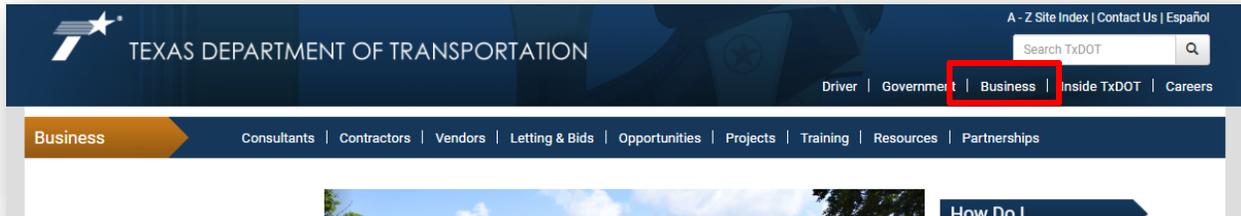


# INSTRUCTIONS TO BID ON MATERIAL CONTRACTS

THE TEXAS DEPARTMENT OF TRANSPORTATION

FOLLOW THESE INSTRUCTIONS TO IDENTIFY AND BID ON MATERIAL CONTRACTS.

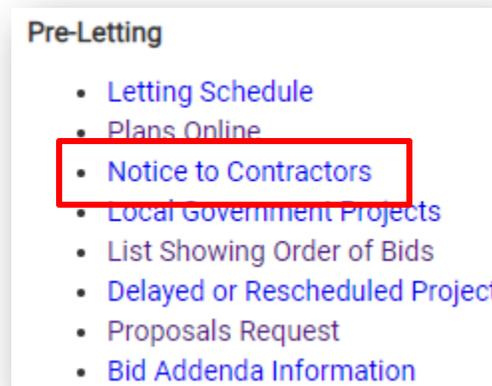
**STEP 1:** From txdot.gov Home Page – Choose “Business” on top right



**STEP 2:** Choose “Letting & Bids”



**STEP 3:** Choose “Notice to Contractors” under “Pre-Letting”



**STEP 4:** Choose either State or Local Let Maintenance Contracts by letting month. Note your selection.

[Notice for October 2019 Letting](#)

- [State Let Construction Contracts October 2019](#)
- [State Let Maintenance Contracts October 2019](#)
- [Local Let Maintenance Contracts October 2019](#)

[Notice for September 2019 Letting](#)

- [State Let Construction Contracts September 2019](#)
- [State Let Maintenance Contracts September 2019](#)
- [Local Let Maintenance Contracts September 2019](#)

[Notice for August 2019 Letting](#)

- [Local Let Maintenance Contracts August 2019](#)

**STEP 5:** Look in the “Type of Work” column for “Materials Only, (material description)” and the “Project No.” field should have the “MMC” or “TMC” designation. If so, note the “Control CSJ” number. You will use this CSJ number to locate the project in iCX.

