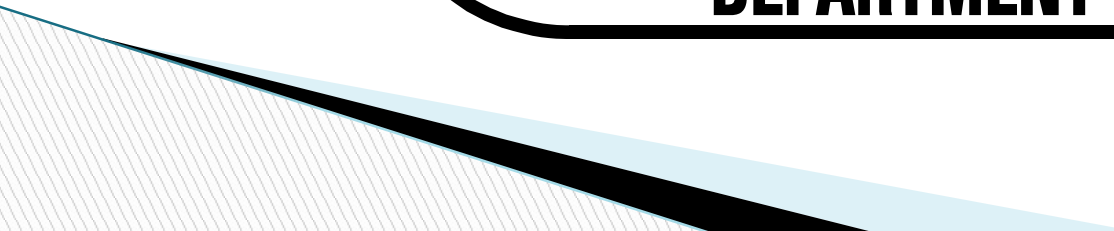
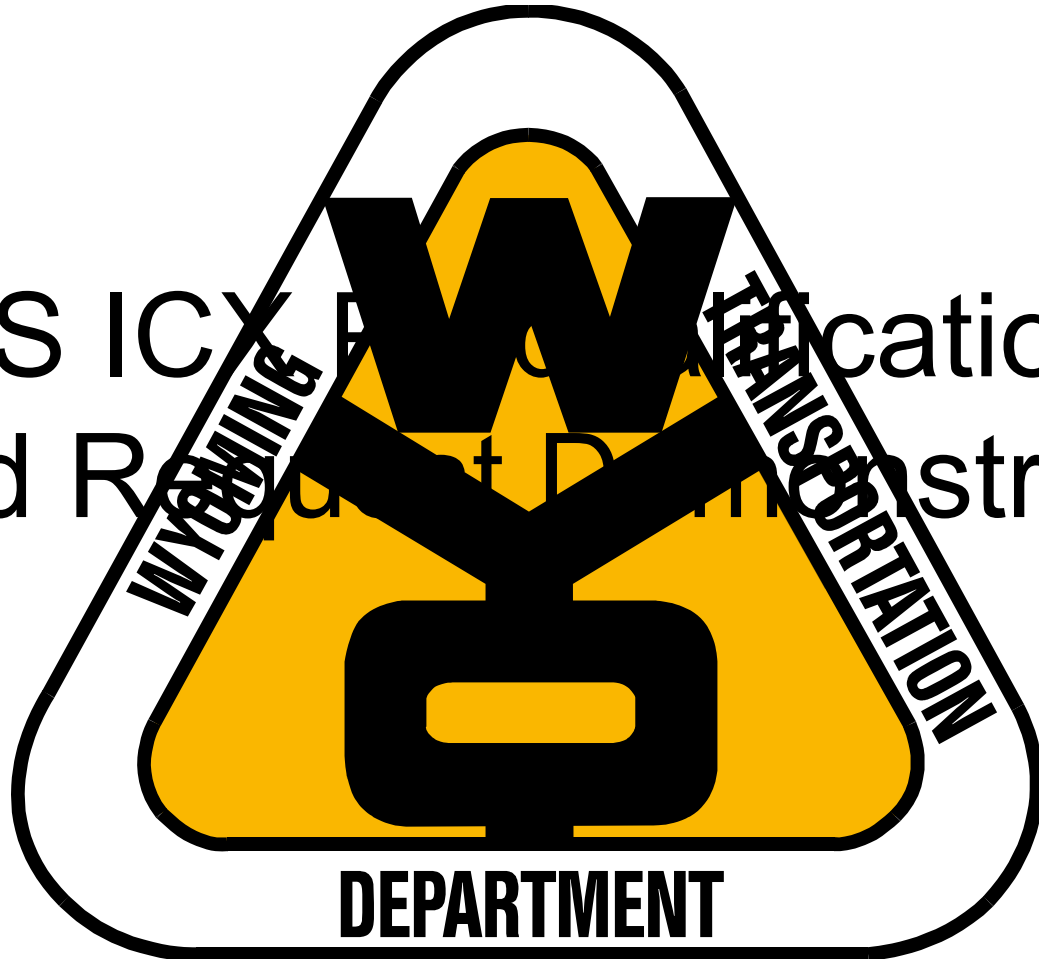
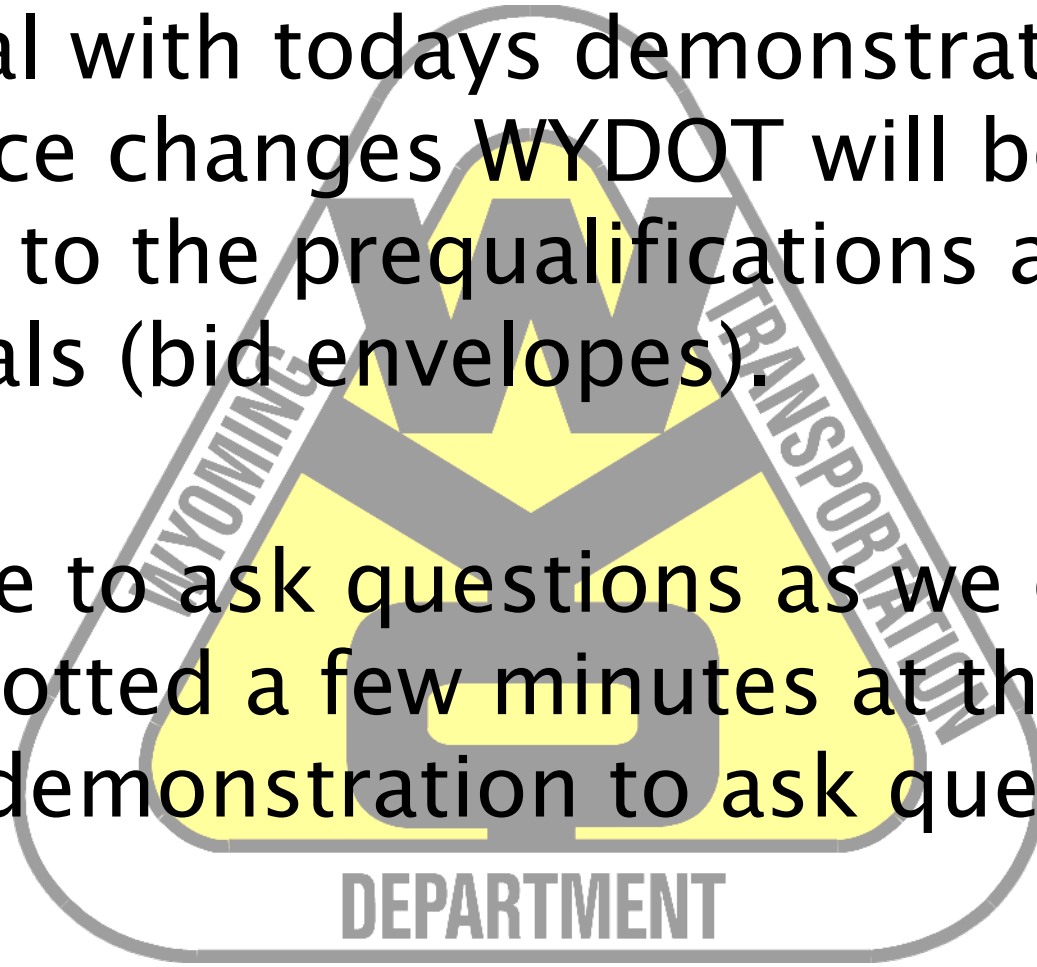


