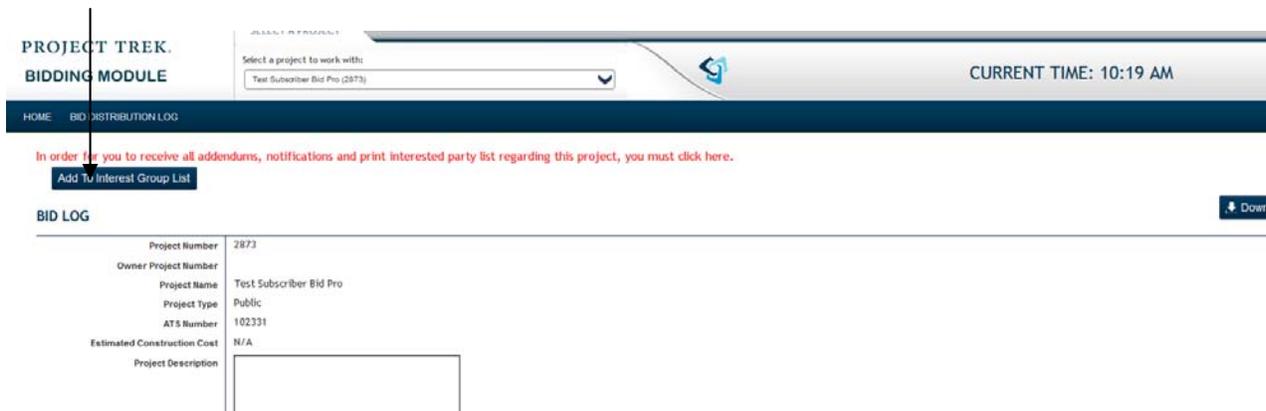


HOW TO ACCESS BIDDING DOCUMENTS/PLAN HOLDER'S LIST

1. Go to the following site:
<https://login.projecttrek.com/BiddingLogin.aspx>
2. Go to bottom of page and click "FREE ACCESS"

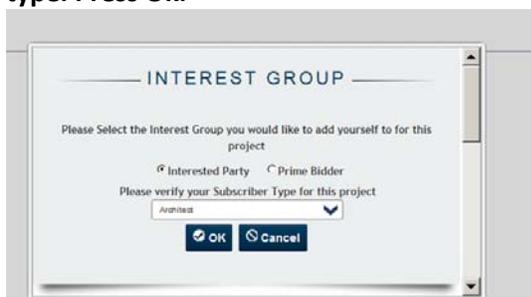


3. A form will pop up, fill out appropriately.
4. Once completed and email will be sent automatically with your password (Username is always your complete email address)
5. The first time you log in, you will be asked to change your password.
6. Once in scroll until you will see the project name that you are looking for.
7. Click on the project
8. **ATTACH yourself to the project. If you don't attach yourself you will not receive addendums.**



Project Number	2873
Owner Project Number	
Project Name	Test Subscriber Bid Pro
Project Type	Public
ATS Number	102331
Estimated Construction Cost	N/A
Project Description	

You will get a pop up box, asking if you are an Interested Party or Prime Bidder and you Subscriber type. Press Ok.



9. You will see all persons that are attached to the project. If electronic bidding is required, once you place your bid, it will show on YOUR BID tab.

Estimated Construction Cost: N/A
 Project Description: [Redacted]
 Bid Location: N/A
 Mandatory Pre-Bid: NO
 Date Of Pre-Bid Conference: N/A
 Location Of Pre-Bid Conference: N/A
 Original Bid Due Date: 6/28/2014 12:00:00 AM Central Standard Time
 Latest Bid Due Date: 6/28/2014 12:00:00 AM Central Standard Time
 Electronic Bidding: Yes - Using Project Trek

PRIME BIDDERS | INTERESTED PARTIES | YOUR BID | [Print Interest Groups](#)

NAME	COMPANY	PHONE	FAX	ADDRESS	BIDDER TYPE
CHEPL RICHARDSON CRICHARDSON@GSA.CEADHREEST.COM	GRACE & HERBERT	TEL: 225-338-8569	FAX: 225-338-8570	501 GOVERNMENT ST SUITE 200 BATON ROUGE, LA 70801	ARCHITECT
SAVANNAH BROWN SBROWN@ARCHITREK.COM	ARCHITREK	TEL: _____	FAX: _____	501 GOVERNMENT STREET SUITE 201 BATON ROUGE, LA 70801	GENERAL CONTRACTOR

