State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

# REQUEST FOR QUOTE (RFQ) – BID# 7549044

## 2014-CB-057 REPAIRS TO BALD HILL AND OLD COLONY BRIDGES

**SUBMISSION DEADLINE: Friday, October 24, 2014 at 01:00 PM (ET)**

**PRE-BID CONFERENCE:** ☒ **NO**
☐ **YES** _____

**Mandatory:** ☐ **NO**
☐ **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

**Buyer Name:** **Lisa Hill**
**Title:** **Chief Buyer**

**QUESTIONS** Prospective bidders are hereby notified that all questions pertaining to this contract must be submitted to the Department of Transportation in writing through its website at http://www.dot.ri.gov/contracting/bids by accessing the questions & answers menu located within the 'contracting', then 'bidding opportunities' link. Response to the submitted questions will also be posted under this link, phone calls will not be accepted.

**SURETY REQUIRED:** **YES**

**BOND REQUIRED:** **YES**

**DISK BASED BID:** ☐ **NO**
☒ **YES:** See attached Disk Based Bidding Information

**NOTE TO VENDORS:**
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

**THIS IS NOT A BIDDER CERTIFICATION FORM**

State of Rhode Island Department of Administration
Division of Purchases

**RHODE ISLAND DEPARTMENT OF TRANSPORTATION**

REVISED
November 20, 2013

NOTICE TO VENDORS

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

To comply with this requirement, *in addition to* the Quest Lite compatible electronic copy and one hard copy, bid proposals for *highway and bridge public works projects* must also include a duplicate original of the Quest Lite compatible electronic copy on a ***read-only*** CD-R media disc as the "public copy."

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulations 5.11, 5.13, and 12.102.05 accessible at www.purchasing.ri.gov.

**State of Rhode Island and Providence Plantations**
**Department of Transportation**

**Notice to Contractors**
**Special Provisions**
**Proposal**
**Contract Agreement**
**Contract Bond**

**for the Performance of**

**Rhode Island Contract Number: 2014-CB-057**

**Rhode Island Federal-Aid\State-Aid Project Numbers:** **BHO-0722(001)**

**Project:** **Repairs to Bald Hill Rd SB Bridge No 072221**

**Limits:** **I-295; RI Rte. 2**

**City/Town:** **Warwick**

**County:** **KENT**

**Submitted By:** _____

**Address:** _____

_____

_____

**Name of Surety:** _____

**Total Bid:** _____

**(BIDDER MUST FILL IN ALL ABOVE SPACES)**

The basis of award of the Contract will be the total bid for all quantities of work in the proposal subject to review and correction as provided for in the Rhode Island Department of Transportation Standard Specifications for Road and Bridge Construction and Standard Details.

NOTE: The State of Rhode Island Standard Specifications for Road and Bridge Construction and Standard Details consists of the following:

- The Rhode Island Standard Specifications for Road and Bridge Construction, Amended December 2010, with all revisions.
- The Rhode Island Standard Details, 1998 Edition, with all revisions.
- The Rhode Island Bridge Standard Details, 2010 Edition, with all revisions.
- The Division of Purchases Procurement Regulations Adopted December 2010.

*** Refer to Section 12.102.05 PREPARATION OF PROPOSAL of the STATE OF RHODE ISLAND PROCUREMENT REGULATIONS regarding the use of Quest Lite software for bid preparation.**

The above documents may be obtained at the Rhode Island Department of Transportation, Contracts and Specifications Office, upon request.

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**
**DEPARTMENT OF ADMINISTRATION - DIVISION OF PURCHASES**

**NOTICE TO HIGHWAY AND BRIDGE CONTRACTORS**

Sealed Proposals addressed to the State Purchasing Agent, Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02903, will be opened and read in public on October 24, 2014 at 1:00PM. All bidders MUST register online at www.purchasing.ri.gov. A Bidder Certification Cover Sheet MUST accompany each bid. Bid item description and quantities estimated for this project will also be available online. Should you need assistance in registering or downloading a bid, call (401) 222-3766. Failure to comply will result in mandatory disqualification per Item 4 of Section 12.102.12 of the Division of Purchases Procurement Regulations Adopted December 2010 and RI General Law 37-2-17 which references the RI Vendor Information Program (RIVIP).

