

**JOHN S. RICHARD**  
Director



**Mary Fallin**  
Governor

**STATE OF OKLAHOMA**  
**DEPARTMENT OF CENTRAL SERVICES**

**MEMORANDUM**

**DATE:** March 4, 2011

**TO:** All Design Consultants registered with Construction and Properties

**FROM:** John W. Morrison, AIA  
State Construction Administrator  
Department of Central Services, Construction and Properties Division

**RE:** Guidelines for Electronic Bid Document Submittal by Consultants  
FTP site available for upload of files larger than 5MB

The Construction and Properties (CAP) Division utilizes an online plan room for viewing and distribution of bid documents. To ensure that these documents are accessible and legible, we are now requiring our design consultants to submit their documents electronically. In order to assure consistency, quality and efficiency, CAP is requesting that electronic documents submitted by consultants comply with the following standards.

**Specifications**

- Include DCS Number and Project Name
- Files: PDF Format, unlocked and not password protected
- Specification image quality is 300 DPI or greater for print quality
- Specifications will be printed double-sided. Each section of the specifications should begin on an even-numbered page. The plan room posts each section as a separate file.
- Scanned Documents (when necessary): check for readability – not too light or blurry – must be legible to bidders.

**Drawings**

- Include DCS Number and Project Name
- Files: PDF Format, unlocked and not password protected
- Cover Sheet must be submitted as a separate file; each section of drawings such as architectural, structural, etc. may be in a separate file.
- All drawings correct for location/project
- Drawing image quality suitable for monochrome printing
- Drawing Index included
- All drawings listed in the Drawing Index need to be included and labeled the same as the Index
- Scanned Documents (when necessary) – check for readability

CAP has set up an FTP site for uploading bid document files. A password and user name has been emailed to all Consultants registered with CAP. If you did not receive the username, contact your CAP representative.

Please include the DCS number in the file names.

To upload files, open a windows browser and type in 'ftp://ftp.dcs.state.ok.us'. Enter the User Name and Password. Follow the instructions to view this FTP site in Windows Explorer and drag the file(s) into the window. You will need to notify the CAP Project Manager that the files have been uploaded.