

NOTICE TO CONTRACTORS

Vendor Registration Requirement

Beginning with the June 2026 letting, ARDOT will require vendor registration information to be submitted electronically using the ARDOT Vendor Registration Form. A Special Provision (SP) will be included in new contracts beginning with the June 2026 letting detailing the vendor registration requirement.

The ARDOT Vendor Registration Form is a Microsoft Form developed to allow ARDOT to collect vendor information electronically and transmit that information into the Departments Construction Management System (CMS) in support of contract administration and related system implementation. The intent of this requirement is to ensure the Department has correct and accurate information for each active Vendor working as a contractor on a construction contract. The intent of this requirement is to allow the contractor to take an active role in ensuring ARDOT has the correct information to initially set them up as “Vendors” in our system. Additionally, it’s a way for contractors to notify ARDOT when their information or status has changed. For example, if a contractor wishes to become Prequalified for bidding, this Form can be used to notify the proper Division in ARDOT to initiate the process, or the contractor may need to update contact information.

This requirement applies to prime contractors and subcontractors who are working on ARDOT construction contracts. The form may be used both for initial registration and for submission of updated vendor information when changes are needed. It also includes an option for a contractor to indicate whether they wish to be considered for Prequalification or for DBE Certification. Note that Prequalification and DBE Certification both require further communication and documentation – this is just a way to notify the Department.

Contractors (Prime or Sub) may complete the ARDOT Vendor Registration Form at any time. However, prospective bidders must complete the ARDOT Vendor Registration Form before bidding on any proposals. This is to ensure ARDOT’s records are correct and complete. Further, any contractor who will be submitted as a subcontract must complete the Vendor Registration Form prior to submitting the subcontract (if they haven’t done so already)

The ARDOT Vendor Registration Form is available at the following link:

<https://ardot.gov/divisions/program-management/construction-contract-development/construction-contractors/forms/>

Vendors are responsible for ensuring that submitted information is complete and accurate. Additional instructions regarding completion of the form may be provided by the Department.

For questions regarding the vendor registration requirement, contractors should contact the appropriate section based on the nature of their submission. Prime contractor inquiries should be directed to Program Management Division at 501-569-2261 or PMD@ARDOT.gov. Questions regarding subcontract submissions should be directed to the Construction Division at 501-569-2251 or Subcontract@ARDOT.gov. DBE inquiries should be directed to the Civil Rights Division at 501-569-2259 or DBE@ARDOT.gov.