

# **NHDOT Guide to Electronic Bidding**

Step by step:

1. Register to bid by filling out the [E-Bidding Account Request Form](#) and calling the NHDOT Contracts office 603 271-3402 or emailing [contracting@dot.state.nh.us](mailto:contracting@dot.state.nh.us) .
2. Download contract documents and open the ZIP file with password provided in step #1
3. Get subscription with e-Bidding service. Exevision in Orem, UT by following the instructions on page 5 of the [Contractor iCX Subscription and Employee Account Management Guide](#). Sign in to iCX at <https://icx.exevision.com/nhdot/icx/Index.aspx>
4. Contact your Bonding Agent with bonding information to get Bid Bond # and ask them which Surety Registry they use (Surety 2000, SurePath, etc).
5. Register with appropriate Surety Registry if not already using them to bid in another state.
6. OPTIONAL - Log into e-Bid website and export items for 3rd party bidding software .
7. Log into e-Bid website and enter bid prices, info, and certifications .
8. Submit Bid.
9. Subsequent bids may be submitted up until the bid opening date and time shown in the proposal or most current relevant addendum.