

MEDA – D/W/MBE Construction Connection Plan Room Instructions

1. The web address for the Plan Room is www.DesignBidBuild.net/franz?MEDA
2. The first time you access the site, you must register yourself, by clicking on the button labeled **User Register**. As part of the registration you will establish your email address as your **Login** and you will create a **Password**. In the future, if you forget your password, you can simply click on the **Forgot Login** button, and you will be asked for your email address. Your password will then be emailed to you immediately.

Note: After you have registered yourself, please place the following email address in the Contacts of your Outlook, or other email software:

notice@designbidbuild.net

Shipped Order Confirmations and Electronic Downloads are sent from this email address. If you do not do this, your email server may block the receipt of these notifications, mistaking it for Spam.

3. Once you enter the Plan Room, projects will be listed in the left-side column, and a search feature at the top of this column called **Show:** allows you to sort projects by Bid Due Dates.
4. Once you open the Bid Package of a project you will see a folder for the **Original** bid package and there will also be folders for **Addendums** if provided to MEDA as the project is bidding. It is your responsibility to communicate with the building owner, design firm, or general contractor to confirm that you have a copy of every addendum applicable to your bid. Neither MEDA nor Franz Reprographics accept any responsibility for you not having an addendum.
5. You will be able to view a PDF of each drawing or of the complete Project Manual. You can select which documents you need and then select the **Add to Cart** button. A **View Cart** button is available if you would like to preview your selections prior to ordering.
6. You then select the **Order** button, and an order screen will open. You should first select the quantity needed in the **#Full Size** box and the **#Specs** box. We are **not** offering Half Size prints in this Plan Room.
7. From the **Delivery** drop-down menu, you will select how you want to receive your order. Please see below for **Ordering Options**.

Ordering Options

- **Electronic Delivery** – With this selection there will be no charge for your order. Just select **Customer Account** under the **Payment Type** drop-down menu. You must select **Minneapolis** from the **Print Location** drop-down menu for Electronic Delivery. After the order form is complete, you must select the **Place Order** button, and you will get a confirmation page, which you may print. The order will be transmitted to Franz Repro, and within 30 minutes you should receive an email providing a link to download the documents you ordered. Please remember **Note** message above regarding receipt of electronic downloads.
- **CD Pick Up or CD Ship** – With this selection there will be a flat charge of \$20.00 for the CD, plus delivery charges, if applicable. You must select your payment method from the **Payment Type** drop-down menu. If you select a credit card choice, a pop-up will open to provide the information. You must select Minneapolis for the **Print Location** for CD orders. After the order form is complete, you must select the **Place Order** button, and you will get a confirmation page, which you may print.
- **Local Delivery, Pick Up (at Franz Repro), UPS Ground, UPS Second Day, UPS Next Day** – With any of these selections paper prints will be made and the cost will be \$.20 per sq.ft. for drawings and \$.08 per page for specifications, plus delivery charges, if applicable. If you need an estimate of the cost of the paper prints you have ordered, please select the **Estimated Cost** button at the bottom of the page. You must select your payment method from the **Payment Type** drop-down menu. If you select a credit card choice, a pop-up will open to provide the information. You can select either Minneapolis or Rochester for the **Print Location**. After the order form is complete, you must select the **Place Order** button, and you will get a confirmation page, which you may print.

8. The two Franz Reprographics Print Locations are:

Minneapolis

2781 Freeway Blvd.
Brooklyn Center, MN 55430
763-503-3401

Rochester

128 17th Avenue NW
Miracle Mile Shopping Center
Rochester, MN 55901
507-287-1090

9. For help with using the **MEDA – D/W/MBE Construction Connection**, please call **763-503-9335**, or email us at: MEDA@franzrepro.com