



INDIANA UNIVERSITY
CAPITAL PROJECTS

MANDATORY Electronic Bid Submittal

Only bids submitted electronically through the IU Plan Room website by 2:00 pm on bid day will be valid - www.iuplanroom.com.

Bidders must be registered on the plan room, and signed in to the plan room, in order to submit a bid.

To attend the virtual Bid Opening, click on *Zoom Meeting link for Bid Openings* on the home page of the plan room website. To view bid results after the bid opening, click on *VPCPF Construction Procurement – Bid Tabs & Awards* on the home page of the plan room website.

BID SUBMITTAL PROCEDURE

1. Save your completed IU Bid Form and additional required forms in Adobe PDF format. All bid documents may be scanned into one pdf, or separate pdf documents may be uploaded. Please keep the number of documents to a minimum. Title your bid as follows:

“[your company name] – Bid for «IU Project_Number» - «Project_Title”

2. Go to www.iuplanroom.com and click on the *Sign In/Register* tab. If you are not already registered on IU Plan Room, you must create a User ID and Password and be signed in to submit your bid.
3. Click on the project listing.
4. Click on *Submit Bid* next to the job name on the information tab. Attach bid form and required supplemental bid documents per the project specifications.

EXCEPTION: **Do not upload financial statements to IU Plan Room.** Financial statements may be requested from the apparent low bidder.

5. Click on *Submit Bid* at bottom of screen.
6. You will receive a confirmation screen, stating that, “Your Bid Submission has been saved successfully,” as well as an email confirmation, indicating your submission was received.

For assistance with uploading, please contact Eastern Engineering:

- FishersPlanRoom@easternengineering.com Phone: 317-598-0661, Ext. 313

Indiana University reserves the right to disqualify any submittal received after the time and date indicated above. Indiana University reserves the right to select the firm or firms that best meets the needs of the University based on the submitter’s qualifications and experience.

Submittals that are incomplete, do not follow the format requested below, or otherwise unclear or contrary to the guidelines of this request may be rejected as non-responsive.