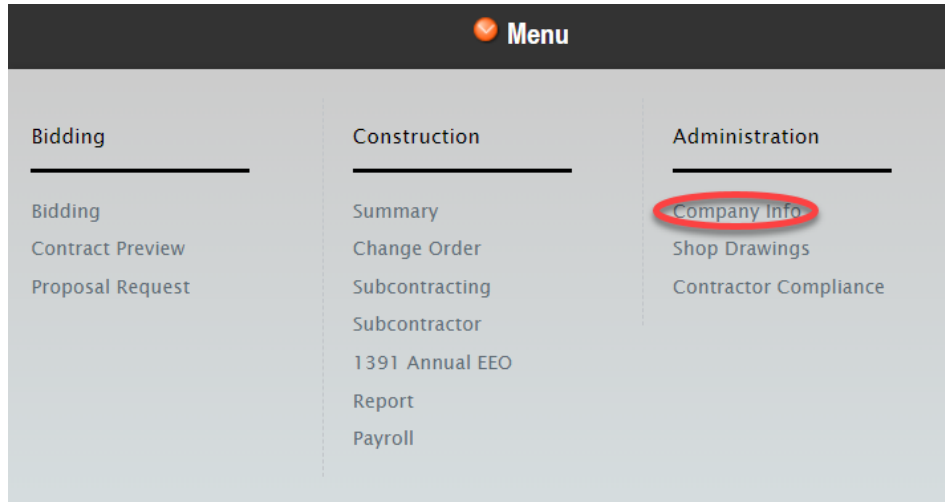


CMS Bid Proposals Request Instructions

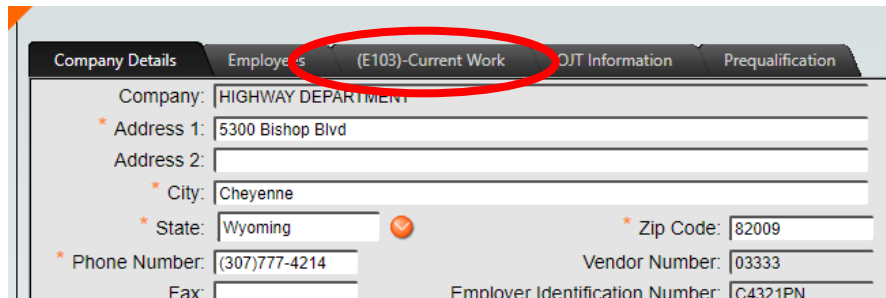
1. Update E-103 Current Work

Log into your ICX account.

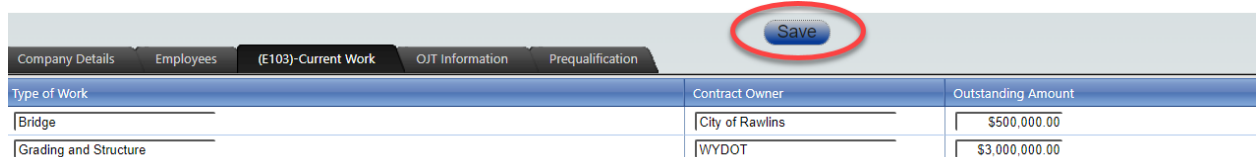
Click on the menu drop-down and select Company Info



Click on the (E 103)-Current Work tab.



Update your E-103 with your current work on hand and remove any work that has been completed. In order to remove a job that has been completed, right-click on the line you want to delete and click on "Delete". To add a job, right-click anywhere on the screen and then click on "Add". This will give you a new line to add work to. Once all modifications are done click on the save button.

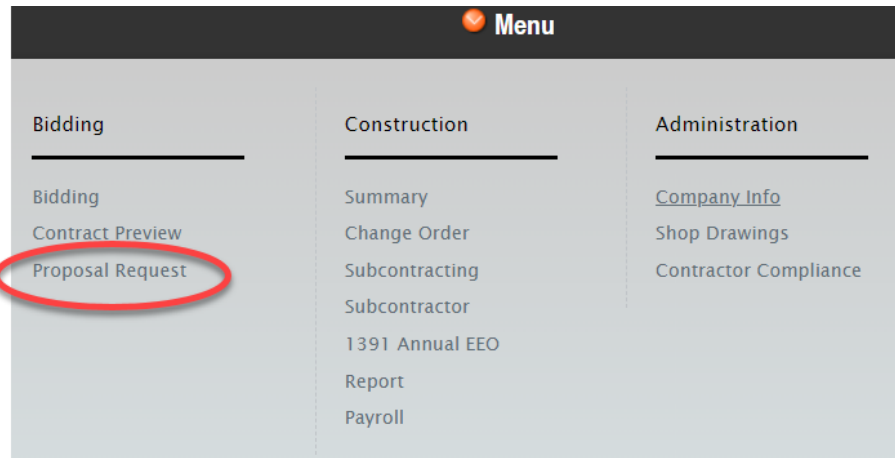


When adding work use the criteria below:

Fill in the current work that you have on hand. "List all construction work and dollar value of work remaining (including all uncompleted subcontracted work under your company as a prime), regardless of who the contracting agency or owner is, with the exception of miscellaneous work \$10,000 and under. If miscellaneous work exceeds a combined total of \$25,000, show combined total of the miscellaneous contracts or jobs".

