

DT1633 – Proposal Request User Guide

<http://wisconsin.gov/Pages/doing-bus/contractors/hcci/default.aspx>

Click Bid letting schedule:

Construction bid letting - General process overview

Wisconsin Department of Transportation (WisDOT) Highway Construction Bid Lettings occur on the second Tuesday of each month.

2024 bid lettings information by date

January 09 (December 5)	February 13 (January 09)	March 12 (February 6)	April 09 (March 5)
May 14 (April 9)	June 11 (May 7)	July 09 (June 4)	August 13 (July 9)
September 10 (August 6)	October 08 (September 3)	November 12 (October 8)	December 10 (November 5)

[Select letting date](#)

Click “Bidder Info”:

Bid letting information - March 12, 2024

[Advertisement](#) | [Plans-Proposals](#) | [Addenda](#) | [Supplemental Info](#) | [Bidder Info](#) | [Debar](#) | [Apparent Bids](#) | [Awards](#)

[Click](#)

Vendors who are approved by WisDOT to be eligible bidders or plan holders and who want to remain confidential, will not appear on the lists of eligible bidders or plan holders on the HCCI website or Bid Express™. It is the responsibility of the vendor to ensure that they have been approved as an eligible bidder before submitting a bid.

Vendors who choose to be confidential are still contractually obligated, as all eligible bidders are, that by submission of the bid, the bidder contractually commits to all applicable laws, regulations and procedures,

Click “Request to be an eligible bidder or plan holder”

Bidder Information

- To be eligible to bid or be listed as a plan holder, the vendor needs to submit a bid request using the following application:
 - [Request to be an eligible bidder or plan holder](#) opens online proposal request application [Click](#)
- Once processed, vendors will then show up on the following lists, as well as, Bid Express™. The lists are updated every Friday, plus Monday, Wednesday and Monday, right before the letting.
 - [List of contractors that are approved/eligible bidders](#)
 - [List of contractors that are plan holders](#)

The proposal request application: [Proposal Request \(state.wi.us\)](http://ProposalRequest.state.wi.us), will open in a separate Internet window.

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business SYST
Reset | Exit

Proposal Request

Select a letting from the drop down list.

DT1633
Letting Date: Vendor ID:

Section A

Firm Name: auto fill based on the Vendor ID entered
Street Address: auto fill based on the Vendor ID entered
City, State, ZIP Code: auto fill based on the Vendor ID entered
Contact Person: Contact Email Address:
Telephone Number: FAX Number: telephone and FAX numbers are auto filled based on the Vendor ID entered

Section B

- To be listed as a Plan Holder, check the column marked Plan Holder below.
- To request to bid as Prime Contractor, check the column marked Bid as Prime below and complete section C.
- If no boxes are checked, you will **not** be listed as a Plan Holder or be considered to bid as a Prime Contractor.

Plan Holder	Bid as Prime	Proposal Number	Description of Proposal
<input type="checkbox"/>	<input type="checkbox"/>	001	SIGN BRIDGE REPLACEMENT 2012

only proposals associated with the selected letting will be listed

Section C

If requesting to bid as a **Prime Contractor**, this section **must** be completed. Requests for bidding proposals **must** be on file with the Bureau of Project Development **no later than 11:45 AM of the last business day preceding the letting and must include ALL** outstanding work.

I am requesting to bid by paper.

Notification of bid eligibility will be sent via email to the contact person listed on this form, and no paper proposal will be sent. You **MUST** have a current Annual Bid Bond on file with the Wisconsin DOT to bid online.

Outstanding Work

We, the above identified firm, declare that the following statements of incomplete work are true, accurate, and complete as of: ** ← date must be entered

The dollar amount of **ALL** incomplete work according to the engineer's, architect's, or owner's latest estimate, now under contract as follows.

Note: If you have no incomplete work, write "NONE" below.

** TOTAL INCOMPLETE ← None or dollar amount must be entered

** Amount includes only that work for which you are responsible with your own crews and equipment.

Upload Attachment: ← If a dollar amount is entered above, supporting documentation must be uploaded

Section D

Enter the numbers and letters that appear in security image

Enter the above text.

