



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

July 23, 2014

Name
Title
Address
City State

Dear

MDOT CONTRACT 2014-XXXX
Priority Road Investment Program Project (PRIP)

Enclosed are the Contract(s) and other PRIP forms issued between your organization and the Michigan Department of Transportation. Please take the time to read and understand this Contract. If this Contract meets with your approval, please complete the following checklist, and **return** this checklist, the Contract and Exhibit A for each project as soon as possible. **Upon its award you will receive an electronic scan for your files. The original signed Contract will be maintained in CSD files.**

_____ **Please do not date the Contract.** MDOT will date the Contract when it is executed. This Contract is **not** executed until it has been signed by **all parties**. Upon all final approvals the Contract will be sent to the MDOT Director for execution.

_____ **Secure the necessary signatures on the Contract.**

_____ **Include a certified resolution/authorization.** The resolution/authorization should specifically name the officials who are authorized to sign the Contract. The resolution/authorization must be submitted, even though you may have submitted one in the past.

_____ **Return the Contract with the certified resolution/authorization to the attention of Bill Rottiers in the Bureau of Finance, Contract Services Division at the address at the bottom of the page for MDOT execution. A scanned electronic copy of the executed Contract will be forwarded to your attention via e-mail.** Our street address for the use of an overnight carrier, should you need it, is 425 W. Ottawa St., Lansing MI 48933.

_____ **Complete and return Exhibit A electronically by email to DoyleL@Michigan.gov or include it with the signed Contract**

_____ Public Act 533 of 2004 requires that payments under this Contract be processed by electronic funds transfer (EFT). **The CONSULTANT is required to register to receive payments of EFT at the Contract & Payment Express website (www.cpexpress.state.mi.us).**

_____ **Upon completion of the project** complete and return Exhibit B by email to DoyleL@Michigan.gov

If you have any questions regarding the Contract, please feel free to contact Bill Rottiers, Contract Administrator at (517) 373-2895 or by email at RottiersW@Michigan.gov. If you have any other questions please contact Larry Doyle, LAP Engineer at (517) 335-2233 or by email at DoyleL@Michigan.gov.

Enclosures: 3