

DEPARTMENT OF THE ARMY
Wilmington District, Corps of Engineers
P. O. Box 1890
Wilmington, North Carolina 28402

DR 310-1-3

SAWDE

DISTRICT REGULATION
No. 310-1-3

30 December 1983

MILITARY PUBLICATIONS

SOP FOR DISTRIBUTION OF PLANS AND SPECIFICATIONS

1. References.

- a. ER 1180-1-1 (ECI 16-401.2)
- b. ER 37-2-10, para. 4-2g

2. Purpose. The purpose of this regulation is to outline the policy, responsibility, and procedure in connection with the furnishing of plans and specifications.

3. Policy.

- a. Reference 1a provides that:

(1) Complete sets of plans and specifications, as well as individual drawings, will be furnished to construction contract prospective bidders, including general contractors, subcontractors, and material and equipment suppliers and other interested bidders at a stated charge; that

(2) No charge will be made to original purchasers of plans for additional or revised sheets of drawings which are issued by amendment to invitations; and that

(3) No refund for return of plans and specifications will be made except when the project is cancelled or no award is made under the invitation. If the project is cancelled or no award is made under the invitation, upon request, refund of the payment for the plans and specifications will be made upon return thereof to the issuing office. Under these circumstances, refunds will be made and processed in accordance with ER 37-2-10, para. 4-2g.

This regulation supersedes DR 310-1-3, 1 February 1982

b. Reference 1a also provides that plans and specifications will be issued without charge to such organizations as Associated General Contractors of America, Dodge Reports, and others which maintain public plan display rooms.

4. Responsibility and Procedure. In the interest of uniformity and control, the procedure stated below will be followed in connection with the distribution of advance notices and plans and specifications.

a. Engineering and Construction-Operations Division.

(1) Notify F&A of all IFB's and associated account where costs will be charged.

(2) Receive requests for plans and specifications.

(3) Furnish the Reprographics Section a request on Requisition ENG Form 1309, in an original and one copy, for the required reproduction. The requisition will show the charge number and the invitation number.

(4) Furnish the Reprographics Section a complete distribution list consisting of plan holders list and a preprinted mailing list. The planholders list (prepared in duplicate) will contain the names and addresses of prospective bidders from whom payment has been received. The preprinted mailing list will contain the names and addresses of others to whom plans and specifications are to be furnished without charge (plan rooms, etc., and normal internal distribution). Mailing labels will be furnished along with the distribution list.

(5) When necessary, authorized personnel will receive funds directly from prospective bidders. A supplemental mailing list will be prepared (in duplicate). The original copy of the list will be sent to Reproduction Section and one copy will be retained for file. Funds received will be delivered to Mail and Records Section for submittal to F&A.

(6) Procedure in (3) and (4) above also applies to amendments.

b. Mail and Records Section.

(1) Route requests received for plans and specifications for construction and new work dredging projects to the Engineering Division, for supply contracts to Procurement and Supply Division, and maintenance dredging projects and repairs to floating plant to Construction-Operations Division.

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(2) If funds are received with request, remove and attach to DD Form 1131 and send to F&A. Send copy of DD Form 1131 to Engineering Division and/or Construction-Operations Division along with request.

c. Reprographics Section.

(1) Upon receipt of a requisition, reproduce the required number of plans and specifications.

(2) Compute the cost of reproduction, based on current cost price of reproduction; enter cost on duplicate copy of requisition, and forward the duplicate copy to ADP for keypunching. (These costs will be included in the regular monthly report of reproduction to F&A.)

(3) Set up an inventory account for each invitation, to which will be recorded the number of sets reproduced (this information will be obtained from the requisition), as well as the number of sets issued (obtained from the distribution list).

(4) Make distribution of plans and specifications, based on the distribution lists, and insert notation on both the original and duplicate copy of list that distribution has been made. The duplicate copy of the planholders list will then be signed by the person making the distribution and furnished to ADP. Return original drawings and specifications plus all brownlines of the original drawings to the issuing office when distribution has been completed.

(5) Advise the office concerned when distribution has been completed.

d. Finance and Accounting Branch.

(1) Maintain a current list of IFB's with associated ADP workcodes where cost of plans and specifications/amendments is accumulated.

(2) Upon receipt of funds for plans and specifications and DD Form 1131, credit the gross costs by processing receivable and collection to ADP workcode of IFB and DD Form 1131.

5. When no charges are involved, the procedure normally followed for submitting requests for reproduction of plans and specifications for distribution will be followed.

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6. Requests for plans and specifications received in this office, whether by mail, telephone, or in person, concerning construction or new-work dredging projects, will be promptly referred to the Procurement Clerk, Engineering Division, for appropriate action. Requests received for supply contracts will be referred to Procurement and Supply Division and those for maintenance dredging projects and repairs to floating plant will be referred to Construction-Operations Division.



WAYNE A. HANSON
Colonel, Corps of Engineers
Commanding

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LTC, Corps of Engineers
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DISTRIBUTION B