

# Subcontractor/Supplier Quotation List User's Guide

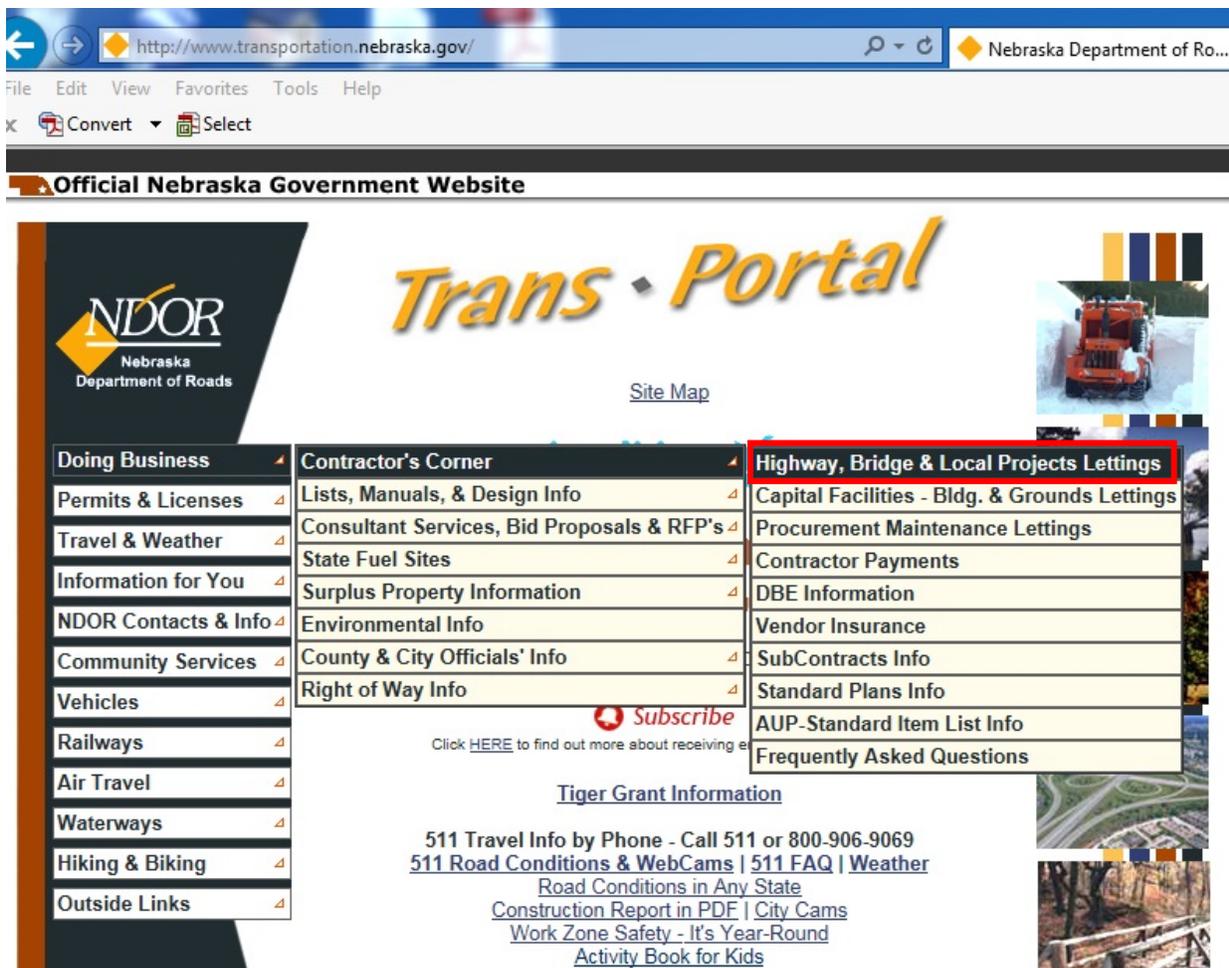
The following instructions contain:

- (1) Submitting “ No Quotes Received”
- (2) Creating a list of *Sub-Quoters* using NDOR selection list
- (3) Submitting *Quoters* that are *NOT* on the NDOR selection list

