



GREAT PLAINS REGIONAL OFFICE
ENGINEERING DEPARTMENT
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www.ducks.org

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ANNOUNCEMENT

CONTRACTORS INTERESTED IN BIDDING DUCKS UNLIMITED CONSTRUCTION PROJECTS FOR THE GREAT PLAINS REGIONAL OFFICE.

Beginning immediately, Ducks Unlimited will advertise for upcoming construction work on our regional web page at:

www.ducks.org/gproengineering

All work will be advertised and all bid documents will be made available from this web page.

By clicking "*Projects being Advertised*" contractors can review all the projects currently out for bid from the Great Plains Regional Office. Contractor registration is not required to view plans, project descriptions, and possible future projects, however, a one-time registration and contractor approval is required to be able to download bid documents.

To apply for approval on our Approved Contractor List, click the "*Login*" button and review the "*Instructions*" for registration. Chose a Username and Password and keep for future use. Complete the registration requirements. After submitting, you will be notified by email that we have received the information, and upon approval you will be notified by a second email.

Bid documents for individual projects will include a Notice to Bidders, General Conditions, Construction Specifications, Special Provisions, full and half size construction plans, and the Standard Bid Form. All documents will be downloadable in a printable format from our web page.

Ducks Unlimited will no longer routinely send bid packages to perspective bidders. Hard copies of bid documents will be available for purchase upon request. Ducks Unlimited reserves the right to receive a payment prior to sending any bid documents. There is no charge to download bid documents from our web page.

Anticipated Questions

Do I need a User Name and Password to begin my registration?

Yes, you should choose a user name and password you will remember. If you lose it we can supply you with your lost information, but only during business hours.

Will DU be requesting any secure information?

No, and we will not be sharing your information with anyone.

Why do I have to register?

You have to register to be considered for inclusion on our Approved Contractor List and to be able to download bid documents.

Can I review projects without registering?

Yes, you can review the project description and/or a set of plans in .pdf format. You will not see the Standard Bid Form, Notice to Bidders, or other documents required for submitting a bid.

Will your bid opening procedures change?

No. You will still be required to submit either sealed or fax (when allowed and stated in the Notice to Bidders) bids as in the past. We will continue to receive and open bids as described in our General Conditions.

How do I print plans?

We will post plans in .pdf format that are printable to 11" x 17" and 24" x 36" sheets. Personal printers or taking the .pdf files to a print shop should allow you to print plans to the size desired.

How much will you charge to send me bid documents through the mail?

We encourage all contractors to become familiar with and use the web-based bidding process. The exact charge for mailing has not yet been established but will be substantial enough to cover our costs for doing so.