



Division of Transportation Systems Development
Bureau of Project Development, Room S437
4822 Madison Yards Way
Madison, WI 53705

Tony Evers, Governor
Kristina Boardman, Secretary

Internet: wisconsindot.gov
Telephone: 608-266-1631
E-Mail: DOTDTSDBP@dot.wi.gov

CONTRACTOR NAME
CONTRACTOR ADDRESS

Proposal Number: 2026XXXXXX

Project ID
Description
Limits
Highway
County

Today the Administrator has awarded you the contract for 2026XXXXXX in accordance with your proposal submitted on (Letting Date).

The department will be processing this contract electronically. Follow the instructions provided in Attachment 1 to sign and execute by you and your surety and return to this office by email within 10 business days of the notice of the award, per standard specification 103.6. Additionally, you must complete the submittal requirement for the 30% Rule before we will execute your contract. Information and instructions are available at <http://wisconsindot.gov/Pages/doing-business/contractors/hcci/cntrct-info.aspx>. You can monitor your contract execution progress by accessing the Contract Log at [Wisconsin Department of Transportation Contract logs](#).

Proposal 2026XXXXXX can be located and downloaded from the [https://wisconsindot.gov/Pages/doing-business/contractors/hcci/bid-let/6/\(Letting Page\).aspx](https://wisconsindot.gov/Pages/doing-business/contractors/hcci/bid-let/6/(Letting%20Page).aspx) letting page.

Before you begin construction operations on the projects(s), contact the regional office in which this contract is located for guidance in the preparation of all reports required for proper completion of this contract. The necessary forms are all available at the web site listed above.

At the same time that you submit your ECIP and Source of Materials documents, you must submit your Request to Sublet documentation. The subcontractors and their amounts need to be assigned electronically in the Civil Rights Compliance System. This documentation is due at least two weeks prior to the Pre-Construction Meeting.

Sincerely,

Rielly O'Donnell

Rielly O'Donnell, P.E.
Proposal Management Chief

RO:mkw
Attachment 1 – Instructions

Attachment 1 – Instructions

Welcome to Wisconsin Department of Transportation Electronic Contracting

Acknowledge and download all documents from Bid Express:

- **Contract and Payment and Performance Bond** – to be returned to WisDOT
- **Proposal** – download from the HCCI letting page, do not return
 - <https://wisconsindot.gov/hccidocs/bid-let/2025/2026XXXX/plans-proposals/2026XXXXXXX.pdf>
- **FHWA Form-1273 Notice and Provisions** – for your use, do not return
 - **Note:** This document is provided only for contracts with federal funding
- **Job Posters** – To be correctly printed and posted as required for labor compliance
 - **Note:** Poster listing will differ depending on whether the contract is federally funded or non-federally funded. Contact Proposal Management if it appears that the wrong poster listing has been provided.

Contract and Bonds:

Contracts and bonds must be signed by company representatives that have been provided in prequalification documentation and as an officer in the department's Vendor Registration System (VRS). A corporate resolution must be supplied if someone other than those listed within the prequalification documentation or VRS signs the contract and/or bond. The resolution must state that said person is authorized to bind the company with their signature on contracts and bonds.

Contract: Signatures may be in ink, digital or electronic. Print, sign, and scan OR digitally/electronically sign and stamp as follows:

- Individual, Partner, or Corporate President to sign and date. Signee must be an authorized representative.
- Corporate Secretary sign. Signee must be an authorized representative.
- Corporation Seal, if available.

Contract Bond Performance and Payment: Print, sign, and scan OR electronically sign and stamp as follows (electronic notary must be through a state approved electronic notary platform):

- Enter the Attorney-In-Fact for Surety, Attorney-In-Fact Telephone Number, Surety Name and Address.
- Enter the Date Bond Executed and Bond Number.
- Sign Attorney-In-Fact for Surety.
- Contractor Name and Seal and Signature. Signee must be an authorized representative.
- Enter in all Notary Information with Notary Seal.
- Power of Attorney affidavit must be included with returned documents.

Be sure to have a quality scan before emailing documents. An electronic or stamped notary seal is recommended. Raised seals must be shaded so they are visible and legible. Shading in multiple directions will give a better result. A color scan will produce a better document than black and white. A remote online notary must adhere to requirements set forth by the State of Wisconsin Department of Financial Institutions: [Remote Online Notary](#)

WisDOT reserves the right to request original documents if scans are poor or illegible.

RETURNED DOCUMENTATION MUST BE A SINGLE PDF FILE WITH DOCUMENTS IN THE FOLLOWING ORDER:

- Signed Contract.
- Signed Contract Bond Performance and Payment.
- Power of Attorney affidavit.

Contract documents must be submitted BY THE CONTRACTOR via email to: DOTConstructionContracting@dot.wi.gov

- Note Proposal Number **2026XXXXXXX** in Subject Line
- Attention: Contract Specialist
- **CC: The email address of the person who signed as the Individual, Partner, or Corporate President, if different than the sender's email.**

A resubmittal of the signed contract documents will be required for the following:

- Contract is emailed to the wrong mailbox.
- Contract is not emailed from the contractor.
- 11 digit contract number is not in the email subject.
- Format is not a single pdf file or in the correct order.
- Required signatures are not provided, or if notary stamps are not legible.

Executed Contract:

- The contract will not be executed until form WS1081 for Prime Contractor Participation has been submitted and approved. See standard specs 103.6 and 108.1.2.
- You will receive an executed contract through email upon contract approval. The person that signed the contract as the *Individual, Partner, or Corporate President* will be cc'd, if different than the sender's email. The signee must acknowledge receipt and confirm that they were the signee.

Questions? Contact Proposal Management:

Mickey Wagner
Contracts Specialist
mary1.wagner@dot.wi.gov
608-267-4012

Rielly O'Donnell
Proposal Management Chief
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608-266-3721