Location for preparing and submitting the list:

1. Open the NDOR Website: “<http://www.transportation.nebraska.gov>”

Select “Doing Business, Contractor’s Corner, Highway Bridge & Local Projects Lettings”



The screenshot shows a web browser window with the address bar displaying <http://www.transportation.nebraska.gov/>. The page header includes the text "Official Nebraska Government Website" and the "Trans - Portal" logo. The NDOR logo (Nebraska Department of Roads) is visible on the left. A navigation menu is displayed with three columns of items. The third column, "Highway, Bridge & Local Projects Lettings", is highlighted with a red border. Below the menu, there is a "Subscribe" button and a "Tiger Grant Information" section with various links.

Doing Business	Contractor's Corner	Highway, Bridge & Local Projects Lettings
Permits & Licenses	Lists, Manuals, & Design Info	Capital Facilities - Bldg. & Grounds Lettings
Travel & Weather	Consultant Services, Bid Proposals & RFP's	Procurement Maintenance Lettings
Information for You	State Fuel Sites	Contractor Payments
NDOR Contacts & Info	Surplus Property Information	DBE Information
Community Services	Environmental Info	Vendor Insurance
Vehicles	County & City Officials' Info	SubContracts Info
Railways	Right of Way Info	Standard Plans Info
Air Travel		AUP-Standard Item List Info
Waterways		Frequently Asked Questions
Hiking & Biking		
Outside Links		

Subscribe  
Click [HERE](#) to find out more about receiving e

Tiger Grant Information  
511 Travel Info by Phone - Call 511 or 800-906-9069  
511 Road Conditions & WebCams | 511 FAQ | Weather  
Road Conditions in Any State  
Construction Report in PDF | City Cams  
Work Zone Safety - It's Year-Round  
Activity Book for Kids

- The “Contract Lettings – Highway, Bridge & Local Project Lettings” page opened.  
<http://www.transportation.nebraska.gov/letting/lettings.htm>

Select the *Correct Letting* under the “*Construction Lettings*” section.

**Official Nebraska Government Website**

**Contract Lettings**  
**Highway, Bridge & Local Project Lettings**

**Contractor Updates**  
as of 1/13/2015

**Important Letting Information**

The Department of Roads has scheduled a Bid Letting to be held on:

**February 5th, 2015 at 1:30 PM**

**Construction Lettings**

<a href="#">February 5, 2015 Contract Letting</a>	<a href="#">January 15, 2015 Contract Letting</a>
<a href="#">December 18, 2014 Contract Letting</a>	<a href="#">December 05, 2014 Contract Letting</a>

**Construction Letting Archive**  
Letting Archive

<a href="#">Downloading Help</a>	<a href="#">Prequalified Contractors Listing</a>
<a href="#">Frequently Asked Bidding Questions</a>	<a href="#">Environmental Permits</a>
<a href="#">Contractor Prequalification Package</a>	<a href="#">Jobsite Posters &amp; Payrolls</a>
<a href="#">NDOR Bidding Checklist</a>	<a href="#">Insurance Information</a>
<a href="#">Publications &amp; Standard Plans</a>	<a href="#">Subcontractor/Supplier Quotations List User's Guide</a>
<a href="#">Standard Plans List</a>	<a href="#">Base Diesel Fuel Prices</a>
<a href="#">NDOR BIDX Authorization (DR 173)</a>	<a href="#">Contractor Site Use Request</a> Borrow - Waste - Plant - Stockpile
<a href="#">Expedite 5.11A Software</a> (Please backup your Digital ID!)	<a href="#">Contractor E-Verify Certification - Sample Letter</a>
<a href="#">Expedite Help</a>	<a href="#">Form LLL-Disclosure of Lobbying Activities</a>
<a href="#">Flagger Certification</a>	<a href="#">ATCM Report</a>

3. You will be connected to your selected letting in the BidX website.  
<https://www.bidx.com/ne/letting?lettingid=15020501>

Then select the “Subcontractor/Supplier Quations List” option that located on the top left.

