

# Procurement – Smart Spec – Prime Designer

## Prime Designer

- Using link <https://biddocsonline.com/login.php?from=/smartspec/login> . Logon onto BidDocs. If this is first logon, complete the **Profile** on the Home Screen.

Home	Projects	Archives	Other Services	My Account
------	----------	----------	----------------	------------

### HOME

HOME

This is your account profile. To make changes, edit the fields and click the submit button below.

Account Security

E-mail address: **normajclark@gmail.com**

Password:

Confirm Password:

Account Holder Details

Title:

First name:

Middle Initial:

Last name:

Corporate Information

Company name:

Trade:  Owner / Awarding Authority  Plastering / Drywall

Designer / Consultant  Ceramic Tile

Publication  Terrazzo / Marble

Vendor / Supplier  Acoustical Tile

General Contractor  Resilient Flooring

Demolition / Abatement  Painting

Civil / Site Work  Elevators

Masonry  Fire Protection

Misc. Metal / Ironwork  Plumbing

Carpentry / Millwork  Heating and Ventilation

Waterproofing / Caulking  Electrical

Roofing and Flashing  Telecommunications / Security

Doors / Hardware  Other

Glass and Glazing

Windows

Mailing Address

Check here if address is a P.O. Box

Street:

Suite Number:

City or Town:

State:

Zip:

Country:

Shipping Address

Same as Mailing Address

Street:

Suite Number:

City or Town:

State:

Zip:

Country:

Phone Numbers

Office:

Fax:

Mobile/Cell:

Security Questions

Enter name of town/city where you attended high school

What is your mother's maiden name?

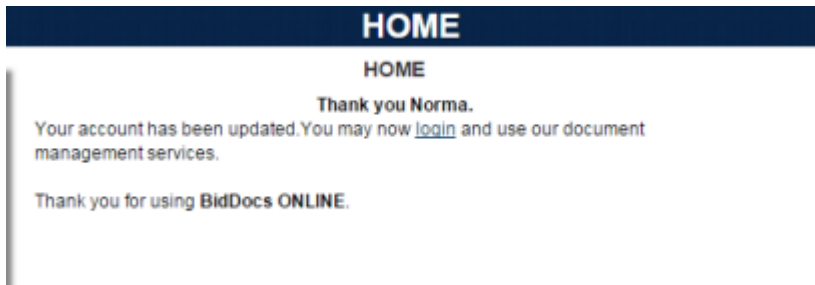
Enter the name of the town/city where you were born

Acknowledge [Terms and Conditions](#)

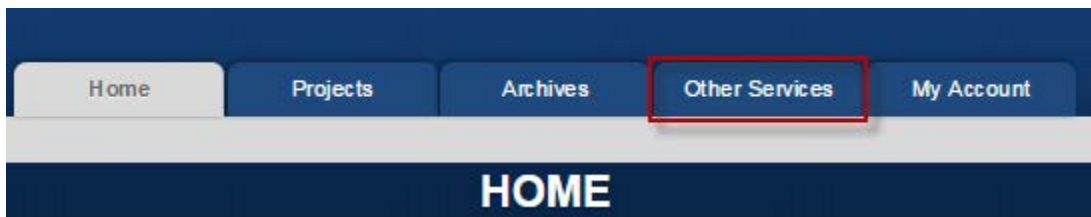
2. Click **Acknowledge Terms and Conditions**. Read information so you understand expectations and requirements.
3. Click **Update My Account** when finished.

**Note:** *This information will populate to the Design Documents.*

- You will be asked to Login once your profile is complete.



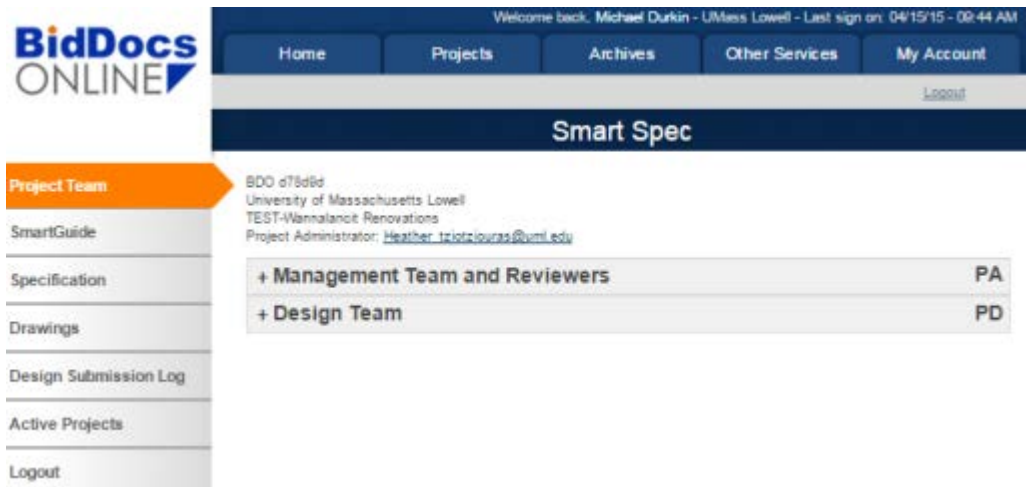
- Once on the Home Page – go to **Other Services** and choose **Smart Spec** from Drop Down.



- Your Active Projects will be visible. Click on the appropriate project and continue.



- 





8. **Management Team and Reviewers.** This can be expanded by clicking on plus sign and reviewing the information listed.

