

## ELECTRONIC CONTRACTING

PROCESS	NOTES
<b>AWARD</b> <p>Once awards are made by the department, an email will be sent by Bid Express to the low bid contractor. It will be sent to the address that was provided to Bid Express for the bid submittal. The email will include the following attachments:</p> <ul style="list-style-type: none"> <li>○ Award letter with instructions on how to complete electronic contracting, and will provide links to download the finalized proposal.</li> <li>○ Two page pdf of the Contract and the Payment and Performance Bond</li> <li>○ Additional pdf copy of FHWA Form 1273 (if contract is federally funded)</li> <li>○ Job poster pdf. The pdf will have a pertinent poster listing based on the contract being federally funded or non-federally funded. It is the contractor's responsibility to properly print and display all job posters. Instructions will be provided on how to correctly print job posters.</li> </ul>	<p>Email from Bid Express will be sent within 1 business day of award.</p> <ul style="list-style-type: none"> <li>○ Contractor will need to verify that the email address in Bid Express is the address they prefer to receive the award email and contract documents.</li> </ul>
<b>CONTRACT ROUTING</b> <p>Instructions will provide information on routing and signature requirements. Contract will require signatures from:</p> <ul style="list-style-type: none"> <li>○ Individual/ Partner/Corporate President</li> <li>○ Corporate Secretary</li> </ul> <p>Contractor will work with surety company on bond signature requirements, including notary. Surety company to attach Power of Attorney affidavit.</p> <p>Combine all documents into a single pdf file in the correct order.</p> <p>Email to the WisDOT mailbox provided in the instruction letter. The email must come from the contractor (not the surety).</p>	<ul style="list-style-type: none"> <li>○ Contractor has option to route documents for electronic or digital signatures/stamps, or to print, wet sign, and scan. All information must be legible for department acceptance.</li> <li>○ Signees of the contract must match what is provided in the prequalification documentation and the Vendor Registration System. A different signee will require a corporate resolution. Signees to be verified upon receipt of the contract by the department.</li> <li>○ Notary stamps must be visible and legible to be accepted by the department. Instructions will note that an electronic seal must use a state approved electronic notary platform.</li> </ul>
<b>CONTRACT EXECUTION</b> <p>Proposal Management receives the email, downloads the pdf, and routes for department signature and governor stamp.</p> <p>Copy of the executed contract will be sent to the contractor email address that sent the signed contract.</p>	<p>Proposal Management will require a resubmittal if:</p> <ul style="list-style-type: none"> <li>○ Contract is emailed to the wrong mailbox.</li> <li>○ Contract is not emailed from the contractor.</li> <li>○ 11 digit contract number is not in the email subject.</li> <li>○ Format is not a single pdf file or in the correct order.</li> <li>○ Required signatures are not provided, or if notary stamps are not legible.</li> </ul>