The screenshot shows a web browser window with the URL <https://www.bidx.com/ne/letting?lettingid=15020501>. The page header includes the BidExpress logo and navigation tabs for NDOR, Lettings, Search, Advantage, Bid Tab Analysis, and Small Business Network. The main navigation bar indicates the user is in the Nebraska Department of Roads, viewing the List of Lettings for February 5, 2015. A sub-header reads "Letting of February 5, 2015".

Key information displayed includes:

- Letting ID:** 15020501
- Cut-Off Time:** 01:30:59 PM CST

Under the "Letting Project Information" section, the following links are listed:

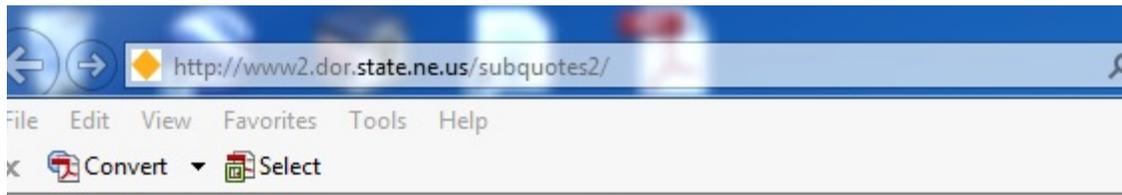
- Addenda
- Informational Proposals and Letting Plans
- Letting Project Information
- Subcontractor/Supplier Quations List** (highlighted in red)
- Planholders EISC Registration
- Certified DBE's

A table below lists the proposals for this letting:

Proposal	Call Order ▲	Items	Amendments	Counties
<a href="#">1229Y</a> DISTRICT 1 CCTV CAMERAS	100	10	0	LANCASTER OTOE
<a href="#">1231Y</a>	105	12	0	LANCASTER SEWARD

4. The <http://www2.dor.state.ne.us/subquotes2/> will be opened.

Then you select “letting date” & “your company name”



