

SubContractor-Supplier Quotation List Instructions

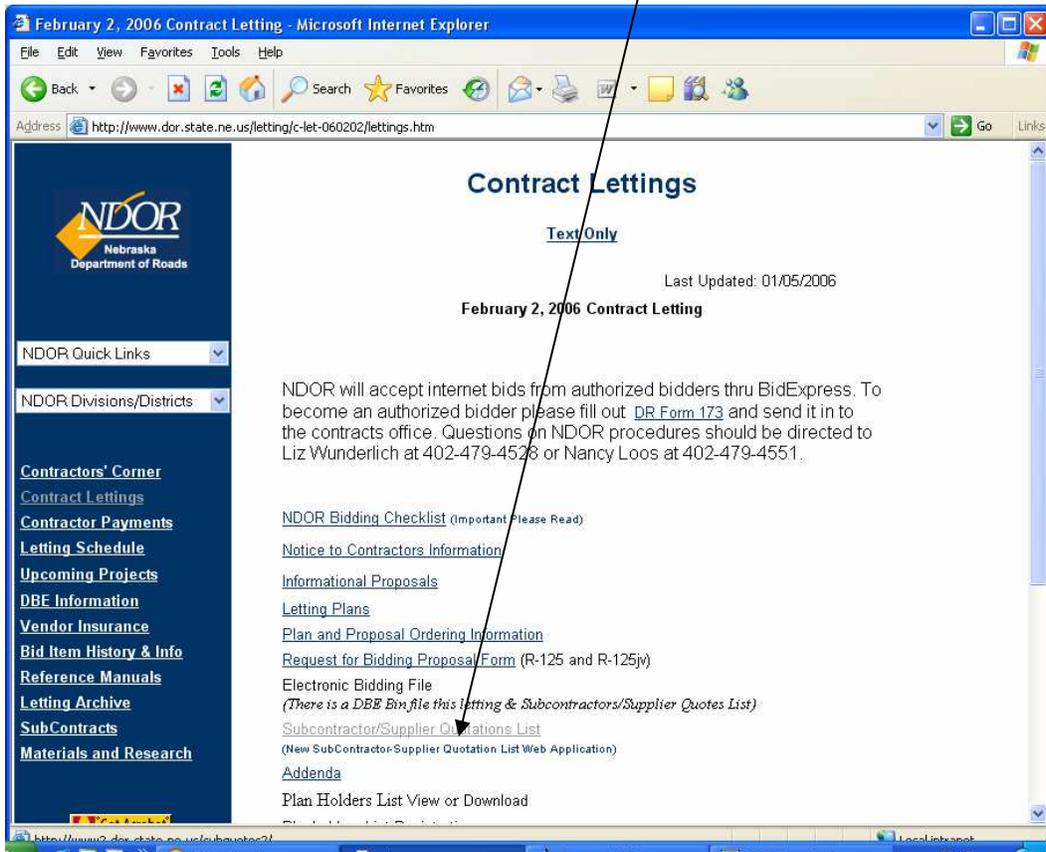
All contractors that bid are required to furnish one list for entire letting.

The following instructions contain:

