

Contractor Electronic Signature (e-Sign) Guide



Introduction

The Division of Engineering Services (DES), Program/Project Management & Office Engineer Office of Construction Contract Awards (OCCA) has developed a process to electronically execute a contract using Adobe Sign.

In 1999, California enacted the California Uniform Electronic Transactions Act (CUETA) in Civil Code 1633.1 to give electronic signatures the same legal authority as "wet" signatures on contracts. An electronic signature is defined as an electronic sound, symbol or process that is attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. All signatory parties of the contract must agree to use electronic signatures to execute the contract.

This guide provides guidance for first-time and returning bidders to sign and attach the required documents to electronically sign and execute a Caltrans contract using the Adobe Sign software.

This guide will assist the bidders with:

- Electing to electronically sign a contract
- Electronically signing the contract
- Uploading the required documents
- Mailing the bonds
- Receiving your copy of the contract

e-Sign Contract Process

1. Electing to electronically sign a contract

After bid opening, the apparent low bidder will be sent the CUETA form via email and offered the opportunity to execute the contract electronically. If the bidder elects to execute the contract electronically, the bidder or an authorized representative:

- Must complete the form by designating the recipient to sign the contract and the payment and performance bonds.

By signing below, **Insert company name** expressly agrees to execute this contract electronically and warrant that I am authorized to do so for the listed company.

Contractor Company Name		
Authorized (Printed)	Title (Printed)	Phone No.
Signature	Date:	Email Address

- Must email the completed form to DES.OE.FMIII.Awards@dot.ca.gov within three days of receiving the form.
- May designate an individual to upload the required documents

I designate the individual listed below to upload required documents (Performance and Payment Bonds, Insurance documents). (Complete if different from above.)

Name (Printed)	Title (Printed)	Phone No.	Email Address

2. Electronically signing the contract

If you are awarded the contract, you will receive an email via Adobe Sign with a link to electronically sign the contract. Click on the Review and Sign button in the email and it will take you to the contract for you to sign. Click on the boxes to enter your company name, sign the contract, enter your title, and enter your federal employer identification number.

Next

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, et

*Enter your company name

*Click here to sign

DATE SIGNED (Do not type)
09/02/2021

*Enter your job title

FEDERAL EMPLOYER IDENTIFICATION NUMBER

For more information on how to sign the contract electronically, please click on this link to this [Adobe Sign tutorial](#)

After you have entered all your information, click on **Next**. You are now ready to upload your required documents.

3. Uploading the required document

You or your designated representative will be required to upload the required documents into Adobe Sign. If you designated an individual to upload the documents in the CUETA form, Adobe Sign will email the contract to that individual to upload the documents.

To upload a document, click on the attachment field for the document you wish to upload, find your document, and upload it.

The screenshot shows the Adobe Sign interface for a contractor. The page title is "Caltrans Construction e-Sign Contract". A red banner at the top says "For Contractor USE". Below this, it states "Contractor is responsible for:" followed by two bullet points: "Uploading the Payment Bond, Performance Bond, and insurance documents as attachments. Each attachment is limited to 25 pages and 5 MB." and "Ensuring the same individual signs the contract and the performance and payment bonds." Below the text is a table with four rows, each representing a required document and a button to attach it.

Performance Bond, California All Purpose Acknowledgment, Power of Attorney, Surety Profile	Click to Attach File At...
Payment Bond, California All Purpose Acknowledgment, Power of Attorney, Surety Profile	Click to Attach File At...
Insurance Document	Click to Attach File At...
Small Business (SB) Participation Report form	Click to Attach File At...

Once you've uploaded all your attachments, click on the [Click to Sign](#) button to finish. The contract will be sent back to Caltrans for additional processing.

This screenshot shows the same Adobe Sign interface as the previous one, but now the documents have been uploaded. The table now shows the file names: "FILE: PerformanceB. x", "FILE: Payment Bon.. x", "FILE: Insurance.pdf x", and "FILE: SB Participati.. x". A red signature icon is positioned above the "Click to Sign" button at the bottom right of the page. The footer contains the text: "By signing, I agree to both this agreement and the Consumer Disclosure. My use of Adobe Sign is governed by the Adobe Terms of Use."

NOTE: Each attachment is limited to 25 pages and 5 MB. Here are some potential error messages if you exceed the limit.

File size is too large: Documents larger than 5MB cannot be uploaded.

Next	Performance Bond, California All Purpose Acknowledgment, Power of Attorney, Surety Profile	* Click to Attach P...
	Payment Bond, California All Purpose Acknowledgment, Power of Attorney, Surety Profile	Documents larger than 5MB cannot be uploaded
	Insurance Document	* FILE: 11-411804_1...
	Small Business (SB) Participation Report form	* Click to Attach S...

File has more than 25 pages: Adobe Sign was unable to process your request because the document exceeded the allowed page limit.

Next	Performance Bond, California All Purpose Acknowledgment, Power of Attorney, Surety Profile	* Click to Attach P...
	Payment Bond, California All Purpose Acknowledgment, Power of Attorney, Surety Profile	Adobe Sign was unable to process your request because the document exceeded the allowed page limit.
	Insurance Document	* FILE: Electronic.. x
	Small Business (SB) Participation Report form	* Click to Attach S...

4. Mailing hard copies of the payment and performance bonds to Caltrans.

After completing the e-Sign signature process, you must mail the original bonds by overnight delivery to:

Caltrans
 Office Engineer
 Contract Awards, MS 43
 1727 30th Street
 Sacramento, CA 95816

5. Receiving your copy of the contract.

After the contract has been signed and executed by Caltrans, a copy of the contract with all the attachments will be emailed to you.