## SubContractor-Supplier Quotation List

Select applicable letting date

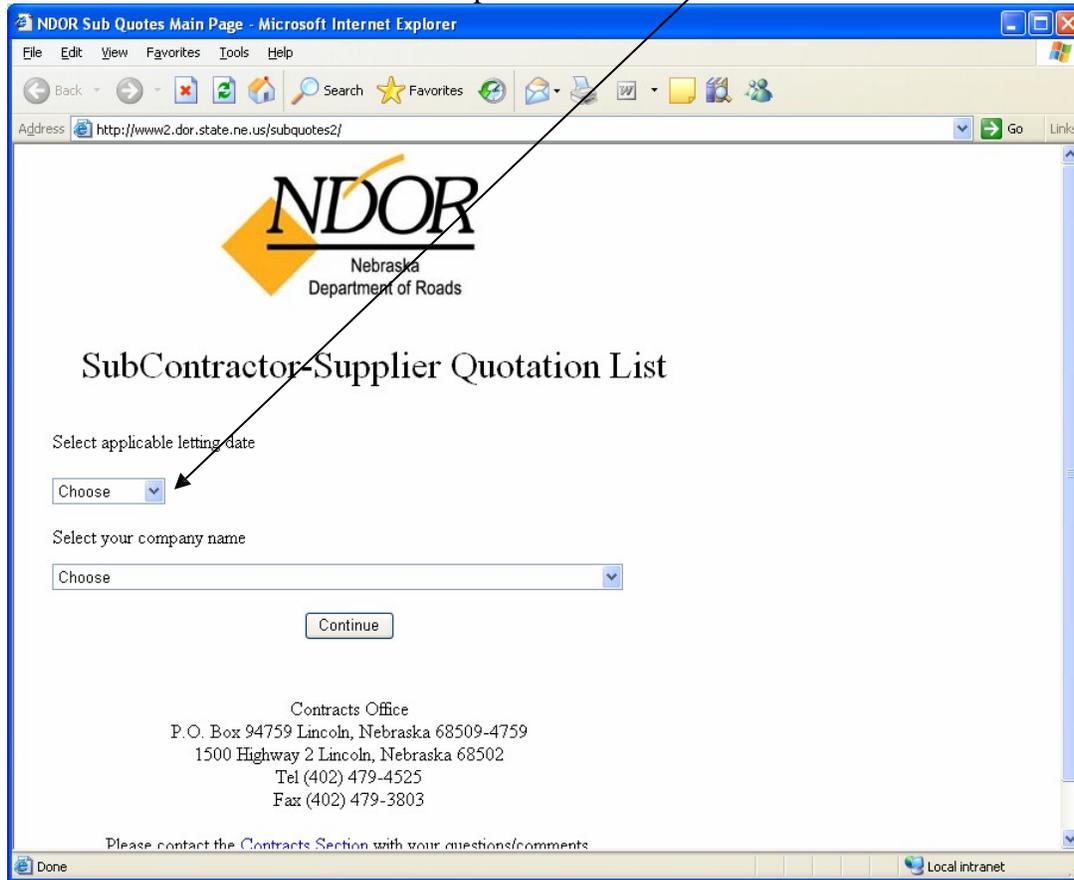
Select your company name

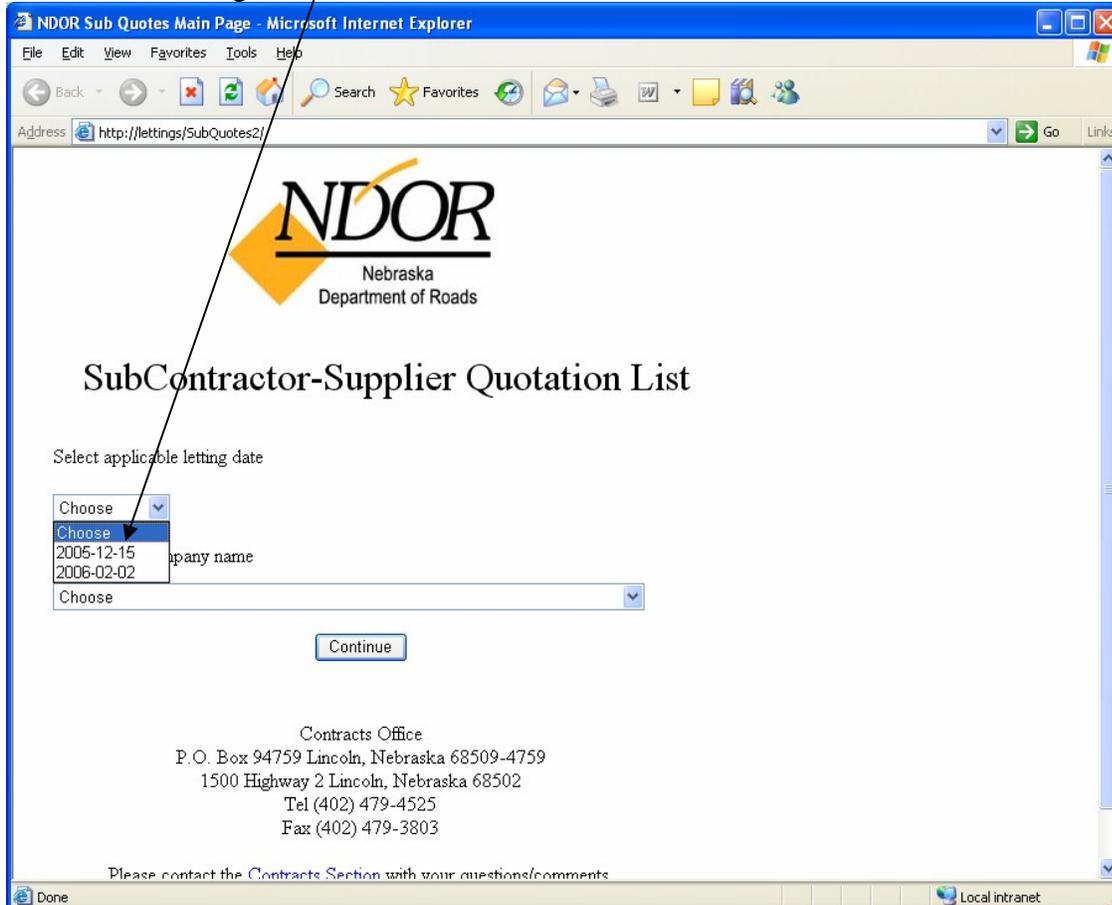
[SubContractors\Supplier Quotations List User Guide](#)

