

DOWNLOADING YOUR PROJECTS

1. What format are the plans in?

Project Bidding Documents are provided in the Adobe PDF format

2. What software do I need to use the plans?

Currently, Adobe Reader version 5 or 6 (free software) or full version Adobe Acrobat version 5 or newer. Both allow printing, but full version Adobe Acrobat allows you to put notes and comments on the plans, facilitating collaboration during the bidding process.

3. How do I download Plans/Specifications?

First locate the project you are interested in on www.work4denver.com. Click on the link for the project. Click on the link "Denver County-City Projects" to be able to view the complete advertisement and download project PDF files. Enter your username and password if you have used the QuestCDN service before through other clients. If you do not have a username and password, click "Click here to join for free" right below the entries for the username and password. Once a member has registered, you may return to the project link to proceed with downloading project document.

3. Do I "View" or "Save" when downloading plans?

Be sure to choose Save when downloading the file. This will place a full copy of the project plans on to your system, so that you can re-open them later. After choosing Save, be sure to save your files in a location you will be able to find them at a later date. If you choose Open, be sure to save the file (using the File-Save Menu), before closing the document. If you Open and fail to perform the File-Save, you will not have the file on your computer and will need to Download it again. If you believe you may have accidentally downloaded twice in one day, please contact our Administrative office at 952-233-1632

4. How do I print plans?

You can print individual pages or a range of pages by selecting the File-Print function from the Adobe Software you are using and specifying the appropriate page or range. Drawings included in these documents are at the same size as provided in the paper plans. If you have a larger format printer you can print them at actual size (be sure you turn off any scaling in your print driver). Also, with version 6 of Adobe Acrobat or Reader, you can print part of a page in actual size on a smaller format printer.

5. What if my plans do not appear to be printed to scale?

Check your print driver for any scaling settings - set it to "none" or "no scaling."

ADDENDA

When an addendum has been issued and uploaded by the City and County of Denver, an automatic email notification will be sent out to notify planholders that an addenda has been posted. Upon returning to the desired project, click the "Addenda" button and enter your username and password. It will then ask you if you want to download the addendum.

PLAN HOLDERS LIST

You can view the plan holders list without downloading a project. Simply, find the desired project and click on the "Plan Holders" Button. Here you can view the prime contractors and subcontractors. Moving you mouse over company and Contact names will give you more information. You can print the plan holders list in any desired format just by clicking the header of the column and choosing print.

Contact information

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