



BECOMING AN ELIGIBLE BIDDER

**West Virginia Division of Highways
(WVDOH)**

WHAT IS A BID LETTING?

Before a project can be bid on by a Contractor, the WVDOH must Let it, or make it available for bidding. The Letting and Bidding process with the WVDOH allows the agency to get the most competitive pricing on a project and allows multiple contractors to compete for business with the WVDOH.

WHAT IS A BID LETTING DATE?

- ▶ **The date selected by the WVDOT to receive competitive bids for said projects.**
- ▶ **Bid lettings are usually held on Tuesday at 10 a.m. but can be held at anytime if necessary.**
- ▶ **Bidders may adjust bids for lettings scheduled for 10 a.m. until 10:00:59.**
- ▶ **Bid Lettings by date are listed in the left-hand column on the following webpage:**
 - **<https://transportation.wv.gov/highways/contractadmin/Lettings/Pages/default.aspx>**

ATTENDING A WVDOH BID LETTING

➤ **To watch and listen to the Letting Broadcast, click the link below and enter your name and email address.**

- **<http://asphaltwv.com/Letting.aspx>**

➤ **To listen only, call the telephone number below and enter the PIN provided.**

- **Phone: (267) 279-9000**

- **PIN #: 454256#**

**TO BE
CONSIDERED
ELIGIBLE TO BID,
A CONTRACTOR
MUST ...**

- **Be registered with the West Virginia Secretary of State.**
- **Be registered with wvOASIS.**
- **Be registered with the West Virginia Purchasing Division.**
- **Be registered with the West Virginia State Tax Department.**
- **Be a prequalified contractor with the WVDOH.**
- **Have a valid bidder ID with Bid Express.**
- **Be able to provide bonding.**
- **For State projects only the contractor MUST have a Contractor's License through the West Virginia Division of Labor.**
- **For Federal projects, the contractor MUST have a Contractor's License through the West Virginia Division of Labor prior to Award.**



- ▶ 1615 East Washington Street
- ▶ Charleston, WV 25311
- ▶ Phone: (304) 558-8000
- ▶ <https://onestop.wv.gov/>

HOURS OF OPERATION
MONDAY - FRIDAY 9 A.M. TO 5 P.M.



Main Office

**1900 Kanawha Boulevard East
State Capitol Complex
Bldg. 1, Ste. 157-K
Charleston, WV 25305**

Phone: (304) 558-8000 -- Toll Free: (866) 767-8683

Fax: (304) 558-8381

Email: Business@wvsos.gov

Website: <https://sos.wv.gov/>



<http://wvoasis.gov/>

myOASIS HelpDesk
Toll Free (855) 666-8823
Monday – Friday
7:00 a.m. – 4:30 p.m.
(Excluding State Holidays)

helpdesk@wvOASIS.gov

WEST VIRGINIA PURCHASING DIVISION

VENDOR REGISTRATION



<http://www.state.wv.us/admin/purchase/VendorReg.html>

***Exempt from registration fee for Highways Construction**



West Virginia State Tax Department

<https://tax.wv.gov/Pages/default.aspx>

**Information and Assistance:
(304) 558-3333
Toll Free: (800) 982-8297**



➤ **Contractor's Licenses must be obtained from the West Virginia Division of Labor**

- **<https://labor.wv.gov/Pages/default.aspx>**

**Building Three, Room 200
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305**

(304) 558-7890

WVDOH PREQUALIFICATION

- **To become prequalified, a contractor must submit a Contractor Prequalification Application and receive from the WVDOH a Certificate of Qualification. Please refer to our [website](#) for information on prequalification.**
 - **It should be noted that the WVDOH has revised our prequalification system as of January 1, 2022.**
 - **All contractors, whether they bid on projects as a prime, or perform work as a subcontractor, must be prequalified.**
 - **Contractors who have been debarred from bidding on federal aid projects by the Federal Highway Administration will not be permitted to bid on federal aid or non-federal aid projects in West Virginia during the period of debarment even though they may be prequalified.**

HOW TO OBTAIN A BIDDER ID

- **The WVD OH uses Bid Express Secure Internet Bidding (BIDX)**
 - **<https://www.bidx.com/>**
 - **BIDX is a two-way service, publishing bid-related information from WVD OH to the bidding community, and allowing online, secure bid submission from the bidding community to the WVD OH. The Bid Express service also enables electronic bid bond verification, provides automatic email notification of projects, and provides online access to plan sheets.**
- **A contractor must complete the proper form(s) and pay the associated fee(s) to Info Tech Inc.**
- **Once the contractor is accepted/verified/validated they are valid for Info Tech. However;**
 - **The contractor still must receive approval through the WVD OH to complete the Vendor ID to be eligible to bid with the WVD OH.**

CONTRACT BONDING

- **A contractor must have a bid bond for bid submission**
- **BIDX has partnered with participating surety agencies to offer bid bond verification to ensure bidding can be paperless.**
 - **<https://surety2000.com/>**
 - **<http://web.insurevision.com/>**
- **As of January 1, 2022, the WVDOT no longer accepts certified or cashier's checks. All bid bonds must be submitted electronically with the bid.**

WHO IS CONSIDERED AN ELIGIBLE BIDDER?

- ✓ Registered with the West Virginia Secretary of State
- ✓ Registered with wvOASIS (YES)
- ✓ Registered with the West Virginia Purchasing Division (YES)
- ✓ Registered with the West Virginia Tax Department (YES)
- ✓ A Prequalified Contractor with the WVDOH (YES)
- ✓ Have a valid Bidder ID with Bid Express (YES)
- ✓ Able to provide Bonding (YES)
- ✓ Have a Contractor's License through the West Virginia Division of Labor (State Projects) (YES)
- ✓ Have a Contractor's License through the West Virginia Division of Labor prior to Award (Federal Projects) (YES)

LINKS:

[WVDOH Contractor Prequalification](#)

[WVDOH Standard Specifications](#)

[WVDOH Bid Lettings](#)

[Bidx \(West Virginia\)](#)

[One Stop Business Portal](#)

[West Virginia Secretary of State](#)

[wvOASIS](#)

[West Virginia State Tax Department](#)

[West Virginia Division of Labor](#)

CONTACTS:

Contractor Prequalification

DOHContractorPrequalification@wv.gov

Lettings/Bidding

DOHContractProcure@wv.gov