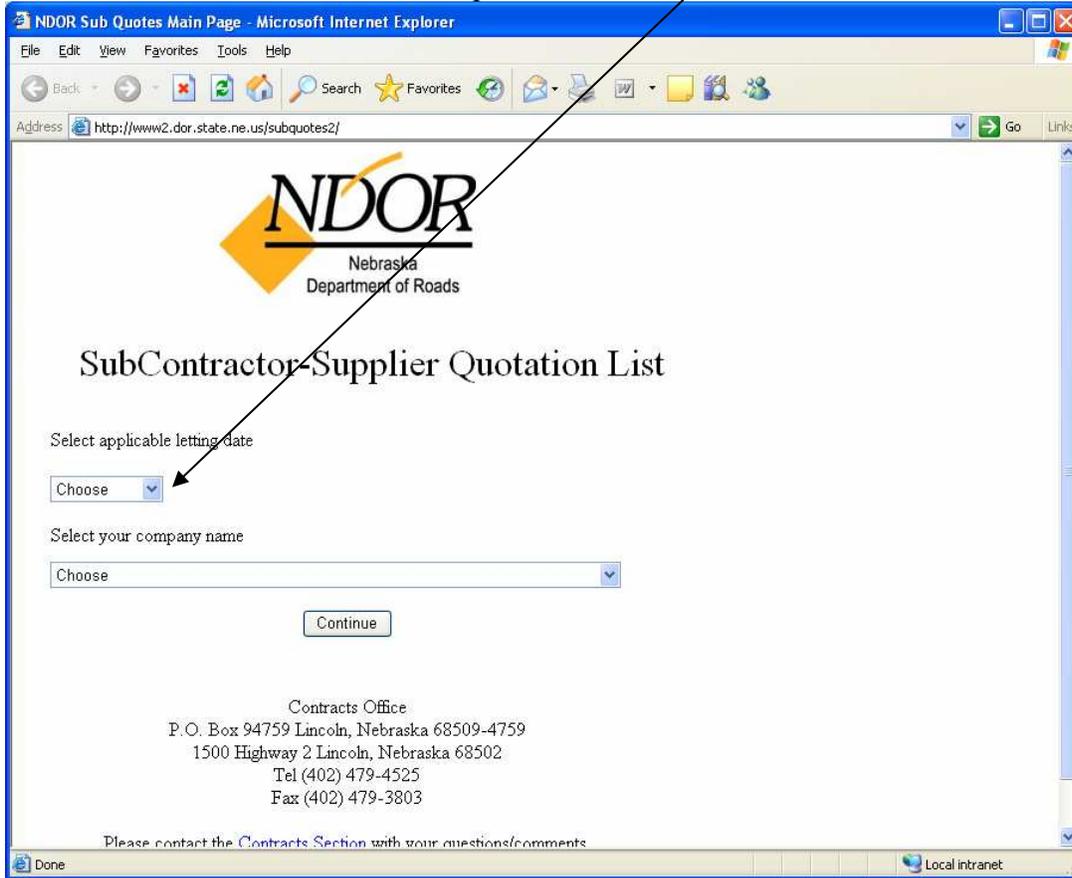
- (1) Submitting No Quotes Received
- (2) Creating a list of sub-quoters using NDOR selection list and
- (3) Submitting quoters that are not on the NDOR selection list

Location for preparing and submitting the list: NDOR Website, Doing Business, Contractors Corner, Contract Lettings and letting date.

