

100-C-214 CONSTRUCTION LETTING EMAIL BOX

*(Revised 04-23-08)*

The Contractor has the option to submit certain contract bid documents, as defined in the proposal, either as original paper copies filed with the proposal or as electronic documents.

To submit electronic documents, the Contractor shall attach the documents to an email sent to the following address:

[constructionletting@indot.in.gov](mailto:constructionletting@indot.in.gov)

To ensure that the electronic documents are placed in the correct contract folder with a date and time stamp and that they cannot be altered, the subject line of the email shall contain the following information in the exact format shown:

CompanyNameDocumentTitleLettingDate-ContractNumber

The subject line shall contain no spaces, periods, commas, apostrophes or other punctuation marks other than the one hyphen indicated between CompanyNameDocumentTitleLettingDate and ContractNumber.

LettingDate shall be in the format MMDDYY.

ContractNumber shall be in the format AA####Z, where AA is the 1 or 2 letter prefix, ##### is the 5 digit number and Z is the 1 letter suffix.

The following is an example of the subject line for the Jones Construction Co., Inc., submitting a drug testing plan for contract IR-30999-A for a March 15, 2008 letting:

JonesConstructionCoIncDrugPlan031508-IR30999A

Documents must be time stamped by the INDOT email box prior to the time stated in the advertisement.

---