

# **NOTICE TO CONTRACTORS & SURETIES**

## **REVISION IN SUPPLEMENTAL AGREEMENT PROCESS**

The Department continues to pursue e-Construction as a means to both improve efficiency and to better document ongoing processes. This Notice is to announce the next phase of these efforts.

To speed up the supplemental agreement signing process, the Department will begin using Doc Express for the distribution and signing of supplemental agreements. Each surety will need to access DocExpress.com and create an organizational account if one has not already been created. Instructions for creating an account may be found in Appendix B of the *Guidelines for Using Doc Express on ARDOT Projects*. These *Guidelines* are located at [http://ardot.gov/construction\\_division/Contractor\\_Guide\\_DocExpress.pdf](http://ardot.gov/construction_division/Contractor_Guide_DocExpress.pdf). Please refer to the Guide for future updates.

The following signing process is included in the *Guidelines for Using Doc Express on ARDOT Projects*, located at [http://ardot.gov/construction\\_division/Contractor\\_Guide\\_DocExpress.pdf](http://ardot.gov/construction_division/Contractor_Guide_DocExpress.pdf). Please refer to the *Guide* for future updates.

1. After the cover letter and supplemental agreement have been uploaded to Doc Express and signed by the State Construction Engineer, the prime contractor will be notified via the Doc Express share feature email.
2. The prime contractor shall review the supplemental agreement and then transition the document to the *Signed by Contractor* status. This transition and accompanying signature must be performed by an officer of the company who is listed as an authorized signer on the ARDOT Program Management Division's registry. The prime contractor shall then notify the surety via the Doc Express share feature email.
3. The surety shall transition the supplemental agreement to the *Signed by Surety Agent* status. This transition and accompanying signature must be performed by an authorized signer for the surety. The surety shall then notify the ARDOT Construction Division via the Doc Express share feature email, with the email being sent to [SupplementalAgreements@ardot.gov](mailto:SupplementalAgreements@ardot.gov).
4. The supplemental agreement shall be reviewed by the ARDOT Construction Division and signed by the Assistant Chief Engineer of Operations.
5. The supplemental agreement shall be reviewed and signed by the Chief Engineer for the Director.

The use of Doc Express for signing supplemental agreements will begin with the February 27, 2019 letting. Currently ongoing projects may be included on a case-by-case basis if the contractor and surety both agree and submit a request to the Construction Division.

For more information contact the Department's Construction Division.

[sitemanager@ardot.gov](mailto:sitemanager@ardot.gov)

Construction Division

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