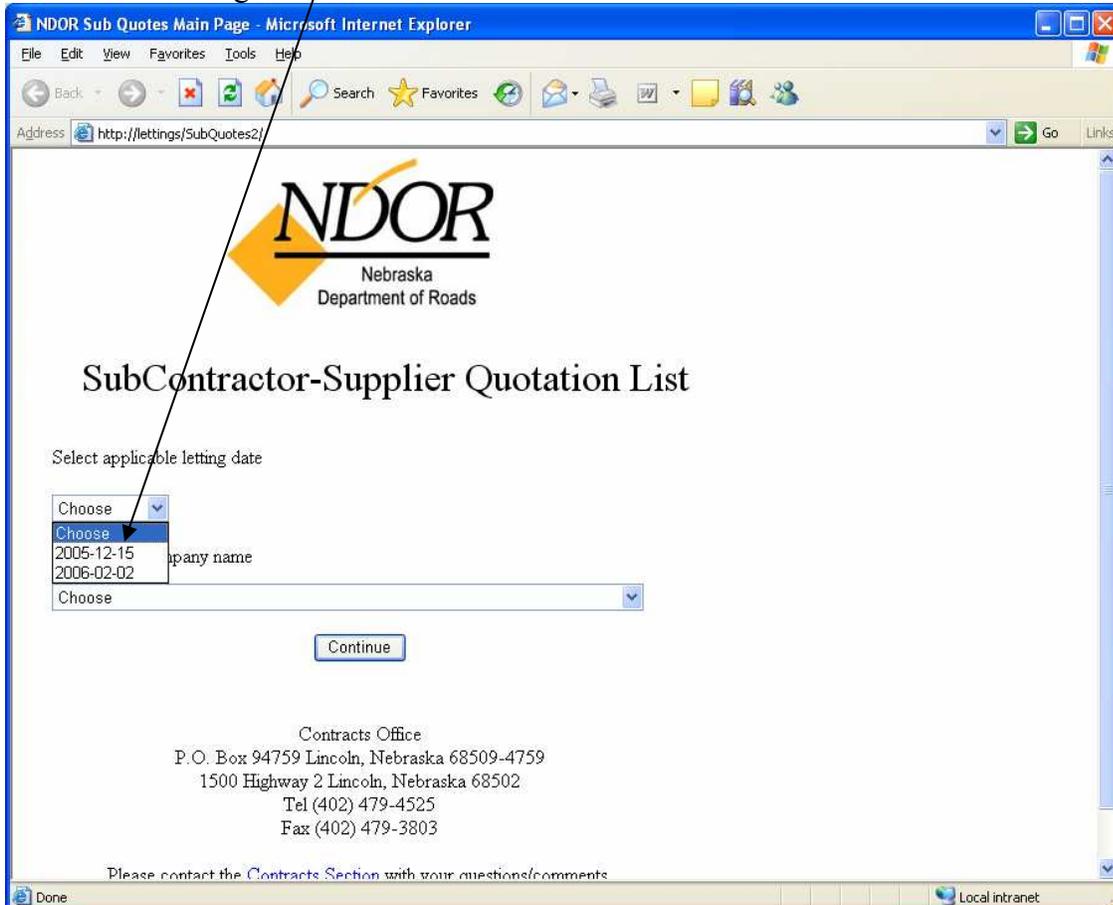
Click on *Subcontractor/Supplier Quotations List*



On the next screen use the arrow drop-down buttons:



Click on the letting date



Click on your company name submitting bids for this letting
 Hint: Typing just the first letter of the name will go that alphabetical section.

Click on “Continue”

list

Continue

Contracts Office
 P.O. Box 94759 Lincoln, Nebraska 68509-4759
 1500 Highway 2 Lincoln, Nebraska 68502
 Tel (402) 479-4525
 Fax (402) 479-3803

Please contact the Contracts Section with your questions/comments

(1) No quotes were received for this letting click on “Submit No Quotes Received”

NDOR
 Nebraska
 Department of Roads

SubContractor-Supplier Quotation List
 Sub-Quoters Selection List

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)
 Letting Date 2005-12-15
 Sub Quoter list

Submit "No Quotes Received" View Current List Add Unlisted Vendors Previously Submitted

Click Here to Submit "No Quotes Received"

Select	ID Number	Vendor Name
Select	2762	A & R CONSTRUCTION CO.
Select	2080	A & W CONST. (ALAN J. WURTELE DBA)
Select	1123	A-G-E CORPORATION
Select	2469	A. J. SHEET METAL, INC.
Select	3501	ABC COATING
Select	0112	ABC ELECTRIC COMPANY, INC.
Select	2764	ABHE & SVOBODA, INC.

You will receive confirmation of your submittal;

Sub-Quoters List page - Microsoft Internet Explorer

Address <http://lettings/SubQuotes2/Sublist.aspx?Name=ManualEntry> Go

SubContractor-Supplier Quotation List Sub-Quoters Selection List

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)
Letting Date 2005-12-15

Sub Quoter list Processing completed, you have submitted and entry of 'NO QUOTES' for this letting, thank you.

	ID Number	Vendor Name
Select	2762	A & R CONSTRUCTION CO.
Select	2080	A & W CONST. (ALAN J. WURTELE DBA)
Select	1123	A-G-E CORPORATION
Select	2469	A. J. SHEET METAL, INC.
Select	3501	ABC COATING
Select	0112	ABC ELECTRIC COMPANY, INC.
Select	2764	ABHE & SVOBODA, INC.

