iCX 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

🧟 Menu		
Construction	Administration	
Summary	Company Info	
Change Order	Shop Drawings	
Subcontracting	Contractor Compliance	
Subcontractor		
1391 Annual EEO		
Report		
Payroll		
	Construction Summary Change Order Subcontracting Subcontractor 1391 Annual EEO Report Payroll	Menu Construction Administration Summary Change Order Subcontracting Subcontractor 1391 Annual EEO Report Payroll

Select the Current Work tab.

company mo A		
Company Details Employees Ourset Work OIT Information	Braqualification	
me of Work	Contract Owner	Outstanding Amount
HMA Paving	Swanberg Construction	\$498,740.00
IMA and Chip Seal	Martin Construction	\$690,035.00
Concrete and Asphalt	Ames Construction	\$690,955.00
aving	WYDOT	\$20,980,379.00
fill and Overlay	City of Casper	\$957,330.00
aving	Private Work	\$15,211,026.00
aving	City of Bismarck	\$13,369,556.00
lide Repair	Cass County	\$22,227,109.00

Update your current work on hand and remove any work that has been completed.

*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.

ashboard Company Info X		
	Save	
Company Details Employees Current Work OJT Information Prequalification		
Type of Work	Contract Owner	Outstanding Amount
HMA Paving	Swarberg Construction	\$498,740.00
[HMA and Chip Seal	Martin Construction	\$590,035.00
Concrete and Asphalt	Ames Construction	\$590,955.00
Paving	WYDOT	\$20,980,379.00
MII and Overlay	City of Casper	\$367,330.00
Paving	Private Work	\$15,211,026.00
Paving	City of Bismarck	\$13,369,556.00
Slide Repair	Cass County	\$22,227,109.00
	Lee Lee	
	Total C	Outstanding Amount: \$74,625,130.00

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".

*To remove a job that has been completed, right-click on the line you want to delete and click on "Delete".

Company Details Employees Current Work OJT Information Prequalification		
Type of Work	Contract Owner	Outstanding Amount
HMA Paving	Swanberg Construction	\$498,740.00
HMA and Chip Seal	Martin Construction	\$690,035.00
Concrete and Asphalt	Ames Construction	\$690,955.00
Paving	WYDOT	\$20,980,379.00
Mill and Overlay	City of Casper	\$957,330.00
Paving	Private Work	\$15,211,026.00
Paving	City of Bismarck	\$13,369,556.00
Slide Repair	Cass County	\$22,227,109.00

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 current work with the "Total Outstanding Amount".

Request	Order	Contract	Status	Request Date	- Current Work		
2	1	P142052			This list should inc Info' window.	clude all projects, including non-WYDOT work. U	pdate the information in the 'Compa
2	3	N131057 N345112			Type of Work	Contract Owner	Outstanding
	4	U212022			Paving	Fargo Park District	\$553,192.00
2	5	8242003			Paving	City of Bismarck	\$433,720.00
)	6	W091006			Paving	Opus	\$1,706.00
)	7	N853098			Paving	Eagle Ridge	\$146,655.00
1		B244020			Paving	Key Contracting	\$272,134.00
())	0	6244220			Paving	Dunn County	\$2,026,985.00
	9	8241001			Paving	MDU	\$1,251,357.00
)	10	B243017			Concrete	UPS Oasis Supply Corp	\$240,065.00
£	11	0300049	Approved	11/29/2023	Paving	Gast Const	\$6,468.00
					Paving	Rainbow Energy Center	\$2,384,341.00
					Paving	Horace Park District	\$2,542,266.00
					Paving	NDDOT	\$4,152,645.00
					Paving	City of Mandan	\$1,706-100.00

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.

Dashboard	Propos	al Request 🗶		
Select	Bid Lettir	ng Date: December 14, 2023 🥝		
Request	Order	Contract	Status	Request Date
0	1	P142052		
	2	N131057		
	3	N345112		
	4	U212022		
	5	B242003		
	6	W091006		
	7	N853098		
	8	B244020		
	9	B241001		
	10	B243017		

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 "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.

uest	Order	Contract	Status	Request Date
	1	P142052		
	2	N131057		
	3	N345112		
)	4	U212022		
)	5	8242003		
	6	W091006		
	7	N853098		
	8	8244020		
	9	B241001		
	10	B243017		Submitting Proposal Request
				By submitting this request, you verify that the information
				work table is optated and correct OK Cancel

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

Dashboard	Proposa	al Request 🗙		
Selec	t Bid Lettin	g Date: December 14, 2023		
Request	Order	Contract	Status	Request Date
	1	P142052		
	2	N131057		
	3	N345112		
V	4	U212022	Pending	11/29/2023
	5	B242003	Pending	11/29/2023
	6	W091006		
	7	N853098		
	8	B244020		

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



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.

Dashboard	Propos	al Request 🗙			
Select Bid Letting Date: December 14, 2023					
Request	Order	Contract	Status	Request Date	
0	1	P142052			
	2	N131057			
	3	N345112			
V	4	U212022	Approved	11/29/2023	
	5	B242003	Approved	11/29/2023	
	6	W091006			
	7	N853098			
	8	B244020			

Bid Proposal Approved for Joes Paving for Contract WYB211010	
wy vault@exevisionnotifications.com to	2:03 PM (2 minutes ago)
WYOOKING Department Wark Gordon Governor Wark Gordon Source States and St	Euner Burker Director
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: Christina Fisher 307-777-4053 or email Christina.fisher@wyo.gov