



**SPECIAL PROVISIONS  
FOR  
ELECTRONIC SIGNATURES**

**Polk County  
BRF-006-4(159)--38-77**

**Effective Date  
February 18, 2014**

**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.**

**120125.01 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](mailto:customer.support@bidx.com).

**120125.02 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](mailto:help@surety2000.com)
    - InSure Vision.  
Tel: (800) 989-6417 Email: [support@insurevision.com](mailto: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.

**120125.03 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.

**120125.04 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.