

REVISED December 23, 2020

****CONTRACTOR ANNOUNCEMENT****

Temporary, Electronic Contract Award Process

(Changes from previous revision are highlighted)

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 8 steps:

- 1) Save the contract document from ProjectWise to your computer.
- 2) Print the bonds and pass-through warranty (PTW) bonds (when applicable). *If you want an original, wet-signed copy of the bonds for your records, print two copies.*
- 3) Delete additional documents such as the unit prices and any letters / announcements from the original contract document. *Do not delete the 1273 but save it as a separate document for your records (do not return to MDOT).*
- 4) Obtain wet signatures on the bonds and PTW bonds (when applicable).
- 5) Scan one copy of the wet-signed bonds, PTW bonds (when applicable) and the Power of Attorney (POA).
- 6) Insert the scanned bonds, PTW bonds (when applicable), and POA into the PDF contract document saved to your computer **in this order:**
 - a. Contract cover sheet
 - b. Agreement page
 - c. Scanned performance bond
 - d. Scanned lien bond
 - e. Scanned endorsement
 - f. Scanned POA
 - g. PTW agreement page (if applicable)
 - h. Scanned PTW bond (if applicable)
 - i. Scanned POA
 - j. Repeat g through i as necessary for additional PTW

- ***If the contract is out of order and / or if multiple documents for one contract are submitted, the contract will be rejected and sent back for revision.***
- After a document is electronically signed with DocuSign, 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.

- 7) Using the [DocuSign Signature Appliance](#), electronically sign the agreement page(s) of the contract and PTW contract(s) (when applicable). **Contracts signed with an electronic signature other than the MDOT-issued DocuSign will be rejected and sent back for revision.**
- The Frequently Used Special Provision for Construction Document Management, part b. Digitally Encrypted Electronic Signatures, states: “All documents that require Contractor or subcontractor signatures or signed authorizations by the Contractor or subcontractor must be signed using an MDOT issued digitally encrypted electronic signature. The MDOT approved digital signature tool is the DocuSign Signature Appliance. Digital signatures and software are provided by MDOT at no cost. Instructions on how to acquire and use MDOT’s digitally encrypted electronic signature can be obtained at the following website. The website also provides support for users. www.michigan.gov/MDOT-esign
- 8) Email **as ONE PDF DOCUMENT**, to MDOT-Awards@michigan.gov, the electronically signed contract document which includes **only the documents in the order stated in 6) above.**

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

CONTRACTOR PAYMENT INFORMATION

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
11/18/2020
12/23/2020

Lansing, MI