CMS ICY Bid Registration and
Bid Registration Demonstration




Our goal with today's demonstration is to introduce changes WYDOT will be making to the prequalifications and bid proposals (bid envelopes).

Feel free to ask questions as we go. We have allotted a few minutes at the end of this demonstration to ask questions as well.



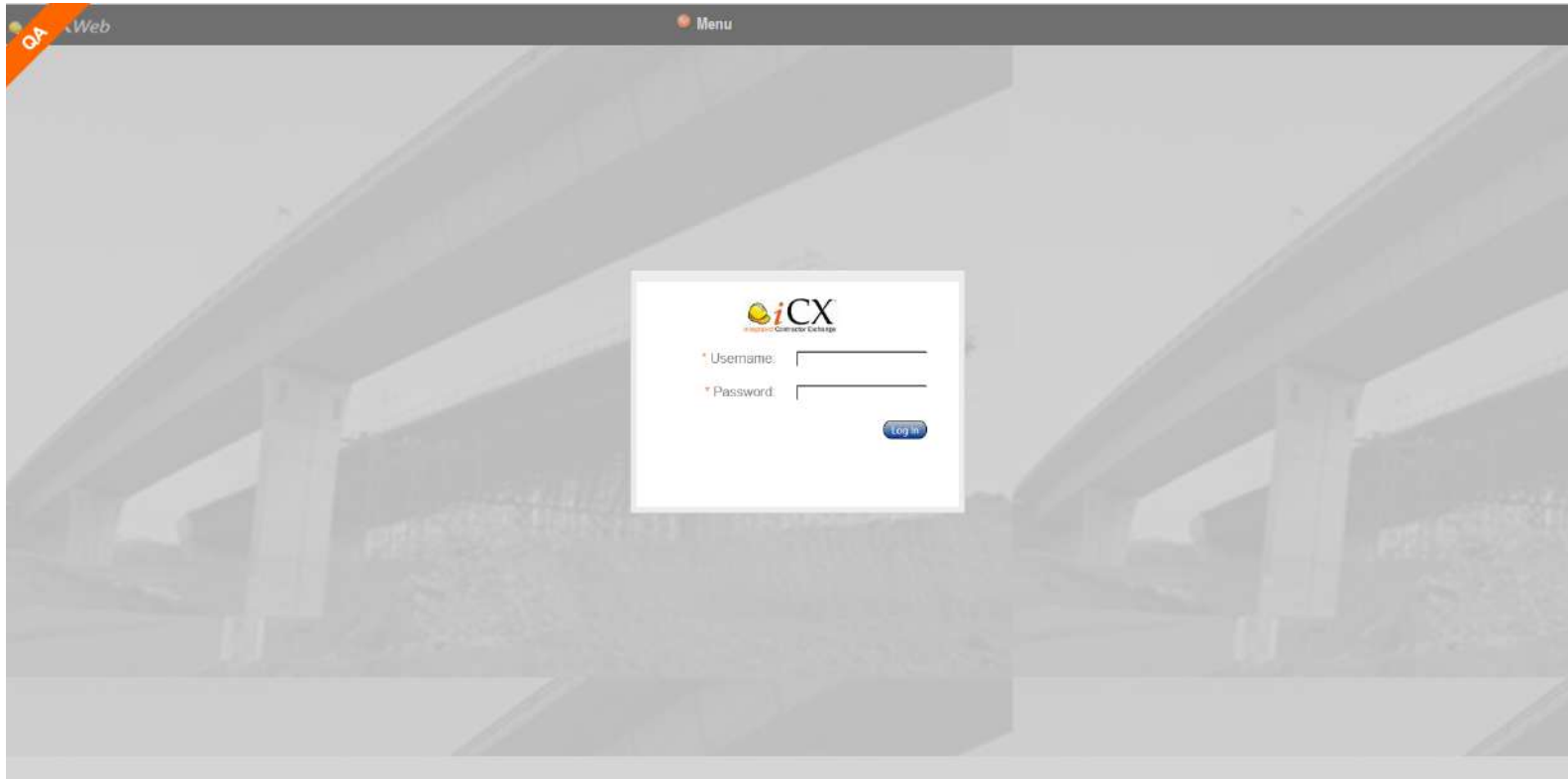
What are the benefits to the new system?

