

1 THE DIVISION OF FACILITIES DEVELOPMENT (DFD) WILL NOW BE ACCEPTING
2 CONSTRUCTION BIDDING DOCUMENTS FOR BID OPENINGS AS FOLLOWS:
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- 4 • PDF scanned file of all required bid documents, including bid and bid bond forms with
5 original wet signatures or properly transmitted electronic signatures (only PDF files will be
6 accepted) emailed to doadfdmbidsubmission@wisconsin.gov (this is the preferred method);
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- 8 • US Mail or Third-party delivery (UPS, Fedex, or DHL) to State of Wisconsin,
9 Administration Building, 7th Floor, 101 East Wilson Street, Madison, Wisconsin 53703; or
- 10 • Hand delivery to the drop box labeled SEALED BIDS ONLY in front of the State of
11 Wisconsin Administration Building located at 101 East Wilson Street, Madison, Wisconsin
12 53703.

13 **In order to ensure that bids are received and processed, ALL must be delivered by 1:00 P.M. on the**
14 **day that the bid submission is due REGARDLESS OF DELIVERY METHOD.**
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16 The bidder is responsible for the sealed bid being delivered to the indicated location or email before the
17 time specified for the bid submission. Third party delivery is entirely at the bidder's risk.
18 Bid opening will be conducted via Microsoft Teams. Bidders may call the **Microsoft Teams**
19 **teleconference number: (608) 571-2209, 484 588 360#**, on the the day of the bid to hear the bid results
20 announced on the day bids are due. The conference line will be open at 1:45 P.M. CDT and all bids will be
21 opened after 2:00 P.M. CDT. All in-person bid openings will be discontinued at this time.
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23 **IN ADDITION, DFD WILL NOW ALSO ACCEPT THE FOLLOWING FOR ALL**
24 **CONSTRUCTION BIDDING DOCUMENTS (MADISON ONLY):**
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- 26 • PDF files with electronic signatures using a remote online signature or notarization
27 technology provider (approved providers only). Electronic signatures must also be
28 accompanied by telephone numbers for all signatories as well as the bond principal and
29 issuing surety on bond documents for oral verification (only PDF files will be accepted)
30 emailed to doadfdmbidsubmission@wisconsin.gov (this is the preferred method).
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32 Bidders may submit PDFs of bid forms, bonds, and powers of attorney containing e-signatures, e-
33 corporate seals, and e-notaries affixed to each document in accordance with the Surety's
34 obligations. We will require telephone numbers for all signatories as well as the bond principal
35 and issuing surety for oral verification. Bids must be accompanied by a bid guarantee, which may
36 take the form of a properly executed DFD form of bid bond. If a bidder elects to use a bid bond as
37 their bid guarantee, such bid bond must be accompanied by a power of attorney, which DFD will
38 only accept as genuine if it is properly notarized. Wisconsin law permits the use of (electronic)
39 remote online notarization if it is performed using **technology providers that have been**
40 **approved by the Department of Financial Institutions (DFI)**. If a bidder elects to use remote
41 online notarization it is the responsibility of the bidder and its surety to ensure that the technology
42 provider has been approved by DFI. DFD reserves the right to reject bids submitted electronically
43 if a bidder uses a remote online notarization technology provider that has not been approved by
44 DFI.
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46 Bid forms containing electronic signatures must be obtained using approved software in order to
47 be accepted. **DocuSign software and Adobe Digital Signature software are approved for e-**
48 **signatures for submission of bids**. Use of any other e-signature software will require additional
49 verification and approval at least three (3) business days prior to submission of bids. Please
50 contact doadfdmbidsubmission@wisconsin.gov regarding any proposed electronic signature
51 software. Failure to obtain pre-approval may result in bid rejection.
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53 Any email submissions should receive a reply. If a reply is not received within thirty minutes
54 after PDF bid is emailed, please contact DFD at (608) 266-7066 or (608) 261-7785. Each bid
55 package must be submitted in a separate email as a scanned PDF file of all required bid
56 documents. Size limit is 20 MB per email. **The email subject line must use the following**
57 **format: "Project Number – Bid Category/Division of Work – Company Name"**. Only PDF
58 files will be accepted via email. Bids and bid bond forms must be signed with original wet
59 signatures or properly transmitted electronic signatures using a remote online notarization

1 technology provider that have been approved by the Department of Financial Institutions (DFI),
2 where required. DFD will require the apparent low bidders to submit "hard copy" versions of their
3 bid documents. DFD may also require the other bidders to submit hard copy versions of bid
4 documents before any contracts are initiated. Hard copy versions must be received within seven
5 (7) days of request.

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7 Awarded contracts may be signed via DocuSign. Contractors may still choose to print, sign, and mail a
8 paper contract. If a contractor chooses to sign a contract and the contract documents electronically via
9 DocuSign, they must attach their remote notarized Performance Bond, Payment Bond, Power of
10 Attorney, and Corporate Resolution using technology providers that have been approved by the
11 Department of Financial Institutions (DFI), to the DocuSign envelope. This is the preferred method
12 and more detailed instructions will be provided with contract offer correspondence.

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15 **Division of Facilities Development**
16 **Department of Administration**
17 **Madison Wisconsin 53707-7866**
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