

2011 Annual Small Business Development Conference

Michigan Department of Transportation
Contract Services Division

Construction Prequalification Process:
How to Get and Stay Prequalified

Presented by:

➤ Dee Grover 517-335-4442

www.michigan.gov/mdotcontractors

Administrative Rules Governing the Prequalification of Construction Contractors

Administrative Rules

Changes since December 2009:

1. The overall financial rating allowed without an audited financial statement has been increased from \$1M to \$2M.
2. Contractors with an overall financial rating of \$10M or greater may choose to renew every 2 years, rather than annually.

Prequalification

- New Companies
 - W-9
 - Articles of Inc./Organization or Authority to do Business in MI
 - Contact References
 - Resumes for Key Staff
 - Required Licenses (Bridge Painting & Electrical)
- Annual Renewals
 - Due within 4 months after close of Fiscal Year End (FYE)
 - May Request 60 Day Extension (Prior to expiration)
 - Reminders are not sent out
 - Change of FYE
 - need explanation
- Licenses
 - (N4) Bridge Painting: SSPC Certification (QP 1 & QP2)
 - (L) Electrical Construction: Masters & Contractors

Prequalification Determination

1. Contractor's financial resources and related information
2. Prior experience
3. Staff experience
4. Availability of equipment
5. Past performance evaluations

Financial Rating Work Sheet

- Total Financial Rating:
 - \$2M and over – Certified Audited Financial Statement
 - \$2M and under – Compiled/Reviewed or Verification forms

- Rating is based on:
 1. Net Working Capital
 2. Depreciation
 3. Equipment Value

- Negative Total Rating
 - Can not bid, subcontract, or enter into any new contracts on MDOT projects
 - Can continue to fulfill current contracts

Clear Form

Michigan Department
Of Transportation
1311 (03/10)

FINANCIAL RATING WORKSHEET
(CONFIDENTIAL REPORT)

<small>CONTRACTOR NAME</small>	<small>DATE PREP</small>
<small>CONTRACTOR CODE</small>	<small>FISCAL YEAR END</small>

<small>TOTAL CURRENT ASSETS (Pg. 7)</small>	\$ _____	
<small>Adjustments:</small>		
_____ \$ _____		
_____ \$ _____		
<small>TOTAL ADJUSTED CURRENT ASSETS</small>		\$ _____
<small>CURRENT LIABILITIES (Pg. 9)</small>	\$ _____	
<small>Adjustments:</small>		
_____ \$ _____		
_____ \$ _____		
<small>TOTAL ADJUSTED CURRENT LIABILITIES</small>		\$ _____
<small>NET WORKING CAPITAL FOR FINANCIAL RATING COMPUTATION</small>		\$ _____ (1)

<small>DEPRECIATION ALLOWANCE</small>		
<small>Current Year's Equipment Depreciation (Pg. 11)</small>		
\$ _____	X 1.5 = \$	\$ _____
<small>DEPRECIATION EXPENSE FOR FINANCIAL RATING COMPUTATION</small>		\$ _____ (2)

<small>EQUIPMENT VALUE</small>		
<small>Appraisal (Fair Market Value)</small>	\$ _____	or
<small>Net Book Value of Equipment (Pg. 8)</small>	\$ _____	
<small>Less Long Term Obligation on Equipment (Pg. 9)</small>	\$ _____	
<small>EQUIPMENT VALUE FOR FINANCIAL RATING COMPUTATION</small>		\$ _____ (3)

<small>FINANCIAL RATING COMPUTATION</small>		
(1) Net Working Capital	\$ _____ x 9 =	\$ _____
(2) Depreciation Expense	\$ _____ x 9 =	\$ _____
(3) Equipment Value	\$ _____ x 4 =	\$ _____
<small>TOTAL FINANCIAL RATING</small>		\$ _____

COMMENTS:

<small>FINANCIAL STATEMENT PREPARED BY:</small>	<small>APPROVAL (Signature)</small>	<small>DATE</small>
---	-------------------------------------	---------------------

Certified Audit
 Review/Compiled
 Verification Forms

Cover Sheet

- “Name of Bidder” should be the same as the company’s:
 - Articles of Incorporation,
 - Articles of Organization, or
 - Certificate of Assumed Name

