

## Frequently Asked Questions for external users

### 1. Where do I find projects that are currently advertised?

- a. ITD advertises in the newspaper in the county the project is located in for 2 weeks, if the project is stated funded, and for 3 weeks if the project is federally funded.
- b. Projects are posted to QuestCDN <https://www.questcdn.com/questcdn/action/questLogin>
  - For a bid to be considered valid you must have a QuestCDN account, purchase the plans and appear on the Plan Holders list.
  - To change your company's designation (ex. Prime, sub-contractor, supplier etc.) or remove your company from the Plan Holders list you will need to update your QuestCDN account.
- c. Projects are posted to Bid Express (BidX), the electronic bidding website <https://www.bidx.com/>
- d. Projects are posted to the Department's Notice to Contractor Page <https://apps.itd.idaho.gov/Apps/contractors/ntc.htm>

### 2. How do I obtain the Plan Holder's list?

- a. You may obtain the plan holder's list by contacting the person listed under "soliciting agent" on the QuestCDN project advertisement page.

### 3. Do I need a Public Works license to submit a bid to ITD?

- a. For projects that are State funded you must have a valid and sufficient class of Public works license at the time of bid.
- b. For projects that are Federally funded you must have a valid and sufficient class of Public works license prior to award of contract.
- c. Please contact the Department of Building Safety for any questions on how to obtain/renew/upgrade a public works license. <https://dbs.idaho.gov/>

### 4. Does ITD accept paper bids?

- a. Currently, ITD accepts paper bids. Bids must be received at the Idaho Transportation Department Headquarters office at 11331 W. Chinden Blvd, Bldg #8, Boise ID 83714 or PO Box 40, Boise, ID 83707-0040 by 2pm on the bid date stated in the Notice of Letting.
- b. Bids may be dropped off in person and deposited in the locked box in the west lobby of Building #8 or sent via USPS, FedEx or UPS. (**NOTE:** Bids that do not arrive on time are considered irregular).

### 5. How should I return my executed contract?

ITD uses a secure electronic bid signature process using Adobe Sign. The contract will be executed electronically.

### 6. How do I submit my Bid Bond?

- a. If submitting a paper bid, you can include your bid bond with your bid.
- b. The bid bond can be sent separately by 2pm on day of bid to ITD, Attn: Advertisement and Award, 11331 W. Chinden Blvd, Bldg #8, Boise ID 83714 or PO Box 40, Boise, ID 837070040.  
**Please make sure the envelope is marked with your Company name, Key No., Bid date and “Bid Bond Only” on the outside of the envelope.**
- c. If you are submitting an electronic bid you may use one of the companies that BidX contracts with to obtain your Bond. (Please see the BidX website for links to the Bonding companies). You will be able to identify your bond number when submitting your electronic bid.
- d. If submitting an electronic bid you or your bonding company can still send the bid bond separately as instructed in item “b” above.

## 7. How can I find the status of a project that has already bid?

- a. Initial Bid results are posted to the ITD website by end of business on bid opening day at the following link: <https://itd.idaho.gov/business/?target=contractor-bidding/>
- b. If bids received have come in over the approved estimate, a note **“Pending Board Decision”** will be added to the Bid result page until the ITD Board has made a decision to go forward or reject the bids and re-advertise at a later date.
- c. Bid results are “certified” after all bids have been reviewed and determined for regularity or irregularity. A designation of “certified” will be used to indicate that this review and determination is complete.
- d. If a project is marked **“Rejected” or “Cancelled”**, this will be indicated on the certified bid results.
- e. Once the results are certified and there is no indication otherwise, the project is under bid review and processing to contract.
- f. Once contract has been emailed out for execution, bid abstracts are posted to the Bid Result page. Abstracts are not posted for cancelled/rejected projects or when there is only 1 regular bid.
- g. Once a contract has been awarded, the award date and the engineer’s estimate amount will be posted to the Bid Result page.

## 8. Who do I contact if I have a question about the project?

- a. If you have a question regarding the **bidding requirements** please contact Advertisement and Award at 208-334-8493, 208-334-8052 or 208-334-8433.
- b. If you have a **design-related or technical question**, please contact the Resident Engineer (RE) listed in the Notice of Letting.

## 9. Why is my bid marked “irregular” on the Bid result page?

- a. Bids can be marked irregular for a number of reasons. The possible reasons for being determined irregular are indicated in Section 102.10 of the Standard Specification for Highway Construction.

- b. If you have questions regarding a marking of “irregular” on the Bid results page – please contact Monica Crider @ 208-334-8502/monica.crider@itd.idaho.gov.

#### **10. I don’t agree with my bid being deemed “irregular” – what do I do?**

- a. Any contractor may submit a formal protest if they are not in agreement with the Department’s ruling. Please refer to the protest wording in the proposal and contract documents.
- b. For questions, please contact Monica Crider @ 208-334-8502/monica.crider@itd.idaho.gov.

#### **11. Answers to common Contractor Questions:**

- a. **Where can the Contractor (not the awardee) get copies of the Contract after it has been awarded?** They would need to submit a Public Information Request at:  
<https://apps.itd.idaho.gov/Apps/WebCommentsV2/>
- b. **Where can the Awardee Contractor get extra copies of the contracts and plans?** The Contractor is provided 12 sets of contracts and plans. They can request electronic version so that they can print more themselves.  
Please contact Karen Hanna @ [Karen.Hanna@itd.idaho.gov](mailto:Karen.Hanna@itd.idaho.gov) for a electronic version to be emailed to you.
- c. **What are the insurance requirements?** Please refer to the Standard Specifications under Subsection 107.10.
- d. **Are bid, payment or performance bonds required?** In most cases, these will be required. Please refer to the Special Provisions for special cases where we note that they are not required.
- e. **Are there any addendums for this project?** Please refer to QuestCDN. All current plan holders are notified through Quest when addendums are posted.