

## Planholders List Registration Instructions

Contractors, subcontractors and suppliers [requesting to be listed on the Planholders List](#) for an upcoming contract letting must follow the steps below to register.

### 1. Select the applicable “Letting ID” to request bidding documents.

#### Request for Bidding Documents (R-125) & Planholders List Registration

Prime Contractors - Request for Bidding Documents(R-125) (Click [here](#) for instructions)

- To bid as a Joint Venture you must submit [this form](#) to [NDOT.ContractLettings@nebraska.gov](mailto:NDOT.ContractLettings@nebraska.gov)

Planholders List Registration (Click [here](#) for instructions)

**Please Note:**

- This is not an order form.
- If you want to VIEW or DOWNLOAD informational proposals, please follow the link provided here: [Informational Proposals](#)
- The planholders list is posted on the second and third Friday after the issue date and the Wednesday before the letting. Registration is required 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 the duration of the project.
- Having a problem or question, e-mail or call: [Contracts Section \(402\)479-4525](#).
- WARNING: Website information is subject to periodic change and/or updating. Anyone relying on such information assumes the risk that the information provided may be changed and/or updated without notice. Care should be taken by the user to check for changes/updates.

**Select Letting**

24072501 - 7/25/2024

### 2. Select the “Vendor” name from the drop down.

#### Select Letting

24072501 - 7/25/2024

#### Select Vendor

Select Vendor...

0001 - Nebraska Department of Transportation

**3. Make sure the Vendor address listed is accurate.**

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

**Vendor Address**






Select Address...

MAIN - 1500 Nebraska Parkway, Lincoln, NE 68502

**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.

<b>Name</b>		
 John Smith		
<hr/>		
<b>Phone</b>	<b>Email</b>	
 402-479-4525	 NDOT.Contract Lettings@nebraska.gov	
<hr/>		

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 Bid Registration.

Email	Planholder	Bid Proposal	Letting Date	DBE...	Call Order	Project Number	Location	Contract Id	Control Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			200	NH-480-9(5)	12TH ST - MO RIVER BR PAINT, OMAHA	22703	22703
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
<input type="text" value="John.Smith@nebraska.gov"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/25/2024		200	NH-480-9(5)
<input type="text" value="Jan.Smith@nebraska.gov"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)

0001

NEBRASKA DEPARTMENT OF TRANSPORTATION  
PHONE: (402)479-4525    FAX:  
EMAIL: John.Smith@nebraska.gov

BIDDING PROPOSAL: N

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

**SUBMIT**

A confirmation email will then be sent.

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