Michigan Department
Of Transportation
1313 (01/10)

MDOT USE ONLY
 New DBE
 W-9 Received _____
 Continuous _____
 Late Expired _____
Date Received _____
Contractor Code _____

CONFIDENTIAL

CONSTRUCTION PREQUALIFICATION APPLICATION

(This information is required by P.A. 170 of 1933 to certify eligibility for bidding on projects)

**As of Fiscal Year End
(MM/DD/YY)**

Instructions: Each item must be answered. Whenever a particular item does not apply, write "none" or "n/a" (not applicable). Please type or print legibly in dark ink when preparing the application. If additional space is needed, attach a separate sheet, maintaining application in page order through out.

Legal Company Name (Bidder): _____

Mailing Address: _____

Shipping Address (if different): _____

City: _____ State: _____ Zip Code + 4: _____

Company Telephone Number: _____ Company Fax Number: _____

Company's Website Address: _____

Contact/Person Who Completed Application: _____

Contact Email Address: _____

Submit the fully completed application to:
Michigan Department of Transportation
Contract Services Division – B225 / 2nd Floor
Construction Prequalification Unit
P.O. Box 30050
Lansing, Michigan 48909-7550

Overnight Address:
Michigan Department of Transportation
Contract Services Division – B225 / 2nd Floor
Construction Prequalification Unit
425 W. Ottawa Street
Lansing, Michigan 48933-1532

Work Classifications

MDOT 1313 (06/10)

WORK CLASSIFICATIONS (Please circle classifications applying for)

- | | |
|--|---|
| <p>B. Concrete Pavement
Construction of Portland cement Concrete base and surface course.</p> <p>Ba. Concrete Pavement Patching and Widening.</p> <p>Ca. Chip Seals</p> <p>Cb. Plant-Mixed Hot Mix Asphalt/Bituminous Paving.</p> <p>Ea. Grading, Drainage Structures, and Aggregate Construction.</p> <p>Fa. Bridges and Special Structures
Construction of masonry, fabricated steel, prestressed concrete beam, or timber bridges, large culverts and grade separations, special structures and other incidental construction.</p> <p>Fb. Structural Steel
Erecting structural steel, prestressed concrete beams and placing reinforcing steel on bridges and grade separations and other incidental structures.</p> <p>Fd. Pump stations
Construction of pump stations and other incidental structures.</p> <p>G. Building Moving and Demolition
Building moving, demolition and other incidental construction.</p> | <p>H. Landscaping
Contracts involving ornamentation of roadsides and parks and other incidental construction.</p> <p>I. Seeding and Sodding/Turf Establishment</p> <p>J. Miscellaneous Concrete Items
Construction of concrete curb and gutter, sidewalk, barrier wall, driveways, and other incidental construction.</p> <p>K. Sewers and Watermains</p> <p>Ka. Tunneling and Jacking</p> <p>L. Electrical Construction (Master & Electrical License required)</p> <p>N2. Clearing</p> <p>N3. Pavement Marking</p> <p>N4. Bridge Painting (SSPC Certification required/QP1 & QP2)</p> <p>N5. Railroad Track Construction</p> <p>N6. Permanent Signs</p> <p>N7. Waterproofing</p> |
|--|---|

Page 2

MDOT 1313 (06/10)

N9 CLASSIFICATIONS (Please circle classifications applying for)

The classification codes shown in parentheses preceding some N9 classifications below are considered to already include that particular N9 classification. If you are prequalified in the classification in parentheses, please do not request that particular N9 classification. (For example, if you are prequalified in Fa, do not request N9-1A, Bridge Deck Repair.)

