



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
1510 (BC-664)

April 19, 2007

To : State Engineers and Procurement Analysts

From: Acting Chief, Construction/A&E Branch (BC-664) /s/ Tracie Richardson

Subject: Restated Procedures for Submitting Projects to BC-664

The procedures for submitting construction requirements to the Construction and A&E Branch (BC-664) are as outlined below. This memo restates the procedures established by memo dated October 1, 2004.

1. Submit the following documents to the BC660 cabinet in IDEAS:
 - a. Purchase Request (PR). An estimated dollar amount and a valid funding code must be entered in the appropriate blocks. An approval sheet must be attached to the PR and approved by the official responsible for the funds. The PR must also be committed.
 - b. Purchase Req Attachment. This form replaces the 1510-5. The information should be submitted by using the form in IDEAS called "Purchase Req Attachment." This attachment includes information required to begin the procurement process. The Purchase Req Attachment should be attached to the PR in IDEAS.
 - c. Independent Government Estimate (IGE). This document should reflect the Government's breakdown of the estimated price of the items on the bid schedule. The estimate should be saved as a separate Word or Excel document and attached to the PR in IDEAS.
 - d. Bid Schedule. This should be the blank bid schedule the contractor's will use for submitting their bids. The bid schedule should be saved as a separate Word or Excel document and attached to the PR in IDEAS.
2. Submit the following documents on a CD to Branch Chief, BC-664:
 - a. Specifications. The individual specification sections/files should be merged into a single PDF file.

- b. Drawings. The drawings should be converted to PDF files. Half-size drawings (11x17) are the best size for posting electronically; in fact, the potential contractors are instructed to print drawings on 11x17 paper. Only black line drawings are acceptable (no color). Each drawing should be saved as an individual file on the CD.
3. Submit one set of the specifications and drawings in hard copy to Branch Chief, BC-664:
- a. The Contract Specialists compare the hard copy with the electronic documents to ensure that no electronic files are missing. Also, the drawings for contract award are made from the hard copy.
 - b. The hard copy should be unbound. Half-size drawings (11x17) are preferable. Full size drawings may also be included for distributing to the contractor when the contract is awarded.

PLEASE DO NOT ATTACH THE SPECS AND DRAWINGS TO AN E-MAIL MESSAGE NOR TO THE PR IN IDEAS.

Should you have any questions/comments about these procedures, you may contact Tracie Richardson at 303/236-3515.

PROJECT SUBMISSION CHECKLIST

- _____ Approved and Committed PR (IDEAS)
- _____ Purchase Req Attachment (IDEAS)
- _____ Liquidated Damages Statement (Include with Purchase Req Attachment in IDEAS, when applicable)
- _____ IGE - Word or Excel Document (Attach to PR in IDEAS)
- _____ Bid Schedule - Word or Excel Document (Attach to PR in IDEAS)
- _____ Specifications – Adobe File (CD and Paper Copy)
- _____ Drawings – Adobe File (CD and Paper Copy)