**DESCRIPTION: Rhode Island Contract No. 2014-CB-057 R.I. Federal-Aid Project No. BHO-0722(001) County of Kent, City of Warwick, Rhode Island, for Repairs to Bald Hill Rd. Bridge No. 722. The work under this contract shall consist of, but not be limited to, Steel Beam/Girder Repairs; Repainting Existing Structural Steel; Joint Replacement; Installation of Waterproofing Membrane; Removal and Disposal of Existing Bituminous Pavement; Installation of New Bituminous Pavement; Bridge Scupper & Downspout Repairs; Maintenance and Protection of Traffic; and all other incidentals necessary to complete the work under this Contract.**

**The Contractor will be required, in accordance with the provisions of the Disadvantaged Business Enterprise Affirmative Action Certification for Contractors and Consultants, to meet the established Race-Conscious Goal, or Contract Goal, of not less than 7.00 percent of the contract bid price, to the Contractors, Subcontractors, and/or suppliers which qualify as Disadvantaged Business Enterprises (DBE's). Failure by the Contractor to demonstrate every good faith effort in fulfilling its DBE commitment during the construction period will result in the reduction in contract payments by the amount determined by multiplying the awarded contract value by the established DBE percentage, and subtracting the dollar value of the work actually performed by DBE contractors. This action will not preclude RIDOT from imposing sanctions or other remedies available as specified in paragraph (I)(C) of the Disadvantaged Business Enterprise Affirmative Action Certification for Contractors and Consultants.**

Computer Disks for competitive bidding for the above described work will be furnished by the Department of Transportation, Division of Administrative Services, Contracts & Specifications Office, Room 108, Two Capitol Hill, Providence, Rhode Island, 02903, Tel.Number (401) 222-2495. The Plans, Specifications and Special Provisions may also be examined on or after October 3, 2014 every weekday except holidays between the hours of 8:00 AM and 4:00 PM.

**The Bid Package consists of a single compact disk (CD) containing the following items: Construction Plans, Standard Specifications for Road and Bridge Construction, Compilations of Approved Specifications, Required Contract Provisions for Federal-Aid Construction Contracts, RI Division of Purchases Procurement Regulations, General Provisions, Rhode Island Standard Details, Rhode Island Bridge Standard Details, Federal Wage Rates, Contract-Specific General Provisions, Job-Specific Specifications, Distribution of Quantities, Appendices (if applicable), Quest Lite bid file, Quest Lite installation software and a Quest Lite User Manual. Only complete bid packages will be issued.**

**Prospective Bidders are hereby notified that all questions pertaining to this Contract must be submitted to the Department of Transportation in writing through its website at http://www.dot.ri.gov/contracting/bids/ by accessing the Questions & Answers Menu located within the "Contracting", then "Contract Opportunities" link. Responses to the submitted questions will also be posted under this link. PHONE CALLS WILL NOT BE ACCEPTED.**

**For help with RIDOT's Quest Lite bid preparation software, please contact the Contracts & Specifications Office, Room 108, Two Capitol Hill, Providence, Rhode Island, 02903, Tel. Number (401)-222-2495 or e-mail Quest@dot.ri.gov.**

Please also note that all Bidding Documents required to be submitted and in fact submitted to the Purchasing Agent as part of a bid will be considered returned to the State and need not be returned to RIDOT.

A bid bond payable to the State of Rhode Island, in the amount of 5% of the total or gross sum of the bid must be furnished by each bidder. The Proposal Guaranty will be furnished by surety companies authorized/licensed to do business in the State of Rhode Island. The State reserves the right to retain the surety of all bidders until the successful bidder enters into the Contract or until such time as the award or cancellation of the Contract is announced at which point Sureties will be returned to all bidders by the State of Rhode Island. A performance bond of one hundred (100) percent of the contract price with a satisfactory surety company will be required of the successful bidder. All surety companies must be listed with The Department of the Treasury, Fiscal Services, Circular 570, (Latest Revision published by the Federal Register). The Department of Transportation reserves the right to reject any or all bids.