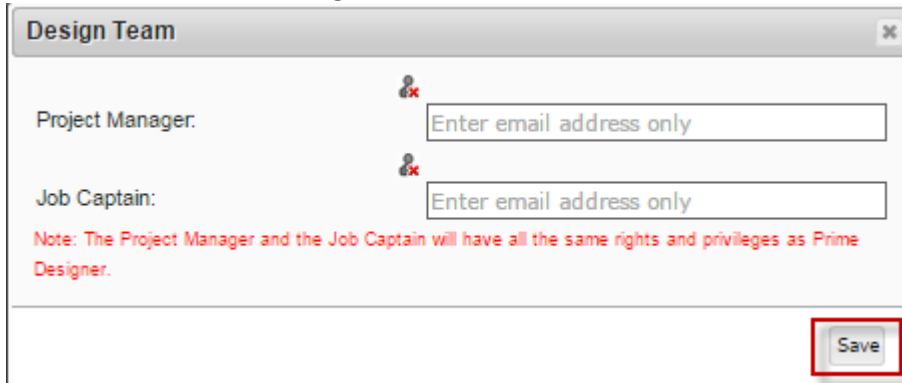
- Management Team and Reviewers		PA
<b>Alternate Administrators</b>		
Alternate Project Administrator:	leanne_peters@uml.edu (Leanne Peters)	
Alternate Project Administrator:	Patricia_Vaillancourt@uml.edu (Patricia Vaillancourt)	
<b>Prime Designer</b>		
Architect	michael.durkin@comcast.net (Michael Durkin)	
Design Company Name:	UMass Lowell	
Street Address:	800 Suffolk Street	
City/Town:	Lowell	
State:	MA	
Zip Code:	01854	
Telephone Number:	9789343500	
<b>Permanent Reviewers</b>		
Reviewer:	Adam_baacke@uml.edu	
Reviewer:	Christopher_tavares@uml.edu	
Reviewer:	Edwin_wilkins@uml.edu	
Reviewer:	Glenn_macdonald@uml.edu	
Reviewer:	Guaiter_almeida@uml.edu	
Reviewer:	Jon_Victorine@uml.edu (Jon Victorine)	
Reviewer:	joseph_lobuono@uml.edu (Joseph LoBuono)	
Reviewer:	marcie_byrd@uml.edu (Marcie Byrd)	
Reviewer:	martha_kabalain@uml.edu (Marta Kabalin)	
Reviewer:	Randolph_Branson@uml.edu (Randy Branson)	
Reviewer:	Richard_Lemoine@uml.edu (Richard Lemoine)	
Reviewer:	richard_wood@uml.edu (Richard Wood)	
Reviewer:	Ronald_dickerson@uml.edu	
Reviewer:	Steven_erano@uml.edu	
Reviewer:	steven_hall@uml.edu (Steve Hall)	
Reviewer:	Steven_snay@uml.edu	
Reviewer:	Terrence_mccarthy@uml.edu	
Reviewer:	William_Swett@uml.edu (William Swett)	
<b>Preassigned Reviewers</b>		

**Note:** The University has determined the group Permanent Reviewers will receive all projects for review.

9. **Design Team** can be expanded by clicking on plus sign.

- Design Team		PD
<b>Prime Designer Team</b>		
Primary Contact:	michael.durkin@comcast.net (Michael Durkin)	
Project Manager:		
Job Captain:		
		
<b>Consultants</b>		
IT:	nomajclark@gmail.com (Norma Clark)	
		

10. Click on **Edit** for **Prime Designer Team** to add information.



**Design Team** [Close]

Project Manager: [Person icon] [Red X] [Enter email address only]

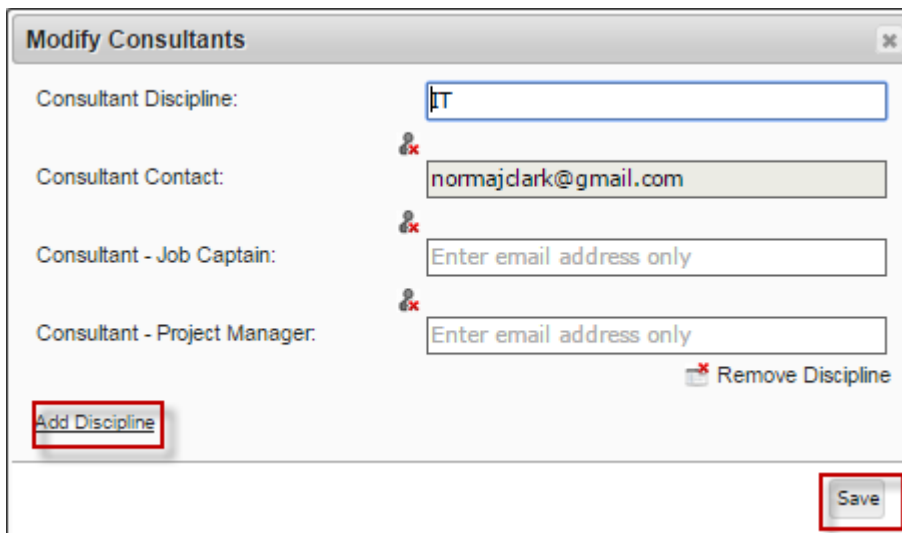
Job Captain: [Person icon] [Red X] [Enter email address only]

Note: The Project Manager and the Job Captain will have all the same rights and privileges as Prime Designer.

