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Agreement for use of Bid Documents in a Plan Room

Primary Engineering chooses to utilize the service of Eastern Engineering located in Fort Wayne, Indiana to distribute all sets of bid documents for our projects due to a long-standing history of providing excellent services and understanding the requirements that we ask be used to preserve the quality of our documents for our projects. As a rule, all plan holders that wish to obtain copies of bid documents must contact Eastern Engineering to obtain printed sets. We only distribute to this location and will not directly submit plans and specs to any other plan room from our office to make sure that a single point of contact is responsible for distributing all bidding materials and addendums in a consistent manner to all plan holders.

If any other plan room desires to obtain copies of the bidding documents for their use in posting online in an additional plan room, this is permitted, with the following stipulations. Failure to follow these requirements will prevent your firm from obtaining documents. The requirements listed below are not flexible and are put in place to prevent 3rd parties from scanning in plans and reducing the fidelity of the documents in ways that include line weights, shading, scales, and clarity of information.

- All plan rooms must contact Eastern Engineering directly to obtain bid documents and pay any shipping/handling fees required by Eastern Engineering.
- The files will be supplied only in electronic format consisting of Adobe PDF files that are locked to prevent printing by a 3rd party.
- The Plan Room provider may post the files on their online plan room for their subscribers to view. At no time shall the files be posted in a form that allows a 3rd party to print the files. All printed sets must be obtained from Eastern Engineering.
- The Plan Room provider must submit a link, with username/password information (if required) where the files will be posted to allow verification of compliance.
- The Plan Room provider must direct their subscribers to Eastern Engineering to obtain printed sets.
- The Plan Room provider will be supplied with Addendum by Eastern Engineering, with all other plan holders of record. The Plan Room provider must post this addendum on their site within 24 hours of receipt.
- The Plan Room provider must sign a copy of this agreement and return with the request for documents to Eastern Engineering.

Name: _____

Date: _____

Signature: _____

Link to files: _____