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SECTION 900.00 – PLANS, SPECIFICATIONS, AND ESTIMATES

910.00 PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E) SUBMITTAL

Projects reaching the PS&E stage of development must be complete and potentially ready for advertising. **All the right-of-way shall have been acquired and right-of-way contracts checked against the project plans.** The utility companies shall have been notified of removal or relocation of utilities as shown on the plans. The district shall begin the PS&E submittal by gathering the appropriate project data and documents as follows.

910.01 Engineer’s Endorsement of Plans. All original project plans (Roadway, Traffic, Bridge, and Materials) shall be endorsed (stamped, dated, and signed). The endorsement certifies that the endorser is familiar with the plan sheet, has verified its accuracy, and ensures that the design complies with all current laws, regulations, ordinances, standards, policies, and guidelines. This endorsement is typically challenged in subsequent years by tort liability cases questioning the accuracy or design standard compliance of the drawing. The District Engineers shall approve their district’s projects for ITD by signing and dating the title sheet. All other title sheets shall be approved by the Highway Program Oversight Engineer. The plans shall be endorsed by the licensed Engineer closest to or in direct charge of the project, or the person most familiar with the design determinations, i.e., Roadway Plans — Development Engineer; Structures — Bridge Engineer; Materials Source plats — District Materials Engineer; Signs/Signals/Markings — Traffic Engineer; and Record of Land Surveys — licensed Land Surveyor as noted below:

The endorsement stamp shall be placed in the space provided on the standard plan sheets and is available to be electronically reproduced.

[Idaho Code, 54-1215\(3\)\(c\)](#), states “*The seal, signature, and date shall be placed on all original documents.*” The law goes on to say that copies of electronically produced documents (specifications, land surveys, reports, plats, drawings, plans, and design information) distributed for informational uses such as for bidding purposes or working copies, may be issued with the registrant’s seal and a notice that the original document is on file with the registrant’s signature and date. The words “Original Signed By” and “Date Original Signed” shall be placed adjacent to or across the seal on the electronic original. The storage location of the original document shall also be provided.

Any revisions made to the plans after the Engineer's Endorsement shall be coordinated with the endorsing Engineer and identified on the individual original plan sheets with the date, description, and the initials of the person making the revision.

910.02 Plans Review. Use the following table ([Figure 9-1](#)) for plan set groupings and assemble in accordance with [Section 800.00](#).

Figure 9-1

| Project Plan Sheet Requirements | | | | | | | | | |
|--|------------------------|---------------|--------------|------------------|----------------------|----------------------------------|------------------------------|--|--|
| The following list establishes the requirements for a near maximum number of plans sheets required for a project; some projects may have less. | Roadway/Bridge Reviews | | | | PS&E Submission Only | | | | |
| | Prel Design | Interm Design | Final Design | PS&E Transmittal | Mtce | Federal Aid Constr. By Agreement | Building & Non Rdwy Projects | | |
| ROADWAY GROUP | | | | | | | | | |
| Title Sheet | X | X | X | X | | PLANS AS REQUIRED | X | | |
| Standard Drawing Index | | | X | X | | | X | | |
| Standard Drawings | | | | X | | | X | | |
| Vicinity, Total Ownership, & Special Maps | X | X | X | X | | | X | | |
| Project Clearance Summary | | X | X | X | | | X | | |
| Typical Sections | X | X | X | X | | | | | |
| Roadway Summary | | | X | X | | | | | |
| Plan and Profile Sheets | X | X | X | X | | | | | |
| SPECIAL DRAWING GROUP | | | | | | | | | |
| Minor Structure Drawings | | X | X | X | | | | TO INCLUDE ANY OTHER SHEETS REQUIRED (Plan Sheet only) | |
| Drainage Plans | | X | X | X | | | | | |
| Paving, Concrete Joint Approach Slab Details | | | X | X | | | | | |
| Roadside Dev & Landscaping | | X | X | X | | | | | |
| Bike Lanes & Pedestrian Paths | | X | X | X | | | | | |
| Source Plat-Reclamation Plan | | | X | X | | | | | |
| TRAFFIC GROUP | | | | | | | | | |
| Illumination | X | X | X | X | | | | | |
| Traffic Signals | X | X | X | X | | | | | |
| RR Signals & Crossing | X | X | X | X | | | | | |
| Pavement Marking, Delineation Signing & Raised Channelization | X | X | X | X | | | | | |
| Traffic Control Plan-Const | X | X | X | X | | | | | |
| *UTILITY PLANS | | | X | X | | | | | |
| *RIGHT-OF-WAY PLANS | | | X | X | | | | | |
| *MAJOR STRUCTURE GROUP | Situation & Layout | X | X | X | X | | | | |
| *BRIDGE | Situation & Layout | X | X | X | | | | | |
| *STATE MTCE GROUP | | | | | | | | | |
| * Optional Separate Numbering | | | | | | | | | |

910.03 Estimate of Cost. The project estimate of cost is to be prepared in accordance with the requirements as shown in [Figure 9-2](#) for all projects. When more than one project number is included in the Contractor's Bid Proposal, separate SUB-PROJECT (SPRJ) for each individual Key number should be prepared. Each of these estimates shall be further separated into roadway and bridge quantities to facilitate assigning codes and categories. All quantities are recombined into one bid summary for bidding purposes.

910.04 Multi-Funded Projects. Limit multi-funded projects as much as possible. On projects with two or more sources of funding:

- Attach a letter describing the areas of the project that each funding source applies to. This letter should be written as a letter to the file as early in the project development phase as the limits can be described.
- Delineate on the plans the areas where the funding split takes place.
- Prepare a separate roadway summary and engineer's estimate for each funding source. Like items should be combined on the bid schedule.

915.00 – NEWS RELEASE INFORMATION

Basic project data that can be used to answer inquiries for projects at PS&E is posted by DMC.

920.00 PS&E SUBMITTAL BY THE DISTRICT

All projects, with the exception of maintenance projects such as stockpiles, seal coats, overlays or other comparative projects (see [Subsection 920.01](#), PS&E for State-Financed and Maintenance Projects), shall have a Pre-PS&E check in the district (see [Figure 9-2](#)) and a District PS&E Review.

920.01 PS&E for State-Financed Projects. State financed projects may include stockpiles, seal coats, pavement overlays or repairs and other contracts financed wholly by state funds.

These projects must meet the same requirements for PS&E Submittal as any other project, but they do not require a title sheet and other detail plan information as required to complete a federal-aid type project. All documents must be complete and submitted to the appropriate section in accordance with the PS&E Submittal instructions. Use 8 1/2" x 11" plans — either ITD 1767, Maintenance Projects, or a Computer Aided Drafting Design (CADD) reproduction is acceptable and encouraged.

For plan requirements and preparation, see [Section 800.00](#) of this manual.

PS&E SUBMITTAL CHECKLIST

Project No. _____ Reviewed By _____

Project Name _____ Date _____

Key No. _____ District No. _____

PLANS**GENERAL**

_____ Approved Request for Federal-Aid on No-Bid Items of Work, for work done by others (utilities, state forces, etc.)

_____ Approved Certifications or Public Interest Findings for Proprietary Items

_____ Sheets signed by Engineer

_____ Previous review comments incorporated into plans

_____ ITD- 674 - Environmental Re-evaluation is approved

_____ All phases of construction have required bid items

TITLE SHEET

_____ Structure or bridge drawings listed

_____ Sources shown

TYPICAL SECTION

_____ Station limits shown

CLEARANCE SUMMARY

_____ Line items with a project number have corresponding completion and/or expiration date

_____ Estimating basis complete and agreeable with Phase III Materials Report

_____ Clearances renewal (if needed)

_____ If local project is State/Local Construction agreement complete

_____ Utilities are identified with retain & protect, waiver of hearing, or agreement

ROADWAY AND BRIDGE SUMMARY

_____ Item number and nomenclature

_____ Each item is quantified and matches cost estimates

_____ Separate summaries for Roadway and Bridge

_____ Bridge items against situations layout summary for each structure

PIPE SUMMARY

_____ Completeness and if acceptable alternates are shown

SOURCE PLAT

_____ Area to be worked is clearly shown

_____ Log hole data show sufficient information to draw a reasonable conclusion

_____ Archaeological clearance

_____ Cleared by Right-of-way

_____ Reclamation Plan approval

_____ Compare Source Identification in proposal

BUILDING

_____ Appropriate plan scale shown (appropriate if reduced)

STRUCTURE

_____ Do pile lengths exceed depth of soil investigation

-
- _____ Pre-boring item included if appropriate
 - _____ Bridge deck plant mix overlays include concrete waterproofing system (Administration Policy A-15-02, Sealcoat Applications and Bituminous Treatment on Bridges)