[Save]

11. Click **Save** once completed.

12. Click on **Edit** for **Consultants** to update/ add information for consultants.



**Modify Consultants** [Close]

Consultant Discipline: [IT]

Consultant Contact: [Person icon] [Red X] [normajclark@gmail.com]

Consultant - Job Captain: [Person icon] [Red X] [Enter email address only]

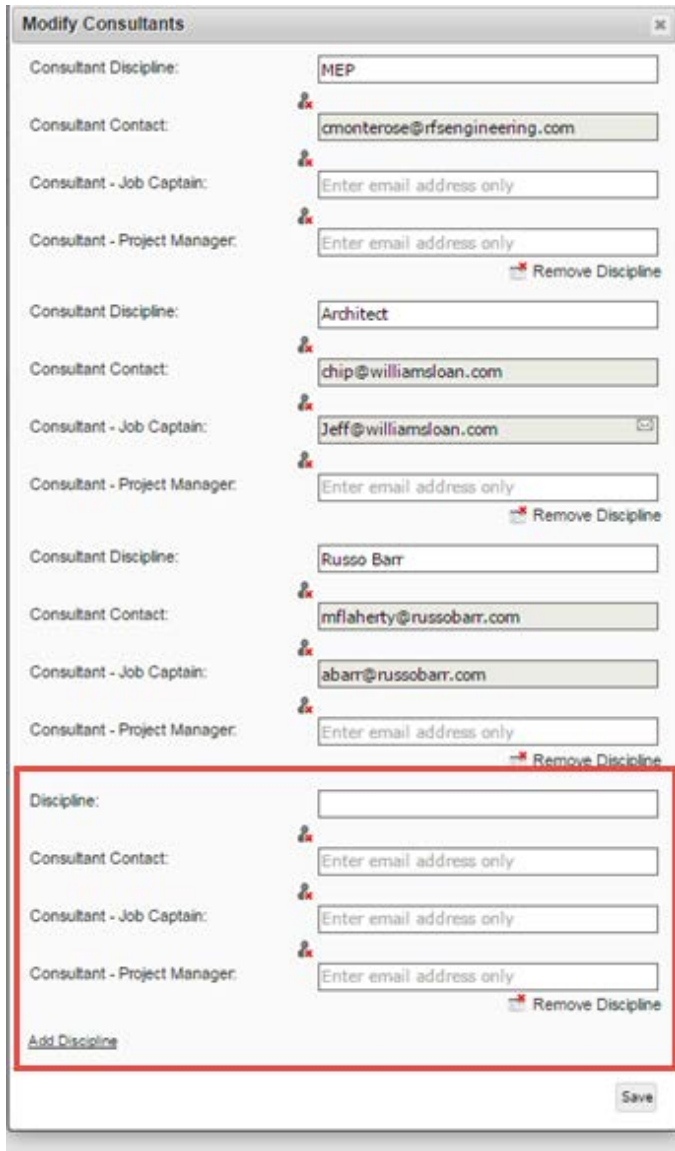
Consultant - Project Manager: [Person icon] [Red X] [Enter email address only]

[Remove Discipline]

[Add Discipline]

[Save]

13. Click on **Add Discipline** to add additional discipline/consultants if needed. Click on Remove Discipline to eliminate unnecessary disciplines. Click **Save** once completed.



**Modify Consultants**

Consultant Discipline: MEP

Consultant Contact: cmonterose@rfsengineering.com

Consultant - Job Captain: Enter email address only

Consultant - Project Manager: Enter email address only

Remove Discipline

Consultant Discipline: Architect

Consultant Contact: chip@williamsloan.com

Consultant - Job Captain: Jeff@williamsloan.com

Consultant - Project Manager: Enter email address only

Remove Discipline

Consultant Discipline: Russo Barr

Consultant Contact: mflaherty@russobarr.com

Consultant - Job Captain: abarr@russobarr.com

Consultant - Project Manager: Enter email address only

Remove Discipline

Discipline: [Empty]

Consultant Contact: Enter email address only

Consultant - Job Captain: Enter email address only

Consultant - Project Manager: Enter email address only

Remove Discipline

[Add Discipline](#)

Save

**Smart Guide Section**

<b>+ PROJECT DETAILS</b>	<b>PA,A-PA</b>
<b>+ PROJECT SCHEDULE and BID DATES</b>	<b>PA,A-PA</b>
<b>+ PROJECT OVERVIEW</b>	<b>PD,PM-PD,JC-PD</b>
<b>+ SUMMARY OF WORK</b>	<b>PD,PM-PD,JC-PD</b>
<b>+ FILED SUB-BIDS (FSB)</b>	<b>PD,PM-PD,JC-PD</b>
<b>+ TEMPORARY FACILITIES</b>	<b>PD,PM-PD,JC-PD</b>


14. **Project Details** can be expanded to review information.

<b>- PROJECT DETAILS</b>	<b>PA,A-PA</b>
<b>Project Information</b>	
Project Name	TEST-Wannalancit Renovations
UML FMP Number	
UML Bid Number	
Project Construction Budget	\$0
Site #1 Name	
Site #1 Street Address	
Site #2 Name	
Site #2 Street Address	
Site #3 Name	
Site #3 Street Address	
Site #4 Name	
Site #4 Street Address	
Site #5 Name	
Site #5 Street Address	

15. **Project Schedule and Bid Dates** can be expanded to review information.

<b>- PROJECT SCHEDULE and BID DATES</b>	<b>PA,A-PA</b>
<b>Schedule</b>	
Central Register Submission Date	
Central Register Posting Date	
Project Availability Date on BidDocs ONLINE	
General Bid Date	
General Bid Time	
Verify there are filed sub-bids?	N
Filed Sub-bid Date	
Filed Sub-bid Time	
<b>Pre-bid Conference</b>	
Is there a Pre-bid Conference / Site Visit?	
Date	
Time	
Meeting Location (street address and room number)	
Meeting Location (City)	Lowell
Additional instructions for Pre-Bid Conference	NONE
<b>Wage Rates</b>	
Attach Prevailing Wage Rates	

16. **Project Overview** can be expanded to update required information by clicking on **edit**.

- PROJECT OVERVIEW		PD,PM-PD,JC-PD
<b>General</b>		
Estimated Construction Cost	\$0	
The Project consists of: (description)		
General Contractor DCAMM Certification Category (select one)		
Specify plan deposit amount.		
Specify the construction performance period in calendar days.		
		

