

1 **Updated April 1, 2021 INFORMATIONAL ADDENDUM**

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4 TO: ALL Prospective Bidders

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7 This is an informational addendum applicable to all Madison bids. This Addendum does NOT need to be  
8 Acknowledged on the Bid Form.

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11 This Addendum consists of **two pages**.

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14 **IMMEDIATE CHANGES TO BIDDING REQUIREMENTS:**

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16 **UNTIL FURTHER NOTICE, THE DIVISION OF FACILITIES DEVELOPMENT (DFD) WILL**  
17 **ONLY BE ACCEPTING CONSTRUCTION BIDDING DOCUMENTS FOR BID OPENINGS IN**  
18 **MADISON, WI AS FOLLOWS:**

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- 21 • PDF scanned file of all required bid documents, including bid and bid bond forms with  
22 original wet signatures or properly transmitted electronic signatures (only PDF files will be  
23 accepted) emailed to [doadfdmbidsubmission@wisconsin.gov](mailto:doadfdmbidsubmission@wisconsin.gov) (this is the preferred method);
  - 24 • US Mail (United States Postal Service); or
  - 25 • Hand delivery to the drop box labeled **SEALED BIDS ONLY** in front of the State of  
26 Wisconsin Administration Building located at 101 East Wilson Street, Madison, Wisconsin  
27 53703.

28 **DFD will NO LONGER accept bids via third party delivery (UPS, FEDEX, or DHL) or bids being**  
29 **dropped off in person inside the State of Wisconsin Administration Building for the remainder of the**  
30 **health emergency.**

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33 **In order to ensure that bids are received and processed, ALL must be delivered by 1:00 P.M. CDT on**  
34 **the day that the bid submission is due REGARDLESS OF DELIVERY METHOD.**

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37 **Beginning April 6, 2021 and until further notice, bid openings will be conducted via Microsoft**  
38 **Teams.** Bidders may call the **Madison Microsoft Teams teleconference number: (608) 571-2209, 484**  
39 **588 360#**, on the the day of the bid to hear the bid results announced on the day bids are due. The  
40 conference line will be open at 1:45 P.M. CDT and all bids will be opened after 2:00 P.M. CDT. All in-  
41 person bid openings will be discontinued at this time.

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44 **IN ADDITION, DFD WILL NOW ALSO ACCEPT THE FOLLOWING FOR ALL**  
45 **CONSTRUCTION BIDDING DOCUMENTS (MADISON ONLY):**

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- 48 • PDF files with electronic signatures using a remote online signature or notarization  
49 technology provider (approved providers only). Electronic signatures must also be  
50 accompanied by telephone numbers for all signatories as well as the bond principal and  
51 issuing surety on bond documents for oral verification (only PDF files will be accepted)  
52 emailed to [doadfdmbidsubmission@wisconsin.gov](mailto:doadfdmbidsubmission@wisconsin.gov) (this is the preferred method).

53 Bidders may submit PDFs of bid forms, bonds, and powers of attorney containing e-signatures, e-  
54 corporate seals, and e-notaries affixed to each document in accordance with the Surety's  
55 obligations. We will require telephone numbers for all signatories as well as the bond principal  
56 and issuing surety for oral verification. Bids must be accompanied by a bid guarantee, which may  
57 take the form of a properly executed DFD form of bid bond. If a bidder elects to use a bid bond as  
58 their bid guarantee, such bid bond must be accompanied by a power of attorney, which DFD will

1 only accept as genuine if it is properly notarized. Wisconsin law permits the use of (electronic)  
2 remote online notarization if it is performed using **technology providers that have been**  
3 **approved by the Department of Financial Institutions (DFI)**. If a bidder elects to use remote  
4 online notarization it is the responsibility of the bidder and its surety to ensure that the technology  
5 provider has been approved by DFI. DFD reserves the right to reject bids submitted electronically  
6 if a bidder uses a remote online notarization technology provider that has not been approved by  
7 DFI.

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9 Bid forms containing electronic signatures must be obtained using approved software in order to  
10 be accepted. **DocuSign software and Adobe Digital Signature software are approved for e-**  
11 **signatures for submission of bids**. Use of any other e-signature software will require additional  
12 verification and approval at least three (3) business days prior to submission of bids. Please  
13 contact [doadfdmbidsubmission@wisconsin.gov](mailto:doadfdmbidsubmission@wisconsin.gov) regarding any proposed electronic signature  
14 software. Failure to obtain pre-approval may result in bid rejection.

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16 Any email submissions should receive a reply. If a reply is not received within thirty minutes  
17 after PDF bid is emailed, please contact DFD at (608) 266-7066 or (608) 266-8874. Each bid  
18 package must be submitted in a separate email as a scanned PDF file of all required bid  
19 documents. Size limit is 20 MB per email. **The email subject line must use the following**  
20 **format: "Project Number – Bid Category/Division of Work – Company Name"**. Only PDF  
21 files will be accepted via email. Bids and bid bond forms must be signed with original wet  
22 signatures or properly transmitted electronic signatures using a remote online notarization  
23 technology provider that have been approved by the Department of Financial Institutions (DFI),  
24 where required. DFD will require the apparent low bidders to submit "hard copy" versions of their  
25 bid documents. DFD may also require the other bidders to submit hard copy versions of bid  
26 documents before any contracts are initiated. Hard copy versions must be received within seven  
27 (7) days of request.

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29 Until further notice, bids openings in Eau Claire will be conducted via Microsoft Teams. The  
30 requirements and process for bid submissions for bid openings at Eau Claire remains unchanged.

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

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39 Additional information and instructions for submitting bids be found on the DFD construction project  
40 bidding website at: <https://doa.wi.gov/Pages/DoingBusiness/StateConstProjs.aspx>

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43 END OF ADDENDUM

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45 **Division of Facilities Development**  
46 **Department of Administration**  
47 **Madison Wisconsin 53707-7866**  
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