



*PUBLIC WORKS DEPARTMENT
ADMINISTRATION AND ENGINEERING*

January 23, 2018

MEMO TO: A&D TECHNICAL SUPPLY COMPANY

RE: CITY OF COUNCIL BLUFFS PLAN DISTRIBUTION PROCEDURES

City of Council Bluffs projects from all departments shall adhere to Iowa State Law pertaining to plan distribution. The following procedures shall be used to distribute Public Works bid documents:

1. A&D shall identify all projects with “City of Council Bluffs” in the title of the project.
2. A&D shall distribute **ONLY** hard copies of the bid documents in exchange for a deposit as outlined in the Notice to Bidders.
3. A&D **MAY** charge a shipping and handling fee to the party requesting the bid documents if they are mailed\shipped and not picked up at A&D.
4. A&D shall **NOT** distribute electronic bid documents (downloads, CD’s, thumb drive, etc.) to any party **EXCEPT** plan rooms. The electronic bid documents shall be free of charge to the plan rooms. The City shall cover the cost of the electronic bid documents.
5. A&D shall **NOT** allow the bid documents (Proposal Form) to be printed from the on-line plan room. Only the Specification Cover Sheet, Table of Contents, Notice to Bidders, Instructions to Bidders, and the Plan Sheets may be viewed in the on-line plan room.