17. Provide appropriate information and click **Save** when complete.

**Questions** ✕

Estimated Construction Cost      \$       [Reset to default](#)

The Project consists of: (description)

[Reset to default](#)

General Contractor DCAMM Certification            [Reset to default](#)  
Category (select one)







Specify plan deposit amount.            [Reset to default](#)

Specify the construction performance period in        
calendar days.      [Reset to default](#)

**Note:** *Standard deposit is \$50.00*



18. **Summary of work** can be expanded to update required information . Clicking on **edit** for each field that requires update, then click **Save**.

- SUMMARY OF WORK	PD,PM-PD,JC-PD
<b>General</b>	
The Project consists of: (description)	 Edit
<b>Separate Contractors</b>	
Is there any Work on this Project to be performed by N a separate contractor retained by the Owner that does not require coordination by the Contractor? If yes, specify the Work.	 Edit
<b>Separate Contractors Requiring Coordination</b>	
Is there any Work on this Project to be performed by N a separate contractor retained by the Owner that does require coordination by the Contractor? If yes, specify the Work.	 Edit
<b>Owner Provided Items</b>	
Are there any items on this Project that will be N Owner furnished and Contractor installed (delivered to the site by others)? If yes, specify each item	 Edit
<b>Other Items</b>	
Are there any items on this Project that will be N Owner furnished and Contractor installed (That the Contractor must pick-up and deliver to the site)? If yes, specify each item. Specify the locations and addresses where the Contractor is to pick up the items furnished by Others	 Edit
<b>Sample Work</b>	
Does the Project require a sample area of Work to N be completed prior to commencement of the remainder of the Work? If yes, specify the limits and the scope of the sample Work.	 Edit

<b>Retained Items</b>	Are there any retained items on this Project? If yes, specify each item.	Pipe Fittings	
	Specify the locations and addresses where the Contractor is to deliver the retained items.	Mike's Office	<a href="#">Edit</a>
<b>Phasing</b>	Will any Work on this Project be phased? If yes, specify the phasing.	N	
	Specify the performance period for each phase in calendar days.		<a href="#">Edit</a>
<b>Irregular Work Hours</b>	Specify any Work that will need to be performed on irregular work hours (3:00 p.m. to 12:00 a.m., Saturday, Sunday and State Holidays.)	N	
			<a href="#">Edit</a>
<b>MEP Coordination Drawings</b>	Are MEP coordination drawings required for this Project?	Y	
			<a href="#">Edit</a>
<b>Unit Prices</b>	Are there any unit prices on this Project?	Rood Drains	
			<a href="#">Edit</a>
<b>Alternates</b>	Are there any alternates on this Project?	Add Hot Tub to roof Deck	
			<a href="#">Edit</a>
<b>Special Project Requirements</b>	Are there any special project requirements?	{^value:"N"}	
			<a href="#">Edit</a>

**Note:** *Special Projects Requirement should ONLY be used to capture details not contained elsewhere in the form. Thi sfield is limited to 2000 characters.*

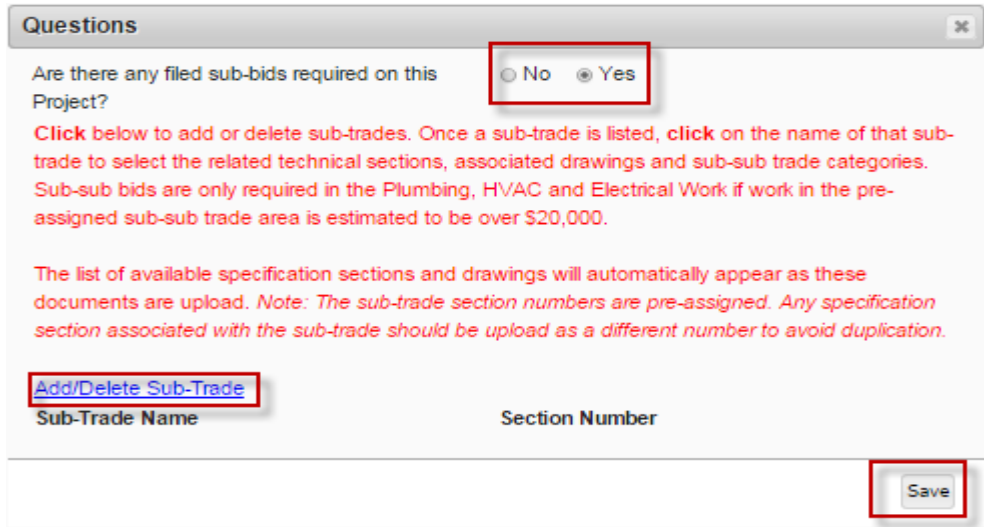
19. **Filed Sub-Bids(FSB)** can be expanded to update required information . Click on **edit** for each field that requires update, then click **Save**.

<b>- FILED SUB-BIDS (FSB)</b>	PD,PM-PD,JC-PD
Filed Sub-bids	
Filed Sub-bids	
Are there any filed sub-bids required on this Project?	N
	<a href="#">Edit</a>

20. Click on **No** if appropriate. Then Click on **Save**.

<b>Questions</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Are there any filed sub-bids required on this Project?	
	<a href="#">Save</a>

21. Click on **Yes** if Appropriate, then click on **Add/Delete Sub-Trade**. Click on **Save** once completed.



Questions

Are there any filed sub-bids required on this Project?  No  Yes

Click below to add or delete sub-trades. Once a sub-trade is listed, click on the name of that sub-trade to select the related technical sections, associated drawings and sub-sub trade categories. Sub-sub bids are only required in the Plumbing, HVAC and Electrical Work if work in the pre-assigned sub-sub trade area is estimated to be over \$20,000.

