

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 included in the Notice to Contractors package. Complete the appropriate forms as follows:

Informational Proposal Order Form:

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

1. Each individual project.
2. CD containing all projects in letting. Does not contain the schedule of items or addenda.

Request for Bidding Proposal Forms (R-125)

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 proposals.

Plan Order Form:

*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 containing all projects in each letting.

*Payment is required for plans prior to NDOR completing the order and is not refundable.

Prices per sheet are: \$.20 for half-size (12" x 18")
\$.45 for full-size (24" x 36").

Cost shown on the lists 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 \$30.00 plus applicable sales tax. As new standards become available they may be purchased at \$0.20 per sheet.

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February 5, 2004