- | | |
|---|---|
| <p>1. BRIDGE
(Fa) A. Bridge Deck Repair
(Fa) B. Bridge Railing Replacement
(Fa) C. Concrete Structure Repair
(Fa) D. Concrete Bridge Railing
E. Structural Crack Repair
F. Hydrodemolition</p> <p>2. ROADWAY (GRADE)
(Ea) B. Edge Drain
(Ea) C. Erosion Control Structures
D. Crushing and Shaping</p> <p>3. PAVEMENTS
A. Cold Milling
B. Rubblizing Concrete Pavement
(B,Ba) C. Concrete Sawing
D. Grinding and Grooving
E. Overband Crack Fill
(B,Ba) F. Joint or Crack Fill
G. Joint Repair (Detail 7 & 8)
H. Slurry Seal
I. Microsurfacing</p> | <p>4. DRAINAGE
A. Sewer Cleanout
B. Sewer Inspection</p> <p>5. FOUNDATIONS
(Fa) A. Augered Piling
B. Caisson Drilling
(Fa) C. Pile Driving
(Fa) D. Sheet Piling</p> <p>6. GENERAL
(Fa,Fb) C. Placing Resteeel
E. Rail Salvage
F. Railroad Signals
I. Raised Pavement Markers
K. Attenuators
L. Guardrail
M. Fences
N. Paving Brick</p> |
|---|---|

Page 3

Balance Sheet

- Pages 7 – 11
 - Need to be completed even if financials are submitted
 - Typed or completed in ink
- Pages 12 – 15
 - Details the amounts noted Balance Sheet (pages 7 – 10)

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LEGAL COMPANY NAME (BIDDER) _____ FISCAL YEAR END (mm/dd/yy) _____

The company (bidder) named above maintains its books of account on the following basis and method.
Check appropriate box in each section.

BASIS	METHOD OF KEEPING BOOKS	METHOD OF PREQUALIFICATION	
<input type="checkbox"/> Cash	<input type="checkbox"/> Completed contract	<input type="checkbox"/> Completed contract	
<input type="checkbox"/> Accrual	<input type="checkbox"/> Percentage of completion	<input type="checkbox"/> Percentage of completion	
	<input type="checkbox"/> Other – Enclose copy of letter of approval from Prequalification Committee		

**THE FOLLOWING STATEMENT WILL NOT SERVE AS AN AUDITED BALANCE SHEET
BALANCE SHEET MUST BE COMPLETED EVEN IF FINANCIAL STATEMENT IS SUBMITTED.**

ASSETS	BALANCE SHEET			AS ADJUSTED FOR PREQUALIFICATION
	PER BOOKS	DEBITS	CREDITS	
CURRENT ASSETS				
Cash				
On hand	\$ _____	\$ _____	\$ _____	\$ _____
In bank (subject to withdrawal)	_____	_____	_____	_____
Certificates of deposit	_____	_____	_____	_____
Marketable securities				
Bonds and stocks	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____
Trade accounts receivable				
Due within one year	_____	_____	_____	_____
Retention on contracts	_____	_____	_____	_____
Less allowance for uncollectible accounts	(_____)	(_____)	(_____)	(_____)
NET TRADE ACCOUNTS RECEIVABLE	_____	_____	_____	_____
Notes receivable	_____	_____	_____	_____
Interest and dividends receivable	_____	_____	_____	_____
Costs and estimated earnings in excess of billings on uncompleted contracts	_____	_____	_____	_____
Inventories (at lower of market or cost) construction materials and supplies on hand	_____	_____	_____	_____
Costs of uncompleted contracts in excess of related billing recorded	_____	_____	_____	_____
Other allowable current assets	_____	_____	_____	_____
Bid deposits	_____	_____	_____	_____
Cash surrender value life insurance	_____	_____	_____	_____
Prepayments (insurance, interest, taxes, etc.)	_____	_____	_____	_____
Other assets realizable within one year. Describe fully:	_____	_____	_____	_____
TOTAL CURRENT ASSETS	\$ _____	\$ _____	\$ _____	\$ _____

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Equipment Guide

Construction Prequalification

Equipment Guideline for Work Classifications

Below is an example of the equipment you should have available to perform specific work classification(s). A lease/rental agreement will be requested if your company does not own the required equipment.

