



Notice to Bidders Requirement Fact Sheet

May 2016

Effective July 1, 2016, there will be three specific ways in which the *Notice to Bidders* must be posted:

- 1. In a relevant contractor plan room service with statewide circulation.**
- 2. In a relevant construction lead generating service with statewide circulation.**
- 3. On an internet site sponsored by either a governmental entity or a statewide association that represents the governmental entity.**

To assist with these new provisions (specifically 1 and 2), the **Construction Update Network** wants to provide the governmental entity, or its representative, a way to meet this requirement at no charge, while also providing the assurances of a compliance "paper trail." It is important to note with nearly 2,000 subscribers, the **Construction Update Network** meets the definition of the relevant contractor plan room service and lead generating service.

Step #1

When a bid letting date has been established and a ***Notice to Bidders*** must be issued, we recommend that the governmental entity simply email its ***Notice to Bidders*** to the **Construction Update Network** at: mbiplanroom-dsm@mbionline.com.

Once the email containing all of the ***Notice to Bidders*** information as prescribed in Iowa Code Section 26.7 is received, the **Construction Update Network** will issue a confirmation-of-receipt email back to the entity issuing the ***Notice to Bidders***. If confirmation is not received within 24 hours, please call (515) 288-7339.

Step #2

The very next business day, the **Construction Update Network** will post the ***Notice to Bidders*** for the project in an email to its entire subscriber base. For compliance purposes, that same day the ***Notice to Bidders*** document will be emailed to the entity that originally issued the ***Notice to Bidders***. The **Construction Update Network** will also archive all ***Notice to Bidders*** should the documentation be needed at a later date.

Here is an example of a Notice to Bidders timeline:

Tuesday, July 5, 2016

1. Public Owner ABC submits its ***Notice to Bidders*** to mbiplanroom-dsm@mbionline.com.
2. The **Construction Update Network** will issue a confirmation-of-receipt email to Public Owner ABC.

Wednesday, July 6, 2016

1. The **Construction Update Network** posts the ***Notice to Bidders*** for Public Owner ABC's project in an email to the entire subscriber base of the **Construction Update Network**.
2. A copy of the ***Notice to Bidders*** document will be emailed to Public Owner ABC. This document will confirm ***Notice to Bidders*** compliance with Iowa Code Section 26.3.

The third provision will require some additional work on the behalf of the owner or its representative. In order to comply, the ***Notice to Bidders*** will need to be posted in some fashion on the owner's own website (article, announcement, press release, etc.), or the owner can utilize an association that represents the owner. Such groups, depending on the type of public entity, are the Iowa Association of School Boards, Iowa League of Cities or the Iowa State Association of Counties.

Should you have any questions or need additional information, please do not hesitate to contact Chad Kleppe at ckleppe@mbionline.com or (515) 657-4382.



MASTER BUILDERS OF IOWA CONSTRUCTION UPDATE NETWORK



June 22, 2016

Attention Design Professionals:

Previously you were alerted to changes in regards to the issuance of the Notice to Bidders for public improvements. Effective July 1, 2016, Notice to Bidders must be "posted" via the following:

1. In a relevant contractor plan room service with statewide circulation;
2. In a relevant construction lead generating service with statewide circulation;
3. A website sponsored by the owner or a statewide association representing the owner.

The Master Builders of Iowa and the Construction Update Network want to help you with compliance of #1 and #2. By issuing your Notice to Bidders through the Construction Update Network, you will be provided assurances that the Notice to Bidders will be posted in a timely manner at no charge to you or the owner you represent.

To initiate the issuance process through the Construction Update Network, please email your Notice to Bidders to mbiplanroom-dsm@mbionline.com.

Once received, you will be provided a confirmation of receipt email. Then on the next business day, your Notice to Bidders will be posted via a statewide email notice to nearly 1,900 interested bidders. You will then receive a copy of the posted Notice to Bidders along with a certification, which will read as follows:

The undersigned, being first duly sworn on oath, states that The Construction Update Plan Room Network ("CU Network") is a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Polk County, Iowa. The undersigned also state that he is now and was at the time hereinafter mentioned, the duly qualified and action President / CEO of the CU Network, and that as such President / CEO of the CU Network and by full authority from the Executive Board, he caused a

NOTICE TO BIDDERS

(Name of Project)

a printed copy of which is attached as Exhibit A and made part of this certificate, to be posted in The Construction Update Plan Room Network, a relevant contractor plan room service with statewide circulation and a relevant contractor lead generating service with statewide circulation, on the following date(s):

Date of Posting, 2016

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

Chad Kleppe

Date

Chad Kleppe, President / CEO of The Construction Update Plan Room Network

Also, the CU Network will archive all Notice to Bidders in the event that records are needed at a later date.

We appreciate your willingness to consider the Construction Update Network – and its nearly 1,900 contractor, subcontractor and supplier subscribers - as your project information distribution network. Should you have any questions or need additional information, please do not hesitate to contact either Chad Kleppe (515-657-4382) or Micah Loveless (515-657-4398).

Sincerely,

Chad Kleppe

Chad Kleppe
President / CEO
Master Builders of Iowa
Construction Update Network

Micah Loveless

Micah Loveless
Digital Services Manager
Construction Update Network