



**STATE OF MONTANA
MONTANA TRANSPORTATION COMMISSION
DEPARTMENT OF TRANSPORTATION**

POL 9-01-017	BID TABULATION POLICY
<i>Signatures on File</i> X  Loran Frazier Montana Transportation Commission Chair X  Christopher Dorrington Director	Effective Date: 10/30/2025 Biennial Review Date: 11/1/2027

1. **PURPOSE:** To ensure compliance with [23 CFR 635.113](#).
2. **SCOPE:** This policy applies to all contracts to be awarded.
3. **POLICY:** It is the policy of MDT to comply with all federal requirements, including [23 CFR 635.113](#).
4. **PROCEDURE**
 - 4.1.1. The Statewide Project Delivery Engineer or designee will prepare and email bid tabulations to the FHWA Division Administrator.
 - 4.1.1.1. If there are three or fewer bids, the bid tabulations shall show bid item details for all acceptable bids.
 - 4.1.1.2. If there are more than three bids, the bid tabulations shall show, at a minimum, bid item details for at least the low three acceptable bids, and the total amounts of all other acceptable bids.
 - 4.1.1.3. Bid comparison sheets may also be forwarded to the FHWA Division Administrator.
 - 4.1.2. The transmittal of bid tabulations shall state: "I certify that the attached bid tabulation is correct and accurate to the best of my knowledge."
 - 4.1.3. The bid tabulations must contain the Statewide Project Delivery Engineer's or designee's signature and the date. Electronic or email signatures are acceptable.
 - 4.1.4. The requirements of this policy are not intended to alter or reduce the confidentiality of bid tabulation documents, and the Statewide Project Delivery Engineer should continue to protect such confidentiality.

5. CLOSING: Questions about this policy shall be directed to the Director.

HISTORY

DATE	REVISION	OWNER/AUTHOR
October 30, 2025	NEW Policy	Christopher Dorrington, Director