

**** CONTRACTOR ANNOUNCEMENT ****
Insurance Requirements

Beginning with the August 6, 2021, bid letting, contractors (*not insurance agents*) may submit their insurance directly to ProjectWise by dropping the insurance document in the INSURANCE folder found under the Awards folder. Change the state of the insurance document to “Next” to notify MDOT-Insurance-ConstructionContracts@Michigan.gov. If an e-mail is not auto-generated upon changing the state, **do not change the state again**; manually send an e-mail to MDOT-Insurance-ConstructionContracts@Michigan.gov stating the insurance document has been placed in the INSURANCE folder. **Be sure to include the Contract ID in the subject of your e-mail.**

If your insurance agency will continue submitting the insurance requirements for your company, they will *not* be given access to ProjectWise and must continue to submit insurance to MDOT-Insurance-ConstructionContracts@Michigan.gov.

****PLEASE INSTRUCT YOUR INSURANCE AGENCY TO NOT MAIL IN A PAPER COPY****

Questions may be submitted to MDOT-Insurance-ConstructionContracts@Michigan.gov.