Required Contract Provisions - The attention of prospective bidders is called to the fact that this project is to be bid upon and the contract executed subject to all applicable federal laws and regulations for carrying out the provisions of the Federal-Aid Highway program..

Wages of labor on Federal -Aid Highway Projects - the prevailing rate of wages for laborers and mechanics employed by contractors or subcontractors on the initial construction of highway projects on the Federal - Aid Highway System, authorized under the Federal Highway Act of 1968, shall be paid wages at rates not less than those prevailing on the same type of work on similar construction in the immediate locality as determined by the United States Secretary of Labor, in accordance with the Act of August 30, 1935, known as the Davis - Bacon Act, under Decision Nos. 1 through 6 as applicable.

Prevailing wage rates and Davis - Bacon Wage Determination Reference Materials are available online at www.purchasing.ri.gov. It is advisable to print only the pages applicable to this bid; the rates active on the Rhode Island Vendor Information Program's bid solicitation date for this project are applicable for the duration of the contract resulting from this bid.

Work Hours Act of 1962 - This contract is subject to Work Hours Act of 1962, Public Law 87-581 and implementing regulations.

There will be no Pre-Bid Conference scheduled for this project.

## SPECIAL NOTE

ANY REFERENCE TO THE RHODE ISLAND DEPARTMENT OF PUBLIC WORKS OR THE DIRECTOR OF PUBLIC WORKS SHOULD BE REVISED TO THE RHODE ISLAND DEPARTMENT OF TRANSPORTATION AND THE DIRECTOR OF TRANSPORTATION RESPECTIVELY.

## NOTICE TO ALL BIDDERS

The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.

To report bid rigging activities call: **1-800-424-9071**

The U.S. Department of Transportation (DOT) operates the above toll-free hotline Monday through Friday, 8:00 a.m. to 5:00 p.m. eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the hotline to report such activities.

The hotline is part of the DOT's continuing effort to identify, and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

# Item List

Date: 9/19/2014

Estimate Name - Advertising
Project Name - Repairs to Bald Hill Rd SB Bridge No 072221
R.I. Contract No. - 2014-CB-057
FAP Nos. - BHO-0722(001)