← Click submit

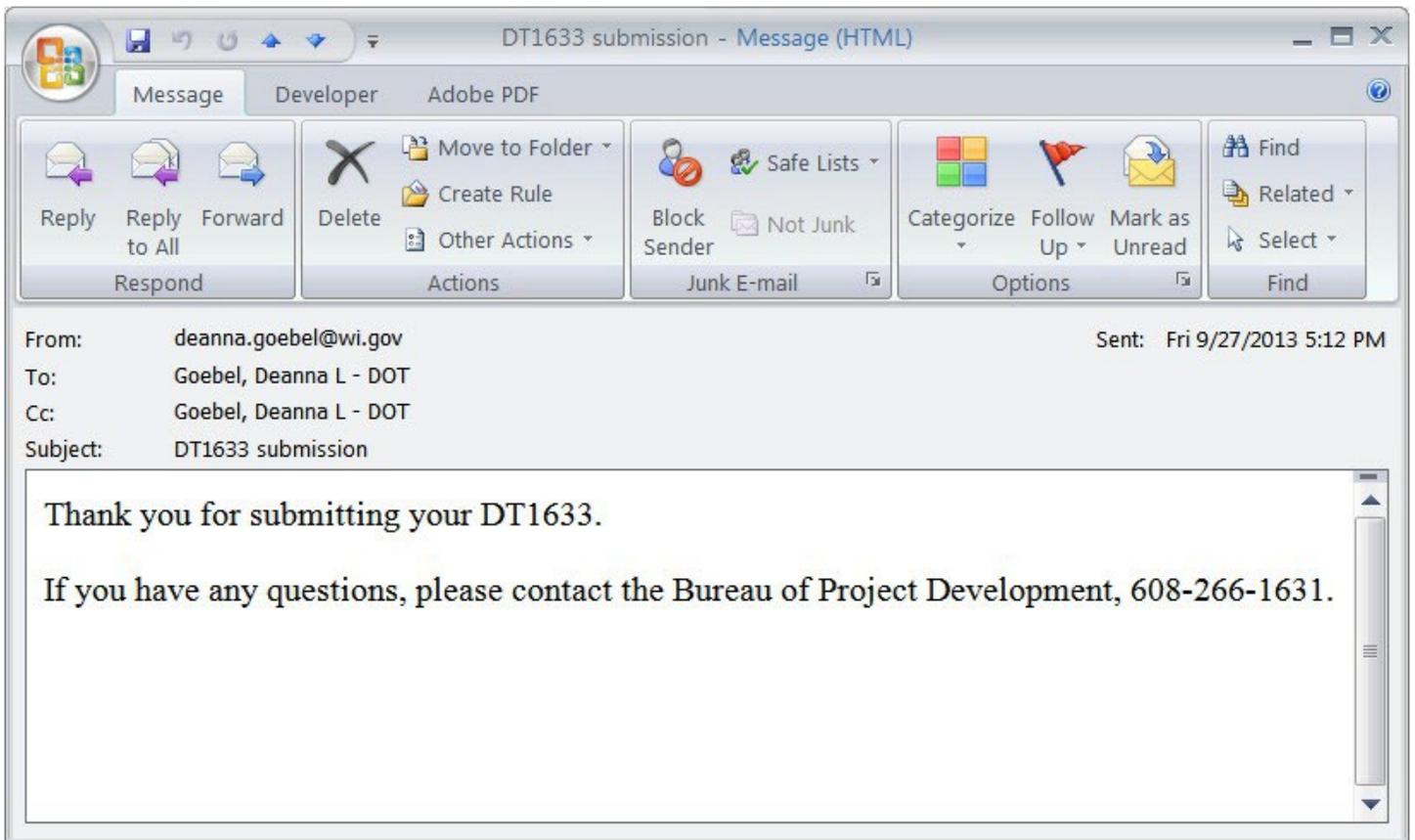
Direct questions to the [WisDOT Computer Help Desk](http://WisDOT.Computer.Help.Desk) 1-800-362-3050

Once the request has been submitted, you will have an option to exit the application or print the request.

Click Reset to clear all proposal information on page.



An auto reply email will be sent address located in the “Contact Email Address” from “DOT DTSD Highway Construction Contractors”



The internal approval process has not changed, contractors will receive an email stating which proposals they have or have not been approved to bid on.

Sample form.

Outstanding Work

Contract with	Location(s)	This firm's contract dollar amount incomplete*
	TOTAL INCOMPLETE	

*Amount includes only that work for which you are responsible with your own crews and equipment.