

## Instructions for Downloading Plans & Specs

The Cass County Website is <http://www.co.cass.mn.us>

1. Click on Highway Department Projects eGram Links on the highway department's webpage (in a box near the center of the page).
2. A pop-up box will come up. It is a Security Alert. To proceed you must click on yes.
3. A new window will open. Under Projects In Bidding select the project number you wish to see/download.

There are two levels of information available.

### PUBLIC DATA

- AD FOR BID You can view the Ad for Bid by clicking on "Ad for Bid/Planholder List".
- PLANHOLDERS LIST This is located at the bottom of the Ad for Bid. Any bidders who download plans or obtain paper bid documents from the Highway Department will be listed as planholders on this list.

### DATA AVAILABLE WITH A USER NAME AND PASSWORD

- PLANS and PROPOSAL for Download To download Plans, Special Provisions and Addenda you must have a user name and password. **Contact the Cass County Highway Dept. at 218-547-1211 and a user name and password will be issued to you.** When you have your user name and password, access the site as shown above.
  - Go to the project screen of the project you wish to download and in the upper right-hand corner you will see a "Download Project Plans" button. Click on that and you will see a screen listing the proposal document and plan sheets by section. Click on the desired selection and fill in the login information. You must download (save) the files to view them.

Note: You may need to use the "Go To Project" pull down, or click on "Project Listing" to display the project after you login.

After any file is downloaded, your Company name will appear on the planholders list.

- SCHEDULE OF BIDS When you "login" and look at the Planholders list at the bottom of the Ad for Bid, your Company name will appear in green. If you click on your name, in addition to the file download selection, if you scroll down the page you will see a Schedule of Bids that you can use as a calculator and save for your own reference.

If you click on a green specification item number, you will see a history of bids for Cass County projects by individual spec item.

**NOTE:** Look for the bid summary and bid abstract at this site after the bid opening.