

Planholders List Registration Instructions

Contractors, subcontractors and suppliers <u>requesting to be listed on the Planholders List</u> for an upcoming contract letting must follow the steps below to register.

1. Select the applicable "Letting ID" to request bidding documents.

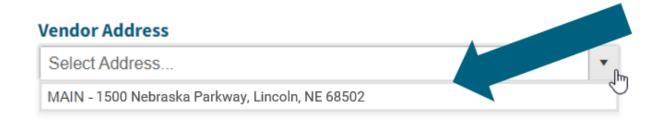


2. Select the "Vendor" name from the drop down.



3. Make sure the Vendor address listed is accurate.

There may be more than one listed, select "MAIN."



4. Enter a "contact name", "phone number", and "email address." Make sure to fill out all three areas.

The information inputted here will only be used for NDOT to contact the Vendor with questions and to send the confirmation email.



5. Within the Planholder column, indicate which projects the Vendor wants to be listed as a planholder by checking the corresponding box.

Vendors can select multiple projects to be listed on.

If a box is not selected, the Vendor will not show up on the list.

If a Vendor would like to bid on the contract letting, follow the instructions for <u>Bid Registration</u>.

Email	Planholder	Bid Proposal	Letting Date	DBE	Call Order	Project Number	Location	Contract Id	Control Number	
					200	NH-480-9(5)	12TH ST - MO RIVER BR PAINT, OMAHA	22703	22703	A
			07/25/2024		205	NH-480- 9(11)	I-480 MISSOURI RIVER BRIDGE	22807	22807	~

6. For each project selected, a different email address can now be added to be listed in addition to the Vendor's phone number and fax.

Email	Planholder	Bid Proposal	Letting Date	DBE	Call Order	Project Number
John.Smith@nebraska.gov)☑		07/25/2024		200	NH-480-9(5
Jan.Smith@nebraska.gov)☑		07/25/2024		205	NH-480- 9(11)

7. The email address added to the project row will populate on the Planholders List as the point of contact.



PROPOSAL/PLANHOLDER LISTING FOR THE LETTING OF

07/25/2024 08:03 AM

VENDOR NO. VENDOR NAME, PHONE, FAX NUMBER

THE NEBRASKA DEPARTMENT OF TRANSPORTATION ASSUMES NO RESPONSIBILITY FOR ERRORS OR OMISSIONS ON THIS LIST.

CALL NO.: 200

CONTRACT NO.: PROJECT NO.: NH-480-9(5)

NEBRASKA DEPARTMENT OF TRANSPORTATION BIDDING PROPOSAL: N
PHONE: (402)479-4525 FAX:

8. Click the "Submit" button to complete the request.

EMAIL: John.Smith@nebraska.gov <

SUBMIT

A confirmation email will then be sent.

The Planholders List is posted on the second and third Friday after the issue date and the Wednesday before the letting.

Registration must be completed by 11:00 A.M. CST on the day the Planholders List is to be posted.

Once you are registered, you will be placed on all subsequent Planholders Lists for that letting.

Having a problem or question? E-mail or call: Contracts Section | (402) 479-4525.