

701 – Bid Documents Authorization & Transmittal

701.1 Ready to Advertise Documents: The Project Manager receives and sends the drawing masters, including the Architect-Engineer seal and signature, agency signature and Project Manager's initials, to the Division of Engineering and Contract Administration Plan Room to be logged into the tracings record. Each sheet receives a unique file number that is inserted onto the drawing in the lower right-hand margin.

The plan technician places a facsimile of the Associate Director's signature on all sheets in the drawing set with the exception of the first title block sheet. After the plans are logged in, the tracings are returned to the Project Manager.

701.2 Approval: The Project Manager shall obtain EO1 approval indicating the Project can be sent for bid. The EO1 approval process is used for all projects except Colleges and Universities. The approved EO1 shall be attached to the transmittal form B-210-10, which is sent to the Contracting Manager.

701.3 Transmittal: The Project Manager shall verify there is adequate funding in object code 701 to cover printing costs and that the Ready-to-Advertise documents are in order. He then completes the form B210-10 Authorization & Transmittal of Technical Specifications and Tracings and forwards to the Associate Director of the Division of Engineering and Contract Administration for review and signature.

The transmittal shall include the following:

- B-210-10 form - Authorization & Transmittal of Technical Specifications and Tracings
- Project Description for Advertising
- Approved EO1
- Ready-to-Advertise documents including Plans and Specifications

The Associate Director signs the title block of the first sheet of the tracings and the B210-10 form. The Associate Director then forwards the transmittal, Ready-to-Advertise documents and all attached forms to the Contracting Manager of the Division of Engineering and Contract Administration. This transmittal indicates that the Project is ready to be released for bidding.