PROPOSAL

- _____ Project number and name as shown in program
- _____ Applicable supplemental special provisions included
- _____ Source Identification included if appropriate
- _____ Completion Time matches the time determination calculation
- _____ Liquidated amount matches the schedule
- _____ Applicable Contractor Notes included
- _____ Tribal Special Provisions included or Regulations noted when appropriate
- _____ Erosion and sediment control plan or SWPP insert included
- _____ Seed requirements and seeding windows specified
- _____ Utility coordination note included
- _____ Special Provisions in standard format and supported by Phase 5 Materials Report
- _____ Estimated cost for furnished materials shown for Use Tax
- _____ Partnering insert included, if needed
- _____ Lane rental and public convenience considered and included, if needed
- _____ Is DBE RN (race neutral) appropriate for contract work if on federal-aid project? Modify to DBE RC with ___ percentage per CCO?
- _____ Lead based paints not allowed
- _____ Can prime contractor do 50% of contract on federal-aid project? Need to modify subsection 108.01, to as low as 30%? (Coordinated with DBE/EEO Office?)
- _____ Proprietary items approved & have "or equals" statement
- _____ RR Agreement included if needed: Describe areas requiring RR Insurance (each separate project on multi-project contracts)
- _____ Compare SP's name and number to plan summary and cost estimate
- _____ 404 Permit and application included, if applicable
- _____ Training SP included if needed (Federal Aid)

COST ESTIMATE

- _____ Prices review
- _____ Seeding Items Included
- _____ Separate group estimate for roadway, walls, and structures
- _____ Salvage value shown for federal-aid projects
- _____ Approved work by others (local, utilities, railroad, etc.) shown (do not show pavement markings for non-federal-aid projects)
- _____ E & C shown (not shown for state furnished seed, trainees, PE, and right-of-way)
- _____ Railroad flagging included on appropriate projects
- _____ Compare costs to program amount (all programmed items); if necessary update [ITD 1414](#), Project Program Revision
- _____ Trainees included if appropriate. Cost pre-entered to show in bid schedule
- _____ Specialty items shown, if appropriate

_____ Items reviewed to verify FA eligibility and if not, shown as Non-participating? (including Maintenance items)

OTHER INFORMATION

_____ Specify if construction windows must be met and/or intermediate milestones are required

_____ PS&E Advertisement information provided ([Figure 9-3](#))

_____ Milepost changes (submit [ITD 2184](#) and [2185](#))

_____ Does Traffic Control Plan provides a suitable travel surface? Traffic delays are 15 minutes or less and avoid rush hour traffic (Adm. [Policy A-12-04](#), Traffic Control during Construction, Maintenance, Utility, or Private Development Operations)? Stopping of traffic on Interstate avoided?

_____ Other Applications and Permits are included and current

_____ Agreements Completed (signed with a number)

_____ Construction Agreement (signed with a number)

_____ Road Closure & Maintenance Agreement (signed with a number)

920.02 PS&E Submittal Document Package. The PS&E Submittal Document Package contains final documents necessary for preparing, advertising, and awarding projects.

PS&E SUBMITTAL PACKAGE

The PS&E Submittal Package should contain at least, but not necessarily limited to, the following material, depending on the type of project submitted:

- Copy of the PS&E Submittal Letter
- Plans:

All plans for Roadway, Traffic, and Special Drawings, less the plans prepared by Bridge, shall be transmitted to Design/Materials/Construction (DMC).

Original plans are to be high quality reproducible, 11" x 17", and the engineer's seal **may not** be a reduced size. The original plans may be retained in the districts. A reproducible paper copy may be submitted for bidding purposes. The plans should be examined to ensure they will produce good copies.

Electronically produced plans may be submitted for bidding purposes.

- Contractor's Bid Proposal: Supplemental Specifications and attachments that are in package form (SP-SA, FHWA-1273, SSP's, EEO Special Provisions, etc) are inserted in contracts by DMC. Items for the Contractors Bid Proposal that shall be prepared by the district are:
 - (1) PS&E Advertisement Sheet ([Figure 9-3](#)); District enters all known data
 - (2) Special Provisions (to include those written in the Approved Materials Report) shall be incorporated into the Contractor's Bid Proposal which includes the Source Identification, Contract Time, Liquidated Damages, Contractor's Notes, etc.;
 - (3) Modification of Standard Specifications, Pay Items;
 - (4) 404 Permits including the construction application, Water Resource Stream Alteration Permits, and DEQ Water Quality Certification for all applicable projects; and
 - (5) Utility Agreements
- Cost Estimates: Computer printout of the estimate will be included and computer file transmitted to DMC's computer library for recall purposes.
- List of non-bid project items with costs i.e.: Material by State, etc.
- Right-of-way Certificate, see [415.70](#).

- Completed [ITD-2324](#) – Process for Setting DBE Goals and Training Hours on Federal Aid Projects. If training is setup then include TSP in the first paragraph of the Special Provisions.
- Copy of Environmental Re-evaluation approval letter.
- Proposed Milepost Changes ([ITD 2184](#)) and Milepost Log Worksheet ([ITD 2185](#)): The districts will submit these forms for incorporation of the data into the department's MACS System.
- Calculations for Contract Time: Use "Contract Time Determination Manual" in conjunction with Microsoft Project.
- Verify Materials Reports with addendums, Phases II, III, and V are complete and approved and necessary data included in proposal and plans.

Figure 9-3

Project Advertisement

| | | | |
|---------------------------------|--|----------------|------|
| JOB DESCRIPTION | | | |
| ADVERTISE | | BID OPENING | CALL |
| NEWSPAPER | | TO PAPER BY | |
| COUNTY | | DISTRICT | |
| PROJECT NO | | | |
| KEY NO | | | |
| LOCATION | | | |
| HIGHWAY | | | |
| CONTRACTOR COMP | | BOARD LTR COMP | |
| ENG EST RANGE | | LIQ DAMAGES | |
| FHWA REVIEW STATUS (EX-NF-FULL) | | STANDARDS | |
| DBE % | | FA % | |
| WORK AUTHORITY | | | |
| RESIDENT ENGINEER | | TELEPHONE | |
| FIRST PAGE SSP'S | | | |

Note:

| THIS SECTION TO BE COMPLETED BY TRS | | | |
|-------------------------------------|--|-----------------------|---|
| DOCUMENT NAME | | DATE FAXED OR EMAILED | - |

| | | | | | | | |
|------------|--|-------|--|---------------|--|-----------|--|
| BRIDGE | | NPDES | | GARVEE (1) | | UTILITIES | |
| RAILROAD | | LOCAL | | CIP (5) | | SIGNALS | |
| ELECTRICAL | | LHTAC | | ARRA/STIMULUS | | BUILDING | |

920.03 PS&E Submittal Letter. The District or headquarters Traffic and Maintenance sections shall transmit the project data to DMC for PS&E. All projects are to have a letter of transmittal that lists all material being sent in the Submittal Document Package or under a separate cover. Included in the PS&E Submittal letter (see Figure 9-4) should be:

- comments regarding any unusual aspects of the project, including construction windows/start and/or finish dates that must be met
- justification for deviation from departmental policies for items not previously approved,
- any information on required clearances,
- agreements,
- participation by others including dollar amounts, and
- other pending data.
- Date of district PS&E review.
- Date of environmental commitment or re-evaluation.
- Date of mitigation summary completion.

Figure 9-4

PS&E Submittal Letter

ITD-500 3-98

Idaho Transportation Department**Department Memorandum****DATE:** _____, 20 _____ **Project No.(s):** _____(_____)**TO:** DMC ENGINEER **Key No.(s):** _____**FROM:** PROJECT DEVELOPMENT ENGINEER **Project Identification, County, Etc.:**
DISTRICT # _____ PROJECT NAME (6-Year Program)
_____ COUNTY, WA # _____**RE:** PS&E Submittal

The attached plans and proposal are ready for advertising at this time. The following are enclosed.

- Plans
- Contract bid proposal
- Preliminary cost estimate
- List of non-bid project items with costs
- Environmental re-evaluation date
- Materials reports (list the link URL)
- Request for federal-aid on No-Bid Items of Work (Force Account forms ([ITD-2395](#)) are to be approved prior to this submittal)
- Calculations for Contract Time
- PS&E Advertisement Sheet – ([Figure 9-3](#)) Including Description of Project
- Permits

PS&E Submittal Letter

(Project No., etc.)

TRANSMITTAL OF PROJECT DATA (PS&E Submittal)

(Date)

Page 2

Include in the Letter of Transmittal:

- Comments on any unusual aspect of the project (*use of other than approved standards requires approval*) including construction windows/start and/or finish dates that must be met.
- Waiver of scheduled reviews
- Clearance summary items not completed (indicate actions required to complete)

Statement on who will issue the Right-of-way Certificate

Participation by others including dollar amount

Pending information

Review Dates:

Preliminary Design Review (*Date*)

Intermediate Design Review (*Date*)

Final Design Review (*Date*)

FHWA Operations Engineer Reviewed Plans (FHWA Projects of Interest only)
(*Date*)

District PS&E Review (*Date*)

Environmental commitment verification/certification (*Date*)

Mitigation summary (*Date*) Note that any changes made to a consultant project have been discussed with the consultant

Attachment

Cc:

920.04 Resident's File. When the PS&E Submittal is sent to DMC, a Resident's File is also sent to the Resident Engineer with a cover letter.

