

REVISED March 26, 2020

****CONTRACTOR ANNOUNCEMENT****

**Temporary, Electronic Contract Award Process and
Contractor Payment Information**

Due to MDOT staff working remotely during this unprecedented time, we are implementing a temporary, electronic contract award process. The following process will be implemented beginning Monday, March 23, 2020, until further notice:

MDOT, Contract Services Division (CSD) will continue to upload contracts and bonds to ProjectWise following our normal procedure. An e-mail notification including a link to ProjectWise and this Contractor Announcement will be sent to the contractor.

Once notification of an available contract document is received, follow these steps:

- 1) Save the contract document from ProjectWise to your computer.
- 2) Print the bonds and pass-through warranty bonds (when applicable). *If you want an original, wet-signed copy of the bonds for your records, please print two copies.*
- 3) Delete additional documents such as the 1273, unit prices, and any letters from the original contract document and *save as a separate document if you wish to keep for your records.*
- 4) Obtain wet signatures on the bonds and pass-through warranty bonds (when applicable).
- 5) Scan one copy of the wet-signed bonds, pass-through warranty bonds (when applicable) and the Power of Attorney (POA).
- 6) Insert the scanned bonds, pass-through warranty bonds (when applicable), and POA into the PDF contract document saved to your computer.
- 7) Electronically sign the contract and pass-through warranty contract(s) (when applicable) using the [DocuSign Signature Appliance](#).
- 8) Email the electronically signed contract document which includes **only the contract pages, scanned bonds, and POA** as **ONE PDF DOCUMENT** to MDOT-Awards@michigan.gov.

*****After a document is electronically signed, the electronic signature becomes invalid if the document is modified. Therefore, it is very important that you insert the scanned copies of the bonds and the POA BEFORE electronically signing the contract. If not done in the correct order, MDOT will be unable to electronically sign the contract and the process will have to be re-started from the beginning, delaying award of the contract. *****

The current award notification process remains unchanged. However, once the contractor receives the award notification from CSD, immediately mail the wet-signed bonds and POAs via USPS or overnight delivery to CSD at the following address:

Regular Mail

MDOT/Contract Services – Awards
Mail Code B470
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Service

MDOT/Contract Services – Awards
Mail Code B470
425 West Ottawa
Lansing, MI 48933

If you have mailed contract documents that have not yet been received by CSD, we will process as is. Please contact MDOT-Awards@michigan.gov with the contract ID of any contract that was previously mailed but not yet showing as Received by MDOT on the Construction Contract Inquiry. If you have not yet mailed a contract document(s), please follow the new process. Not following this process may delay contract award.

If you have any questions or concerns, please contact MDOT-Awards@michigan.gov.

Regarding Contractor Payment information, please scan and email the following documents to MDOT-Estimates@michigan.gov:

Contractor's Affidavit / Consent of Surety Forms
Notices of Furnishing
Lien Claims / Lien Waivers
Contract Status Updates

3/23/2020

3/26/2020

Lansing, MI