



MEMORANDUM

TO: Potential Bidders

FROM: David Duffy, Engineering Information Specialist

SUBJECT: Requesting Plans and Specifications for Arlington Water Utilities and the Department of Public Works & Transportation Capital Improvement Projects

DATE: November 5, 2012

Both Arlington Water Utilities and the Department of Public Works & Transportation post their bid projects on the City's Supplier Portal. Plans, specifications and addendums are available for download on the portal. Currently there is a registration fee of \$25.00. Visit City's web page for more information:

<http://www.arlingtontx.gov/finance/purchasing/bids/index.html>.

Plans and specifications on new projects are still available at the maproom for viewing and for purchase at \$25 per set during the bid announcement period. Ways to obtain plans and specifications are:

1. Pick up plans directly from the map room

You may send a representative of your company or a courier to the map room to purchase a set. You have the option of obtaining the plans in hard copy or digital format on CD.

The map room is located on the first floor of Arlington City Hall, 101 W. Abram Street (the northwest corner of Center and Abram Streets).

Bring a check payable to the "City of Arlington", along with your firm's contact information, please include contact name, email address and complete physical address, phone, and fax numbers--a business card is preferable. Failure to provide complete information may result in your company not receiving addendums, if issued.