The Resident's File should contain the following:

- Charter,(including Design Standards, Design Exceptions)
- Field Inventory (if completed)
- Field information
- Field notes
- Topographical information
- Special sections
- Preliminary survey notes
- Quantity calculations
- Computation sheets, earthwork runs, etc.
- Grade books – Levels and intervals need to be determined for each project
- Special procedures for designs
- Environmental Commitments from an Environmental Evaluation and Clearance
- Correspondence that affects construction
- Copies of permits (Water Resources, Corp., etc.)
- Basic items covered on Project Clearance Summary
- Mitigation Summary
- Right-of-way agreements
- Phone numbers and affiliation of contact persons
- County, city contacts
- Utilities with Contact for each
- Consultants with Contact Name
- Suppliers
- Brochures, etc.
- Information on specialty items, new materials, out of the ordinary procedures, etc.
- Other information needed to build the project

- Public Involvement Summary (Relevant public involvement material)
- Context Sensitive Solution Obligations
- Agreements
 - Construction
 - Cooperative
 - Road Closure & Maintenance

925.00 – PS&E CHECK

DMC inspects the PS&E Submittals by using [Figure 9-5](#), Advertisement Checklist.

Charters, design exception documentation, preliminary review minutes, final reviews minutes, materials reports, official ROW plans, etc., and approval documents should be available for review in Projectwise and for record keeping to ensure project history documentation when projects are submitted for PS&E and when obligation of funds are needed.

A copy of the plans, special provisions, and estimate are sent to FHWA for projects designated as FHWA Projects of Interest.

Projects that are submitted to DMC for PS&E, which are incomplete or cannot be advertised, will be returned to the district.

Projects that have been completed and put "on the shelf" for more than one year must be updated by the district to assure the incorporation of any updated specifications, standards, prices, etc. before submitting to DMC.

Figure 9-5

ADVERTISEMENT CHECK LIST

PROJECT NO. _____ REVIEWED BY _____

PROJECT NAME _____ DATE _____

KEY NO. _____ DISTRICT NO. _____

| COORDINATE THE FOLLOWING: | |
|----------------------------------|---|
| | Bridge Section — Collect Original bridge drawings if not included. |
| | Right-of-way Section — Verify Source certificate and/or Right-of-way certificate if appropriate. |
| | Local Projects — Verify Agreement complete and matching funds if appropriate. |
| | Utilities — Verify Agreements complete if appropriate. |
| | Verify Approval of ITD 2101 (requires Right-of-way certificate, environmental re-evaluation, and ITD 2395 , Request for Federal-Aid on No-Bid Items of Work). |
| | FHWA — Send packet if a full-oversight project. |
| REVIEW | |
| | Plans, special provisions, cost estimate, and project information submitted in PS&E Submittal. |
| | Review Final Design Checklist. |
| ADVERTISING | |
| | Set or update information for advertising. |
| | Advertisement period is normally 3 weeks (4 week desirable for large projects). |
| | Advertise in newspaper located in County seat ; 2 issues |
| | |

930.00 – PROJECT ADVERTISING

Wherever work on the state highway system is let by contract, sealed bids must be called for by public advertisement. Potential bidders are alerted of projects out for bid in several ways. Projects are advertised by:

- Legal notices in local newspapers
- Notices are placed on internet sites

930.01 Legal Notice. Legal notice of a project shall be advertised in a newspaper with general circulation in the area of the project normally in the county seat in which the project is located, if possible. If a project is in more than one county, advertisement shall be in the paper having the greatest circulation, but need not be advertised in each county. Advertisement shall be published in conformance with Idaho Code 40-902.

930.02 Short or Long Advertising Periods. Federal Highway Administration, CFR 635.112, requires that for federal-aid projects, the first publication must be published at least three (3) weeks prior to opening of bids unless shorter advertisement is approved. If a shorter advertising time is desired for Federal Aid projects, approval from FHWA shall be obtained.

Longer advertising periods are desirable for large, complicated, or unusual projects that will require considerable time for study and development of cost data to prepare realistic bids.

Legal notices for advertising projects can be either mailed or faxed directly to the newspaper. (See [Figures 9-6](#) and [9-7](#)).

930.03 Pre-Bid Meeting. Pre-bid meetings can be of value to both contractors and ITD/consultant design and construction personnel on large or complex projects. For contractors, they provide an opportunity to learn about unusual or unique project features and get answers to questions prior to bid submittal. For design personnel pre-bid meetings provide one last chance to evaluate and improve, if necessary, the bid ability and constructability of the contract. For construction personnel they provide the same opportunities as well as an opportunity to clarify the intent of design and specification details, which is an integral step of the claims prevention process.

Note the following excerpt from Section 102.03 of the Standard Specifications : “If the Department discovers any information, specifications, plans, data, or interpretations important for the bidding process to be deficient, the Department will provide this data to all bidders as addenda”. This means that any changes resulting from a pre-bid meeting that are necessary to be contractually binding must be included in an addendum.

When a pre-bid meeting is held, allow at least three (3) weeks between the pre-bid meeting and bid opening so there is ample time to issue an addendum if necessary. Minutes from pre-bid meetings must be clearly marked "FOR INFORMATION ONLY" and distributed to all plan holders at least ten (10) days prior to bid opening.

Mandatory attendance at Pre-Bid Meetings should not be required.

Figure 9-6

DEPARTMENT LETTERHEAD
(*"Notice of Letting" Advertisement Letter*)

October 7, 1998

Idaho County Free Press
PO BOX 690
Grangeville ID 83530

Idaho Federal Aid Nos. STP-BROS-2500(007) & STP-BRS-4710(003)
Rock Creek Bridge South & Rock Creek Bridge North
Idaho County, Key Nos. 4792 & 4791

Gentlemen:

We have enclosed the "Notice of Letting" for the captioned project, to be published in your paper on the following dates:

OCTOBER 6 (WED) AND OCTOBER 13 (WED), 2004

In order to secure payment for this service, submit your invoice in triplicate. Payment will be made in accordance with [Section 60-105](#), Idaho Code, and as amended.

Please attach a copy of the publication to an affidavit of publication, along with your invoice in triplicate, and send to the Idaho Transportation Department , District 2, PO Box 837, Lewiston, ID 83501.

If the above instructions cannot be met, please immediately notify the Idaho Transportation Department, Division of Highways, (208) 334-8430.

WE REQUIRE A COPY OF YOUR NEWSPAPER CONTAINING THE FIRST PUBLICATION OF THIS NOTICE. IT IS IMPORTANT THAT IT BE MAILED IMMEDIATELY.

Sincerely,

Frances Hood, P.E.
DMC Engineer

Enclosure

FJH:lj

Figure 9-7

NOTICE OF LETTING

Sealed proposals will be received by the IDAHO TRANSPORTATION BOARD only at the office of the IDAHO TRANSPORTATION DEPARTMENT, 3311 WEST STATE STREET, BOISE, IDAHO 83703, ATTN: ROADWAY DESIGN until two o'clock p.m., on January 15, 2013, for the work of cold milling, overlaying, and seal coating 6.529 miles of I-90, MP 51.971 to MP 58.500; I-90 Elizabeth Park Rd to Osburn, known as Idaho Federal Aid Project No. A012(966), in Shoshone County, Key No. 12966.

[ADDITIONAL INFORMATION CONTACT: RESIDENT ENGINEER ***JASON MINZGHOR*** AT (208) 772-1223.]

Plans, specifications, form of contract, proposal forms, and other information may be obtained at the office of the Idaho Transportation Department, Boise, Idaho, and are on file for examination at the office of the District Engineer at **Coeur d'Alene** Idaho.

A non-refundable handling and mailing charge of FIVE DOLLARS (\$5.00) plus applicable sales tax will be made for bid documents. Phone orders to (800) 732-2098 (in Idaho) or (208) 334-8430 shall be made by credit card (Visa or Mastercard). Written requests shall be made by check or money order to the Idaho Transportation Department, Attn: Revenue Operations, P. O. Box 34, Boise, ID 83731-0034.

Dated August 9, 2013

TOM COLE, P.E.

Chief Engineer

930.04 Notice to Contractors. The Notice to Contractors ([Figure 9-8](#)) is an advertisement for sealed bids for each project advertised. The notice provides:

- a brief description of the work,
- list of bid items and quantities,
- date of bid opening,
- locations where plans can be examined,
- cost of bid documents, and
- address to obtain bid documents.

The notice shall be posted on the internet.

930.05 Notice to Others. The Notice to Contractors shall be furnished, free of charge on the internet site.

ITD PROJECT

OPENING DATE

KEY NO. «KEY_NO»

«BID_OPENING»

NOTICE TO CONTRACTORS

IDAHO FEDERAL AID PROJECT NO. «PROJECT_NO»

Estimate Range: «EELow» - «EEHigh»

«LOCATION»

«COUNTY» COUNTY

Sealed bids will be received only at the office of the Idaho Transportation Department, 3311 West State Street, Boise, Idaho, until two (2) o'clock p.m., «BID_OPENING», on the items below. Bids will be publicly opened and read by the Idaho Transportation Board or their representatives. Proposal guaranty is required in an amount equal to five percent (5%) of the bid. This proposal guaranty must be in the form of a Cashier's Check or a Certified Check in favor of the Idaho Transportation Department, on some bank in the State of Idaho, or a Bidder's Bond.

The Idaho Transportation Department, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the regulations of the Department of Commerce (15 C.F.R., Part 8), issued pursuant to such act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority 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, religion, color, sex, national origin, age, or disability in consideration for an award.

On this contract the specified DBE participation goal is not a set percentage requirement. The ITD FFY2010 DBE overall annual statewide goal is 10.5%. The DBE Directory can be accessed at www.itd.idaho.gov/civil/dbefirms.htm.

