



# Idaho Transportation Department (ITD) Bidding on Highway Construction Projects



ITD's Contracting Services, Advertisement and Award Section regularly awards highway construction, rehabilitation and maintenance contracts. Learn how your company can become a bidder on these projects.

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## Types of Highway Construction Projects for Bid

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**ITIP Major Highways projects** are those highways projects listed in the Idaho Transportation Investment Program (ITIP) under specific categories. Major highways projects are typically valued at \$1,000,000 or more and can either be bid electronically through [BidExpress.com](http://BidExpress.com) or via hardcopy. A BidExpress vendor ID number and account is required for all bidders.

- For details, please contact [Bidx.com](http://Bidx.com) at 888-352-BIDX (2439) or email [customer.support@bidx.com](mailto:customer.support@bidx.com)
- Additionally, the use of AASHTOWare Project Bids is necessary for electronic bidding. Download the software at: <https://bids.cloverleaf.net/>

**Non-Major Highways projects** (typically, Maintenance-related) generally have a dollar value less than \$2M. **These projects can only be bid via hardcopy.**

In addition, all projects valued at \$50,000 or more are advertised for a minimum of 2 weeks in the local newspaper that represents the region where the work will be conducted. Projects are also announced on the ITD Notice to Contractors page, which can be found on the [ITD website's Business page \(itd.idaho.gov/business/\)](http://itd.idaho.gov/business/). Projects valued under \$50,000 are bid directly through the six ITD District locations and are not included here.

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## Bidding Procedures for ITD Construction Projects

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Proposals can be purchased from [QuestCDN.com](http://QuestCDN.com). All bidders must be on the **QuestCDN plan holders list** in order for their bid to be considered. For more information about obtaining a QuestCDN account, contact 952-233-1632 or email [info@questcdn.com](mailto:info@questcdn.com). A copy of the plan holders list can be downloaded from QuestCDN while bidding is active.

In addition, all projects valued at \$50,000 or more are advertised for a minimum of 2 weeks in the local newspaper that represents the region where the work will be conducted. Projects are also announced on the ITD Notice to Contractors page, which can be found on the [ITD website's Business page \(itd.idaho.gov/business/\)](http://itd.idaho.gov/business/). Projects valued under \$50,000 are bid directly through the six ITD District locations and are not addressed in this pamphlet.

Notification of Addendums and/or postponements are posted to the QuestCDN site, where all contractors on the plan holders list are notified. The bidder must acknowledge all addendums in their bid in order for their bid to be considered responsive.

**Bid bonds** are required for all proposals bid through ITD Headquarters in the amount of 5% of the bid amount. If you are bidding electronically through BidExpress, you may use one of the companies that contracts with BidExpress to obtain your bond electronically, or provide the bond separately via hardcopy.

**All hardcopy bid bonds** must be received by the bid opening date and time to ITD Headquarters in a sealed envelope marked with "BID BOND ONLY" (if separate from bid), your company name, key number and bid date. Also, all hardcopy bid bonds must be submitted on the current version of the ITD bond form provided in the proposal. Please make sure to complete all information requested.

If requested, electronic **Reference files** are posted to the ITD Notice to Contractors page found on the [ITD website's Business page](http://itd.idaho.gov/business/).

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## Public Bid Opening Process

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Bids are to be received by the time and date specified in the proposal at:

**ITD Headquarters, 3311 W. State Street, Boise, ID 83703** | PO Box 7129, Boise, ID 83707

Hardcopy bids must be in a sealed envelope listing “BID ENCLOSED:” Proposal Name and Key Number and addressed to the Idaho Transportation Department in care of “Advertisement and Award” or “Contracting Services.”

Bids are opened publicly at the location, date and time listed in the proposal. The bid opening can also be attended virtually by following the instructions in the proposal.

Bid results are posted to the ITD Bid Results and Abstracts webpage found on the [ITD website’s Business page](#). Bid abstracts are posted after the contract has been sent to the apparent low bidder for signatures.

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## Contract Execution | Award

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Contract execution is the process of obtaining signatures and all other required documents for awarding the contract. For non-major highways contracts, the contract execution process is electronic, meaning that your contract will be emailed to you. You return the contract via email to [IRP@itd.idaho.gov](mailto:IRP@itd.idaho.gov).

Currently, the major highways contracts are physically mailed to and from the contractor. All contracts can be mailed to ITD HQ, 3311 W. State Street, Boise, ID 83703, or PO Box 7129, Boise, ID 83707, in care of the “Advertisement and Award” group. Contracts also can be hand-delivered to ITD Headquarters at 3311 W. State Street.

- **FAQs** | Answers to Frequently Asked Questions can be found at: <https://apps.itd.idaho.gov/Apps/contractors/FAQExternal.pdf>
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## ITD Standard Specifications for Highway Construction

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The ITD Standard Specifications for Highway Construction (SSHC), and associated Supplementals are part of the contract documents for all highway construction projects. This document contains rules for bidding and contract execution, as well as other valuable information that will be used to administer the contract. A copy of the current Supplementals to the SSHC are always included in the proposal. Download a copy of the SSHC from the [Construction Resources tab on the ITD website’s Business page](#). Make sure to download the version referenced in the proposal at: <https://itd.idaho.gov/business/?target=construction-resources#standard-specifications-for-highway-construction>

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## Federal Requirements

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The Idaho Transportation Department contracts both state and federally funded projects.

**For federally-funded projects**, the bidder will need to pay attention to the Disadvantaged Business Enterprise (DBE) requirements, the Davis Bacon Requirements, and all other requirements listed in the proposal. If there is a DBE goal, the bidder will be required to submit the appropriate DBE forms prior to 5:00 p.m. MT on the day of the bid opening. This also includes Good Faith Effort documentation if the Contractor is unable to meet the required goal.

DBE forms and instructions can be found on the [Notice to Contractors Page](#) (<https://apps.itd.idaho.gov/Apps/contractors/ntc.htm>)

**ITD DBE Bidder’s List** - All prime contractors and subcontractors bidding on federally funded projects must be registered on the ITD DBE Bidder’s List. This is not the same as the QuestCDN plan holders list. It is a one-time registration with annual reminders sent out to update the required information. The registration can be found at the following link: <https://itd.dbesystem.com/>

For questions regarding the ITD Bidder's List, DBE and Davis Bacon requirements, please contact the Office of Civil Rights at 208-334-8884 or email [CivilRights@itd.idaho.gov](mailto:CivilRights@itd.idaho.gov).

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### **Idaho Public Works License**

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An Idaho Public Works license is required for all contracts with a construction bid value of \$50,000 or more, unless otherwise specified in the proposal. For state-funded projects, the public works license must be valid at the time of bid, and prior to award for federally-funded projects. The license classification must be appropriate for the work being bid upon. For further information, please visit <https://dbs.idaho.gov/>

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### **ITD Vendor**

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Prior to awarding the contract, the bidder will need to become an ITD vendor. The Department will send information to the low bidder explaining how to become a vendor with the Idaho Transportation Department. This vendor information is not the same as the BidExpress vendor ID needed for electronic bidding.

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### **ITD Contracting Services | Advertisement and Award**

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[3311 W. State Street, Boise, ID 83703 \(physical location\)](#)

Email: [ITDPlanRoom@itd.idaho.gov](mailto:ITDPlanRoom@itd.idaho.gov)

PO Box 7129, Boise, ID 83707

Email: [ContractingHelpline@itd.idaho.gov](mailto:ContractingHelpline@itd.idaho.gov)

Phone: 208-334-8531