- ▶ Your Prequalification form and bid requests will be stored for you.
 - ▶ Expiration notices will automatically be send out approximately 60 day prior to your prequalification expiring.
 - ▶ The transaction is paperless. Everything will be stored under you company information. All documents will be emailed to us and in return we will email results back to you.
 - ▶ **NOTE:** In most cases, notifications will only be sent to the person who initially sent in the prequalification and to the “Main E-mail Address”.
- 

Contractors Prequalifications



The first thing you will need to do is log into your ICXweb account



Once you have your company window open you will want to go to the Menu drop down and click on “Company Information”

The screenshot shows a web application interface. At the top left, there is a logo with 'QA' and 'Web'. Below it is a 'Dashboard' tab. The main content area is divided into three sections: 'My Recent Contracts/Projects', 'Contract Status', and a table. The 'My Recent Contracts/Projects' section has a header 'Contract Number' and the text 'No records to display.'. The 'Contract Status' section has a header 'Contract Number' and 'Description' and the text 'No records to display.'. On the right side, there is a 'Menu' dropdown with three categories: 'Bidding', 'Construction', and 'Administration'. The 'Administration' category has a sub-menu with 'Company Info' circled in red, 'Shop Drawings', and 'Contractor Compliance'. The 'Bidding' category has 'Bidding', 'Contract Preview', and 'Proposal Request'. The 'Construction' category has 'Summary', 'Change Order', 'Subcontracting', 'Subcontractor', '1391 Annual EEO Report', and 'Payroll'.

QA Web

Menu

Dashboard

My Recent Contracts/Projects

Contract Number

No records to display.

Contract Status

Contract Number Description

No records to display.

Bidding

Bidding

Contract Preview

Proposal Request

Construction

Summary

Change Order

Subcontracting

Subcontractor

1391 Annual EEO Report

Payroll

Administration

Company Info

Shop Drawings

Contractor Compliance

Once the company information opens then you will want to click on the “Prequalification” tab.

The screenshot shows a web application interface with a dark header bar. On the left, there is an orange diagonal banner with the text 'QA' and 'Web'. The header bar contains a 'Menu' button with a checkmark icon. Below the header, there are two tabs: 'Dashboard' and 'Company Info'. The 'Company Info' tab is active, and it contains a 'Save' button. The main content area has a dark navigation bar with five tabs: 'Company Details', 'Employees', '(E103)-Current Work', 'OJT Information', and 'Prequalification'. The 'Prequalification' tab is highlighted with a red circle. Below the navigation bar, there is a form with various fields for company information. The form is titled 'Company: Jackalope Hydro Seeding & Reclamation, LLC'. The fields include: Address 1: 20 Hoya; Address 2: (empty); City: Douglas; State: Wyoming (with a dropdown arrow); Zip Code: 82633; Phone Number: (307)359-8578; Vendor Number: 03606; Fax: (empty); Employer Identification Number: (empty); Email Address: dkartchner@exevision.com; EEO Contact Email: (empty); Payroll Email: (empty); Federal Express: (empty); President: Denise Dowton; Prefix: Mrs.; Vice President: Jammie Dowton; Treasurer: (empty); Secretary: Denise Dowton.

QA Web

Menu

Dashboard Company Info

Save

Company Details Employees (E103)-Current Work OJT Information **Prequalification**

Company: Jackalope Hydro Seeding & Reclamation, LLC

* Address 1: 20 Hoya

Address 2:

* City: Douglas

* State: Wyoming

* Zip Code: 82633

* Phone Number: (307)359-8578 Vendor Number: 03606

Fax: Employer Identification Number:

Email Address: dkartchner@exevision.com

EEO Contact Email:

Payroll Email:

Federal Express:

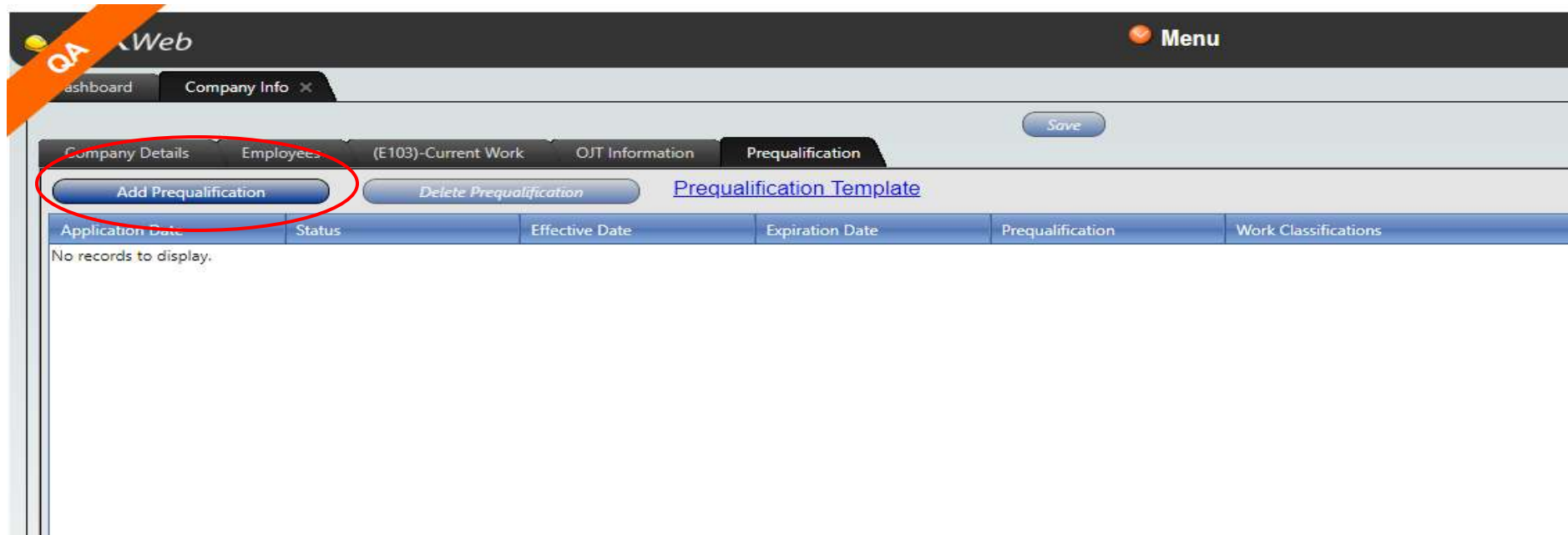
President: Denise Dowton Prefix: Mrs.