NOTICE TO PROSPECTIVE FEDERALLY-ASSISTED CONSTRUCTION CONTRACTORS

By signing a proposal, the Contractor certifies that he does not maintain segregated facilities, as required by the May 9, 1967, order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor.

Plans and detailed information can be secured from the Idaho Transportation Department website at <http://www.itd.idaho.gov/design/contractors/contrinfo.htm>.

The Fair Labor Standards Act of 1938 (U.S.C.A. Title 29, Paragraphs 201-219, Chapter 8) shall apply in the employment of labor for this project.

The Contractor will be required to pay not less than the minimum wage rates of Form SP-L-IN predetermined by the Secretary of Labor for the project, as set out in the advertised specifications and bid proposal. Such rates will be made a part of the contract covering the project.

(Contractors bidding this project must hold a Public Works Contractors License prior to award of the contract.)

The work contemplated under this contract consists of «JOB_DESCRIPTION»; «LOCATION», known as Idaho Federal Aid Project No. «PROJECT_NO», in «COUNTY» County, Key No. «KEY_NO», and includes the following quantities: (FOR ADDITIONAL INFORMATION CONCERNING THIS PROJECT, PLEASE CONTACT RESIDENT ENGINEER **(Play Resident Engineer Macro)**).

Completion of the work on this project will be required «COMPLETION TIME», as stated in the Proposal Form.

The Idaho Transportation Board reserves the right to reject any or all bids and to waive technicalities as may be deemed necessary and of interest to the State.

The Idaho Transportation Board may reject a proposal, after due consideration, if the evidence revealed by questionnaire and other factors indicates the bidder is incapable of performing the work contemplated to the satisfaction of this Department, within the time limit as specified by the proposal.

The Idaho Transportation Board may reject the proposal if past work performed by the bidder for this Department has been unsatisfactory, either from the standpoint of workmanship or progress, or if he has work under contract which is incomplete and which may, in the judgment of the Idaho Transportation Board, endanger the completion of the work herein contemplated, within the time limit specified.

TOM COLE, P.E.
Chief Engineer

IDAHO FEDERAL-AID PROJECT

IDAHO FEDERAL AID PROJECT NO. CM-2800(129)

MEYER RD. SURFACING

| ITEM NO | DESCRIPTION | QUANTITY | UNITS |
|----------|-----------------------------------|----------|-------|
| 405-035A | PL MIX PAV INCL ASPH & ADD CL III | 6920.00 | TON |
| 405-245A | APPROACH | 25.00 | EACH |
| 626-005A | RENT CONST SIGN CL A | 123.00 | SF |
| 626-010A | RENT CONST SIGN CL B TY III | 280.00 | SF |
| 626-040A | RENT CONST BARR CL B TY III | 11.00 | EACH |
| 626-050A | RENT DRUM CL B | 20.00 | EACH |
| 626-100A | RENT INCIDENTAL TRAF CONT ITEM | 1.00 | LS |
| 626-105A | TRAF CNTL MAINTENANCE | 82.00 | MNHR |
| 630-005A | FLAGGING | 80.00 | HR |
| S904-05A | SP SURFACING SHAPING | 1.00 | LS |
| Z629-05A | MOBILIZATION | LUMP | LUMP |

The Idaho Transportation Board reserves the right to reject any or all bids and to waive technicalities as may be deemed necessary and of interest to the State.

The Idaho Transportation Board may reject the proposal, after due consideration, if the evidence revealed by questionnaire and other factors indicates the bidder is incapable of performing the work contemplated to the satisfaction of this Department, within the time limit specified by the proposal.

The Idaho Transportation Board may reject the proposal if past work performed by the bidder for this Department has been unsatisfactory, either from the standpoint of workmanship or progress, or if the contractor has work under contract which is incomplete and which may, in the judgment of the Idaho Transportation Board, endanger the completion of the work herein contemplated, within the time limit specified.

TOM E. COLE, P.E.
 Chief Engineer
 Boise, Idaho

935.00 – BID DOCUMENTS

Bid documents(Proposal Forms) are the plans, contractor’s bid proposal, a packet containing unsigned legal pages, blank bid schedules, blank bonding pages, etc., that are required for bidding. The pages for signature are designated “For Bidding Purposes.”

Plans and detailed information can be secured from the Idaho Transportation Department website at <http://www.itd.idaho.gov/design/contractors/contrinfo.htm>.

The applicable costs are set forth on the web site. A list of all those who download bid documents is maintained in DMC and when an addendum is added, the list is used to notify bidders. The list is considered public information to the extent allowed by [Idaho Code 9-348](#).

935.01 Bid Document Assembly.

Federal Aid Proposal

Cover

P-2-F Form

Proper wage determination reference sheet. (Reference to USDOL web site in proposal with actual copy included in Contract.)

Special Provisions .

QA Special Provisions, Permits etc.

Current Supplemental Specifications

FHWA-1273

EEO and DBE Special Provisions

Training (When required in bid schedule and specials first page.)

Other applicable SSP’s and Forms

P-3-F Forms

Bid Schedule

Subcontract Requirements Form

Proposal Bond

State Proposal

Cover

P-2 Form

Special Provisions, including copies of permits etc.

QA

Current Supplemental Specifications

SP-SA Special; Provisions – State Aid

SSP's and Forms

P3's

Bid Schedule

Subcontract Requirements Form

Proposal Bond

935.02 Addendum. After the bid documents are available for sale/download, any change or correction of information, specifications, plans, data, or interpretations which the department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum.

Addenda information shall be provided to DMC by completion of **Form 0232** and shall be submitted in the time limit described in **Section 935.03**.

ITD's intent is to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid.

An addendum which affects the bid should be sent to bid document holders at least ten days (10) prior to bid opening. An addendum affecting correctness of form should be sent to bid document holders at least four (4) days prior to bid opening. If there is inadequate time for bid document holders to respond to an addendum, the bid opening date shall be postponed.

All addenda shall be distributed to bid document holders by e-mail (receipt may be tracked thru the QUEST-CDN web site when necessary). The recipient is instructed to attach the addenda sheets to the corresponding sheets in their proposal or plans and to acknowledge inclusion by fastening the letter of transmittal to the back inside cover of the proposal form submitted (adding addenda date in electronic bids).

Include a notice of Addenda with an entry on the Planholder's List, posted to web.



Highway Project Addendum Request

Idaho Transportation Department

ITD 0232 (Rev. 02-13)
itd.idaho.gov

Design Manual, Section 935.03 - Addenda on all projects, except full oversight projects, should be received by Design, Materials, and Construction (DMC) no later than fourteen calendar days before the bid opening. Addenda on full oversight projects should be received no later than twenty calendar days before the bid opening. This will allow adequate time to obtain approval of the addendum from the DMC Engineer and FHWA. Addenda not received within the above limits will result in postponement of the bid.

| | | | |
|--|----------------|---|--------------|
| Key Number | Project Number | Project Name | District |
| Addendum Requested By | | Designer/Project Manager Name | Phone Number |
| Addendum Reviewed With Designer <input type="checkbox"/> Yes <input type="checkbox"/> No | | Changes Reviewed With Resident Engineer <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Changes Reviewed With Local Agency (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No | | If No, Explain | |
| Additional Standard Drawings are Required <input type="checkbox"/> Yes <input type="checkbox"/> No | | If Yes, List | |

Bid Schedule Changes - Put in Item Number order. Complete applicable information.

Check N/A if there is no change to the Bid Schedule. **N/A**

| | Item Number | Quantity | Unit | Unit Price | Other |
|--|-------------|----------|------|------------|-------|
| <input type="checkbox"/> Add <input type="checkbox"/> Revise <input type="checkbox"/> Delete | | | | | |
| <input type="checkbox"/> Add <input type="checkbox"/> Revise <input type="checkbox"/> Delete | | | | | |
| <input type="checkbox"/> Add <input type="checkbox"/> Revise <input type="checkbox"/> Delete | | | | | |

Proposal Changes - Put in Page Number Order. Do not resend the proposal in entirety, only the parts to be modified.

Check N/A if there is no change to the Proposal. **N/A**

| | | |
|--|----------------------|--|
| <input type="checkbox"/> Add <input type="checkbox"/> Revise <input type="checkbox"/> Delete | Page Number _____ | |
| <input type="checkbox"/> Add <input type="checkbox"/> Revise <input type="checkbox"/> Delete | Page Number _____ | |
| <input type="checkbox"/> Add <input type="checkbox"/> Revise <input type="checkbox"/> Delete | Page Number _____ | |

STATE OF IDAHO
TRANSPORTATION DEPARTMENT

BOISE, IDAHO

DATE: March 26, 2004

ADDENDUM NO. 1

Idaho Federal Aid Project No. STP-3330(103)

Firebird South Passing Lanes

Ada County, Key No. 8429

NOTICE TO PLANHOLDERS:

Enclosed are Revised Sheets 4, 10, 11, 11a,13, and 21 of 28 of the Special Provisions and Standard

Drawing I-20.

Enclosed is the Revised General Wage Decision reference sheet.

All addenda shall be distributed to bid document holders by e-mail (receipt may be tracked thru Quest cdn web site when necessary). The recipient is instructed to attach the addenda sheets to the corresponding sheets in their proposal or plans and to acknowledge inclusion by fastening the letter of transmittal to the back inside cover of the proposal form submitted (adding addenda date in electronic bids).

