

# Request to Advertise - LLC

Sponsor's Guide to Non-Traditional Project Implementation  
SG06

WisDOT Local Program (Central Office)  
4822 Madison Yards Way, 4<sup>th</sup> Floor South  
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WisDOT Project ID Number		Date Checklist Completed	
Project Title	Hwy #/Letter	County	
Project Limits		Sponsor	
Project Description		Preparer/Title	

- This solicitation is:
  - A **request for bids** in accordance with procedures specified in the WisDOT *Standard Specifications for Road and Bridge Construction*.
  - A **request for proposals** in accordance with procedures specified in the Wisconsin Department of Administration *State Procurement Manual*.
  - A **request for procurement** in accordance with appropriate and solicited State Procurement contract: \_\_\_\_\_ (Contract ID: Title). The contract includes language to allow cooperative purchasing and, per Wisconsin statute 16.73, establishes authority to allow Wisconsin municipalities to purchase from state contracts in accordance with the Wisconsin Department of Administration *State Procurement Manual*.
- The plans and proposal for this project are those that were certified in the *Project Proposal Certificate* form by \_\_\_\_\_ (name) on \_\_\_\_\_ (date).
- The proposed solicitation opening:
  - Will be held at \_\_\_\_\_ (location) at \_\_\_\_\_ (date/time).
  - Is not applicable for Request for State Procurement contract.
- The proposed advertising date(s):
  - Are \_\_\_\_\_.
  - Is not applicable for Request for State Procurement contract.
- Bids for the project:
  - Will be solicited as follows:
    - Advertisement via website: \_\_\_\_\_
    - Advertisement in *Daily Reporter*
    - Advertisement in \_\_\_\_\_ (Sponsor's official legal publication)
    - Advertisement in \_\_\_\_\_ (publication)
    - Advertisement in \_\_\_\_\_ (publication)
    - Courtesy copies of plans & proposal will be sent to \_\_\_\_\_ (number) local contractors
    - Other \_\_\_\_\_ (describe)
  - Is not applicable for Request for State Procurement contract.
- I acknowledge that any significant changes to the plans/proposal made by addendum must first be admitted to region LPPM before they are issued.
- I acknowledge that [federal wage rates shall be verified](#), and that the most recent federal wage rate decision be included in the contract. Contracts must have WI10 highway construction wage rates. If buildings are included, building construction (by county) shall also be included in the contract.
- I acknowledge that copies of all addenda issued for this project will be provided to the region LPPM.
- I acknowledge that the project must not be advertised/procured until notification to proceed is received from the region LPPM.

***By signing below, the Sponsor's representative certifies the advertisement and acceptance of bids/proposals or procurement of materials will be conducted in accordance with applicable state and federal rules, regulations, and laws.***

Signature of Sponsor	Title	Date
Signature of Region Representative	Title	Date

***If the sponsor proceeds prior to obtaining appropriate authorization, the project will no longer be eligible for federal reimbursement.***

*Last updated: June 4, 2024*