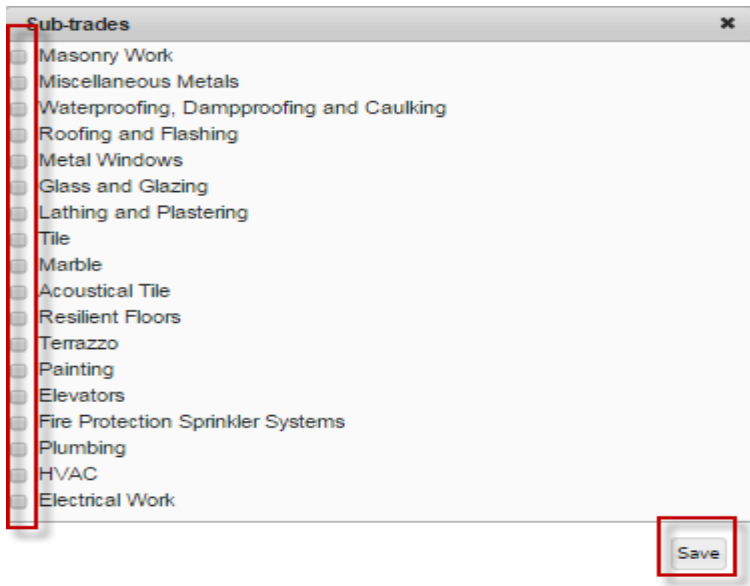
The list of available specification sections and drawings will automatically appear as these documents are upload. Note: The sub-trade section numbers are pre-assigned. Any specification section associated with the sub-trade should be upload as a different number to avoid duplication.

[Add/Delete Sub-Trade](#)

Sub-Trade Name	Section Number
----------------	----------------

Save

22. Check the appropriate choices then click **Save**.



Sub-trades

- Masonry Work
- Miscellaneous Metals
- Waterproofing, Dampproofing and Caulking
- Roofing and Flashing
- Metal Windows
- Glass and Glazing
- Lathing and Plastering
- Tile
- Marble
- Acoustical Tile
- Resilient Floors
- Terrazzo
- Painting
- Elevators
- Fire Protection Sprinkler Systems
- Plumbing
- HVAC
- Electrical Work

Save

23. **Temporary Facilities** can be expanded to update required information . Clicking on **edit** to update, then click **Save**.

- TEMPORARY FACILITIES		PD,PM-PD,JC-PD
Is a field trailer required for this Project?	N	
Field Office Furniture		1 - Double desk with chair, 7 ft. wide 1 - 4 Drawer, steel file cabinet with lock and key 1 - Plan table, at least 3 ft. by 7 ft. 1 - Plan rack 2 - Overhead shelves 7 ft. long 8 - Chairs and conference table 1 - Working Air Conditoner 1 - Computer with Microsoft Word and Excel, Adobe and email access 1 - Plain Paper Fax Machine 1 - First class outdoor thermometer 1 - Waste Basket 1 - Mobile Phone Device
Is there an elevator within the building that the Contractor will be allowed to use during construction?	N	
Is a temporary electric service required for this Project?	N	
Is temporary heat required for this Project?	N	
Is a project sign required for this Project?	N	
Is pest/rodent control required for this Project?	N	
Is a Police detail required for this Project?	N	



24. Update questions as appropriate, responding **No/Yes** as needed and **deleting items** not required.

**Questions** ✕

Is a field trailer required for this Project?  No  Yes [Reset to default](#)

Field Office Furniture  No  Yes [Add item](#)

Item# 1

1 - Double desk with chair, 7 ft. wide

[Delete](#)

Item# 2

1 - 4 Drawer, steel file cabinet with lock and key

[Delete](#)

Item# 3

1 - Plan table, at least 3 ft. by 7 ft.

[Delete](#)

Item# 4

1 - Plan rack

[Delete](#)

Item# 5

2 - Overhead shelves 7 ft. long

[Delete](#)

Item# 6

8 - Chairs and conference table

[Delete](#)

Item# 7

1 - Working Air Conditoner

Delete

Item# 8

1 - Computer with Microsoft Word and Excel, Adobe and email access

Delete

Item# 9

1 - Plain Paper Fax Machine

Delete

Item# 10

1 - First class outdoor thermometer

Delete

Item# 11

1 - Waste Basket

Delete

Item# 12

1 - Mobile Phone Device

Delete

Is there an elevator within the building that the Contractor will be allowed to use during construction?  No  Yes [Reset to default](#)

Is a temporary electric service required for this Project?  No  Yes [Reset to default](#)

Is temporary heat required for this Project?  No  Yes [Reset to default](#)

Is a project sign required for this Project?  No  Yes [Reset to default](#)

Is pest/rodent control required for this Project?  No  Yes [Reset to default](#)

Is a Police detail required for this Project?  No  Yes [Reset to default](#)

Save

### Specification Section

**25 Front End** can be expanded to view all forms posted to the project. Click on the **form link** or **VIEW** to see the specific document.