Contracts Office

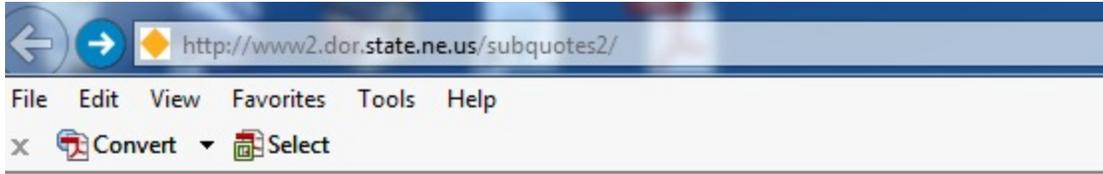
On the next screen use the arrow drop-down buttons:



Click on the letting date.



5. 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”



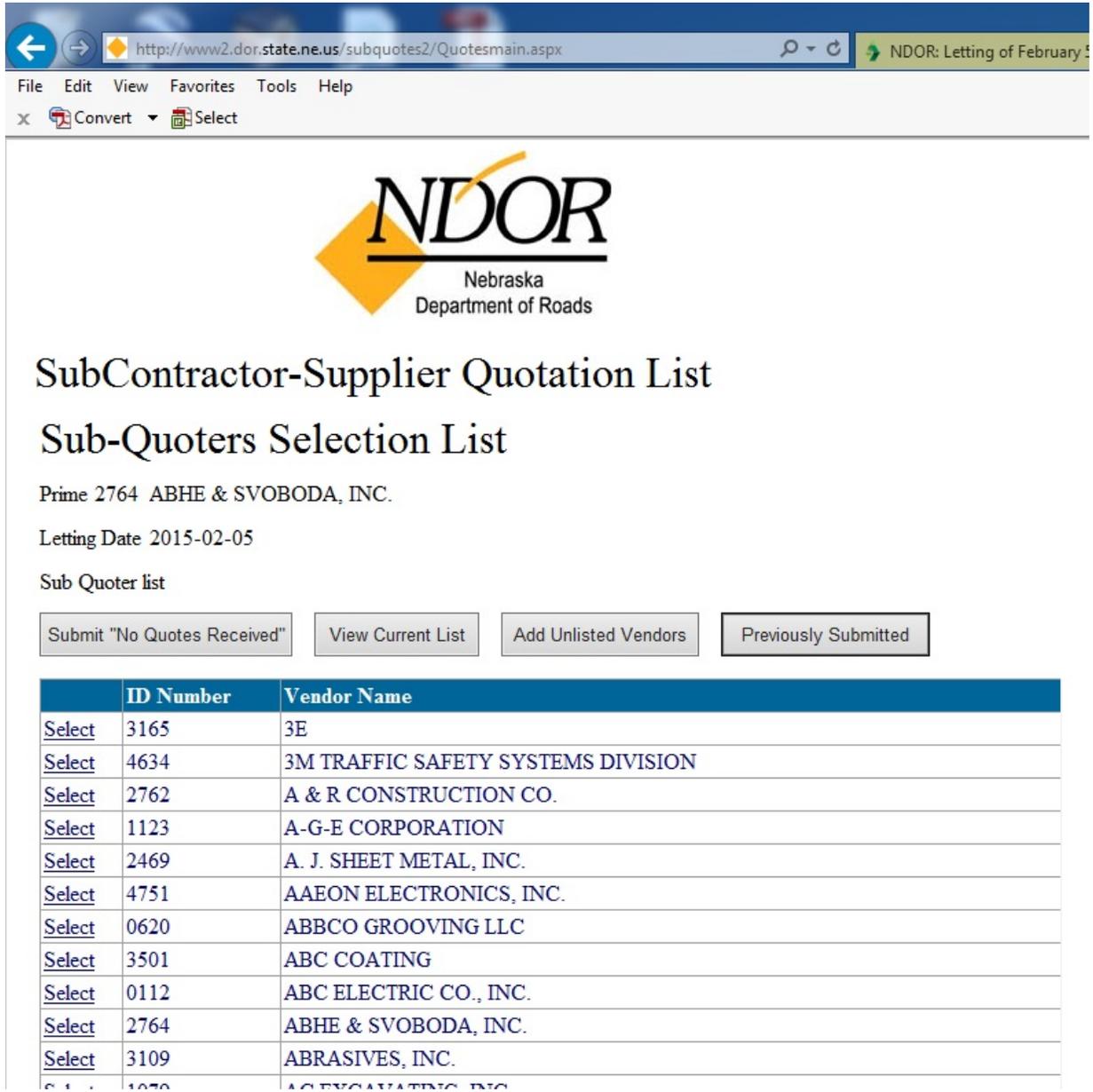
## SubContractor-Supplier Quotation List

