

From: [Nordholm, Gail \[DOT\]](#)
To: [Nordholm, Gail \[DOT\]](#)
Subject: Mailing of Plans and Proposals
Date: Wednesday, August 04, 2010 12:07:05 PM

TO: County Engineers and City Representatives

CC: District Local Systems Engineers, Service Bureau,
Roger Bierbaum, Office of Contracts, and Office of Local
Systems

FROM: Office of Local Systems

SUBJECT: Mailing of Plans and Proposals

DATE: August 4, 2010

The following is being sent on behalf of Roger Bierbaum in the Office of Contracts. If you have any questions, **please do not reply to this note.** Instead, you may contact the person shown below.

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Due to the Early Retirement Bill and not being able to replace staff members who have retired, the Office of Contracts looked at which activities were core functions that needed to be performed and which activities were non-core functions. A determination was made on which functions could be automated, eliminated or completed by other methods.

One time consuming activity was the mass mailing of plans and proposals. We have determined we no longer have the staff to do the manual processes needed to determine which plans and proposals are to be sent to project engineers and field staff. Therefore counties, cities and their consultants need to order the plans and proposals they need for DOT let contracts.

Printed copies of the plans and proposals can be ordered after the project has been advertised using the shopping cart feature of the Bid Express website. Instructions follow.

We apologize for discontinuing the convenience of having plans and proposals

automatically sent to you each letting but we no longer have the resources to provide this service.

Letting documents may be ordered on line at www.bidx.com. The shopping cart service is no charge to ALL users.

- 1) Go to the Bid Express website at the above address.
 - a) Choose 'Iowa'.
 - b) Choose the 'Lettings' Tab.
 - c) Choose the 'Letting Date' you wish to order plans/estimating proposals from.
- 2) Choose the Bid Plan Order Form. (This link is located on the right hand side of the screen in the 'Order Printed Documents' box directly under the green heading.)
 - a) Choose the documents you want by changing the '0' to the quantity you need.
 - b) Bidding document default to 'no'. (These are the green sheets that the prime contractor needs.)
- 3) Choose the Update Cart button. (You will see items in your shopping cart).
- 4) The 'Proceed to Checkout' button will appear. Choose this button.
 - a) Verify your order. Choose the 'Proceed to Checkout' button.
- 5) Using the list on the left side of the screen, highlight '9-FHWA - 99-CC66'. Choose the 'Proceed to Checkout' button.
 - a) Scroll down the list and highlight your Vendor ID. (Cities and Counties are toward the bottom of the list.) Choose the 'Proceed to Checkout' button.
- 6) Verify your shipping address. (You may make changes to your shipping address. This will not permanently change our records.) Choose the 'Proceed to Checkout' button.
- 7) Any additional information may be entered in the Special Requests/Comments box. Choose the 'Proceed to Checkout' button.
- 8) Confirm your order. Choose the 'Proceed to Checkout' button.
- 9) When 'Thank You' appears at the top of the page, you are finished. Print out your receipt.

If you have any questions on using the on-line ordering form, please call the Office of Contracts at 515-239-1414.

Roger Bierbaum

Iowa Department of Transportation
Office of Contracts

Some of the documents referenced above are in Adobe Acrobat's Portable Document Format (PDF). If you do not have the Adobe Acrobat Reader software, you can download it free of charge at:

<http://www.adobe.com/products/acrobat/readstep.html>.

Mailings are available at the Office of Local Systems Weekly Mailings web page at:

http://www.iowadot.gov/local_systems/mailing/main_mailing.htm