#### - FRONT END

##### DIVISION 0

00 01 00	<a href="#">TITLE SHEET FOR PROJECT MANUAL</a>	<a href="#">View</a>
00 01 05	<a href="#">LIST OF CONSULTANTS</a>	<a href="#">View</a>
00 01 10	<a href="#">TABLE OF CONTENTS</a>	<a href="#">View</a>
00 11 13	<a href="#">ADVERTISEMENT TO BID</a>	<a href="#">View</a>
00 21 13	<a href="#">INSTRUCTIONS TO BIDDERS</a>	<a href="#">View</a>
	<a href="#">TUTORIAL #1 – eBIDDING REGISTRATION</a>	<a href="#">View</a>
00 41 00	<a href="#">FORM FOR GENERAL BID</a>	<a href="#">View</a>
	<a href="#">GENERAL CONTRACTOR DCAM UPDATE STATEMENT</a>	<a href="#">View</a>
00 41 10	<a href="#">FORM FOR SUB-BID</a>	<a href="#">View</a>
	<a href="#">SUB-BIDDER DCAM UPDATE STATEMENT</a>	<a href="#">View</a>
00 52 00	<a href="#">AWARDING AUTHORITY/CONTRACTOR AGREEMENT</a>	<a href="#">View</a>
00 52 03	<a href="#">FORM OF SUBCONTRACT</a>	<a href="#">View</a>
00 52 06	<a href="#">FORM OF CORPORATE VOTE</a>	<a href="#">View</a>
00 61 01	<a href="#">PAYMENT BOND – CONTRACTOR</a>	<a href="#">View</a>
00 61 02	<a href="#">PERFORMANCE BOND – CONTRACTOR</a>	<a href="#">View</a>
00 61 03	<a href="#">PERFORMANCE BOND – SUBCONTRACTOR</a>	<a href="#">View</a>
00 72 00	<a href="#">GENERAL CONDITIONS OF THE CONTRACT</a>	<a href="#">View</a>
00 73 00	<a href="#">SUPPLEMENTAL CONDITIONS</a>	<a href="#">View</a>
00 73 36	<a href="#">FORM OF CONTRACTOR'S ECC</a>	<a href="#">View</a>
00 73 37	<a href="#">FORM OF SUBCONTRACTOR'S ECC</a>	<a href="#">View</a>
00 73 43	<a href="#">WAGE RATE REQUIREMENTS</a>	<a href="#">View</a>
	WAGE RATES	Not Used
00 74 00	<a href="#">FORMS</a>	<a href="#">View</a>
	<a href="#">C1 CHANGE ORDER FORM</a>	<a href="#">View</a>
	<a href="#">C2 APPLICATION FOR PAYMENT</a>	<a href="#">View</a>
	<a href="#">C3 CERTIFICATE OF SUBSTANTIAL COMPLETION</a>	<a href="#">View</a>
	<a href="#">C4 CERTIFICATE OF PARTIAL RELEASE</a>	<a href="#">View</a>
	<a href="#">C5 CERTIFICATE OF FINAL COMPLETION</a>	<a href="#">View</a>
	<a href="#">Refrigerant Equipment Inventory</a>	<a href="#">View</a>
	<a href="#">System Impairment Request/Notification</a>	<a href="#">View</a>

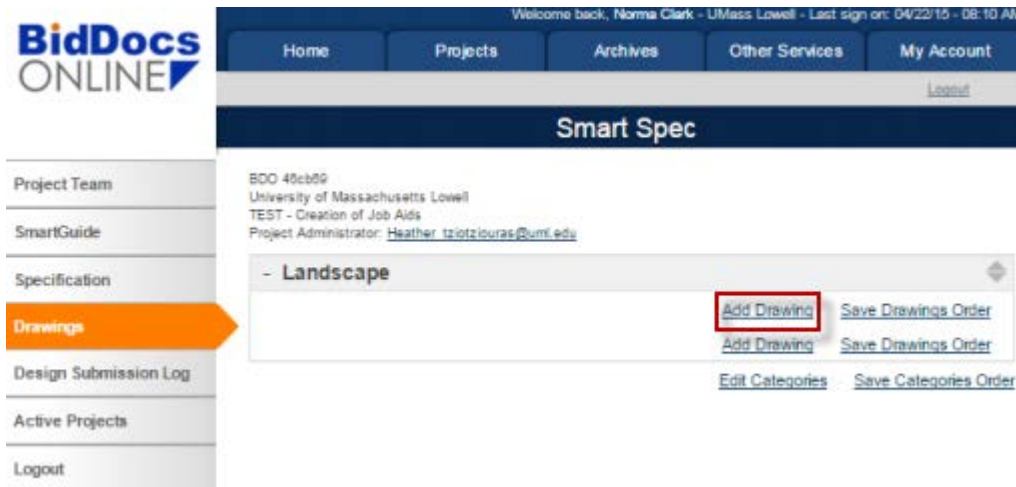
**Note:** *Wage Rates will be pulled by UML Procurement Services.*

26. Division 1 – General Requirements can be expanded to view additional documents. Click on view and document will open in new tab.

+ FRONT END		
- Division 1 - General Requirements		
01 11 00	<a href="#">SUMMARY OF WORK</a>	<a href="#">View</a>
01 22 00	<a href="#">UNIT PRICES</a>	<a href="#">View</a>
01 23 00	<a href="#">ALTERNATES</a>	<a href="#">View</a>
01 33 00	<a href="#">SUBMITTAL PROCEDURE</a>	<a href="#">View</a>
01 33 01	<a href="#">SUBSTITUTION REQUEST FORM</a>	<a href="#">View</a>
01 50 00	<a href="#">TEMPORARY FACILITIES</a>	<a href="#">View</a>
01 50 10	<a href="#">TEMPORARY PROTECTION AND CONTROLS</a>	<a href="#">View</a>
01 50 20	<a href="#">CLEANING</a>	<a href="#">View</a>
01 73 29	<a href="#">CUTTING AND PATCHING</a>	<a href="#">View</a>
01 77 00	<a href="#">PROJECT CLOSEOUT PROCEDURES</a>	<a href="#">View</a>

### Drawings Section

- 27.