Vice President: Jammie Dowton

Treasurer:

Secretary: Denise Dowton

Once the Prequalification tab opens then you will want to click on the “Add Prequalification Template”



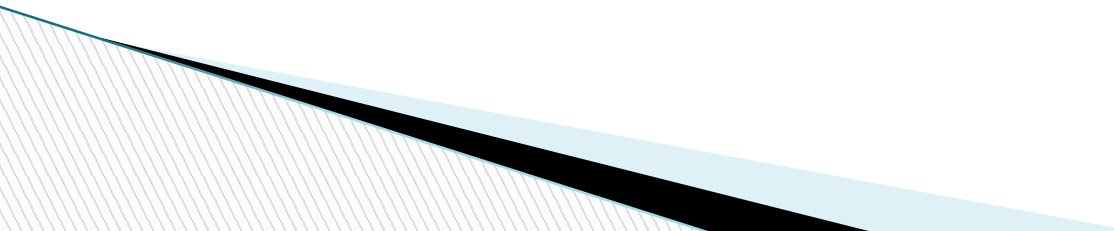
Click on the “Prequalification Template”. The new PQ-1 form will appear in a PDF file. You will need to fill it out and attach it as a document.

After you have downloaded all of your required documents simply click on the “Submit” button.

The screenshot displays a web application interface. At the top left, there is a logo with 'QA' and 'Web'. A navigation bar includes 'Dashboard' and 'Company Info'. A secondary navigation bar contains 'Company Details', 'Employees', '(E103)-Current Work', 'OJT Information', and 'Prequalification'. Below this, there are buttons for 'Add Prequalification', 'Delete Prequalification', and a link for 'Prequalification Template'. A 'Save' button is also present. The main content area features a table with the following columns: 'Application Date', 'Status', 'Effective Date', 'Expiration Date', 'Prequalification', and 'Work Classifications'. The first row of the table has a 'Submit' button in the 'Application Date' column, which is circled in red. The 'Status' column for this row contains the text 'PENDING'.

Application Date	Status	Effective Date	Expiration Date	Prequalification	Work Classifications
<input type="button" value="Submit"/>	PENDING				

Additional documentation that will need to be uploaded

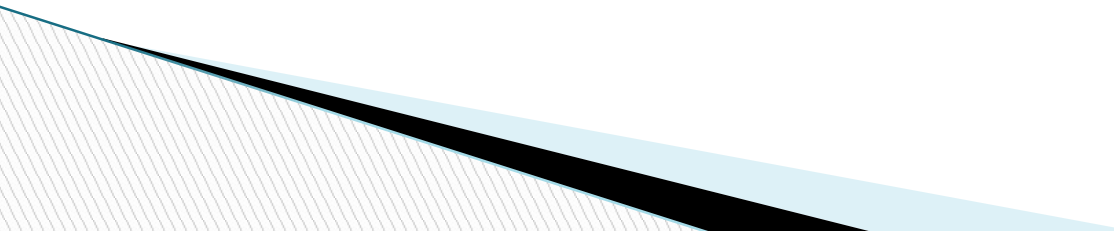
- Certification of Fact of Good Standing from the either state your company presides in or if you are registered with Wyoming you can attach it.
 - Either proof of Workers' Compensation from Wyoming or a Certification of Liability Insurance showing you have Workers' Comp Insurance
 - Current Financial Statement
 - Do not attach an equipment list. Please use the work sheet in the PQ-1
- 

Once you have submitted the document, an email will be sent to dot-construction@wyo.gov notifying our office that a prequalification has been sent in for review. If you notice under status it says Pending. This will remain until the prequal has been approved or disapproved. The status will change to “Approved” or “Disapproved”

Once we get the notification we will process it. Once we process the request whether we approve it or disapprove it an email will be sent to the person who sent in the request and to the “Company Main E-Mail Address” listed on the prequalification form.

If it has been approved the email will include the letter for you files.

If for some reason it has been disapproved the email will indicate the reasons it has been disapproved. Open up a new prequalification and attach the information that was requested along with all of the other items from the last one and resubmit it.



Questions?



Request for bid envelopes



The first thing you will need to do is sign into your company ICX account open your company information.

The screenshot displays the ICX web application interface. At the top left, there is a logo with 'QA' and 'Web' text. Below it, a 'Dashboard' tab is visible. The main content area is divided into three sections: 'My Recent Contracts/Projects', 'Contract Status', and a 'Menu' panel on the right. The 'My Recent Contracts/Projects' section has a table with columns for 'Contract Number' and 'Description', showing 'No records to display.'. The 'Contract Status' section also has a table with columns for 'Contract Number' and 'Description', showing 'No records to display.'. The 'Menu' panel is open, showing three categories: 'Bidding', 'Construction', and 'Administration'. Under 'Administration', the 'Company Info' link is circled in red. Other links in the 'Administration' section include 'Shop Drawings' and 'Contractor Compliance'. The 'Bidding' section includes 'Bidding', 'Contract Preview', and 'Proposal Request'. The 'Construction' section includes 'Summary', 'Change Order', 'Subcontracting', 'Subcontractor', '1391 Annual EEO Report', and 'Payroll'.

Contract Number	Description
No records to display.	

Contract Number	Description
No records to display.	