Select applicable letting date

2015-02-05 ▾

- Choose
- A & R CONSTRUCTION CO.
- A-G-E CORPORATION
- ABHE & SVOBODA, INC.**
- ACME CONCRETE PAVING, INC.
- ADAMS CONSTRUCTION CO. & ADAMS LAND IMP
- AMERICAN BRIDGE COMPANY
- AMERICAN CS, INC.
- AMES CONSTRUCTION, INC.
- ARCHER WESTERN CONTRACTORS, LLC
- BARNES CONSTRUCTION, INC. (KIRK)
- BITUMINOUS PAVING, INC.
- BLADE MASTERS GROUNDS MAINTENANCE INC.
- BLESSING, LLC
- BORDER STATES PAVING, INC.
- BROSS CONST. CO./C. B. EQUIP. (CHESTER)
- BOY CONSTRUCTION, INC.

6. The Sub-Quoter List will be opened up.



**NDOR**  
Nebraska  
Department of Roads

## SubContractor-Supplier Quotation List

### Sub-Quoters Selection List

Prime 2764 ABHE & SVOBODA, INC.

Letting Date 2015-02-05

Sub Quoter list

	ID Number	Vendor Name
<a href="#">Select</a>	3165	3E
<a href="#">Select</a>	4634	3M TRAFFIC SAFETY SYSTEMS DIVISION
<a href="#">Select</a>	2762	A & R CONSTRUCTION CO.
<a href="#">Select</a>	1123	A-G-E CORPORATION
<a href="#">Select</a>	2469	A. J. SHEET METAL, INC.
<a href="#">Select</a>	4751	AAEON ELECTRONICS, INC.
<a href="#">Select</a>	0620	ABBCO GROOVING LLC
<a href="#">Select</a>	3501	ABC COATING
<a href="#">Select</a>	0112	ABC ELECTRIC CO., INC.
<a href="#">Select</a>	2764	ABHE & SVOBODA, INC.
<a href="#">Select</a>	3109	ABRASIVES, INC.
<a href="#">Select</a>	1070	ACE EXCAVATING INC.

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

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"

	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:

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.

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.

**(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.

NDOR  
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### SubContractor-Supplier Quotation List

#### Sub-Quoters Selection List

Prime 0257 ROAD GUY CONSTRUCTION COMPANY, INC.(The)  
Letting Date 2005-12-15  
Sub Quoter list A & W CONST. (ALAN J. WURTELE DBA)

