



Updated December 11, 2024

## Procedures for Joint Venture Bidding and Contract Signing

**Joint Venture is two or more contractors wishing to bid together on a single proposal.**

Contractors who wish to bid together on a proposal shall make a request to bid as a joint venture (JV) to the Iowa Department of Transportation (IA DOT), Contracts & Specifications Bureau following the guidelines below:

### *To place a bid as a joint venture:*

1. An email requesting to bid as a joint venture shall be sent to [dot.contracts@iowadot.us](mailto:dot.contracts@iowadot.us)
  - a. List the names of each company that wish to bid as a JV.
  - b. Identify which company shall be the lead contractor, along with their address. The lead contractor shall be the JV contact and receive all correspondence.
  - c. List the bid order number(s) for each proposal to be bid as a JV.
2. All companies must provide Uncompleted Work Under Contract figures if required by the proposal(s).
3. Only one company needs to be qualified to bid the category of the requested proposal(s).
4. The highest pre-qualification type (CPA Audit, CPA Reviewed or Compiled/Self Prepared) of any of the contractors shall be considered the pre-qualified type of the JV.
5. IA DOT, Contracts & Specifications Bureau shall create a new vendor ID number for the JV.
6. The lead contractor shall create a new digital ID under the JV vendor ID number to be used with the bidding software.
  - a. Only one person needs to electronically sign the bid. Any person authorized within the JV companies shall be able to input bidding information and electronically sign the JV bid using the new JV digital ID.
7. A bid bond must be obtained in the name of the JV with the lead contractor named first, followed by the second, third company names.
8. All companies may bid the requested proposal(s) separately or as a JV, or both. However, the JV shall be treated as an affiliate of each individual contractor.

### *Joint Venture Bidding Capacity:*

1. Where all contractors have the same classification (CPA Audit, CPA Reviewed, Compiled/Self Prepared), the limitation established would be based on the limit of qualification category. (Compiled - \$400,000, Reviewed - \$2,000,000 per project, etc.)
2. Where contractors are in different categories, the highest classification category would prevail. (Compiled/Self Prepared & Reviewed - \$2,000,000 per project, Reviewed & Audit – up to the maximum of the combined bidding capacity.) If at least one of the contractors has an unlimited bidding capacity the Joint Venture will have an unlimited bidding capacity.

***Joint Venture Maximum Bidding Capacity Examples:***

Example 1:

Contractor 1 = Compiled/Self Prepared

Contractor 2 = Compiled/Self Prepared

Joint Venture Maximum Bidding Capacity = \$400,000

Example 2:

Contractor 1 = Compiled/Self Prepared

Contractor 2 = Review

Joint Venture Maximum Bidding Capacity = Total of combined bidding capacities but not to exceed \$2,000,000 on a single project.

Example 3:

Contractor 1 = Review

Contractor 2 = Review

Joint Venture Maximum Bidding Capacity = Total of combined bidding capacities but not to exceed \$2,000,000 on a single project.

Example 4:

Contractor 1 = Review

Contractor 2 = Audit

Joint Venture Maximum Bidding Capacity = Total of combined bidding capacities. If at least one of the contractors has unlimited bidding capacity the Joint Venture will have an unlimited bidding capacity.



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## Procedures for Joint Venture Bidding and Contract Signing

### Requirements for signing a Joint Venture awarded contract(s):

*If awarded a contract, the following must be completed:*

1. The lead contractor identified on the bid shall be the only contact for all communication & correspondence from IA DOT regarding JV contract(s) and shall be responsible for ensuring all contractors within the JV have complied with IA DOT required contract documents and ensure contract documents have been submitted in Doc Express as required or emailed when requested/required.
2. The lead contractor shall be required to submit a W9 form, provided by the Contracts & Specifications Bureau, for a newly formed JV under the JV full name, using the lead contractor's taxpayer ID number, prior to signing the contract.
3. All contractors within the JV shall have an approved AA/EEO policy on file with the IA DOT, Civil Rights Bureau under their own company name prior to signing the contract.
4. All contractors within the JV shall be required to have a current, valid certificate of liability insurance, (including railroad insurance when required by contract), submitted to the Contract Signing drawer prior to digitally signing the contract.

#### **Specific Insurance Requirements for Joint Venture Contracts:**

**NOTE:** Only contract specific liability certificates will be accepted for any JV contract, whether it is a state contract or a local agency (i.e., county, city) contract. Each contractor within the JV must submit their own insurance certificate as written below:

For State Contracts where the IA DOT is the Contracting Authority:

Name of Insured Box (upper left side) shall list: Contractor's Individual Company Name (do not use the JV name in the "insured" box).

Description of Operations Box shall say:

The Iowa Department of Transportation, Company 2 (second contractor name), Company 3 (third contractor name if a triple venture) and JV company name are listed as additional insureds as it pertains to Contract ID XX-XXXX-XXX. (The second and third contractors would switch out their company name and use the first contractor's name for their certificate.)

Certificate Holder Box shall say:

Iowa Department of Transportation  
800 Lincoln Way  
Ames, Iowa 50010

For Local Agency Contracts where a county/city is the Contracting Authority:

Name of Insured Box (upper left side) shall list: Contractor's Individual Company Name (do not use the JV name in the "insured" box).

Description of Operations Box shall say:

The (county/city name), Company 2 (second contractor name), Company 3 (third contractor name if a triple venture) and JV company name are listed as additional insureds as it pertains to Contract ID XX-XXXX-XXX. (The second and third contractors would switch out their company name and use the first contractor's name for their certificate.)

Certificate Holder Box shall say:

County/City Name  
County/City address

5. The lead contractor is responsible to ensure all companies have their renewal certificates for the JV contract submitted to the IA DOT, Finance Bureau prior to any expiration date. Renewals of insurance certificates for JV contracts shall be identical to the above language and submitted to the IA DOT Finance Bureau at: <mailto:Dot-ContractorPay-Finance@iowadot.us>.
6. The lead contractor shall obtain the electronic, IA DOT performance bond through their bonding company. The performance bond shall name the JV as shown on the contract (listing all company names with the lead contractor's name listed first and JV at the end of the names), as the "Principal", using the lead contractor's address. The bond shall list each contractor's bonding company as the "Surety"; and list the correct Contracting Authority, i.e., Iowa Department of Transportation or County/City name, along with all other required information on the performance bond.
7. The lead contractor shall be the only contractor given access to verify the bond on the contract and Storm Water Co-Permittee form (if applicable).
8. All contractors within the JV are required to digitally sign the contract, and if applicable, storm water co-permittee form.
  - a. The lead contractor shall verify the bond & digitally sign the contract first, followed by the second contractor, and third contractor (for triple ventures), using their own digital ID signatures for their existing company.
9. The lead contractor in a Joint Venture, shall be responsible for submitting the Electronic Subcontractor Request for their Joint Venture contract as outlined in the Subcontractor Request Instructions – SiteXchange Con File Instructions.
  - a. All contractors who have been identified, authorized, & awarded a contract as a Joint Venture, including the lead contractor, secondary, &/or third contractor listed in the Joint Venture, are all prime contractors in the Joint Venture. The prime contractors within the Joint Venture shall not be listed as a subcontractor on any Subcontractor Request form for a Joint Venture Contract.