay Estimate Status History

Responded On	Status	Role	Personnel	Response Comment
01-21-2010 at 02:13:23 PM CST	Pay Estimate Approved	Resident Engineer	Charly Ayoub	Resident Engineer submitted the Pay Estimate.

Authorizing PayEstimate For Role: Liaison Engineer

Comment:

Status History Shows approval process for Pay Estimate

Approve or Reject Pay Estimate

Figure 10.7.8 – Change Orders

Change Order Items (New):

Type	Unit Code	Unit of Measure	Total Quantity	Unit Price	Line Total	Accounting Code	Justification Comments/ Attachments
new	T200.016-019X - Asphalt Price Adj. - Actual Amt.	L.S.	1.0000	\$42,562.44	\$42,562.44		

Change Order Items (Adjusted):

Type	Unit Code	Unit of Measure	Quantity To Date	Previous Quantity	Previous Unit Price	Quantity Adjustment	Price Adjustment	Adjustment Total	Accounting Code	Justification Comments/ Attachments
change	T200.016-002 - UNIFORMED FLAGMEN	M.H.	0.0000	490.0000	\$0.01	-490.0000	\$0.00	(\$4.90)		
change	T200.016-003 - TRAFFIC PROTECTION PATROL	M.H.	0.0000	490.0000	\$0.01	-490.0000	\$0.00	(\$4.90)		
change	T200.016-004 - HMA SURFACE COURSE	Ton	36,647.2900	37,015.0000	\$82.76	-367.7100	\$0.00	(\$30,431.68)		
change	T200.016-005 - TACK COAT	Gallon	14,730.0000	14,730.0000	\$3.54	2,581.0000	\$0.00	\$9,136.74		
change	T200.016-006 - REPAIR INLET (IF AND WHERE DIRECTED)	S.F.	0.0000	100.0000	\$152.64	-100.0000	\$0.00	(\$15,264.00)		
change	T200.016-007 - PAVEMENT STRIPING, WHITE, 6" WIDE	L.F.	226,850.0000	226,850.0000	\$0.29	37,596.0000	\$0.00	\$10,902.84		
change	T200.016-008 - PAVEMENT STRIPING, YELLOW, 6" WIDE	L.F.	55,850.0000	55,850.0000	\$0.30	15,408.0000	\$0.00	\$4,622.40		
change	T200.016-009 - PAVEMENT REMOVAL, 2" DEPTH	S.Y.	297,593.7000	301,300.0000	\$3.99	-3,706.3000	\$0.00	(\$14,788.14)		
change	T200.016-010 - ASPHALT PRICE ADJUSTMENT (This is a NO-BID, Lump Sum item for this contract. The Lump Sum price is \$80,000. Enter a Unit Price of \$80,000 as your bid for this item).	L.S.	0.6808	1.0000	\$80,000.00	-1.0000	\$0.00	(\$80,000.00)		
change	T200.016-012X - Pavement Removal, 2.5" Depth	S.Y.	73,000.0000	73,000.0000	\$4.84	2,764.0000	\$0.00	\$13,377.76		
change	T200.016-013X - HMA Surface Course 19H76				\$95.60	-532.2200	\$0.00	(\$50,880.23)		
change	T200.016-014X - Milled Rumble Strips				\$2.33	-51.0000	\$0.00	(\$118.83)		
change	T200.016-015X - Pavement Striping, White, 2" Wide				\$2.40	-81.0000	\$0.00	(\$194.40)		
change	T200.016-016X - Pavement Striping, White, Solid				\$0.96	-403.0000	\$0.00	(\$386.88)		

Send Back for Modification or Verify Change Order