10. You can print a Plan Holders list from this page as well.

11. You may also place pre bid RFI's and Prior Approvals via this site if it is applicable to the project bidding.

PROJECT TREK.
BIDDING MODULE

SELECT A PROJECT
 Select a project to work with:
 325 (325)

HOME | BID DISTRIBUTION LOG | BID TABULATION | SUBMIT REQUEST FOR INFORMATION | SUBMIT PRIOR APPROVAL

You are interested in this project

BID LOG

Project Number	325
Owner Project Number	
Project Name	325
Project Type	Public
ATS Number	102357

HOW TO ENTER REQUEST FOR INFORMATION (RFI) AND PRIOR APPROVALS FROM BIDDING SIDE

Once the bid is set up, and the Subscriber chooses the project and attaches himself to the project, he will see the Submit buttons for RFI's and Prior Approvals.

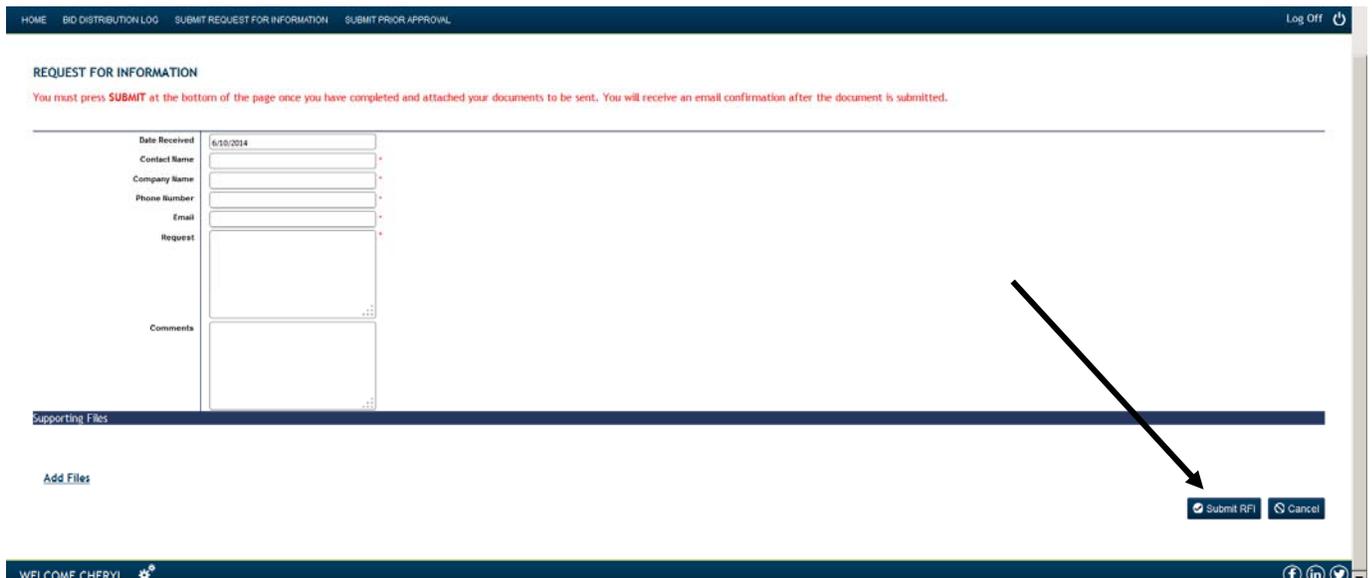


BID LOG

Project Number	00 - Test Project Bid
Owner Project Number	333-555-7777
Project Name	00 - Test Project Bid
Project Type	Private
ATS Number	102358
Estimated Construction Cost	\$1,000,000.00
Project Description	Test Project for conversion

RFI

This is the form the contractor/sub-contractor will get. **The red dots are required fields. Simply fill in the information and attached files and press SUBMIT RFI.**