Include a notice of Addenda with an entry on the Planholder's List, posted to web.

Sincerely,

FRANCES HOOD, P.E.

DMC Engineer

FJH:ds

Enclosures - as above

CERTIFIED MAIL

Bid document holders may also be informed verbally of an upcoming addendum so they can consider the addendum in their bid. Oral explanations, instructions, and interpretations given to bidders prior to award of a contract shall not be binding.

935.03 Addendum Approval. All addenda must be approved by the District Engineer or Designee prior to submittal.

Addenda involving FHWA Projects of Interest require approval from FHWA (see [Figure 9-11](#)). Wage determination updates, production errors, minor conflicts between plans and specifications, and extensions of advertising period are considered to have been considered in FHWA approval and do not require individual submittals. These minor changes will be posted on the ITD Project folders on the ITD PS&E Sharepoint site for FHWA information.

Addenda on all projects, except FHWA Projects of Interest, should be received by DMC no later than fourteen calendar days before the bid opening. Addenda on FHWA Projects of Interest should be received no later than twenty calendar days before the bid opening. This will allow adequate time to obtain approval from FHWA if required and for DMC to process the addendum. Addenda not received within the above limits will result in postponement of the bid opening.

Idaho Transportation Department Letterhead

(Federal Approval of Addendum)

Date

Peter Hartman
Division Administrator
Federal Highway Administrator
Idaho Division
Boise, ID 83707

Subject: Idaho Federal-Aid Project No.

Dear Mr. Hartman:

Enclosed is Addendum No. ____ for the above project that requires revisions to the Special Provisions, Bid Schedule, and Plans.

Your approval is requested.

Sincerely,

Frances Hood, P.E.
DMC Engineer

940.00 – BID OPENINGS

The procedures for receiving and publicly opening sealed bids are governed by [Idaho Code 40-902](#) and ITD Standard Specifications for Highway Construction Sections 102 and 103. Federal-aid projects are also governed by FAPG Section 635.113.

Bid openings are scheduled on a weekly basis and more often during peak load periods, as projects are developed and to provide unsuccessful bidders an opportunity to offer bids on additional projects. The separate packet of bid documents that is designated “For Bidding Purposes” (or electronic version) must be completed and returned by a bidder before bid opening.

940.01 Proposal Guaranty. A proposal guaranty, sometimes called a bidder's bond, proposal bond, or government obligation proposal bond, is a requirement for each bidder's bid and will be a reason for disqualification if not provided (see Figures 9-12 and 9-13). The purpose of this bond or other form of guaranty is to ensure that the bidder will accept a contract if offered. The guaranty is for five percent (5%) of the bid amount and may be in the form of a surety bond, cashier's check/certified check drawn on an Idaho bank, or government obligation bond.

Individual surety bonds and AIA 310 surety bonds are unacceptable.

The proposal guaranties of the two lowest bidders are retained in DMC until award of contract. The guaranty is retained on the second low bidder in the event a contract is not awarded to the first low bidder. The proposal guaranties of the other bidders are returned except for surety bonds. Proposal bonds or Surety proposal bonds are not returned.

SURETY
PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we _____
of _____
as Principal, and _____

as Surety, are held and firmly bound unto the State of Idaho (hereinafter called the State) in the full and penal sum of Five Percent of the total amount of the proposal of said Principal for the work hereinafter described, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

The Condition of this obligation is such, that whereas the Principal has this day submitted a sealed proposal for:

(Type either "Idaho" or "Idaho Federal Aid") Project No. «PROJECT_NO»
«LOCATION»
«COUNTY» County, Key No. «KEY_NO»

NOW THEREFORE, the above obligation is void if the Principal – (a) obtains relief pursuant to Idaho Code, Section 54-1904B; or (b) upon award by the State of the bid identified above is authorized by State and Federal law or regulation to enter into the contract, executes the contractual documents and provides the bonds required by the terms of the bid as accepted, within 15 days after presentation of the contract; otherwise this proposal bond shall remain in full force and effect.

IN WITNESS WHEREOF, The above bounden parties have executed this instrument, this _____ day of _____, 20__.

Witness: _____ (If Individual or Firm) _____ (Principal)

Attest: _____ (If Corporation) By _____

(Corporate Seal) _____ (Title)

(Surety)

(Business Address)

Attest: _____ By _____ (Signature)

(Print Name) _____ (Title)

SURETY AGENT'S POWER-OF-ATTORNEY MUST BE ATTACHED

GOVERNMENT OBLIGATION

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we _____
_____ of _____

as Principal, and _____

as Pledgor of government obligations and the government obligations described herein, are held and firmly bound unto the State of Idaho (hereinafter called the State) in the full and penal sum of Five Percent of the total amount of the proposal of said Principal for the work hereinafter described, for the payment of which will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, firmly by these presents.

The Condition of this obligation is such that whereas the Principal has this day submitted a sealed proposal for: Idaho Federal-Aid Project No. NH-4110(108)
Culdesac to Webb Road
Nez Perce County, Key No. 6289

PLEDGE

To secure payment and performance of all obligations contained herein, _____ (Pledgor), does hereby grant unto the State of Idaho a security interest in and assigns, transfers, pledges, and delivers to the State of Idaho government obligations as described in the following paragraph and further warrants that said government obligations meet the criteria set forth in Idaho Code, Section 54-1901, are in an amount equal at par value to the total amount of this bond and are not currently pledged or otherwise encumbered or obligated. Pledgor further authorizes the State of Idaho to collect or sell the described government obligations if Principal defaults by failing to enter a contract as provided herein.

The government obligations pledged are described as follows:

(**see note below) _____

NOW THEREFORE, If the said Principal shall be awarded and shall duly make and enter into a contract with the State in accordance with the terms of said proposal and award and shall within fifteen (15) days after presentation of the contract, furnish a bond acceptance to the State for faithful performance of such contract, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect.

****Note:** Description must include the obligation type, CUSIP No., par value, current market value, and maturity date.

IN WITNESS WHEREOF, The above bounden parties have executed this instrument,
this _____ day of _____, 20_____.

Witness: _____ (If Individual or Firm) _____ (Principal)

Attest: _____ (If Corporation) By _____

(Title)

(Corporate Seal)

(Surety)

(Business Address)

Attest: _____ By _____

(Signature)

(Print Name)

(Title)

940.02 Receiving Sealed Bids. When bid proposals are received, record and number each envelope to correspond with bid sequence number. Bids must be recorded in a secluded area where contractors have no knowledge of the number of bids or who has submitted bids. (see [ITD-2377](#)).

A bidder may withdraw or revise a proposal after it has been deposited with the state, provided the request for such withdrawal or revision is received by the state in writing, or fax transmittal before the time set for opening proposals. If request are made that concern the number of bids or who has submitted bids, they should be informed that we are not allowed to release this information.

940.03 Revising a Sealed Bid. A bidder may withdraw or revise a sealed bid by written request (fax is acceptable). The request shall be received prior to the time and date set for public opening of the sealed bids. Requested revisions are attached to the sealed bid.

If an individual requests to personally revise a sealed bid, written and signed authorization from the bidder authorizing that individual to modify contract documents is required.

940.04 Public Opening of Sealed Bids. Sealed bids are delivered to the public bid opening area at the appointed time and date advertised. The sealed bids for each proposal are publicly opened by designated department employees.

All bids for each contract shall have the following publicly read:

- Project number and name.
- Contractor's name and city (city and state for out-of-state bidders).
- Total amount of bid.

The apparent low bidder is publicly announced for each proposal.

After all bids are opened and publicly read, the unit prices of bid items from each of the three low bidders will be posted on the internet except when only one bid is received for a contract.

The bid documents shall be examined for proper preparation.

940.05 Irregular Bids. Irregular bids are unacceptable bids which did not have the bid documents completed appropriately, or are from bidders debarred from bidding on federal-aid projects. A bid considered irregular shall be handled in accordance with [Administrative Policy A-14-09](#).

The name and bid amount of the bidder along with the statement "apparent irregular bid" shall be posted on the department web site .

945.00 – CONTRACT AWARD

The procedures for awarding a contract are governed by [Idaho Code Section 40-902](#); ITD Standard Specifications for Highway Constructions Sections [102](#), [103](#), [107](#); and [Board Policy B-14-06](#), Approval of Plans/Specifications/Estimates and the Award of Construction Projects. Federal-aid projects are also governed by [23 CFR, Subsection 635.114](#).

945.01 Pre-Award Activities for All Bids. All bids are entered into the computer to verify bid item extensions and total bid amounts. The bids for each proposal are reviewed for collusion or complementary bidding.

The following factors are used to detect collusion by contractors for each proposal:

- Number of bids submitted. If less than three (3) bids were received, the reason for lack of response investigated.
- Number of potential bidders.
- Comparison of unit prices against Engineer's Estimate and all bidders by the Bid Line Item Profile (BLIP) computer program. (See [Figure 9-14](#)).
- Identical bid amounts on a contract pay item by two or more bidders.
- Distribution or range of bids received.
- Identity and geographic location of each bidder in order to determine if particular bidder is always being low bidder in a certain geographic area.
- Different groups of bidders who appear to specialize exclusively in federal, state or local projects.
- Successful bidder repeatedly subcontracting work to other bidders that submit higher bids.
- A frequent bidder that never submits a low bid.
- Joint venture bids where either bidder could have bid as a prime contractor.
- Bidders who were previously convicted of bid rigging in other states.