Equipment Used for Various Classifications							
Backhoe	Crane	Dozer	Excavator	Grader	Loader	Rollers	Scrapers (pulls)
Ea-Fa-Fd-G-J-K-N6	Ea -Fa-Fd -G-Ka - N6	Ea-Fa-Fd-G-H-N2	Ea-Fa-Fb-Fd-G-J-K-Ka	Ea	Ea-Fa-Fb-Fd-G-J-K-Ka-N6	Ea	Ea

Equipment Necessary for Specific Classifications					
B Concrete Paving	Ba Concrete Patching	Ca Chip Seal	Cb HMA/Bituminous Pavement	Fa Bridges & Special Structures	J Misc. Concrete Curb-Gutter-Sidewalks
Major paving equipment (slip-form)	Compaction equipment	Chip spreader	Roller & pneumatic & vibratory	Pile & pneumatic hammer	Paver-curb & gutter slip-form
Concrete delivery trucks	Drilling machine (dowel bars)	Power brooms	Paver	Compaction equipment	Compaction equipment
	Forms	Distributor	Trucks	Forms	Forms
	Screed (self-powered)	Pneumatic roller	Distributor	Compressor	
	Concrete saw			Screed	

N – Special Contracts				
N3 Pavement Marking	N4 Bridge Painting	N5 Railroad Track	N6 Signs Cantilever/Truss	N7 Waterproofing
Pavement marking machines	Dust collectors Air compressors	Ballast regulator	Cherry picker	Shotcrete applicator
Supply trucks	Hygiene facilities (showers)	Ballast tamper	Auger	Asphalt heater/spreader
Cones	Sand blasting equip	Spike pullers	Post driver	Air compressor
	Scaffolding – tarps paint sprayers	Spiker (automatic)	Post hole digger	

H - Landscaping	I - Seeding and Sodding/Turf Establishment
Auger, Backhoe, Disc, Dozer, Drag, Excavator, Tree spade, Water Tank, Truck.	Disc, Drag, Hydroseeder, Mulcher, Tractor, Truck

Certificate of Secretary

- This page is only required if company is incorporated
- Printed name(s) must be identical to the name(s) on page 19

MDOT 1313 (01/10)

CERTIFICATE OF SECRETARY (Corporations only)

The undersigned, being the duly elected secretary of _____, a corporation, hereby certifies that the following resolution was duly adopted by the Board of Directors of said corporation at a meeting on _____, and that this resolution is in full force and effect:

"RESOLVED, That the following listed persons are hereby authorized to execute, on behalf of _____ any and all contracts with the State of Michigan or other governmental entity."

NOTE: The names printed below must be identical to the authorized signers on page 19.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE OF SECRETARY

DATE

Verification and Affidavit

- Authorized by owner, officer, or partner
- Must be notarized

MDOT 1313 (06/10)

AUTHORIZATION FOR VERIFICATION AND AFFIDAVIT

I, being duly sworn, understand that Act 170 of the Public Acts of 1933 permits, and the "Administrative Rules Governing the Prequalification of Construction Contractors" require the disclosure of financial and other information in the Confidential Prequalification Application and Financial Statement, Form 1313. I am also aware that the submission of false and deceptive information is a misdemeanor under Act 170, and submission of fraudulent statements may result in the prospective bidder not being prequalified, swear that to the best of my knowledge, the financial statements and other information set forth in this form are true and accurate statements as of the fiscal year end _____, and that the Certified Public Accountant who prepared the financial statement accompanying this form, as well as any depository, vendor or other agency named in these documents, is authorized to supply the Michigan Department of Transportation with any information to verify the statements contained in this form.

NAME (Print or type)	TITLE	
LEGAL COMPANY NAME (BIDDER)		
SIGNATURE OF OWNER, OFFICER, OR PARTNER	DATE	
Subscribe and sworn to before me this _____ day of _____ 20____		
NOTARY PUBLIC SIGNATURE	COUNTY/STATE	COMMISSION EXPIRES
NOTARY'S PRINTED NAME _____		

Prequalification Approval Letter

- Contractor Code
- Total Financial Rating
- Expiration Date
- Numerical Rating/
Classifications


STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

March 18, 2011

Bob T. Builder, Inc.
1130 Contractor Road
Detroit MI 48207

00013
5175551212

Dear Vendor:

In accordance with our Administrative Rules we have established your numerical rating which is based on a financial rating of \$1,000,000.00, covering the classifications in the amounts stated below. This prequalification rating is effective until April 30, 2011.

1000	B	- Concrete Pavement
100	Ea	- Grading, Drainage Structures & Agg. Cons
500	H	- Landscaping
1000	J	- Concrete C, C&G, Driveways, Sidewalks

It will be assumed that the rating is satisfactory unless the Prequalification Committee is notified in writing to the contrary within 15 days after the bidder has been advised of the rating granted. The Department, may declare a prequalified bidder ineligible to bid at any time because of developments subsequent to prequalification which, in their opinion, would affect the responsibility of the bidder or their ability to perform the contract work.