Done Local intranet

(2) Create a list of subquoters utilizing NDOR selection list:

On the Sub-Quotes Selection List , click once on “*Select*” for each ID Number/Vendor Name to be included on the list.

Note: After the first name is selected, you will be returned to the top of the list. You will be able to scroll down and continue selecting. Each subsequent selection will remain highlighted only until another selection is made.

The screenshot shows the NDOR Nebraska Department of Roads website. The page title is "SubContractor-Supplier Quotation List" and "Sub-Quoters Selection List". It displays details for a letting: "Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC. (The)", "Letting Date 2005-12-15", and "Sub Quoter list A & W CONST. (ALAN J. WURTELE DBA)". There are four buttons: "Submit 'No Quotes Received'", "View Current List", "Add Unlisted Vendors", and "Previously Submitted". A table lists vendors with "Select" links and their names.

	ID Number	Vendor Name
Select	2762	A & R CONSTRUCTION CO.
Select	2080	A & W CONST. (ALAN J. WURTELE DBA)
Select	1123	A-G-E CORPORATION
Select	2469	A. J. SHEET METAL, INC.
Select	3501	ABC COATING
Select	0112	ABC ELECTRIC COMPANY, INC.
Select	2764	ABHE & SVOBODA, INC.

The screenshot shows the NDOR website with a long list of vendors. The "Select" link for vendor ID 3892, "ADVANCED TECHNOLOGIES INTEGRATION, INC.", is highlighted. The table contains 25 rows of vendor information.

Select	1926	ACE EATON METALS
Select	0353	ACE SAND AND GRAVEL COMPANY, INC.
Select	2133	ACME MATERIALS & CONSTRUCTION COMPANY
Select	1A48	ACTION AIR HEATING & AIR CONDITIONING
Select	2400	ADAMS CONSTRUCTION CO. & ADAMS LAND IMP
Select	0439	ADESTA, LLC
Select	2165	ADVANCED DRAINAGE SYSTEMS, INC.
Select	3892	ADVANCED TECHNOLOGIES INTEGRATION, INC.
Select	2875	AERO FENCE CO.
Select	1927	AFCO STEEL
Select	3726	AGW STEEL, INC.
Select	3994	ALCO FENCE COMPANY, INC.
Select	1429	ALL ROAD BARRICADES, INC.
Select	2372	ALL-IOWA CONTRACTING COMPANY
Select	0425	ALLARD PRECAST
Select	1928	ALLIED CONSTRUCTION SPECIALTIES
Select	3538	AMBASSADOR STEEL CORPORATION
Select	2745	AMERICAN ASPHALT, INC.
Select	0348	AMERICAN BRIDGE COMPANY AND SUBSIDIARIES
Select	3665	AMERICAN CIVIL CONSTRUCTORS, INC. & SUB
Select	2822	AMERICAN CONCRETE PRODUCTS CO.
Select	1883	AMERICAN FENCE CO.
Select	2951	AMES CONSTRUCTION, INC.
Select	0892	ANDERSON CONSTRUCTION CO., INC.
Select	3807	ANDERSON DRILLING

When all selections have been made, return to top of list and click on “View Current List.”

SubContractor-Supplier Quotation List
Sub-Quoters Selection List

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)
Letting Date 2005-12-15
Sub Quoter list ADVANCED TECHNOLOGIES INTEGRATION, INC.

Submit "No Quotes Received" View Current List Add Unlisted Vendors Previously Submitted

	ID Number	Vendor Name
Select	2762	A & R CONSTRUCTION CO.
Select	2080	A & W CONST. (ALAN J. WURTELE DBA)
Select	1123	A-G-E CORPORATION
Select	2469	A. J. SHEET METAL, INC.
Select	3501	ABC COATING
Select	0112	ABC ELECTRIC COMPANY, INC.
Select	2764	ABHE & SVOBODA, INC.

Remove Errors or Duplicates by clicking on “Remove”

SubContractor-Supplier Quotation List
Review List Page

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)
Letting date you are submitting quotes for: 2005-12-15

Submit Quoters List SubQuoters Selection List Add Unlisted Vendors

Please review the list below for accuracy. To remove an entry click on the 'Remove' link in the appropriate row. Remove unwanted subcontractors from the list before clicking on the 'Submit Quoters List' button.