- Bidding**
 - Bidding
 - Contract Preview
 - Proposal Request
- Construction**
 - Summary
 - Change Order
 - Subcontracting
 - Subcontractor
 - 1391 Annual EEO Report
 - Payroll
- Administration**
 - Company Info
 - Shop Drawings
 - Contractor Compliance

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

QA Web

Dashboard Company Info X

Save


Company Details Employees **(E103)-Current Work** OJT Information Prequalification

Company: Jackalope Hydro Seeding & Reclamation, LLC

* Address 1: 20 Hoya

Address 2:

* City: Douglas

* State: Wyoming  * Zip Code: 82633

* Phone Number: (307)359-8578 Vendor Number: 03606

Fax: Employer Identification Number:

Email Address: dkartchner@exevision.com

EEO Contact Email:

Payroll Email:

Federal Express:

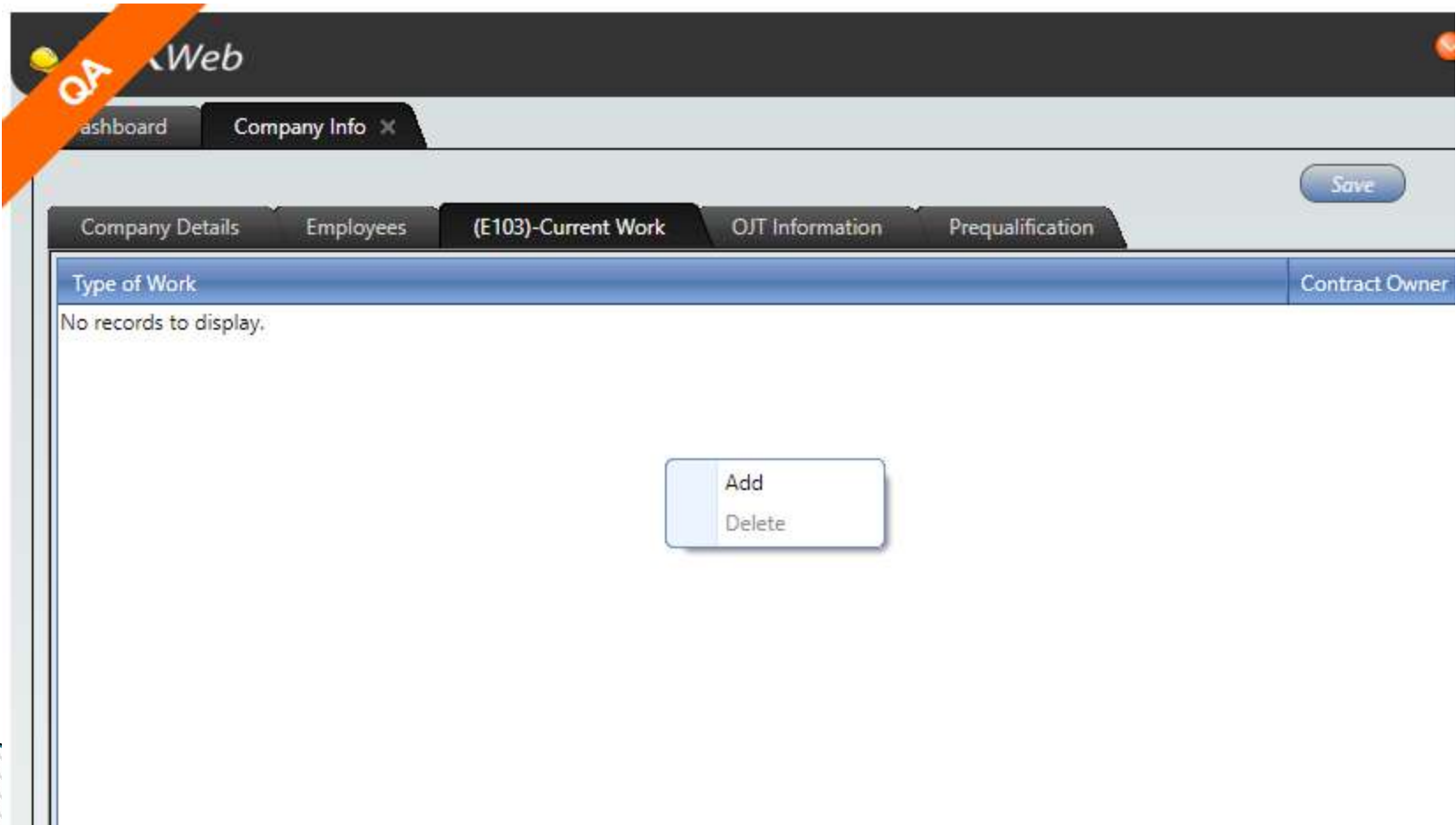
President: Denise Dowton Prefix: Mrs.

Vice President: Jammie Dowton

Treasurer:

Secretary: Denise Dowton

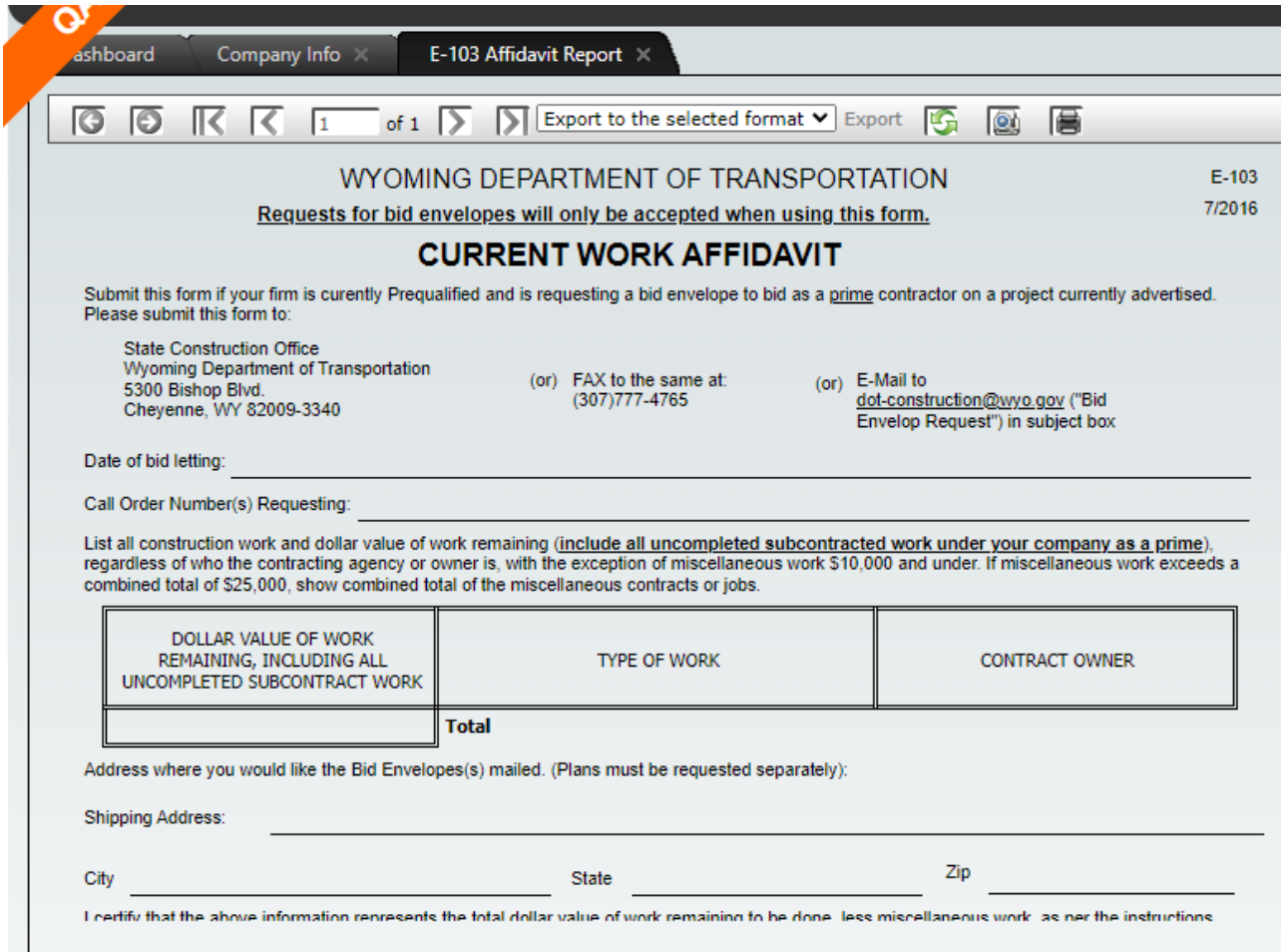
This is where you will add/remove all of your current work information. Right click in the field or on a project and either Choose “Add” or “Delete” depending on what you need to do. Remember to click on save when you are done.



On the far right hand side you can click on “E-103 Affidavit Report to verify all of your work on hand this will also give you the total of work on hand.



E-103 Affidavit Report



The screenshot shows a web browser window with three tabs: 'Dashboard', 'Company Info', and 'E-103 Affidavit Report'. The browser's address bar and navigation tools are visible at the top. The main content area is the 'CURRENT WORK AFFIDAVIT' form, which includes instructions, contact information, and a table for reporting work remaining.

WYOMING DEPARTMENT OF TRANSPORTATION E-103
7/2016

Requests for bid envelopes will only be accepted when using this form.

CURRENT WORK AFFIDAVIT

Submit this form if your firm is currently Prequalified and is requesting a bid envelope to bid as a prime contractor on a project currently advertised. Please submit this form to:

State Construction Office Wyoming Department of Transportation 5300 Bishop Blvd. Cheyenne, WY 82009-3340	(or) FAX to the same at: (307)777-4765	(or) E-Mail to dot-construction@wyo.gov ("Bid Envelop Request") in subject box
---	---	---

Date of bid letting: _____

Call Order Number(s) Requesting: _____

List all construction work and dollar value of work remaining (**include 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.

DOLLAR VALUE OF WORK REMAINING, INCLUDING ALL UNCOMPLETED SUBCONTRACT WORK	TYPE OF WORK	CONTRACT OWNER
Total		

Address where you would like the Bid Envelopes(s) mailed. (Plans must be requested separately):

Shipping Address: _____

City _____ State _____ Zip _____

I certify that the above information represents the total dollar value of work remaining to be done, less miscellaneous work, as per the instructions.

Once you have the E-103 filled out go back to the dashboard, click on the Proposal Request

The screenshot shows a web dashboard interface. At the top left, there is a logo with 'QA' and 'Web'. Below it, a 'Dashboard' tab is visible. The main content area is titled 'My Recent Contracts/Projects' and contains a table with the following structure:

Contract Number
No records to display.

Below this table is a 'Contract Status' section with a table header:

Contract Number	Description
-----------------	-------------

On the right side, a 'Menu' is open, displaying three columns of options:

- Bidding**
 - Bidding
 - Contract Preview
 - Proposal Request** (circled in red)
- Construction**
 - Summary
 - Change Order
 - Subcontracting
 - Subcontractor
 - 1391 Annual EEO Report
 - Payroll
- Administration**
 - [Company Info](#)
 - Shop Drawings
 - Contractor Compliance

The Proposal Request page will appear. On the right side will be your current E-103 information and on the left side will be the call orders for the current letting.

Dashboard Proposal Request

Select Bid Letting Date: September 09, 2022

Request	Order	Contract	Status	Request Date
<input type="checkbox"/>	1	BPRTST2		
<input type="checkbox"/>	3	BPRTST1		

E-103 Current Work

This list should include all projects, including non-WYDOT work. Update the information in the 'Company Info' window.

Type of Work	Contract Owner	Outstanding Amount
No records to display.		