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

Sub-Quoters Selection List

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

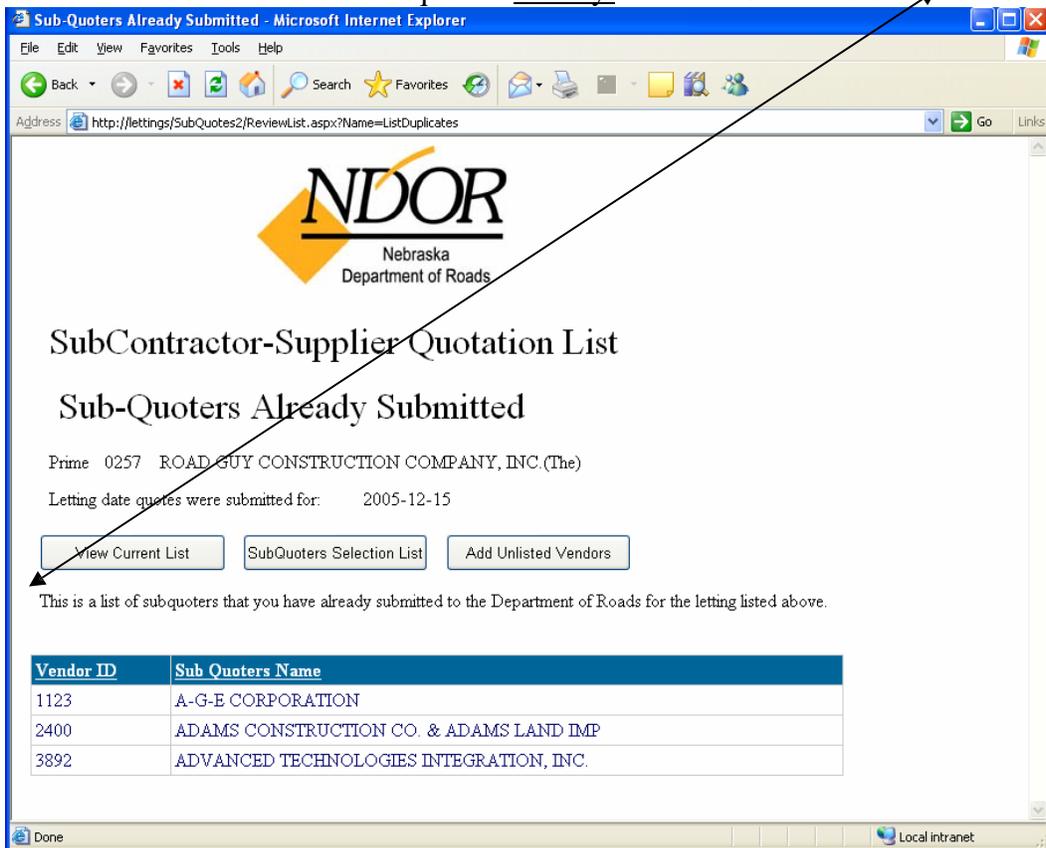
To add names to list, click on “SubQuoters Selection List” and continue your selection

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.

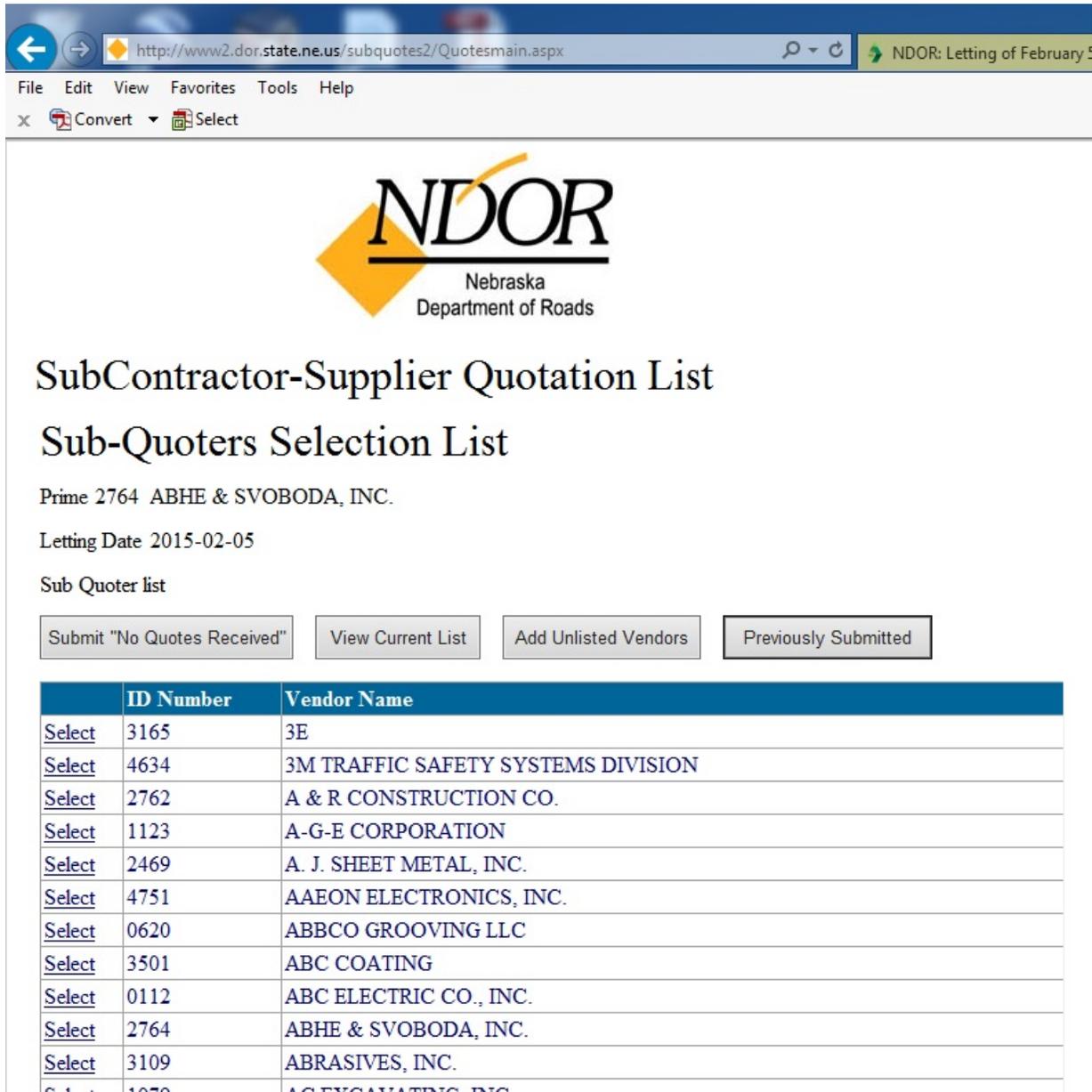
Note: You can also use the Arrow Back and Arrow Forward to toggle between the View Current List and the Already Submitted List.