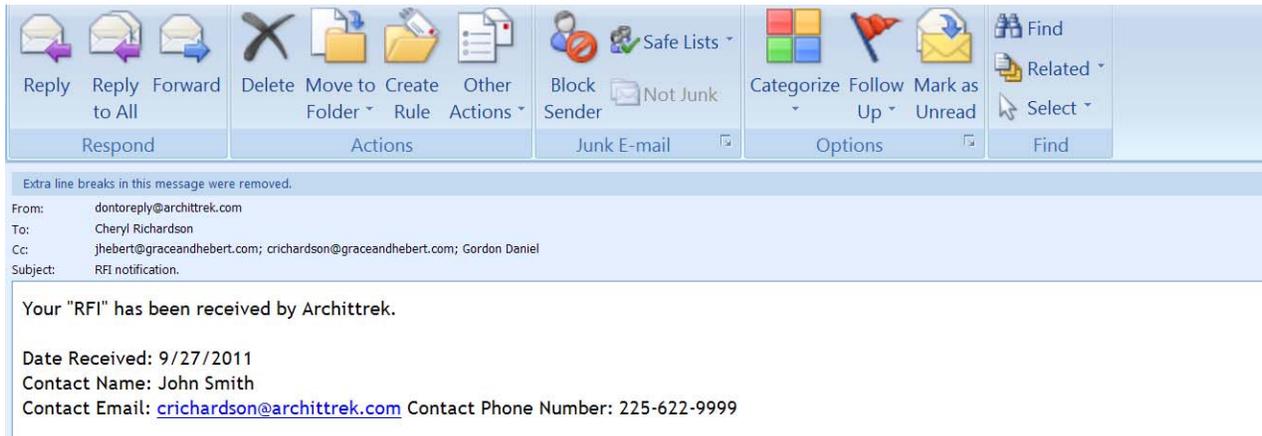
When you see this, RFI has been submitted; you may print a copy for your records or press **BID DISTRIBUTION LOG** to go back to project.



REQUEST FOR INFORMATION

Your Request for Information has been submitted to the Project Manager and will be addressed in an upcoming Addendum. To get a print out of what was submitted, please press Print or press Cancel to go back.

Once it is submitted, the subscriber will receive an email to the person submitting it that it has been received. The Project Manager of GHA will receive a notification that he has received an RFI for his project.



PRIOR APPROVAL

This is what the Prior Approval form looks like. **The red dots indicate required fields. Simply fill in the information, attach necessary files and press SUBMIT PRIOR APPROVAL.**

HOME BID DISTRIBUTION LOG SUBMIT REQUEST FOR INFORMATION SUBMIT PRIOR APPROVAL Log Off

PRIOR APPROVAL

You must press **SUBMIT** at the bottom of the page once you have completed and attached your documents to be sent. You will receive an email confirmation after the document is submitted.

Date Submitted	<input type="text" value="6/30/2014"/>
Contact Name	<input type="text"/>
Company Name	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>
Specified Item	<input type="text"/>
Spec Section	<input type="text"/>
Page Number	<input type="text"/>
Paragraph Number	<input type="text"/>
Description	<input type="text"/>
Proposed Substitution	<input type="text"/>
Reason for Substitution	<input type="text"/>
List ways the proposed substitution affects dimensions shown on drawings	<input type="text"/>
List effects of proposed substitution on other trades	<input type="text"/>
List ways substitution would be affected by applicable code requirements and agency approval	<input type="text"/>
List ways the proposed substitution affects dimensions shown on drawings	<input type="text"/>
List effects of proposed substitution on other trades	<input type="text"/>
List ways substitution would be affected by applicable code requirements and agency approval	<input type="text"/>
List differences between proposed substitution and specified item	<input type="text"/>
Manufacturers warranties	<input type="text"/>
Explain	<input type="text"/>
List information on availability of maintenance service and source of replacement materials	<input type="text"/>
Comments	<input type="text"/>

Required supporting data:

1. Provide an electronic copy of proposed material information.
2. Product Data: Attach complete technical data, including laboratory tests, if applicable.
3. Installation: Include complete information on changes to drawings/specifications describing the step(s) that they will require for proper installation.
4. Samples submitted with this request shall be all of the necessary samples and data to probe equal quality and performance to that which is specified, if actual samples are required.

Supporting Files

Add Files

When you see this, your prior approval has been submitted; you may print a copy for your records or press **BID DISTRIBUTION LOG** to go back to project.

PRIOR APPROVAL

Your Prior Approval has been submitted to the Project Manager and will be addressed in an upcoming Addendum. To get a print out of what was submitted, please press Print or press Cancel to go back.

Once it is submitted, the subscriber will receive an email noting that it has been received and the Architect will receive a notification that there is a Prior Approval for his project.