Total Outstanding Amount: \$00.00

Request

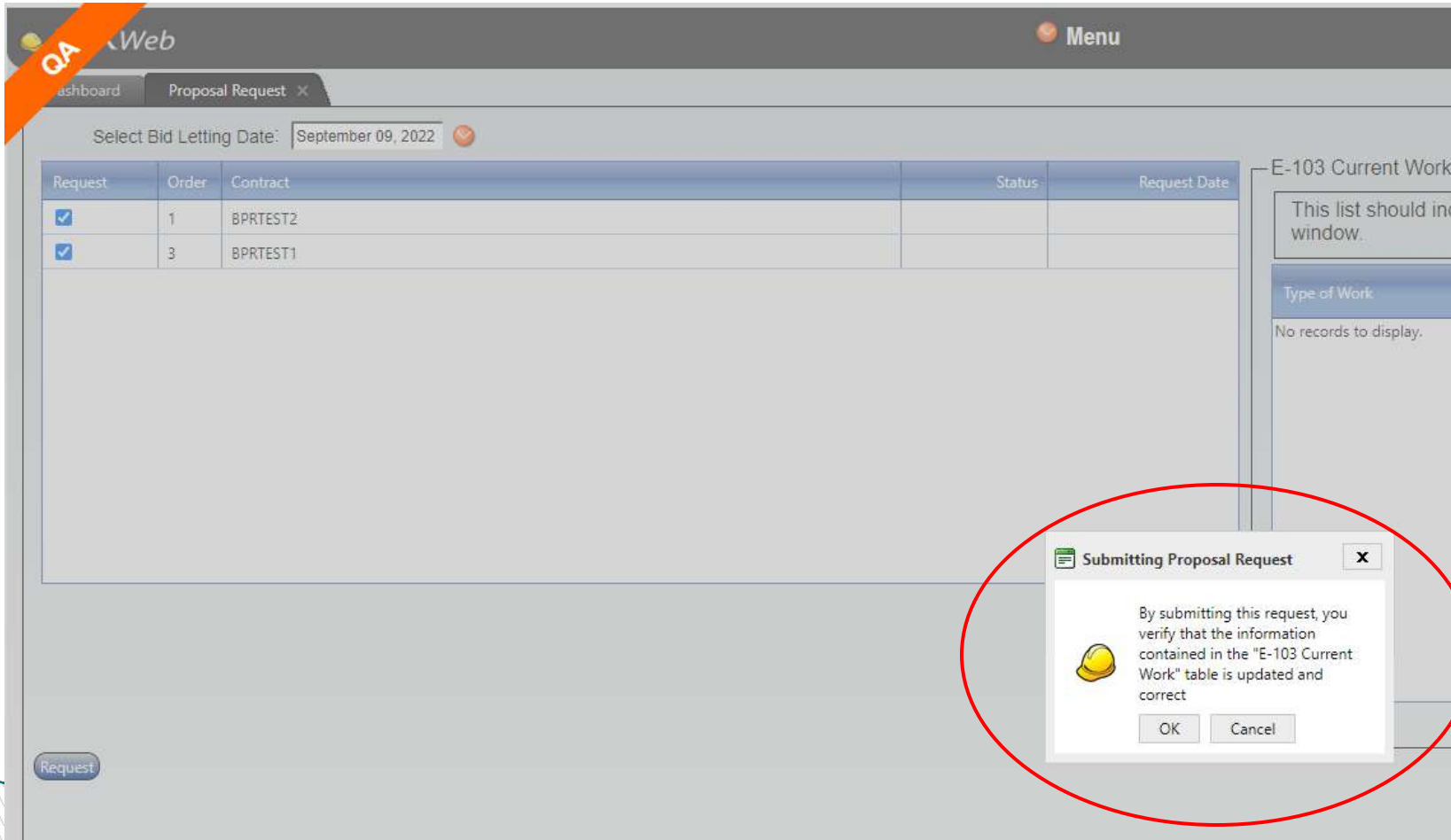
Click in the boxes for each call order you will be requesting. When you are done then click on the request button

The screenshot shows a web application interface for 'Proposal Request'. At the top, there is a navigation bar with 'Dashboard' and 'Proposal Request' tabs. Below the tabs, there is a 'Select Bid Letting Date:' field with a dropdown menu set to 'September 09, 2022'. The main content area contains a table with the following columns: 'Request', 'Order', 'Contract', 'Status', and 'Request Date'. The table has two rows of data, both with checked checkboxes in the 'Request' column.

Request	Order	Contract	Status	Request Date
<input checked="" type="checkbox"/>	1	BPRTEST2		
<input checked="" type="checkbox"/>	3	BPRTEST1		

At the bottom left of the interface, there is a 'Request' button, which is circled in red in the image.

Once you click on the request button a note will asking you to if you have updated your current work in the E-103 and is it correct. Click ok if you have updated it and cancel if you need to go back and update it.



QA Web Menu

Dashboard Proposal Request x

Select Bid Letting Date: September 09, 2022

Request	Order	Contract	Status	Request Date
<input checked="" type="checkbox"/>	1	BPRTEST2		
<input checked="" type="checkbox"/>	3	BPRTEST1		

E-103 Current Work

This list should include records in this window.

Type of Work

No records to display.

