



Procedures for Joint Ventures

November 25, 2019

Contractors who wish to bid together on a proposal should make a request for a joint venture to the Iowa Department of Transportation (Department), Contracts & Specifications Bureau in writing via email. The following information must be provided:

To place a bid:

1. The companies who plan to bid as a joint venture must designate a lead contractor. The lead contractor's name will appear first along with their address since they will receive correspondence.
2. The bid order number(s) of the proposal(s) to be bid.
3. All companies must provide Uncompleted Work Under Contract figures if required by the proposal(s).
4. Only one company needs to be qualified to bid the category of the requested proposal(s).
5. The highest pre-qualification type (CPA Audit, CPA Reviewed or Self Prepared) of any of the contractors will be considered the pre-qualified type of the joint venture.
6. The contractors will be required to create a digital ID under the joint venture vendor number for use with the bidding software furnished by the Department.
7. All bonds (bid and performance) must be in the name of the joint venture with all companies listed.
8. All companies may bid the requested proposal(s) separately or as a joint venture, or both. However, the joint venture would be treated as an affiliate of each individual contractor.

Joint Venture Bidding Capacity:

1. Where all contractors have the same classification (CPA, RCPA, NCPA), the limitation established would be based on the limit of qualification category. (Compiled - \$200,000, review - \$1,000,000 per project, etc.)
2. Where contractors are in different categories, the highest classification category would prevail. (Compiled & review - \$1,000,000 per project, review & audit - up to the maximum of the combined bidding capacity.) If the contractor has an unlimited bidding capacity, The Joint Venture will have an unlimited bidding capacity.

If awarded a contract, the following must be completed:

1. The lead contractor will be the contact for the Department to send any documentation to.
2. The lead contractor will be responsible for submitting all required contract documentation into Doc Express and back to the Department, including subcontract requests.
3. All companies must sign all contract documents through Doc Express, with the lead contractor being the 1st to sign. This includes local agency contracts.
4. The performance bond shall be made out in the name of the Joint Venture and list each contractor's bonding company on the bond. The lead contractor shall "verify" (submit) the bond through Doc Express. The Contracts & Specification Bureau shall review the bond to assure compliance with this policy.
5. The joint venture will be required to carry current insurance as required by the contract documents. The contractor(s) shall be required to upload their current certificate(s) of insurance to the Contract Signing Drawer in Doc Express for the contract they are awarded. All renewals of insurance certificates for the joint venture shall be submitted to the Iowa Department of Transportation's Finance Bureau. The contractor(s) will need to choose one of the following for their general liability insurance certificate:
 - a. The insurance cert can either be made out as the "insured" being the Joint Venture, listing the Iowa DOT or local agency and each contractor as an additional insured as it pertains to the project specific or any state project; or
 - b. Each contractor may submit their own general liability insurance naming themselves as the "insured" but listing the Iowa DOT or local agency, the other company(ies) involved with the joint venture AND the joint venture name itself as additional insured as it pertains to the project specific or any state project. This may be added under an insurance rider.
6. A W9 will be turned into the Office of Contracts under the joint venture name prior to the contract being signed. The lead contractor may use their Tax Payer Identification number on the W9.
7. All companies within the joint venture shall be required to have a current AA/EEO Policy on file with the Iowa Department of Transportation, Civil Rights Bureau. Each company shall have their own separate AA/EEO Policy. It shall be the responsibility of the lead contractor to ensure all companies have their current AA/EEO Policy on file.