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**To:** Local Agency Contracting Authority

**Subject:** Contracts for Award Determination

The Iowa DOT has accepted bids on behalf of your agency. We have determined the contractor who provided the lowest responsive bid. It is your responsibility to analyze the bids and make a final determination to award the contract or reject all bids. You have or will be receiving an email with the confidential bid tabs for your review.

Please remember the Bid Tabs are confidential for 30 days after the local agency receives the email with them and the contract is awarded. They shall remain confidential indefinitely and shall be destroyed, if the contract is rejected.

The contract will be placed in the contract signing drawer of Doc Express soon. Please take one of the two following actions:

**AWARD OF CONTRACT OPTION**

**Do not discuss or have discussions with the contractor prior to receiving notice from the IA DOT that the IA DOT has concurred in the award of the contract by marking the contract “Completed by Contracts & Specifications Bureau”, in Doc Express.**

1. Take formal Board/Council action to award the contract.
2. Place your approval to award on the contract (transition contract to Award) in Doc Express. DO NOT upload anything to the contract as a supporting document.
3. Once award is placed on the contract it will be released so the contractor can verify the bond and sign the contract.
4. Once the bond has been verified and the contractor has signed the contract, the Local Agency must transition the bond to “View and Signed” and then digitally sign the contract.
5. The prime contractor will upload a certificate of insurance as an “Other Required Document” into the contract signing drawer, listing the local entity as an “additional insured”. The Contracts & Specifications Bureau will review the insurance certificate. The local agency does not need to transition that document.
6. Prior to the Contracts & Specifications Bureau’s contract signature and concurrence in award, the Contracts & Specifications Bureau, will authorize all electronic subcontract requests that have been submitted to us. The Contracts & Specifications Bureau will process and place the tax certificates along with the AA/EEO Poster in the contract signing drawer. If no subcontractor request was sent in prior to the IA DOT’s marking the contract completed, only the prime contractor’s tax certificate will be in the contract signing drawer with their AA/EEO Poster only listing the prime.
7. **It is the responsibility of the local entity to sign all tax certificates for the prime, each tax certificate must have a signature on it. You will need to download the tax certificates and AA/EEO Poster and sign them by pen and either email them or US mail them to the prime contractor. The local agency will not be able to upload them back to the contract signing drawer. There is no change to the policy for processing/approving subcontractor requests.**
8. After the prime contractor and the local entity have signed and verified the bond and the contract, the Contracts & Specifications Bureau will review all documentation to ensure everything is in compliance with IA DOT Specifications. The Contracts & Specifications Bureau will digitally sign the contract and mark the contract as “Completed by the Contracts & Specifications Bureau”. There will be no further action needed in the Contract Signing Drawer.
9. Once the contract has been marked “Completed by the Contracts & Specifications Bureau”, you may download and sign the tax certificates, have conversations with the prime contractor, schedule the pre-construction meeting and work may commence.
10. All contracts and contract documents should be approved for award and digitally signed within **30 days**, regardless of when the work is proposed to begin.
11. **The contracting authorities are reminded that federal regulations may apply to this contract. The contracting authorities shall ensure compliance with all applicable civil rights, and Davis-Bacon requirements.** The Contracts & Specifications Bureau, Iowa DOT, will upload the AA/EEO poster listing all subcontractors with the tax certificates.

Please contact the Iowa Department of Transportation Administrating Office regarding the pre-construction meeting and construction administration and inspection requirements.

**REJECT ALL BIDS OPTION**

**Do not have discussions with the contractor prior to rejecting all bids.**

1. Take formal Board/Council action to reject all bids.
2. Send written notification to the contractor of your intent to not award a contract.
3. Send written request for the Iowa DOT to concur with rejection of all bids to the Contracts & Specifications Bureau, Iowa DOT within 30 days. Include the following in your request to reject all bids:
  - a Bid Order Number, Contract ID and Letting Date
  - b Justification of why you are asking to reject all bids
  - c Whether or not you want to re-let and an approximate time of when you'd like it re-let the project
  - d Briefly describe what changes you will make to the project/plans/estimating proposal to bring more bids in or lower the cost of the bids.
  - e Send this letter (on letterhead) by email to: [Mary.Thompson@iowadot.us](mailto:Mary.Thompson@iowadot.us)
4. **Destroy** bid tabs. This information is *confidential* for projects that are not awarded.

**NOTE 1: When a Storm Water Pollution Prevention Plan has been developed by the Contracting Authority for one or more projects on the contract, the Co-permittee Certifications Statement (form 830215) can be downloaded here: <http://intforms/FormsMgt/External/830215.doc>. The forms are no longer provided to local agencies by the Iowa DOT, Contracts & Specifications Bureau.**

**Note 2: No preconstruction conferences shall be held, and no work shall commence on this project until the IA DOT has marked the contract as "Completed by the Contracts & Specifications Bureau".**

If you have any questions or concerns, or need assistance with the processing of contracts, or subcontracts; please contact:

Mary Thompson, Engineering Office Assistant II  
Contracts & Specifications Bureau  
515-239-1415  
Or by email: [Mary.Thompson@iowadot.us](mailto:Mary.Thompson@iowadot.us)

If you have problems, questions or concerns with the use of Doc Express, the contract signing drawer or obtaining a digital signature, please contact:

Tammi Bell, Training Specialist II  
Local Systems Bureau  
515-239-1529  
Or by email: [Tammi.Bell@iowadot.us](mailto:Tammi.Bell@iowadot.us)

Sincerely,



Mark J. Dunn, P.E.  
Contracts Engineer  
MJD/met