Welcome back, Norma Clark - UMass Lowell - Last sign on: 04/23/15 - 08:10 AM  
 Home Projects Archives Other Services My Account Logout

**Smart Spec**

Project Team: BDO 48cb09  
 University of Massachusetts Lowell  
 TEST - Creation of Job Aids  
 Project Administrator: [Heather\\_tziotziouras@uml.edu](mailto:Heather_tziotziouras@uml.edu)

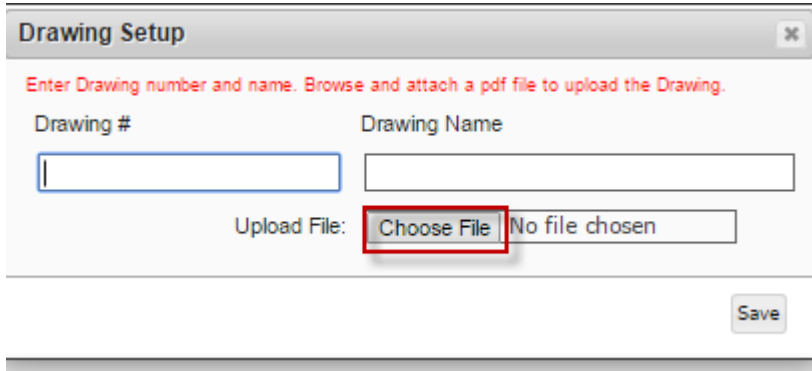
SmartGuide  
 Specification  
**Drawings**  
 Design Submission Log  
 Active Projects  
 Logout

- Landscape

[Add Drawing](#) [Save Drawings Order](#)  
[Add Drawing](#) [Save Drawings Order](#)  
[Edit Categories](#) [Save Categories Order](#)



28. To upload a Drawing Click on **Add Drawing**



**Drawing Setup** [X]

Enter Drawing number and name. Browse and attach a pdf file to upload the Drawing.

Drawing #  Drawing Name

Upload File: **Choose File** No file chosen

Save

29. Enter the Drawing # and Drawing Name. Click on **Choose File**, a Browser window will open. Choose Drawing as you would for any upload. **Click Save.**

**Note:** *You need to add each file individually and they should be in PDF format.*

30. Once drawings are saved, they can be viewed or modified (replaced) or deleted by clicking on the appropriate links. If you want to change the drawing order use the arrows at end of row to move up or down in list. Once Completed Click on **Save Drawing Order**



Project Team BDO 460b89  
University of Massachusetts Lowell  
TEST - Creation of Job Aids  
Project Administrator: [Heather\\_tziotziouras@uml.edu](mailto:Heather_tziotziouras@uml.edu)

SmartGuide

Specification

**Drawings**

Design Submission Log

Active Projects

Logout

**- Landscape**

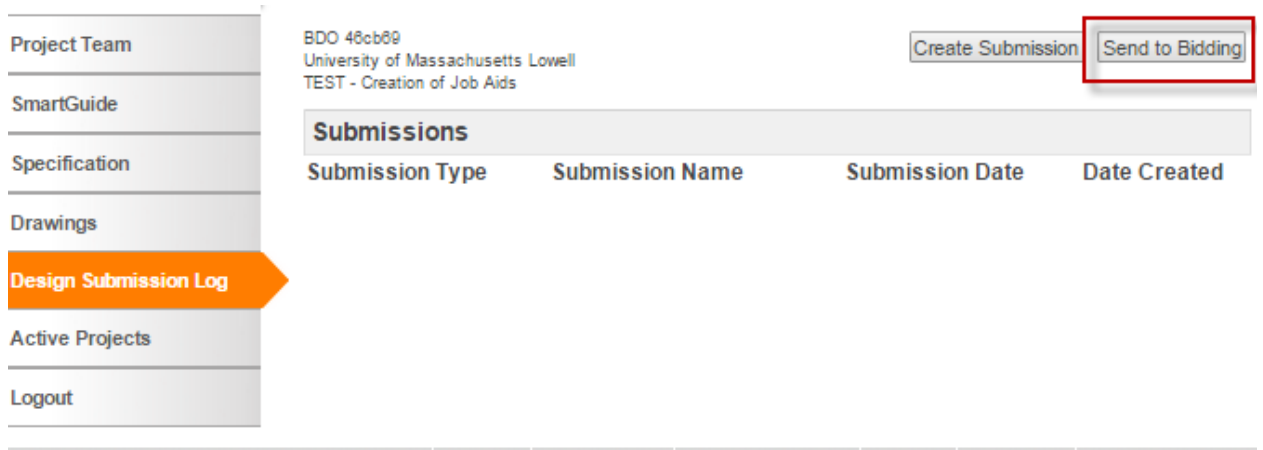
Add Drawing **Save Drawings Order\***

1	<a href="#">Test Drawing</a>	<b>view</b>	Modify	<b>Delete</b>	↑	↓
2	<a href="#">Test Drawing 2</a>	View	<b>Modify</b>	Delete	↑	↓

Add Drawing Save Drawings Order\*

[Edit Categories](#) [Save Categories Order](#)