	VendorID	VendorName
Remove	0112	ABC ELECTRIC COMPANY, INC.
Remove	2764	ABHE & SVOBODA, INC.
Remove	2764	ABHE & SVOBODA, INC.

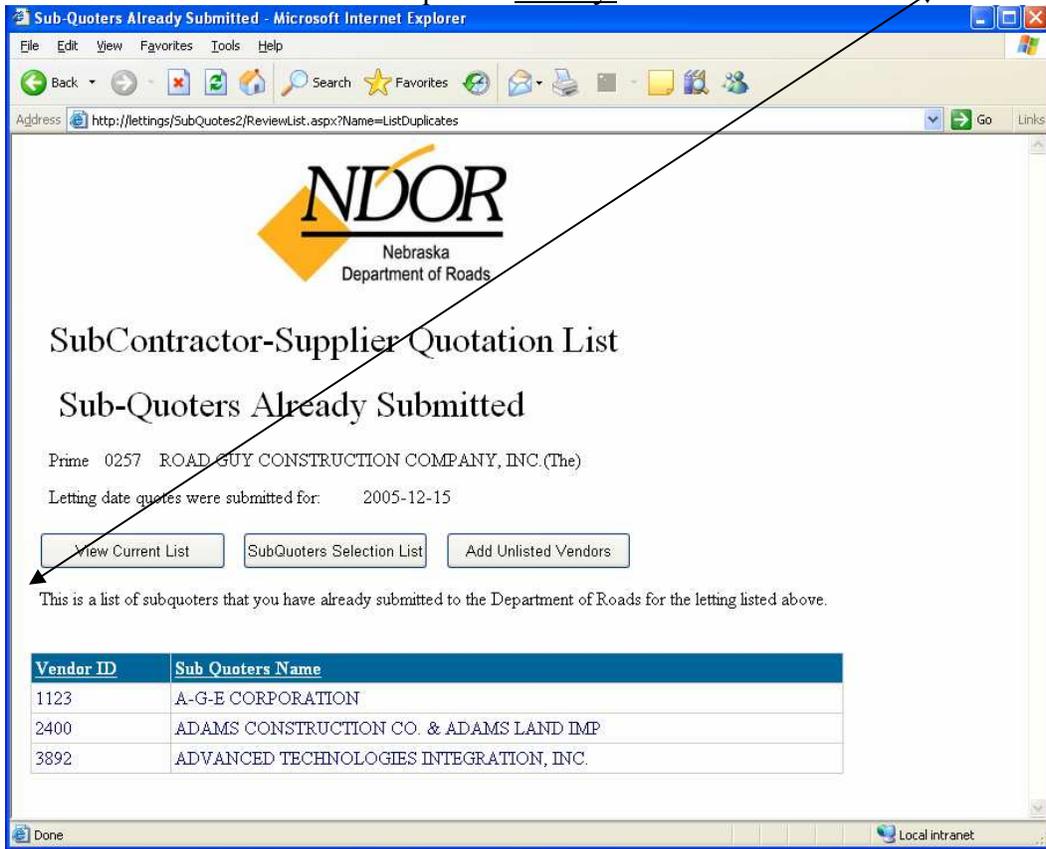
To add names to list, click on “SubQuoters Selection List” and continue your selections.

Then “*View Current List*” again. When list is correct, click on “*Submit Quoters List*”.

Message should confirm the submittal:

“You have successfully submitted _____ contractors to the NDOR subquotes database.”

If you have previously submitted a list, and this new submittal contains duplicates, the next screen will list the names of subquoters already in the NDOR database.



Suggestion: Print this page for reference to remove duplicates from the “*View Current List*”.

To edit the current list, click on “*View Current List*” and click on “*Remove*” for each of the duplicates.

Note: You can also use the Arrow Back and Arrow Forward to toggle between the View Current List and the Already Submitted List.