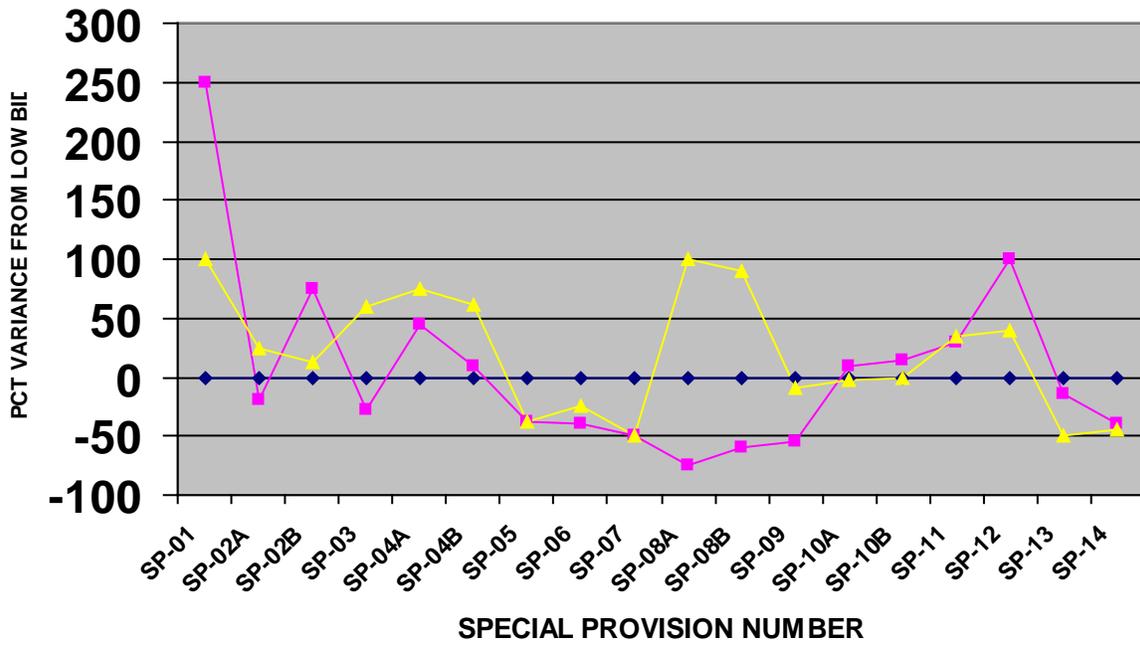
The unit bid prices of the apparent low bid shall be examined for reasonable conformance with the engineer's estimated prices. A bid with extreme variations from the engineer's estimate, or where obvious unbalancing of unit prices has occurred, shall be thoroughly evaluated.

Where obvious unbalanced bid items exist, the decision to award or reject a bid shall be supported by written justification. A bid found to be mathematically unbalanced, but not found to be materially unbalanced, may be awarded.

North Idaho Centennial Trail 10-22-96
LOW BID IS THE NORM FOR COMPARISON

Key No=5533

BID LINE ITEM PROFILE



1 = Low Bid

2 = Next Lowest Bid

3 = Next Lowest Bid

945.02 Contractor's Public Works License. The low bidder shall be checked for a Contractor's Public Works License. Totally funded State projects require bidders to have a Contractor's Public Works License prior to bid opening. Not having the Contractor's Public Works License is reason for not awarding a contract.

Federal-aid projects allow bidders to obtain a Contractor's Public Works License after the bid opening and prior to award of contract. The department will remind those bidders without this license to obtain one, both verbally and in the apparent low bid letter. The apparent low bid letter is sent by certified mail to verify the date the letter is received.

945.03 Foreign Bidders. Incorporated foreign contractors shall be qualified to do business in Idaho, as required by Idaho Code, Section 30-1-1501, for projects with a time duration of thirty (30) days or longer.

945.04 Disadvantaged Business Enterprise (DBE). Approval of the Disadvantaged Business Enterprise (DBE) commitments for federal-aid with the DBE RC Special Provisions is the responsibility of the Department's Contract Compliance Officer. The [ITD 2396](#), Proposed DBE Commitments, will be sent to the Contract Compliance Officer immediately after the signed form has been received from the accepted bidder. All bidders are required to complete the [Bidders Registration Form - Figure 9-15](#) annually per DBE Program.

945.05 Determination to Accept or Reject Bids. DMC shall analyze all bidding information including the collusion check, license check, and appropriate bid justifications. A determination will be made by the DMC Engineer to accept or reject the low bid for each proposal. FHWA Projects of Interest require concurrence from FHWA for acceptance or rejection of low bid.

Low bids that do not exceed the Preliminary Estimate of Cost by more than ten percent (10%), or are under the Preliminary Estimate of Cost by less than twenty-five percent (25%) may be accepted for award without justification.

Bids on STM and STKP projects will be accepted or rejected by the District Engineer. The District will document their intent by memo. No bid justification will be necessary.

Bidder's Registration Form

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 on federally-funded transportation projects. For every firm, we require the following information:

Firm Name: _____

Contact Name: _____

Title: _____

Firm Mailing Address: _____

Phone Number: _____

This firm IS NOT DBE-certified by ITD This firm IS DBE-certified by ITD

Year Firm Was Established: _____

Annual Gross Receipts: \$ _____

ITD requires annual registration from all bidders. If you have already registered as a bidder with ITD this year, please disregard this form. If you have not registered for this year, submittal of this registration is considered a condition of the pre-award requirements. For further information about the Bidder's List, call ITD's Bureau of Civil Rights at (208) 334-4442.

Submit form to: Office of Civil Rights
Idaho Transportation Department
P.O. Box 7129, Boise, ID 83707-1129
FAX (208) 332-7812

945.06 Bid Justification. When the low bid exceeds the Engineer's Estimate of Cost by more than ten percent (10%) the bid shall be justified by the District Engineer. Each District Engineer shall insure that sufficient funds are obligated at all times to cover all current estimated costs, including incentives and contingencies, on each project under contract in their respective District. Projects with the low bid more than twenty-five percent (25%) below the engineers estimate shall also have the bid justified. The justifications shall be completed within 15 days of the bid openings to keep projects on schedule for award. For example of the justification letter, see [Figure 9-16](#). The following items should be considered in the bid justification:

- Comparison of the low bid (including unit prices) to the Engineer's Estimate,
- Number of bidders,
- Urgency of the project, and
- Potential savings if bids are accepted or rejected.

Per Administrative Policy A-14-06, the Director or a delegate can approve advertisements and award current-year construction contracts.

DMC shall advise the board of:

- all project advertisement and bid opening dates,
- the bid status of highway projects for the current fiscal year on a monthly basis, and
- the justification for awarding or rejecting contracts when the bid exceeds the engineer's estimate by more than ten percent (10%).

(see [Figure 9-17](#)). FHWA receives copies of this recommendation on FHWA Projects of Interest.

ITD-500 3/97

IDAHO TRANSPORTATION DEPARTMENT

Department Memorandum

DATE: APRIL 12, 2004 Project No.(s): STP-4110(146)
TO: FRANCES HOOD, P.E. Key No.(s): 8358
DMC ENGINEER

FROM: JAMES F. CARPENTER, P.E. Project Identification, County, Etc.:
DISTRICT TWO ENGINEER ADAMS CO LN TO HAMMER CREEK.
IDAHO COUNTY, W.A. P012070

RE: BID JUSTIFICATION

Dist Two has received and reviewed the bids for the referenced project. Two bids were received, ranging from 118.6% to 144.3% of the Engineer's Estimate. The source of the Engineer's Estimate was the Average Unit Price Reports.

Two main difference between our estimate and the low bid is encompassed within the following items: ¾" Aggregate Type A for Base. The difference between the bid amount and the Engineers Estimate is \$90,396.00. The low bid price for this item is within 10% of the second lowest bid received on this project. District Two Design failed to compare our estimate with two previous projects recently completed within the District by the same contractors that bid on this project. On Project STP-4210(101), the amount bid was \$107.42 per metric ton (\$97.45 per English ton) and on Project STP-4200(133), the amount bid was \$100.00 per metric ton (\$90.72 per English ton).

As a result of our review, adjust the ¾ aggregate Type A item to \$95.00 per ton which is representative of this type of work. The adjustment will make the low bid 90.1% of the engineers estimate. We did not discover any other obvious errors in the Engineer's Estimate and recommend that the project be awarded

Cc: DE
ADE

DATE OF BID OPENING - OCTOBER 22, 1996 - STATE-FINANCED PROJECT

Idaho Project No. ST-8313(600)
Intersection SH-45 & W. Iowa Avenue, Nampa
Canyon County, Key No. 6184

DESCRIPTION: The work on this project consists of traffic signal installation on SH-45 at MP-25.7, Intersection SH-45 & W. Iowa Avenue, Nampa, known as Idaho Project No. ST-8313(600), in Canyon County, Key No. 6184

ESTIMATED COMPLETION: May 1997

BIDDERS: Quality Electric \$99,804.65
Boise, Idaho

1 BID RECEIVED & 1 BID WITHDRAWN*

ENGINEER'S ESTIMATE - \$86,387.00

LOW BID - 116 Percent of the Engineer's Estimate

(AWARD)

*Romar Electric bid \$69,203.52, but found a clerical error which should have added approximately \$17,000.00 to their bid. Bid was withdrawn in accordance with Idaho Code 54-1904C.

