



**SPECIAL PROVISIONS  
FOR  
DIGITAL SIGNATURES**

**Benton County  
BRNF-150-2(15)--39-06**

**Effective Date  
April 19, 2016**

**THE STANDARD SPECIFICATIONS, SERIES 2015, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.**

**150103.01 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) and to submit completed and signed additional required documents to complete award of the contract.
- B.** The Department will create a complete contract document and deliver it to the winning bidder in PDF format via the Contract Signing drawer in Doc Express.
- C.** Contractors may request service from Info Tech Customer Support from 7:00 AM until 8:00 PM Eastern Time, Monday through Friday.
  - Phone: 888.352.2439.
  - Email: [support@docexpress.com](mailto:support@docexpress.com).

**150103.02 REQUIREMENTS.**

- A.** An activated Doc Express Digital ID is required for the individual signing the documents.
- B.** The winning bidder shall go to the Preferences > Notifications in Doc Express and turn “On” the Contract Signing drawer for the Ready to be Progressed option in order to know when the contract is ready to be signed.
- C.** The winning bidder shall follow these procedures after receiving notification that the contract has been submitted to the Contract Signing drawer.
  - 1.** Register performance bond with Surety 2000.
    - Phone: 800.660.3263.

- Email: [help@surety2000.com](mailto:help@surety2000.com).
2. Follow the signature process in the Contract Signing drawer on Doc Express. A wizard will guide this process the first time you open the Contract Signing drawer because it requires a digital signature.
  3. Submit all supporting documents required for award to the contract in Doc Express. All documents must be in PDF format.
  4. The winning bidder will be provided detailed instructions to complete the contract signing through Doc Express.

**150103.03 RESULTS.**

- A. The signature process will create documents secured by a digital signature which is used to authenticate signatures and ensures the integrity of the contract and bond.
- B. Once all signatures are in place, Iowa DOT and Contractor may securely retrieve the contract and a Signature History Page for archiving.
- C. In the event of technical difficulties beyond the control of the winning bidder or the department, submission of paper documentation will be acceptable.

**150103.04 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.**

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