When duplicates have been removed and any additional names selected, “*Submit Quoters List*” again.

Message will indicate you have successfully submitted the subquotes and the number of quoters. Or if this new submittal still contains duplicates, the next screen will list the names of subquoters already in the NDOR database, and you will need to repeat the editing process.

(3) Names not on the NDOR Sub-Quoters Selection List:

Quoters not on the list require a separate submittal.

Click on “*Add Unlisted Vendors.*”

Sub-Quoters Already Submitted

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)
Letting date quotes were submitted for: 2005-12-15

[View Current List](#) [SubQuoters Selection List](#) [Add Unlisted Vendors](#)

[Click Here to Add Vendors Not Found on List](#)

This is a list of subquoters that you have already submitted to the Department of Roads for the letting listed above.

Vendor ID	Sub Quoters Name
1123	A-G-E CORPORATION
2400	ADAMS CONSTRUCTION CO. & ADAMS LAND IMP
3892	ADVANCED TECHNOLOGIES INTEGRATION, INC.

Enter all required information for each quoter including zip codes. Add row(s) if necessary.

Click on “*Submit Unlisted Vendors*”

Unlisted Vendor Submission Page

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)
Letting Date 2005-12-15

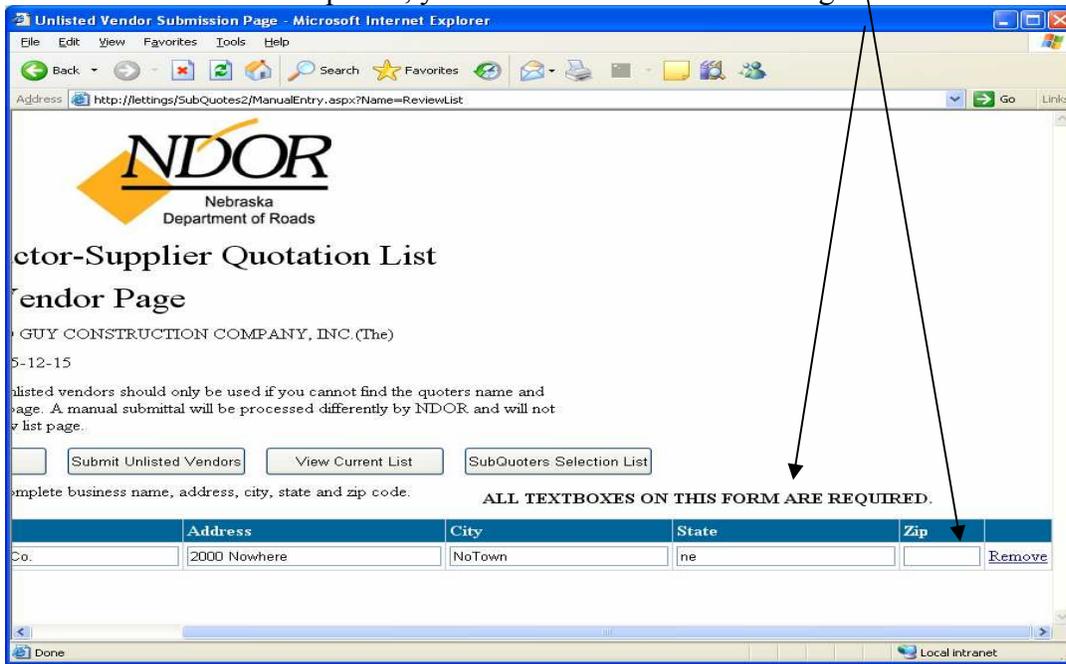
The submission of unlisted vendors should only be used if you cannot find the quoters name and ID on the selection page. A manual submittal will be processed differently by NDOR and will not appear on the review list page.

[Add a Row](#) [Submit Unlisted Vendors](#) [View Current List](#) [SubQuoters Selection List](#)

Please type out the complete business name, address, city, state and zip code.

Name	Address	City	State

If all fields were not completed, you will receive an error message:



Enter the missing information and submit again.
You will receive a message when the submittal is successful.