Attached is the District's justification stating the need for the project and the lack of a way to allow a major change in project design or time which could make re-bidding equitable, therefore DMC concurs with the city and District's recommendation to award this project.

Approval to award or reject this project is based on Bid Review and Evaluation.

FRANCES HOOD, P.E.

DMC Engineer

Date

945.07 Rejection of Bids. When the DMC Engineer recommends rejection of bids, the bidders are notified by letter. (See [Figure 9-18](#)).

FHWA Projects of Interest require approval from FHWA for rejection of bids.

945.08 Bond Requirements. The accepted bidder is required to provide performance and payment bonds as part of the contract in conformance with Idaho Code, Title 54, chapter 19. (See [Figures 9-19 thru 9-22](#)). A performance bond guarantees and ensures performance and completion of the contract in accordance with the plans, specifications, and conditions thereof. A payment bond guarantees and ensures that a bidder will pay every claimant who has furnished labor, materials and rental equipment, as well as pay all taxes when due.

These bonds are normally required for all contracts. The bond amount is for 100% of the contract amount for improvement projects and a minimum of \$20,000 for service type contracts. Each bond shall be executed by a surety company authorized to conduct business in Idaho.

The bond forms are sent to the accepted bidder for execution by the contractor, surety company, or government obligation representative prior to award of the contract by the Idaho Transportation Department. DMC is responsible for assuring that the bonds are fully executed.

The department's official copies of each bond are retained by the appropriate District. Government obligations are deposited with the State Treasurer or bank acceptable to the State Treasurer.

Idaho Transportation Department Letterhead

(Bid Rejection)

May 25, 2004

«CONTRACTOR»

«CONTRACTOR_ADDRESS»

«CONTRACTOR_CITY_STATE__ZIP»

(Type either "Idaho" or "Idaho Federal Aid") Project No. «PROJECT_NO»

«LOCATION»

«COUNTY» County, Key No. «KEY_NO»

Contractor:

It has been determined that the bid for «PROJECT_NO» exceeded the Engineer's Estimate by more than ten percent. After careful evaluation of the bid received, the Idaho Transportation Department has determined it is in the best interest of the State to reject the bid and re-advertise the project at a later date.

Your interest in performing work for the Idaho Transportation Department is greatly appreciated.

If you wish to discuss this in greater detail, please contact this office.

Sincerely,

FRANCES HOOD, P.E.

DMC Engineer

FJH:lj

bcc: CE

DMC-Area Engineer

RC-Greg Mead

DMC-Sharon

Traffic

Legal

Dist Engr #«DISTRICT»

FS

2PM-Trish

Environmental

Bridge

SURETY

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name) _____,
A CORPORATION, as Principal, and _____
as Surety are held and firmly bound unto the State of Idaho in the penal sum of

KEYBOARD (Insert worded contract amount.)

\$ KEYBOARD (Insert numerical amount.) lawful money of the United States, which sum is agreed to be the maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto attached, with the State of Idaho, dated _____, 20 ____, for the work KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the Principal shall well and truly perform and fulfill all the undertaking, covenants, terms, conditions, and agreements of said contract and any extensions thereof that may be granted by the State, with or without notice to the Surety and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived, then this obligation to be null and void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act, and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set forth in full herein.

IN WITNESS WHEREOF, The Principal and Surety have executed this instrument to become effective on the date the contract agreement as set forth above.

CB-1-B

SURETY

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name) _____,
A CORPORATION, as Principal, and _____
as Surety are held and firmly bound unto the State of Idaho in the penal sum of

KEYBOARD (Insert worded contract amount.)

\$ KEYBOARD (Insert numerical amount.) lawful money of the United States, which sum is agreed to be the maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto attached, with the State of Idaho, dated _____, 20 ____, for the work KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the Principal shall pay all claimants supplying labor or materials to him or his subcontractors in the prosecution of the work provided for in said contract, and any and all authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived and shall pay all taxes when due, as required by [Title 63, Chapter 15](#), Idaho Code, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act, and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set forth in full herein.

IN WITNESS WHEREOF, The Principal and Surety have executed this instrument to become effective on the date the contract agreement as set forth above.

CB-1-A

GOVERNMENT OBLIGATION

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name),
A CORPORATION, as Principal, and _____
as Pledgor of government obligations and the government obligations described herein, are held and firmly bound
unto the State of Idaho in the penal sum of

KEYBOARD (Insert bid amount.)

\$ KEYBOARD (Insert numerical bid amount.) lawful money of the United States, which sum is agreed to be the
maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind
ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto
attached, with the State of Idaho, dated _____, 20 ____, for the work of
KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the Principal shall well and truly perform and fulfill all the undertakings, covenants,
terms, conditions, and agreements of said contract and any extensions thereof that may be granted by the State,
with or without notice to the Pledgor and shall also well and truly perform and fulfill all the undertakings,
covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that
may hereafter be made, notice of which modifications to the Pledgor being hereby waived, then this obligation to
be null and void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act,
and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set
forth in full herein.

GO-B-1

GOVERNMENT OBLIGATION

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, That we KEYBOARD (Insert Contractor's Name),
A CORPORATION, as Principal, and _____
as Pledgor of government obligations and the government obligations described herein, are held and firmly bound
unto the State of Idaho in the penal sum of

KEYBOARD (Insert bid amount.)

\$ KEYBOARD (Insert numerical bid amount.) lawful money of the United States, which sum is agreed to be the
maximum liability hereunder, well and truly to be paid, and for the payment of which we and each one of us bind
ourselves, our heirs, executors, administrators, and assigns, jointly and severally, firmly by these presents.

The condition of this instrument is such that whereas the Principal has entered into a certain agreement, hereto
attached, with the State of Idaho, dated _____, 20 ____, for the work of
KEYBOARD (Insert cut 1.).

NOW, THEREFORE, If the said Principal shall pay all claimants supplying labor or materials to him or his
subcontractors in the prosecution of the work provided for in said contract, and any and all authorized
modifications of said contract that may hereafter be made, notice of which modifications to the Pledgor being
hereby waived and shall pay all taxes when due, as required by [Title 63, Chapter 15](#), Idaho Code, then this
obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, However, that this bond is executed pursuant to the provisions of the Public Contracts Bond Act,
and all liabilities on this bond shall be determined in accordance with said provisions to the same extent as if set
forth in full herein.

GO-A-1

945.09 Insurance. The required insurance for each contract are specified by the Standard Specifications for Highway Construction and the special provisions of each contract.

The accepted bidder is given a copy of the standard insurance specifications and examples of insurance certificates for the insurance agent. These copies are provided to encourage the bidder's insurance agent to comply with the department's specifications.

The following information is provided for some of the common insurance coverage:

- The name of the **"State of Idaho, Idaho Transportation Department"** shall be placed on the insurance certificates so as to enable the State to use the bidder's insurance company for protection without having to investigate questions of negligence on the part of the State.
- The language **"Contractor's Insurance Primary"** shall be used because the State is named as an additional insured. The intent is for the bidder's insurance company to respond to any loss under the contract and make payment before the State's insurance company becomes involved.
- **Railroad:** Certificates of coverage will be provided to the railroad company.
- **Underground Explosion And Collapse Hazard:** Sometimes this coverage is only carried by a blasting subcontractor.
- **Workers' Compensation:** This coverage is generally required by law and provides protection to the employees of a contractor in case of personal injury or death while in the course and scope of their employment.
- **Comprehensive Automobile Liability:** This coverage provides a broad range of liability protection to the contractor while using an automobile. This coverage should be required whenever the use of a vehicle is substantially important to the completion of the work under the contract.
- **Commercial (or Comprehensive) General Liability:** This coverage insures against a broad range of liability hazards arising from the performance of the contract. This coverage should be viewed as the most basic of liability coverage required of a contractor and generally protects against the hazards of premises and operations, independent contractors, and completed operations. This coverage is also the basic coverage to which the subsequent endorsements are attached.
- **Broadform Liability Endorsement:** This endorsement is a comprehensive addition to the Comprehensive General Liability policy and includes up to 12 other coverage depending on how it is written. This endorsement provides liability protection in many

areas not covered by the Comprehensive General Liability policy. This coverage may be used as a substitute for any of the following: personal injury liability, Broadform property damage, State of Idaho named additional insuree, contractor's insurance Primary, and severability of interest clause.

- **Personal Injury Liability:** This coverage provides protection for the contractor from such acts as libel, slander, humiliation, loss of reputation, false arrest, malicious prosecution, and invasion of privacy. The typical contract requiring this coverage would be one in which the contractor exercises some degree of control over another person while discharging the duties of his contract. Typical examples of this type of situation would be group homes and sheltered workshops or quasi-police type functions.
- **Broadform Property Damage:** This coverage modifies an exclusion in the contractor's comprehensive General Liability coverage dealing with property over which the contractor is exercising care, custody, and control. As such, this endorsement is necessary whenever the contractor is performing a substantial amount of his services on state property. This would be particularly relevant to janitorial contracts and other contracts where the contractor has actual possession of State property.
- **Various insurance coverage:** May include standard restrictions or exclusions.