| Seq No. | Item Code | Description | Quantity | UM |
|---|---|---|---|---|
| 001 | 201.0407 | REMOVE AND DISPOSE PAVEMENT AND RIGID BASE | 40.00 | SY |
| 002 | 401.9901 | CLASS 9.5 HOT MIX ASPHALT | 14.00 | TON |
| 003 | 403.0300 | ASPHALT EMULSION TACK COAT | 80.00 | SY |
| 004 | 708.9040 | CLEANING AND FLUSHING PIPE ALL SIZES | 30.00 | LF |
| 005 | 803.9910 | REMOVE AND DISPOSE PORTION OF EXISTING CONCRETE SUPERSTRUCTURE | 5.00 | CF |
| 006 | 808.1675 | POLYURETHANE ELASTOMERIC JOINT SEALANT | 715.00 | CI |
| 007 | 811.9910 | EXTEND EXISTING SUBPAVEMENT DRAIN | 12.00 | EACH |
| S008 | 813.9910 | PREFABRICATED WATERPROOFING SHEET MEMBRANE | 65.00 | SY |
| 009 | 817.9910 | POLYMER MODIFIED CONCRETE FOR BRIDGE SAFETY WALKS | 5.00 | CF |
| 010 | 818.9901 | PORTLAND CEMENT CONCRETE DECK REPAIRS | 50,000.00 | EACH |
| S011 | 823.1750 | ASPHALTIC EXPANSION JOINT SYSTEM | 90.00 | LF |
| 012 | 824.9901 | STEEL GIRDER REPAIRS - BRIDGE NO. 722 SB | 32.00 | EACH |
| 013 | 824.9902 | STEEL GIRDER REPAIRS - BRIDGE NO. 722 NB | 1.00 | EACH |
| 014 | 824.9903 | STRUCTURAL STEEL CRACK REPAIRS - BRIDGE NO. 722 | 1.00 | EACH |
| 015 | 825.9901 | REPAINTING EXISTING STRUCTURAL STEEL - BRIDGE NO. 722 SB | 1.00 | LS |
| 016 | 825.9902 | REPAINTING EXISTING STRUCTURAL STEEL - BRIDGE NO. 722 NB | 1.00 | LS |
| 017 | 829.9910 | BRIDGE SCUPPER & DOWNSPOUT REPAIRS - BRIDGE NO. 722 | 1.00 | LS |
| 018 | 839.0200 | FULL DEPTH REMOVAL AND DISPOSAL OF BITUMINOUS PAVEMENT FROM CONCRETE BRIDGE DECKS | 40.00 | SY |
| 019 | 914.5010 | FLAGPERSONS | 240.00 | MHRS |
| 020 | 914.5020 | FLAGPERSONS - OVERTIME | 24.00 | MHRS |
| 021 | 922.0100 | TEMPORARY CONSTRUCTION SIGNS STANDARD 29.1.0 AND 27.1.1 | 485.00 | SF |
| 022 | 923.0120 | PLASTIC PIPE BARRICADE STANDARD 26.3.0 | 1.00 | EACH |
| 023 | 923.0200 | FLUORESCENT TRAFFIC CONES STANDARD 26.1.0 | 150.00 | EACH |
| 024 | 924.0113 | ADVANCE WARNING ARROW PANEL | 30.00 | PDAY |
| 025 | 925.0112 | PORTABLE CHANGEABLE MESSAGE SIGN | 10.00 | PDAY |
| 026 | 928.0800 | TRUCK MOUNTED ATTENUATOR WITH TRUCK MOUNTED FLASHING ARROW BOARD | 10.00 | PDAY |
| 027 | 936.9901 | MOBILIZATION AND DEMOBILIZATION | 1.00 | LS |
| 028 | 937.0200 | MAINTENANCE AND MOVEMENT TRAFFIC PROTECTION | 1.00 | LS |
| 029 | T20.0006 | 6 INCH WHITE FAST - DRYING WATERBORNE PAVEMENT MARKING PAINT | 60.00 | LF |
| 030 | T20.0106 | 6 INCH YELLOW FAST - DRYING WATERBORNE PAVEMENT MARKING PAINT | 20.00 | LF |

# Item List

Date: 9/19/2014

Estimate Name - Advertising
Project Name - Repairs to Bald Hill Rd SB Bridge No 072221
R.I. Contract No. - 2014-CB-057
FAP Nos. - BHO-0722(001)

| Seq No. | Item Code | Description | Quantity | UM |
|---|---|---|---|---|
| 031 | T20.2006 | 6 INCH EPOXY RESIN PAVEMENT MARKINGS WHITE | 60.00 | LF |
| 032 | T20.2016 | 6 INCH EPOXY RESIN PAVEMENT MARKINGS YELLOW | 20.00 | LF |

**RHODE ISLAND DEPARTMENT OF TRANSPORTATION**

# * *THIS IS A DISK-BASED BID* *

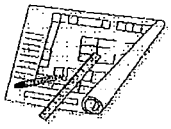
## ELECTRONIC BIDDING PROCEDURE NOTICE

ALL BID OFFERS MUST BE PREPARED USING THE QUEST LITE BID PREPARATION SOFTWARE PACKAGE

Bidders MUST register in person at the RIDOT Contract Administration office to obtain the necessary Bidder Registration and Digital ID codes for the Quest Lite software.