Jill D. Mullins
Manager
Construction Contracts Section
Contract Services Division

MURRAY D. VAN WAGONER BUILDING P.O. BOX 30050 LANSING, MICHIGAN 48909
www.michigan.gov (617) 773-2090

LH-LAN-0(1/05)

Additional Requests

- Increase in ratings or additional classifications:
 1. A Page 4 (Contractor's Experience) for each classification requested
 2. Submit new or additional experience which was not included in last application
 3. Show the required equipment whether owned, leased, or rented
 4. Staff's type of experience in the specific classification
 5. Complete a Reference Form (Form 5107)

Do's

1. Review the checklist and Administrative Rules
2. Fill out application completely
3. Balance Sheet (pages 7-11) must be completed
4. A financial statement is allowed for pages 12-15 if they contain all information requested in the balance sheet
5. If a financial statement is submitted, it needs to be completed by a CPA, not an accounting service
6. Ensure pages 19-21 are originals
7. Ensure pages 5-6 include all of your affiliated companies
8. Page 4:
 - Detail the experience
 - Note new experience every renewal

Don't's

1. Bind the prequalification application or financial statement
2. Forget to reapply each year by expiration date
3. Submit interim financials – only fiscal year end or opening balance for new companies
4. Submit a prequalification application in a different company's name
5. Submit false information

Contractors Service Center Website

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Contractor Services Center

The Contract Services Division administers MDOT's contracting processes, including contractor prequalification, bid letting, contract awards, and contractor payments. Information available here includes prequalification of construction contractors, project advertisements, bid information and results, contractor payment information, and much more. [Contact Us](#)

[Safely Regulating Training Video](#) (40 MB)
Flash Player 8 Required

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[Click here for:](#) Information and the necessary forms to become certified as a Disadvantaged Business Enterprise.
- Design/Build**
[Click here for:](#) Information on upcoming and current design/build projects.
- Prequalification**
[Click here for:](#) Information and the necessary forms required to become prequalified to perform construction work for MDOT.
- Bid Letting**
[Click here for:](#) Information on bid lettings (current and past), project advertisements, eligible bidders and plan holders list, ordering plans and proposals, establishing electronic bidding, and obtaining the necessary forms required for bidding.
- Payments & Awards**
[Click here for:](#) Information on contractor payments, contract modification, and subcontracts on current MDOT projects.

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- Design Services
- E-Mail Alerts - Construction
- FieldManager
- LTAP
- Manuals & Guides
- Staking request form **PDF**
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Welcome to Prequalification for Construction Contractors

Anyone seeking to bid on and/or perform work on MDOT projects must be prequalified. This work includes road and bridge construction/repair, concrete or hot mix asphalt paving, concrete curb and gutter/sidewalks, street/traffic lighting, sewer/watermain installation, sodding/seeding/landscaping, guardrail and fencing.

The Prequalification Unit reviews financial statements, prequalification applications and other data submitted by contractors. This information is used to establish prequalification ratings for prospective bidders.

[How to Become Construction Prequalified](#)
Anyone wishing to perform work on MDOT projects must be prequalified.

[Order a Construction Prequalification Packet](#)

[Search MDOT Prequalified Contractors](#)

Most Requested Forms

- [Form 5107 Reference Form](#) PDF
- [0168A - MDOT Vendor Availability Questionnaire](#) PDF
- [1309 - Account Receivable Verification](#) PDF
- [1310 - Bank Statement Verification](#) PDF
- [1313 - Confidential Prequalification Application](#) PDF
- [Confidential Prequalification Application MS Word Version](#)
- [1313B - Straight line Depreciation Schedule](#) PDF
- [W-9 Request for Taxpayer ID Number and Instructions](#) PDF
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Bid Letting Wegpage

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Featured Services & News

Welcome to Bid Letting

The Bid Letting Unit is responsible for advertising construction project information on MDOT's bid letting information on the Web and, through the Bid Express Web site, assists contractors with electronic bidding and provides bid results and bid tabulations.

