

Joint bid instructions

Texas Department of Transportation (TxDOT)

Important: Joint bid vs. joint venture

This process is for a joint bid, not a joint venture. If the bid is awarded, TxDOT will generate one contract for all participating companies to sign. Each company will be equally responsible under that contract.

1. Confirm contractor eligibility and capacity

Ensure that both/all companies are currently qualified and have the proportional bidding capacity to request the bid.

Example: two contractors doing a joint bid on a project estimated at \$1M would each need to have at least \$500,000 available bid capacity; three contractors would need \$333,333; etc.

2. Submit a signed letter from each contractor

Do not request the proposal on iCX; instead, each contractor must send a letter signed by a current authorized signer with the following information to:

cst_prequalification@txdot.gov

Required Information in Each Letter

- Date
- Project information (at minimum the CSJ)
- Intent to submit a joint bid for the specified project
- All joint bid contractors' names
- Assignment of the lead contractor
- Acknowledgement that the contractors understand that this is a joint bid and NOT a joint venture.
- Name and signature of authorized signer
- Contact information (email/phone) in case of any issues

3. TxDOT creates the joint bid in iCX

Once we receive the letters from all companies, we will start the process to create the joint bid in the electronic bidding system (iCX).

4. Lead contractor accesses and submits the bid

When completed, we will notify the contractors that the joint bid is available on iCX. The lead contractor will then be able to request/access the bid on iCX. The lead contractor will submit one bid on behalf of all contractors listed in the letter.

Notes:

The companies can send the letters all in one email or separately. We cannot start the joint bid process until letters from each company have been received. As it may take time to create the joint bid, we recommend that you submit the letters as soon as possible.

As stated above, this is a joint BID not a joint VENTURE; the companies are bidding together and, if awarded, TxDOT will generate a contract for which all companies to sign and enter into and be equally responsible for.

Bid Bond Requirement

The bid bond (paper or electronic) must reflect all companies' names.