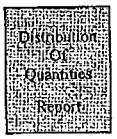
**RIDOT Provides:**

**CD**



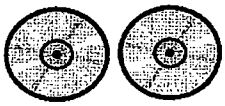
**Plans (on CD)**

**Contract Documents (on CD)**




**DOQ Report (on CD)**

**Bidder Must Submit:**



**2 High-Density Compact Disks (CDs) w/Quest Lite Bid "zip" file****

**Completed & Signed Proposal (Hard Copy)**

Surety (Bid Bond)

**Bid Surety (Hard Copy)**

RIVIP Certification Form

**Completed & Signed (Hard Copy)**

Contact the Contracts & Specifications Office at 222-2495 to request technical assistance on issues directly related to the Quest Lite software
Office Hours: 8:00 AM – 4:00 PM

****Refer to the RIDOA "Notice to Contractors" for additional information on the "Public Copy" submission requirements.**

NO BID OFFER WILL BE CONSIDERED

UNLESS ACCOMPANIED BY A COMPACT DISK (CD)

CONTAINING THE BID PROPOSAL FILE

GENERATED BY THE QUEST LITE BID PREPARATION SOFTWARE

*Failure to comply will result in a mandatory disqualification per Section 12.102.07 of the RI Dept of Administration Division of Purchases Procurement Regulations*

Revision 02/25/11

Rhode Island Department of Transportation (RIDOT)

# Notice to Contractors

## THIS IS A DISK-BASED BID

Bid offers will be accepted ***only on a CD generated by RIDOT-supplied software called Quest Lite; each CD must be accompanied by a hard copy signed offer printed from the software and submitted at the Bid Opening***. Minimum computer hardware and operating system requirements are listed here. ***Training is strongly recommended for all new bidders and others unfamiliar with these procedures. SEE BELOW.***

**CONTACT:** **RIDOT CONTRACTS & SPECIFICATIONS**
Rm. 108, Two Capitol Hill, Providence, RI 02903
Phone: **401-222-2495**
Hours: **Mon – Fri, 8:00AM – 4:00PM**

1. **Required Registration Codes for Each Bidder.**
Registration Codes for RIDOT software are necessary to install and use the software; a firm only needs to register once to acquire secure, unique bidder identification codes to be used with all RIDOT disk-based construction project bids **Bidders must retain these codes for future use.**

2. **The required Quest Lite installation software and all applicable Contract Documents are provided on a CD-ROM.**
The Contract Documents include the RI DOA Division of Purchases Procurement Regulations, RI Standard Specifications, Amended December 2010 and all revisions, the RI Standard Details for Highway and Bridge Construction, Bridge Standard Details, General Provisions, Special Provisions, Distribution of Quantities and Engineering Plans, and all other applicable documents

3. **Minimum Computer Hardware and Operating System Requirements.**
   - Windows XP SP2 w/Pentium IV processor
   - CD-ROM Drive, Floppy Drive, Printer & 15" Monitor (17" recommended)
   - 20GB Hard Disk with 1GB free (40 GB with 5 GB free recommended)
   - 512 MB RAM (1 GB recommended)
   - 32 MB Video Card (64 MB SVGA recommended)
   - Internet Explorer 6 0 SP 2

4. **Addenda, when necessary, are available on Purchases' RIVIP website.**
**at:** http://www.purchasing.ri.gov/RIVIP/BidSearch.asp
RIDOT will make all necessary addenda available at Purchases' web site It is the plan-holders responsibility to poll the RIVIP to keep up-to-date on addenda.

5. **Training may be requested up to three days prior to the Bid Opening.**
Training is provided on request Arrangements must be made through the RIDOT Contracts & Specifications Office at least three (3) days prior to the Bid Opening of the project

6. **Technical Support.**
Assistance is available upon request by contacting the Contracts & Specifications office during work hours or emailing Quest@dot.ri.gov.

01/25/2011

# NOTICE TO HIGHWAY AND BRIDGE CONTRACTORS

Rhode Island Department of Transportation (RIDOT)
Contracts and Specifications

## ELECTRONIC BIDDING PROCEDURES
## QUEST LITE UPGRADE

Effective January 1, 2011, bid offers for all RIDOT Contracts requiring the use of the Department's Quest Lite bid preparation software **MUST** be prepared using **Quest Lite Version 040408 (2.8.4)**. Failure to comply with this requirement could result in the disqualification of your bid offer.

Full installation and upgrade-only software packages, including installation directions, for Quest Lite Version **040408 (2.8.4)** will be provided on the Project Advertising CD's, which are available to prospective bidders through the Contracts and Specifications office on or after the scheduled project advertising date.