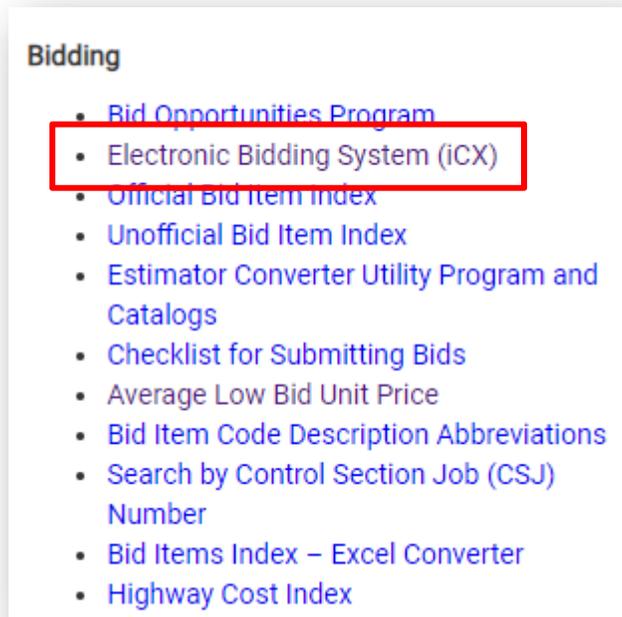
NOTE



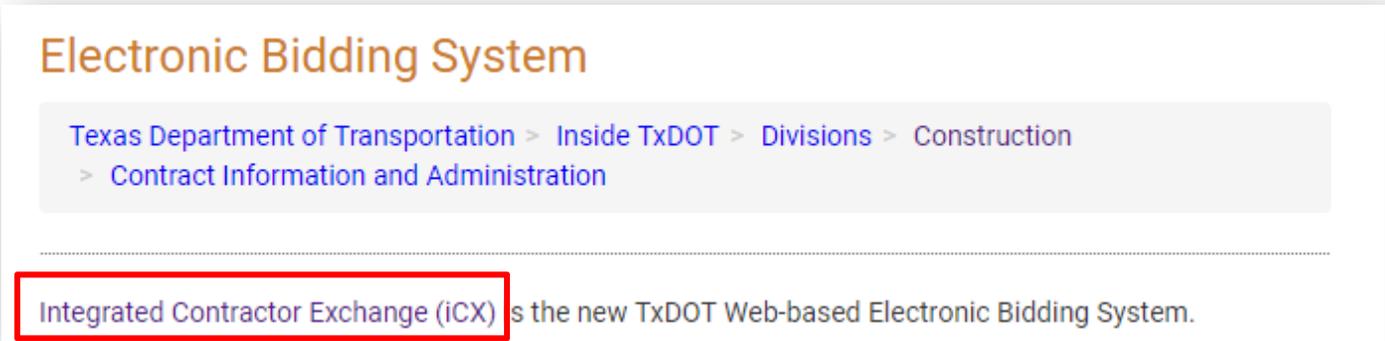
District	County	Highway	Type of Work	Let Date	Project No.	Control CSJ	Est. Cost	Waived/ Federal
Brownwood	Comanche	FM1476	INSTALL CURVE SIGN (NORTH)	08/28/19	RMC 634928001	6349-28-001	\$235,600.00	
Brownwood	Mills	FM0572	INSTALL CURVE SIGNS (SOUTH)	08/28/19	RMC 634929001	6349-29-001	\$293,240.00	

**STEP 6:** Back out twice to the “Letting & Bids” page in STEP 2.

**STEP 7:** Choose “Electronic Bidding System (iCX)” under “Bidding”



**STEP 8:** Choose “Integrated Contractor Exchange (iCX) and Login to iCX with the account information provided with your approved prequalification to requests proposals and bid.



**STEP 9:** Choose the same letting month and either State or Local Maintenance Contract selection as in STEP 4.

**STEP 10:** Find the CSJ information you wrote down in STEP 5 in the list of projects. You can view the proposal under the “Info” column by selecting the pdf file or check the “Request Proposal” box.

The screenshot shows the iCXWeb interface. At the top, there are tabs for 'Dashboard', 'Proposal Request', and 'Bidding-003705054'. Below the tabs, a dropdown menu is open, showing 'Select Letting: September 2019 State Let Maintenance Contracts'. Below the dropdown, a note states: '\* Contracts will NOT be available to send proposal request 3 hours before bid open time.' Below the note is a table with the following columns: Request Proposal, County, Highway, CSJ, \*Funding, Estimate, and Info. The CSJ column is highlighted with a red box. The table contains five rows of data:

Request Proposal	County	Highway	CSJ	*Funding	Estimate	Info
<input type="checkbox"/>	Wichita	US0281	634769001		\$605,819.000	
<input type="checkbox"/>	Medina	US0090	634812001	W	\$361,000.000	
<input type="checkbox"/>	Hidalgo	IH0002	634816001		\$847,975.000	
<input type="checkbox"/>	Floyd	FM3111	634821001		\$1,002,334.500	
<input type="checkbox"/>	Bowie	IH0030	634825001		\$305,500.000	

**STEP 11:** Watch the training videos on how to navigate iCX, review proposals, and bid on this webpage. There is also information regarding electronic bonding which is required to bid electronically.

The following videos related to iCX functions are available to download.

Title	Description	Video
For iCX Administrators: Creating and Editing iCX Accounts	Managing user accounts	
Bidding with iCX	Loading and preparing a project for bid submission	
Exporting and Importing Bid Items	Using an external program with bid items' prices	
Working with Alternate Items	Selecting which items to bid when alternate items are present in a project	

#### For iCX SUPPORT

For Business Operations: DOT Help Desk

- Phone: 512-416-4577
- Email: [cst\\_ebs@TXDOT.GOV](mailto:cst_ebs@TXDOT.GOV)

For iCX Technical Questions: ExeVision Help Desk (software problems, submission problem, etc.)

- Phone: 866-304-2844
- Email: [support@exevision.com](mailto:support@exevision.com)