

**To Whom It May Concern:**

**CHANGES TO ORDERING WSDOT PLANS AND SPECIFICATIONS – EMAIL OPTION CAN REPLACE FAX OPTION**

Date: 10/25/2016

The Washington State Department of Transportation has rolled out the first of a few [planned changes](#) to the process of ordering plans and specifications and receiving bidding documents. We are now accepting e-mail addresses from contractors and plan centers. You have the option to provide a unique email address for each project you are a plan holder or proposal holder for. The email address will be used to distribute documents such as small addenda (under 10 pages in size) which were distributed exclusively by fax in the past. Please note that you are limited to one email address per project.

Beginning immediately, when you order a set of plans, you will be asked if you would like to provide an email address to use in place of fax. Contractors choosing to provide an email address must be aware that you will need to check this email to receive and acknowledge documents such as addenda. If you choose to provide an email address, you will no longer receive addenda by fax. The email address provided will also appear on the plan holder list.

As a best practice, we suggest you use an email that multiple individuals have access to such as [estimating@generalcontractor.com](mailto:estimating@generalcontractor.com) as an example. The mailbox should be accessible to individuals that would respond to questions since this address will appear on the plan holder list as well as those that would need to receive project addenda.

In order to make this transition as smooth as possible, we are asking you to complete a brief form to provide us with email addresses that you anticipate using frequently if you are interested in receiving emailed addenda and having your email appear on the plan holder list. Our system has the ability to store up to 10 email addresses for selection on future contracts. By allowing you to provide these addresses in an electronic format it should reduce errors in data entry and having them in the system prior to your next order should save us time in placing your order. You may complete the form at the following link to provide us with up to 10 email addresses that we can keep on file for use on your future orders. If for some reason you have more than 10 email addresses, just provide us with the ones you think you'll use the most – we can use an email for a project even if it isn't loaded in our system. Although we can keep up to 10 email addresses on file for your company, please note that once again, you are limited to one email address per project.

<https://www.surveymonkey.com/r/goodbyefax>

If you have any comments or concerns about this change that you would like to share, please e-mail Jenna Fettig, Contract Ad & Award Manager at [fettigj@wsdot.wa.gov](mailto:fettigj@wsdot.wa.gov).