Contractors presently using Quest Lite Version 040407 (2.8.3) need only install the upgrade package to complete the conversion, **UNLESS** a previous upgrade installation was used to upgrade from 2.8.2 to 2.8.3, in which case these installations must be removed and the full installation performed. Earlier versions (2.8.2 or lower) will require the full installation in all instances.

For technical assistance, contact the Contracts and Specifications office at 222-2495.

01/21/11

## QUEST LITE VERSION 4.4.8 (2.8.4)

## UPGRADE & FULL INSTALLATION

All bid offers prepared using the Department of Transportation's Quest Lite software must use the Quest Lite Version 040408 (2.8.4). If there is no Quest Lite installation, than the full installation must be completed. For earlier versions of Quest Lite, either the upgrade or full installation will be required to be completed. Both versions (upgrade and full installation) are provided on this project CD.

Before proceeding with any installations, note the following:

1. All users must register with the Department of Transportation in order to use Quest Lite. At the time of registration, users are provided with a set of unique company ID codes (Site Code, Bidder Code and company Short Name). Users **MUST RETAIN** these codes for future use.

2. Many users who currently have Quest Lite installed will only require the installation of the upgrade version. To determine if the upgrade installation is sufficient, the present version of the Quest Lite installation must be determined. This is accomplished in Quest Lite by clicking on Help/About. If the present version is 040407 (2.8.3) then the upgrade installation is sufficient **unless** an upgrade version has been previously used to upgrade version 2.8.2 to 2.8.3.

3. For earlier installations (versions below 2.8.3, and if an upgrade has been previously installed to upgrade to version 2.8.3), the full installation of Quest Lite is required. (Note: if the full installation is required, the upgrade installation does not need to be performed after the full installation is completed.)

4. To determine if an upgrade version of Quest Lite version is present, it is generally easiest to use the "Add or Remove Programs" function from the Control Panel to view the Quest Lite installations. Should both an installation and an upgrade version be installed, both programs must be removed using the "Remove" function and the new version 2.8.4 installed.

5. It is recommended that users consult the Quest Lite User Manual provided on this CD prior to attempting the installation of the upgrade or full program installation.

6. After completing the installation of the upgrade or full installation, it is recommended that a test bid be submitted to the Department to ensure the program is functioning correctly and that the Quest Lite bid files can be correctly imported into the Department's Quest program. Test bids may be submitted on a CD to the Contracts office in Room 109 of the RIDOT Headquarters, or by e-mail to Quest@dot.ri.gov.

**Installation Instructions – Upgrade Version**

Upgrade Quest Lite only if the current installed version is 2.8 3, and a previous upgrade has not been installed.

1. Close Quest Lite before attempting the installation.
2. Using the project CD, double-click on the "Upgrade Only" option provided on the Start page.
3. When prompted for a password, enter "ridot".
4. Follow the instructions provided in the installation wizard to complete the installation.
5. When executing Quest Lite for the first time after installing the upgrade, users may be prompted to enter their company bidder codes.

**Installation Instructions – Complete Installation**

A complete Installation of the software is required only if Quest Lite is:

1. Not installed on the computer/laptop; or
2. The installed version of Quest Lite is older than 2 8.3, i.e. 2.8.2 or under; or
3. The 2.8 3 upgrade version of Quest Lite is installed.

If any of 1 through 3 above apply, follow these instructions:

1. If a Quest Lite version 2.8.2 or older, or a 2.8.3 upgrade are currently installed,
   a. Close Quest Lite.
   b. Remove all the existing installation(s) of Quest Lite. To accomplish this, follow the instructions provided on pages 19 – 25 of the Quest Lite User Manual provided with this project CD. Follow the installation removal directions for the operating system in use on the machine.
2. Using the project CD, double-click on the "Complete Installation" option provided on the Start page.
3. When prompted for a password, enter "ridot".
4. Follow the instructions provided in the installation wizard to complete the installation.
5. When executing Quest Lite for the first time after completing the installation, the user will be prompted to enter the company bidder codes provided by the Department. Once this information is entered, the installation process will be complete.

For technical assistance, contact the Contracts & Specifications office at 222-2495.