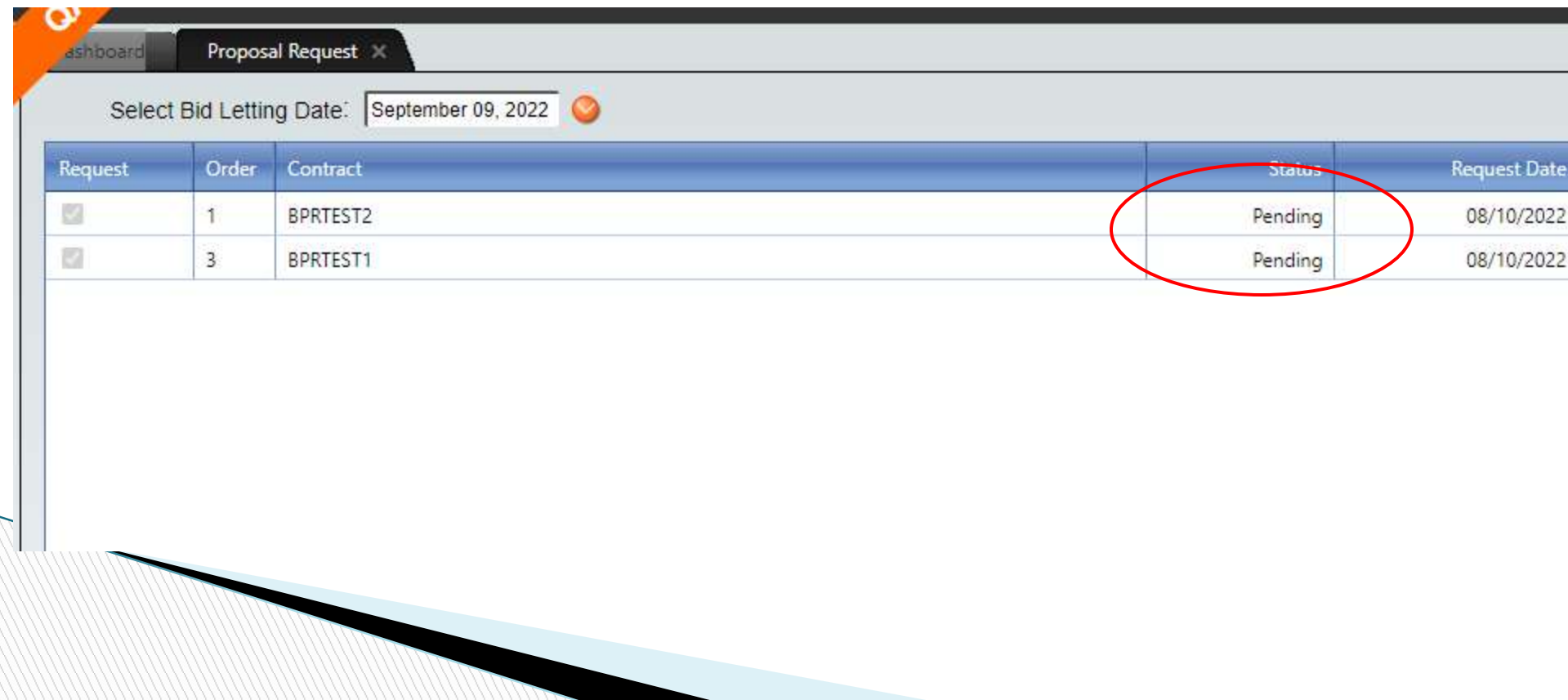
Request

Submitting Proposal Request

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

OK Cancel

Once you have submitted the document, an email will be sent to dot-construction@wyo.dot notifying our office that a bid request been sent in for review. If you notice under status it says “Pending”. This will remain until the bid request has been approved or disapproved. The status will change to “Approved” or “Disapproved” once we take action on it.



Dashboard Proposal Request X

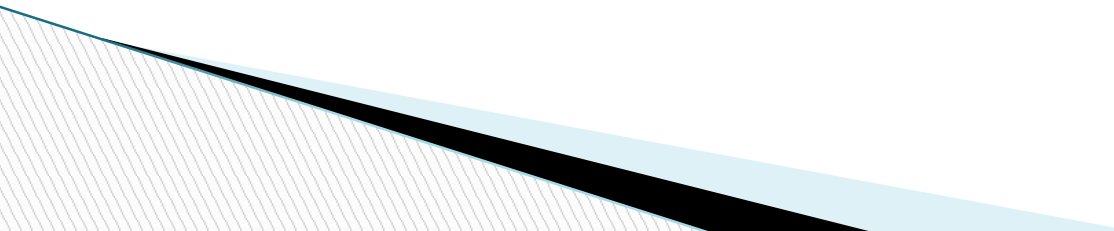
Select Bid Letting Date: September 09, 2022

Request	Order	Contract	Status	Request Date
<input checked="" type="checkbox"/>	1	BPRTST2	Pending	08/10/2022
<input checked="" type="checkbox"/>	3	BPRTST1	Pending	08/10/2022

Once we approve them, an email will be sent to the person who requested the Proposal Request, the “Main Office E-Mail Address” (from your prequalification form) and to Contracts and Estimates. Information will be in the email stating how turn in you bid envelopes.

If the request has been denied, then an email will be sent out to the person who sent in the request and the main office email stating why it was denied.

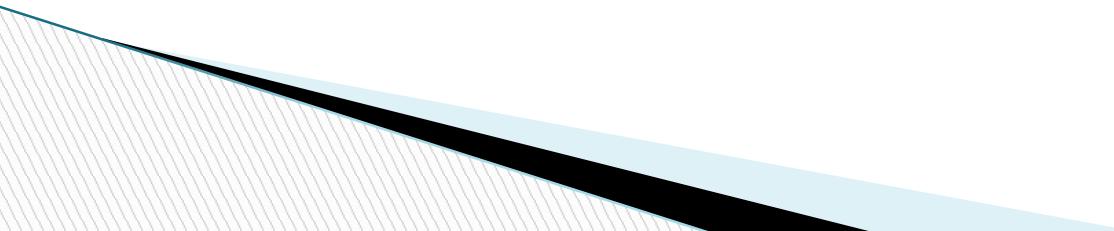
NOTE: We will not be sending you an envelope to put your bid in. You must supply the envelope with correct information on it. This information will be sent in the email that approved your request.



Emails

As mentioned in both the Prequalification and the Bid Envelope sections, the email will be returned to the person who sent them and the “Company Main E-Mail Address” which was listed on the prequalification form.

It is the responsibility of each company to maintain their email addresses and keep them up to date. WYDOT does not manage the emails.



Contact information

Charlie Bauer CMS/ICX

307-777-4927

Charlie.bauer@wyo.gov

Duwane Floy CMS/ICX

307-777-4059

Duwane.flow@wyo.gov

Jim Messer Prequalifications/Request for bid envelopes

307-777-4056

Jim.messer@wyo.gov

Mark Janicek ICX/Bidding

307-777-4214

Mark.Janicek@wyo.gov

Questions?

