

MONTANA TRANSPORTATION COMMISSION

Policy No. 017

BID TABULATION POLICY

PURPOSE: To ensure compliance with [23 CFR 635.113](#).

SCOPE: This policy applies to all contracts to be awarded.

POLICY: It is the policy of MDT to comply with all federal requirements, including [23 CFR 635.113](#).

PROCEDURE

1. The Statewide Project Delivery Engineer or designee will prepare and email bid tabulations to the FHWA Division Administrator.
 - a. If there are three or fewer bids, the bid tabulations shall show bid item details for all acceptable bids.
 - b. 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.
 - c. Bid comparison sheets may also be forwarded to the FHWA Division Administrator.
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."
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. 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.

Signature on File

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Loran Frazier, Montana Transportation Commission Chair

HISTORY

Effective: 10/30/2025

Updated: 2/10/2026