2. Select Proposal Request

Click on the Menu drop-down and select "Proposal Request" under the Bidding heading



The new request page will come up showing what jobs are being let and your updated E-103 with the "Total Outstanding Amount".

The image shows a 'Proposal Request' page. At the top, there is a 'Select Bid Letting Date:' dropdown menu with 'November 10, 2022' selected, circled in red. Below this is a table with columns 'Request', 'Order', and 'Contract'. The table contains three rows:

Request	Order	Contract
<input type="checkbox"/>	1	WYB201005
<input type="checkbox"/>	2	WYN345110
<input type="checkbox"/>	3	WYB211010


Below the table is an 'E-103 Current Work' summary section. It contains a text box with instructions: "This list should include all projects, including non-WYDOT work. Update the information in the 'Company Info' window." Below this is a table with columns 'Type of Work', 'Contract Owner', and 'Outstanding Amount':

Type of Work	Contract Owner	Outstanding Amount
Bridge	City of Rawlins	\$500,000.00
Grading and Structure	WYDOT	\$3,000,000.00

At the bottom right of the E-103 section, the 'Total Outstanding Amount: \$3,500,000.00' is circled in red.

The current bid letting date will appear in the “Select Bid Letting Date” NOTE: There may be two dates that show up if the letting dates overlap the four week notification period. Always select the current letting with the drop-down arrow.

In the “Request” column, select the box(es) for the bid proposal(s) that you are requesting.

Select Bid Letting Date: 

Request	Order	Contract
<input type="checkbox"/>	1	WYB201005
<input checked="" type="checkbox"/>	2	WYN345110
<input checked="" type="checkbox"/>	3	WYB211010


Just below this section is a button that says “Request” Click on it and a box will show asking “By submitting this request, you verify that the information contained in the "E-103 Current Work" table is updated and correct”. Click “OK” if you have updated the E-103. If you have not updated it go back and update it and then click on request.

Request	Order	Contract	Status	Request Date
<input type="checkbox"/>	1	WYB201005		
<input checked="" type="checkbox"/>	2	WYN345110		
<input checked="" type="checkbox"/>	3	WYB211010		

Submitting Proposal Request ✕

By submitting this request, you verify that the information contained in the "E-103 Current Work" table is updated and correct

After you click the “Request” button, the “Status” it will show “Pending”.

Select Bid Letting Date: 

Request	Order	Contract	Status	Request Date
<input type="checkbox"/>	1	WYB201005		
<input checked="" type="checkbox"/>	2	WYN345110	Pending	10/24/2022
<input checked="" type="checkbox"/>	3	WYB211010	Pending	10/24/2022

A notification will be sent to WYDOT, the submitting user, and the contractor for each of the bid proposals stating your company has requested a bid proposal(s).

Bid proposal submitted for Bid Order: 3,WYB211010 submitted by Joes Paving

External Inbox x


wy_vault@exevisionnotifications.com

to wydot

Submitted on 10/24/2022

Bid Order: 3

Once the notification has been received by WYDOT, we will either “approve” or “disapprove” the request. If the request has been approved, a notification will be sent back to the submitting user and contractor for each of the bid proposals letting them know they have been approved. Under the “Proposal Request” tab, the “Status” will show that it has been approved.

Select Bid Letting Date: 

Request	Order	Contract	Status	Request Date
<input type="checkbox"/>	1	WYB201005		
<input checked="" type="checkbox"/>	2	WYN345110	Pending	10/24/2022
<input checked="" type="checkbox"/>	3	WYB211010	Approved	10/24/2022

Bid Proposal **Approved** for Joes Paving for Contract WYB211010

External Inbox x

wy_vault@exevisionnotifications.com
to

2:03 PM (2 minutes ago)



WYOMING Department of Transportation
"Providing a safe, high quality, and efficient transportation system"
5300 Bishop Boulevard, Cheyenne, Wyoming 82009-3340



Bid Order: 3

Company Name: Joes Paving

Contract Number: WYB211010

Reason:

Remarks: null

Request: Y

Request Date: 10/24/2022

If the request has been disapproved, then a notification will be sent back for each of the bid proposals to the submitting user and contractor letting them know it has been disapproved with a reason why it was disapproved. Under the “Proposal Request” tab, the “Status” will show that it has been disapproved.

If you believe you should have been approved for a project but was disapproved, please contact the WYDOT Prequalification office either by phone or email.

If WYDOT decides to allow you to bid on a disapproved project, you will need to go back into the "Proposal Request" tab and click on that job and then click on the "Request" button.

If you have any questions please contact the WYDOT Prequalifications Office at 307-777-4056 or email Jim Messer at jim.messer@wyo.gov