

## **DEB Notice 021610 - Electronic Documents for Bidding and Construction**

Use of digital media in lieu of paper copies for bidding and construction is approved as an alternative to printed contract documents for construction at the discretion of the agency. There may be instances requiring special security precautions for construction documents, in which case it is recommended that this procedure NOT be used.

Contract documents may be distributed to potential bidders and the successful contractor on CD, DVD, through an FTP site, or by other digital media that is acceptable to the agency in lieu of paper copies of drawings and specifications, subject to the following requirements:

1. **Contract Documents:** One complete paper set of all contract documents (plans, specifications, required contracts and forms, addenda) shall be available for review at the Agency Procurement Office, in the same location as that used for the posting of the Notice of Invitation for Bids. One complete paper set of all contract documents shall also be available at the construction site.
2. **Signed and Sealed Documents:** Regulation 18 VAC 10-20-760, *Use of seal*, puts forth the requirements for electronic seal, signature and date on final documents. Refer to the Department of Professional and Occupational Regulation website, <http://dpor.virginia.gov>, and search for the APELSCIDLA Board Regulations.
3. **Contents:** The contents of each electronic file shall be identical to the Contract Documents available at the Agency Procurement Office. Drawing files shall be scanned in pdf file format. Each file name shall include the project code number, sheet number, and date of issue. Project Manual files shall contain one searchable file in Adobe pdf format. Alternatively the Project Manual file shall contain multiple searchable files in pdf format, one for each specification section. File names shall include the project code number, specification section number, and date of issue.
4. **Media Label:** For CD/DVDs the label shall be printed in black ink with 12 point font, adhered to or directly printed to the CD/DVD, and shall contain the agency name, project title, project code number, date of issue and the contents.
5. **Processing:** The A/E or agency may apply a handling charge for shipping CD/DVDs. Instructions for accessing an FTP site shall be made available to interested parties in the Advertisement for Bid.
6. **Addenda:** The agency, either directly or through the A/E, shall provide email or fax notification to all plan holders of the availability of addenda, with a link to the electronic version of the information. It shall be stated on the notification that, at the bidder's option, a CD/DVD containing the Addenda may be requested, for shipping or pickup. Addendum files are not to be embedded in email or sent as email attachments.
7. **Bid Period Services:** The A/E shall provide the documents to the Agency on an original CD so that duplicates can be made for distribution.
8. **Submittals:** Paper submittals for review by BCOM and for Building Official use are unchanged. See DEB Notice 020105 and CPSM Section 803.2.1 for information pertaining to electronic document submittals. Provide BCOM one copy of the contract documents on CD/DVD in addition to the required paper submittals.