

JOINT VENTURE ELECTRONIC BIDDING

105 IAC 11-3-5 of the Rules for Prequalification of Contractors and Bidding, sets out the requirements for joint ventures. Below is a summary of how joint ventures are handled in an electronic bidding situation.

1. All joint venture partners will acknowledge all revisions by emailing the acknowledgements to the construction letting email box. The sponsor of the joint venture will enter the revision dates on the electronic proposal form.
2. Each company will have their drug testing plan on file with the pre-qualification engineer, or email them to the construction letting email box. The sponsor's drug testing date will be the date used in the electronic bid.
3. Each company will have to email their individual contractual obligations to the construction letting email box. The sponsor will place the combined contractual obligations of the joint venture on the electronic bid form.
4. Each company will have to email their own CM 32-34 form to the construction letting email box. The sponsor will complete the form on the electronic bid form.
5. The non-collusion form submitted with the electronic bid will be valid for both companies.
6. The bid bond will be sent in as other electronic bid bonds. Surety 2000 and SurePath should be able to handle the bond with two surety companies.
7. The performance bond will be handled as in the past, with both parties signing the bond which is then emailed to the construction letting email box.
8. A digital signature must be acquired for the joint venture, using the vendor ID of the joint venture. If a vendor ID does not exist for the joint venture, contact the Prequalification Engineer as soon as possible, because it takes up to five days to get a digital signature. A vendor ID for a joint venture is given the following form: 99-9991234.