

CONSTRUCTION

MEMORANDUMS

MEMO NO. 53

DATE OF ISSUE:

OCTOBER 2004

SUBJECT:

BIDDERS LIST

DATE OF REVIEW:

OCTOBER 2005

This memorandum is intended to clarify the requirements used for ensuring that all prime contractors, subcontractors and material suppliers are included on the Bidders List.

Disadvantaged Business Enterprise (DBE) Regulations as stated in 49 CFR 26.11(c) require the Idaho Transportation Department (ITD) to create and maintain a comprehensive bidders list, consisting of all firms bidding on prime contracts and quoting/bidding subcontracts.

During the process of reviewing the Request to Subcontract, ITD 00315, you are required to check the bidders list, which is maintained by the ITD EEO Office, to ensure that the subcontractor or sub-subcontractor is included. If the firm IS NOT listed, provide them with a Bidders Registration Form, ITD 0005, and require them to properly complete and submit the form. The Bidders Registration form can be found in the ITD forms folder.

This same requirement also applies to supply companies that provide materials that are permanently incorporated into our projects. The prompt payment requirement applies to supply companies as well.

The Request to Subcontract should not be approved until the firm is included on the Bidders List.

The Bidders List can be found on the intranet at the following location:
ITD Website/Doing Business with ITD/EEO Office/Bidders List.

Date of Original Issue: 10/27/04

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