THESE ITEMS MUST BE COMPLETED BEFORE A CONTRACTOR CAN START WORK

1. Contractor must have a fully executed contract. The following items MUST be completed before the Central Office Bureau of Highway Construction can sign the contract to complete the full execution of the contract.
2. DBE Commitments turned in by the contractor & signed by the DBE office.
3. Contract returned from the contractor with appropriate seals & signatures.
4. Performance & Payment Bond returned from the contractor with the contract all with appropriate seals, signatures & attachments.
5. The Governor signs the DT25 form which authorizes the contract to be approved by the Bureau of Highway Construction director.
6. When the contract has been fully executed, the Central Office Bureau of Highway Construction will notify the contractor, the region’s contract specialists & communication specialists, Expenditure Accounting & the Wisconsin Transportation Builders

Association.

1. In order to start construction, the following contract administration items must also be completed in the region office.
2. Region contract specialist must issue a start notice to the contractor in writing before work can begin.
3. Contractor must have region & DNR approved erosion control implementation plan (ECIP).
4. Contractor must have region approved sublet requests.
5. Contractor must provide region with approved work schedule.
6. Preconstruction meeting must have been held.
7. All permits, public information meetings, etc. have been completed.