



**SPECIAL PROVISIONS
FOR
ELECTRONIC SIGNATURES**

**Woodbury County
IM-NHS-029-6(151)142--03-97
IM-NHS-029-6(173)142--03-97
IM-NHS-029-6(174)142--03-97
IM-NHS-029-6(262)142--03-97**

**Effective Date
November 19, 2013**

THE STANDARD SPECIFICATIONS, SERIES 2012, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

120101.01 DESCRIPTION.

- A.** The Department has designated this contract as a pilot in a “paperless” project initiative. The winning bidder will be required to use the process described in this special provision to provide digital signatures to both the Contract (Form 650019, 05-13) and Performance Bond (Form 181419, 01-12) to complete award of the contract.
- B.** The Department will create a complete contract document and deliver it to the contractor in pdf format via the existing Bid Express Contract Documents Functionality.
- C.** Contractors may request service from Info Tech Customer Support from 8:30 AM until 5:00 PM Eastern Time, Monday through Friday.
 - Phone: 352-381-4888.
 - Email: customer.support@bidx.com.

120101.02 REQUIREMENTS.

- A.** An activated Info Tech Digital ID is required for the individual signing the documents.
- B.** The winning bidder will need to follow these procedures.
 - 1.** Register performance bond with one of the following entities:
 - Surety 2000.
Tel: (800) 660-3263 Email: help@surety2000.com

- InSure Vision.
Tel: (800) 989-6417 Email: support@insurevision.com
- 2. Perform a one-time download and installation of the Contractor Signing Tool from:
<https://install.infotechexpress.com/>.
- 3. Within the Contractor Signing Tool:
 - a. Select the PDF contract file to sign.
 - b. Enter additional identifying information for the registered performance bond. The additional identifying information conforms to pre-existing identifiers as specified by Iowa DOT and by the surety agencies, as necessary.
 - c. Select the Info Tech registered Digital ID to use to digitally sign the contract and bond.
 - d. Enter the passphrase for the Digital ID.

120101.03 RESULTS.

- A. The signature process will create documents that are secured by a digital signature which can be used to authenticate the signatures and which also assures the integrity of the contract and bond documents.
- B. Once all signatures are in place, Iowa DOT and the Contractor will be able to securely retrieve the contract and a bundle containing all signature files for archiving.

120101.04 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.

All costs for complying with this special provision shall be considered incidental to the project. No separate payment will be made.