IMPORTANT NOTE: MDOT is a fully-electronic bidding agency for construction projects advertised on the Bid Letting Information Web page. To bid as a prime or general, bidders are required to establish electronic bidding. Instructions to set up electronic bidding can be obtained through the USE EXPEDITE link found on this Web page.

[Bid Letting Information](#)
View letting advertisements, addenda, schedule of pay items, bidders and plan holders, bid tabulations, notices and bid results.

[Bids & Contracts FAQs](#)

[Bid Express](#)
Visit the Bid Express online bidding Web site.

[Bid Letting Contact Information](#)
What We Do and Who to Call

[2010 Letting Schedule and 1300EZ Filing Dates](#) PDF

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- [2010 Significant Projects](#) PDF
- [2010 Projected Lettings](#) PDF
- [2010 HMA, Concrete, & Bridge Summary](#) PDF

Bid Letting Information

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MDOT Bid Letting - May 7, 2010

Lettings	Bid Information	Contractor Announcements
<ul style="list-style-type: none">July 2, 2010June 18, 2010June 4, 2010May 21, 2010May 7, 2010April 15, 2010April 2, 2010March 19, 2010March 5, 2010February 19, 2010February 5, 2010January 14, 2010January 8, 2010	<p>Advertisements : TXT PDF</p> <p>Download Project Plans/Proposals & Addenda : Sign-in</p> <p>Warranty Information : PDF</p> <p>Insurance Requirements : N/A</p> <p>Addendums Issued Listing : PDF</p> <p>Schedule of Pay Items : TXT PDF</p> <p>Eligible Bidders : TXT</p> <p>Planholders : PDF</p> <p>Expedite Bid Files : EBL</p> <p>(The EBL file contains all project EBS files for use with Expedite Bid®. Includes pay items and addenda)</p> <p>Download FREE Expedite Software</p>	<p>Item 1005 124 is POSTPONED</p> <p>Item 1005 071 is POSTPONED</p> <p>Item 1005 123 is POSTPONED</p> <p>Item 1005 057 is POSTPONED</p> <p>Item 1005 016 is POSTPONED</p> <p>Addendums A through J Wage Decision Updates</p> <p>Contractor Expiration Dates</p> <p>IMPORTANT ANNOUNCEMENTS</p> <p>DESIGN BUILD (DB) Website</p>
	<h3>Letting Results</h3> <p>"As Submitted" : TXT</p> <p>"As Checked" : TXT</p> <p>Bid Tabulations : EXE</p> <p>Bid Tabulation (by item) : <input type="text" value="Select"/></p>	

► [CONSTRUCTION CONTRACT INQUIRY](#) ► [BID LETTING MAIN PAGE](#)

► [LETTING SCHEDULE & 1300EZ Filing Dates](#) ► [DOING BUSINESS WITH MDOT](#) ► [CONTRACTOR'S SERVICE CENTER](#)

For assistance contact: Kalene Curtis Phone: 517-373-2341 E-mail: curtisk@michigan.gov

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- FieldManager
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Design/Build
[Click here for:](#) Information on upcoming and current design/build projects.

Prequalification
[Click here for:](#) Information and the necessary forms required to become prequalified to perform construction work for MDOT.

Bid Letting
[Click here for:](#) Information on bid lettings (current and past), project advertisements, eligible bidders and plan holders list, ordering plans and proposals, establishing electronic bidding, and obtaining the necessary forms required for bidding.

Payments & Awards
[Click here for:](#) Information on contractor payments, contract modification, and subcontracts on current MDOT projects.

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Construction Contract Inquiry



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Transportation



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To get a construction contract inquiry report:

- Select a report type or web display.
- Enter a Contract or Project Number.
- Enter all or part of it if you are not sure of the complete number.

Hours of operation
Mon - Fri: 6:00 AM - 11:30 PM
Saturday: 6:00 AM - midnight
Sunday: 24 hours

Select report type or web display:

- Project Voucher Summary -- Show vouchers for the last:
- Project Voucher Summary by Contractor -- Show vouchers for the last:
- General Contract Level Information
- Contract Modifications
- Subcontracts
- Contract Award Status
- Insurance
- DBE Commitment

Enter Contract or Project Number:

QUESTIONS?

