

ORDERING INSTRUCTIONS FOR PLANS AND PROPOSALS

Refer to the "Notice to Contractors" for the call order number, project number, and list of plans for each project.

Order forms are available on the NDOR website in PDF and Word format. Complete the appropriate forms as follows:

Request for Bidding Proposal Forms (R-125)

Bidders must submit an R-125, Request for Bidding Proposals Forms and be issued bid proposals prior to submitting bids.

Proposals to be used for bidding must be requested on this form. Bidding proposals will be issued only to contractors who are currently prequalified to bid with this department.

There is no charge for bid proposals.

Plan and Informational Proposal Order Form:

Payment is required prior to NDOR completing the order. This payment is not refundable.

Proposals to be used for information only can be ordered as follows:

1. Each individual project.
2. CD that contains all projects in letting. Does not contain addenda.

Plans for each project can be ordered as follows:

1. Complete set.
2. Set less Roadway Cross-Sections and Standards.
3. Set less Standards.
4. Set less Roadway Cross-Sections.
5. Individual sheets
6. CD that contains all projects in letting.

Prices are: Informational Proposals: \$5.00 each
CD containing Informational Proposals: No Charge
Plans per sheet: \$.25 for half-size (12" x 18")
\$.50 for full-size (24" x 36")
CD containing plans: \$25.00 each

Cost shown on the list of plans is for ½ size plans. Nebraska residents add appropriate state sales tax and city tax that is determined by delivery within cities imposing a sales tax.

Select the method of payment on the plan order form:

1. Credit Card (Visa or MasterCard only)
Orders with approved credit cards can be processed without delays.
2. Advanced payment account
Requires a money deposit with recommended \$200 minimum. Failure to have sufficient funds in your account to cover cost of the plans may delay the processing of your order.
This account may also be used to purchase other NDOR publications.
3. Check/cash
Send checks made payable to the Nebraska Dept. of Roads with your completed plan order form. Please do not mail cash.

To order complete sets of standard plans (1/2 size) please use the "Publications Order Form" available on the website. Cost is \$35.00 plus applicable sales tax. As new standards become available they may be purchased at \$0.25 per sheet.

Address: Nebraska Department of Roads
Contracts Section
1500 Highway 2
PO Box 94759
Lincoln NE 68509-4759

FAX (402) 479-3803

Phone: (402) 479-4525

Email: DOR.ContractLettings@nebraska.gov

October 10, 2008