

DOWNLOADING PLANS AND SPECIFICATIONS

Bidding documents for the City of Hollister are currently being distributed exclusively in digital (PDF) format, via a hosting website. The hosting website is accessible through a link on the City of Hollister website. <http://www.hollister.ca.gov/Site/html/openbid.asp>.

In order to download the plans and specifications for a City of Hollister project, you must first register as a plan holder.

Potential bidders, sub-bidders, and suppliers are responsible for reviewing the complete bidding documents and for collecting all addenda prior to placing a bid. Addenda and revisions will not be forwarded automatically. All bidders shall register at the City's hosting website as a plan holder to receive updates and addenda and to view the bidding documents and the plan holders list. Potential bidders are advised to check the City's website periodically and prior to submitting their bid.

Instructions to register as a plan holder

To download any portion of the bidding documents, you must register as a project plan holder. Registering as a plan holder and providing a fax number will ensure that you receive timely notification of any addenda modifying the plans and specifications. Any such addenda will be posted to the same hosting website as the original plans and specifications.

To register as a plan holder go the City of Hollister Website/Open Bids/RFP's page at <http://www.hollister.ca.gov/Site/html/openbid.asp>. Go to "Current Bids" and click on the link. This will bring you to the hosting website.

Click on the title of the project. This will bring you to the Project Information Page. On this page you will see the project description, the documents (plans and specifications) and the list of plan holders. When you click on one of the document titles, a web page will appear, prompting you to register as a document holder.

To register as a plan holder for the project, click on the link that reads "**Click here to be added as a document holder**".

The next screen asks for your company information.

If you're already in the eBidboard database (that is, if you're an eBidboard subscriber, or if you have downloaded the plans and specifications for another City Project), you can use the "**Lookup**" button to retrieve your registration information.

To use the Lookup button, enter part of your company's name in the "Company" field and click the button. A pop-up window will appear; listing all companies in the eBidboard database with a name similar to the one you entered.

If you see your company name, click on the **double arrow next to your company's name**, and the eBidboard database record for your company will be displayed. If the information is correct, click the "**Accept**" button.

If your company is not in the eBidboard database, enter all of the required information in the Planholder Registration Form. **Note that the fax number you enter when you register as a plan holder will be the fax number to which the City will send addendum notifications.**

When you have entered all of the required information, scroll down to the bottom of the Planholder Registration Form and Click on the "**Add**" button.

Downloading Plans and Specifications

When you have completed the registration process described above, you will be taken to the documents download page. The documents are downloaded from the links in the second column, headed "**File Name**".

The easiest way to download a file is to right-click on the file name (instead of double clicking) and select "**Save Target As...**" from the pop-up menu.

When you use the "Save Target As..." command to download the file to your hard drive, the download will run in the background; it won't tie up your PC.

You only need to complete the registration process once for each project. If you need to return to the hosting website at a later date to re-download any of the project documents, or to download any documents that you skipped on your first visit, you will find that your company name now appears on the project plan holder list page and you will be able to proceed directly to the download page by clicking on the double arrow next to your company's name.

Conclusion

As noted in passing above, all addenda will be posted to the hosting website. When you receive faxed notification that an addendum has been issued, simply follow the procedure described above to navigate back to the document download page. The newly issued addendum will appear at the bottom of the list.

Note also that bid results for recent bids are posted to the same hosting website, including bid totals, line items, and subcontractor lists. Bid results can be accessed via a link on the City of Hollister Open Bids/RFP's page.

If you experience any technical problems in downloading, you can reach the eBidboard customer support line at 1-800-479-5314.