When the insurance certificates are received by DMC, the certificates are reviewed for compliance with the specifications, and determination of acceptability of restrictions and exclusions. When items do not comply or are omitted, then the contractor or his insurance agent is contacted and requested to send revised certificates. When acceptable certificates are received and approved, the insurance certificates are transmitted to the District. (See [Figure 9-23](#)).

Figure 9-23

| ACORD. | | CERTIFICATE OF INSURANCE | | | |
|--|---|--|----------------------------------|-----------------------------------|---|
| PRODUCER | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | | | |
| | | COMPANIES AFFORDING COVERAGE | | | |
| INSURED | | COMPANY LETTER | A | COMPANY NAME | |
| | | COMPANY LETTER | B | | |
| | | COMPANY LETTER | C | | |
| | | COMPANY LETTER | D | | |
| | | COMPANY LETTER | E | | |
| COVERAGE | | | | | |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | |
| C O L T R | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | ALL LIMITS IN THOUSANDS |
| | GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY | | | | GENERAL AGGREGATE \$2,000, PRODUCTS-COMP/OPS \$2,000, AGGREGATE PERSONAL & ADVERTISING \$1,000, INJURY EACH OCCURRENCE \$1,000, FIRE DAMAGE (Any one fire) \$ 50, MEDICAL EXPENSE (Any one person) \$ 5, |
| A | CLAIMS MADE X OCCUR OWNER'S & CONTRACTOR'S PROT. X SEPARATION OF INSUREDS - PRIMARY INSURANCE INCLUDED (AGGREGATE LIMIT \$2,000,000.00 IF SPECIFIED) | MXX80222603 | 1-2-93 | 1-2-94 | |
| A | AUTO LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY | MXX80222603 | 1-2-93 | 1-2-94 | COMBINED SINGLE LIMIT \$1,000, BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ |
| | EXCESS LIABILITY | | | | EACH OCCURRENCE \$2,000 AGGREGATE \$2,000 |
| | OTHER THAN UMBRELLA FORM WORKER'S COMPENSATION | | | | STATUTORY |
| A | AND EMPLOYER'S LIABILITY | WP80265-094 | 1-2-93 | 1-2-94 | \$ 100, (EACH ACCIDENT) \$ 500, (DISEASE - POLICY LIMIT) \$ 100, (DISEASE - EACH EMPLOYEE) |
| | OTHER THE STATE OF IDAHO, TRANSPORTATION DEPARTMENT, ITS AGENTS, OFFICIALS, EMPLOYEES, AND THE STATE OF IDAHO ARE ADDITIONAL INSUREDS FOR LIABILITY ARISING OUT OF THIS PROJECT. | | | | |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS PROJECT NO., LOCATION, COUNTIES, KEY NO., AND CONTRACT NO. | | | | | |

| CERTIFICATE HOLDER | CANCELLATION |
|--|---|
| STATE OF IDAHO TRANSPORTATION DEPARTMENT PO BOX 7129 BOISE ID 83707 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX AUTHORIZED REPRESENTATIVE <i>MUST BE SIGNED</i> |
| ACCORD | © ACORD CORPORATION 1989 |

945.10 Acceptance of Bid. Once the bid has been appropriately accepted by the DMC Engineer, the low bidder is notified by letter. FHWA Projects of Interest require concurrence from FHWA for acceptance of a bid.

The accepted bidder is mailed the “apparent low bid letter” by certified mail. If the bidder needs to obtain a Public Works license, this requirement is noted in the apparent low bid letter (see [Figure 9-24](#)). The contract documents are also sent to the accepted bidder by certified mail (see [Figure 9-25](#)).

DMC distributes the Preliminary Abstract of Bids and Preliminary Bid Summary for the District to use in justification of award.

945.11 Time Constraints During Award of Contract. The requirements for the award of a contract specify specific time limits for both the department and the accepted bidder. Time limits may be extended by mutual agreement between both parties. Time extension requests and acceptance should be in writing.

The award of a contract should be made within forty-five (45) calendar days after the bid opening. The accepted bidder has fifteen (15) calendar days to sign and return the contract after receipt. ITD has fifteen (15) calendar days to award the contract after receiving the signed contract from the accepted bidder.

A reasonable time extension can be allowed for the accepted bidder to obtain a Contractor's Public Works License for federal-aid projects, provided the License Board has received the bidder's application no later than the first business day following receipt of the apparent low bidder letter.

945.12 Award of Contract. After the signed contract documents are received from the accepted bidder, the contract documents are executed on behalf of ITD by the Highway Program Oversight Engineer or higher authority and attested to by the DMC Engineer. An executed contract is returned by certified mail to the accepted bidder.

A Detailed Estimate of Cost is used by DMC for the project agreement with FHWA on federal-aid projects, and distributed to various headquarters sections.

DMC distributes the Abstract of Bids and Bid Summary to the District and various headquarters sections upon award.

Idaho Transportation Department Letterhead

(Apparent Low Bidder)

DATE

KEYBOARD (Insert Contractor Cut (ADD))

KEYBOARD (Insert Cut 2)

Gentlemen:

This is to notify you that you are the apparent low bidder on the project for the work of KEYBOARD (Insert Cut 1), in the amount of \$KEYBOARD (Insert Contract Numerical Amount Cut (#)).

If awarded, this contract will operate under the following Idaho Department of Labor Office:

Idaho Department of Labor
KEYBOARD (Type Address Information from Green Proposal)

KEYBOARD (Delete if state project or no DBE ** to **.) **The enclosed Form 2396, Proposed DBE Commitments, must be completed and approved by the Department before this contract can be awarded. The percentage of designated subcontract work by DBE suppliers, manufacturers, equipment lessors, or construction firms should meet the goals specified in the Disadvantaged Business Enterprise Special Provisions, or adequate documentation of "good faith effort" must be furnished. PLEASE LIST ALL QUOTES FROM ALL SUBCONTRACTORS. Early return of the form will allow time to verify DBE commitments and will expedite the award process. The form MUST be returned no later than the contract due date as specified in Subsection 103.05 and 103.06 of the Standard Specifications. If the commitment is being met through a joint venture arrangement, a copy of the joint venture agreement must be attached to the commitment form. If you have any questions on completing the form, please contact the Contract Compliance Officer at (208) 334-8458.**

Enclosed are two copies of the plans and specifications. A proposed contract will be forwarded in the next few days. Award of the contract does not take place until all contract documents are fully executed by both parties. No work shall begin on the project until the contract has been fully executed.

KEYBOARD (Delete if state project ** to **.) ** We are also enclosing a supply of Appointment Affidavit forms on which to certify the individual authorized to make payrolls and to pay employees. Please complete these forms and return them to the Resident Engineer.**

Sincerely,

Frances Hood, P.E.
DMC Engineer

Enclosures
FLH:lj

Bcc: Dist Engr KEYBOARD (type #)
Res Engr Ins. Agent
Dist Matls Engr Bonding Co
DMC-Area Engr

Idaho Transportation Department Letterhead

(Contract Enclosures)

DATE

KEYBOARD (Insert Contractor Cut (ADD))

KEYBOARD (Insert Cut 2)

Gentlemen:

We are hereby submitting triplicate copies of Contract No. KEYBOARD (Type Contract Number) for this project.

Enclosed is one copy of this letter with a copy of [Subsection 107.10](#) of the Idaho Standard Specifications (Responsibility for Damage) which **needs to be forwarded to your insurance agent**. Attention is directed to this Subsection. Please advise your insurance agent that the Insurance Certificate must cover all provisions of the Subsection. KEYBOARD (Delete if no railroad involvement from ** to **) **Railroad protective insurance policies are a requirement of this project, as stated in the contract on page __ of __ of the Special Provisions. **** No work shall commence on this project until a certificate of insurance KEYBOARD (Delete if no railroad involvement from ** to **) ** and Railroad Insurance Policy, if required ** is accepted by this office** and the contract has been fully executed by both parties.

Also enclosed are two copies of the State Tax Collector's Form WH-5. Please complete this form and return one copy to this office with the contract documents.

Please execute and return the State's and Contractor's copies of the contract after using the following instructions to complete. Complete page CA-2. If using Surety Bonding, complete pages CB-2-A and CB-2-B. If using Government Obligations, complete pages GO-A-2, GO-A-3, GO-B-2, and GO-B-3. The third copy should be retained by the bonding company, who will be advised of the award date, which they may then insert. Please do not break the seal or remove pages from this contract. KEYBOARD (Delete if State Project from ** to **) **The previously provided DBE Good Faith Efforts Summary form must be completed and approved by the Department prior to award of this contract. If the completed DBE Summary has not been returned previously, it must be returned along with the completed contracts to this office.**

[Section 103.00](#) of the Standard Specifications required that the contract, payment, and performance bonds be executed and filed with the Department. Failure to execute the contract and file acceptable bonds within 15 calendar days after the contract has been received shall be just cause for the refusal to award and forfeiture of the proposed guaranty to the Idaho Transportation Department as liquidated damages.

Sincerely,

Frances Hood

DMC Engineer

CERTIFIED MAIL

Enclosures

FJH:lj

Bcc: Dist Engr D-#
Res Engr
Dist Matls Engr
FS (Controller)
2PM-Trish
DMC

Public Affairs
State Tax Commission
County Tax Commission
OTI
Bridge KEYBOARD (Delete if not applicable)