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:

Click on the “Add Unlisted vendors” tab.



NDOR  
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## SubContractor-Supplier Quotation List

### Sub-Quoters Selection List

Prime 2764 ABHE & SVOBODA, INC.  
Letting Date 2015-02-05

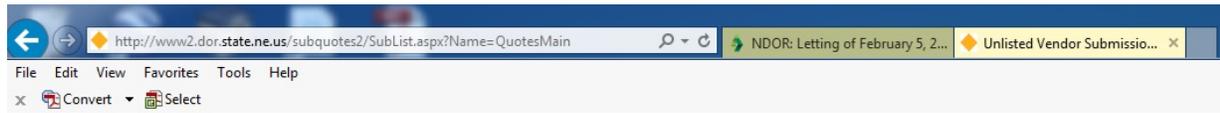
Sub Quoter list

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

	ID Number	Vendor Name
<a href="#">Select</a>	3165	3E
<a href="#">Select</a>	4634	3M TRAFFIC SAFETY SYSTEMS DIVISION
<a href="#">Select</a>	2762	A & R CONSTRUCTION CO.
<a href="#">Select</a>	1123	A-G-E CORPORATION
<a href="#">Select</a>	2469	A. J. SHEET METAL, INC.
<a href="#">Select</a>	4751	AAEON ELECTRONICS, INC.
<a href="#">Select</a>	0620	ABBCO GROOVING LLC
<a href="#">Select</a>	3501	ABC COATING
<a href="#">Select</a>	0112	ABC ELECTRIC CO., INC.
<a href="#">Select</a>	2764	ABHE & SVOBODA, INC.
<a href="#">Select</a>	3109	ABRASIVES, INC.
<a href="#">Select</a>	1070	ACE EXCAVATING INC.

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

Click on “Submit Unlisted Vendors”



## SubContractor-Supplier Quotation List

### Unlisted Vendor Page

Prime 2764 ABHE & SVOBODA, INC.

Letting Date 2015-02-05

The submission of unlisted vendors should only be used if you cannot find the quoter's 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.

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

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

Name	Address	City	State	Zip	
					<a href="#">Remove</a>

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

Enter the missing information and submit it again.

You will receive a message when the submittal is successful.