31. Once you have completed updating the project and determine it is ready to submit, click on **Create Submission**.



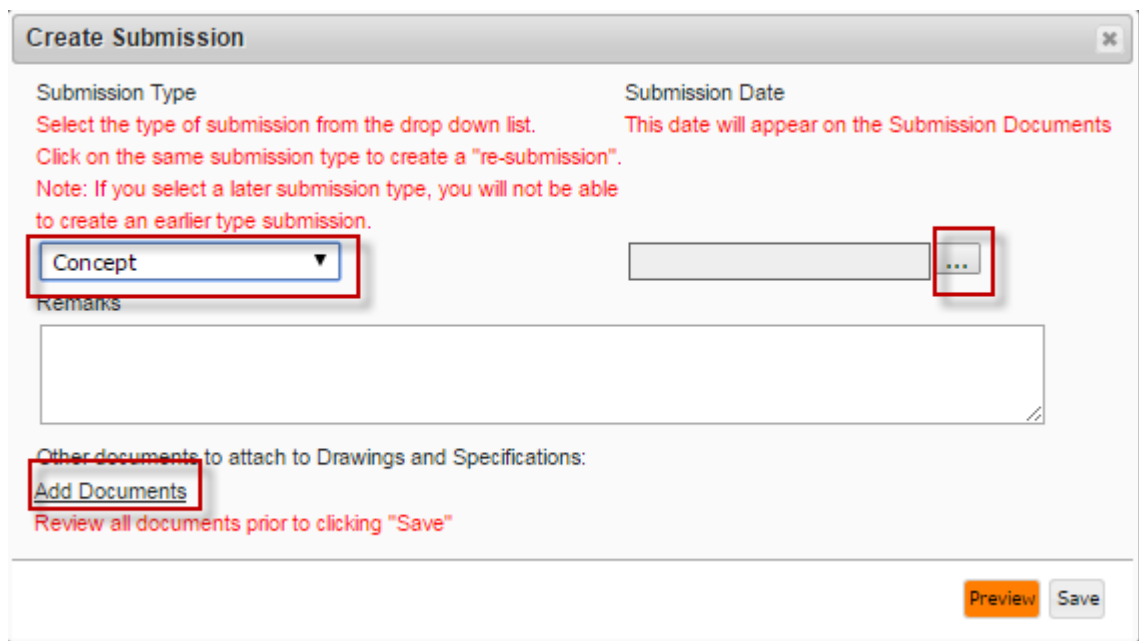
Project Team  
SmartGuide  
Specification  
Drawings  
**Design Submission Log**  
Active Projects  
Logout

BDO 46ob89  
University of Massachusetts Lowell  
TEST - Creation of Job Aids

Create Submission Send to Bidding

Submission Type	Submission Name	Submission Date	Date Created
-----------------	-----------------	-----------------	--------------

- 32.



**Create Submission**

Submission Type  
Select the type of submission from the drop down list.  
Click on the same submission type to create a "re-submission".  
Note: If you select a later submission type, you will not be able to create an earlier type submission.

Submission Date  
This date will appear on the Submission Documents

Concept

Remarks

Other documents to attach to Drawings and Specifications:  
Add Documents  
Review all documents prior to clicking "Save"

Preview Save

33. Select **type of submission** from drop down. Enter Submission date by using calendar feature. Add remarks as needed. If additional Documents are required click **Add Documents**.

34.

✕

### Create Submission

**Submission Type**  
Select the type of submission from the drop down list.  
Click on the same submission type to create a "re-submission".  
*Note: If you select a later submission type, you will not be able to create an earlier type submission.*

▼
Concept

**Submission Date**  
This date will appear on the Submission Documents

**Remarks**

**Other documents to attach to Drawings and Specifications:**

Choose File

No file chosen

Upload

Add Documents

Review all documents prior to clicking "Save"

Preview

Save

**Note:** Remarks section should include the Review Deadline of when they will need comments back for submission.

35.

Click on Preview to do a final review of Project before it is submitted. Making sure all items are correct, drawings are included and all requirements have been met. The preview may vary depending on Submission Type.

✕

#### Concept - Concept

University of Massachusetts Lowell
BDO# 46cb69

TEST - Creation of Job Aids

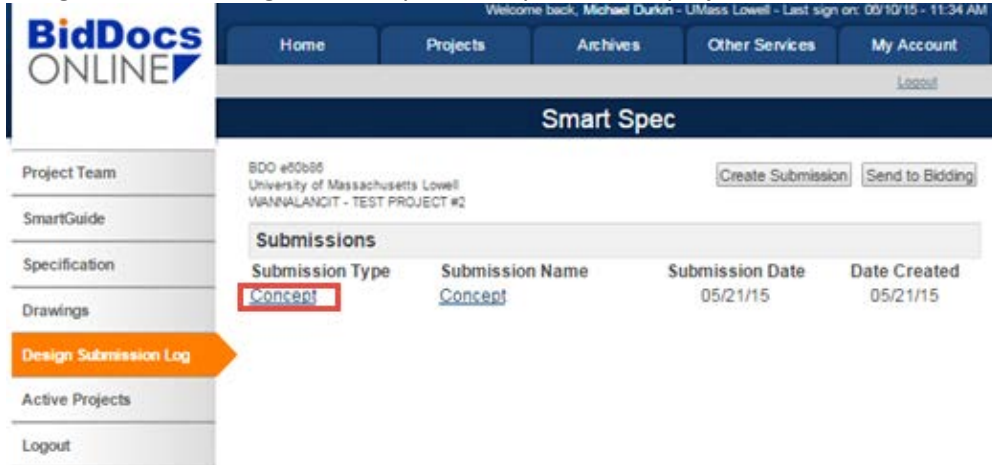
<b>Specifications</b>		Comments	<a href="#">Print all comments</a>
<b>Drawings</b>		Randy Branson	No Comments
		Steve Hall	No Comments
<b>Other documents</b>		Richard Wood	No Comments
<b>Transmittal</b>		Marcie Byrd	No Comments
		William Swett	No Comments
		Marta Kabalin	No Comments
		Jon Victorine	No Comments
		Richard Lemoine	No Comments
		Heather Tziotziouras	No Comments
		Joseph LoBuono	No Comments
		Christopher_tavares@uml.edu	No Comments
		Steven_erano@uml.edu	No Comments
		Glenn_macdonald@uml.edu	No Comments
		Terrence_mccarthy@uml.edu	No Comments
		Edwin_wilkins@uml.edu	No Comments
		Steven_snay@uml.edu	No Comments
		Ronald_dickerson@uml.edu	No Comments
		Adam_baacke@uml.edu	No Comments
		Gualter_almeida@uml.edu	No Comments

Back

Save

## Design Submission Log

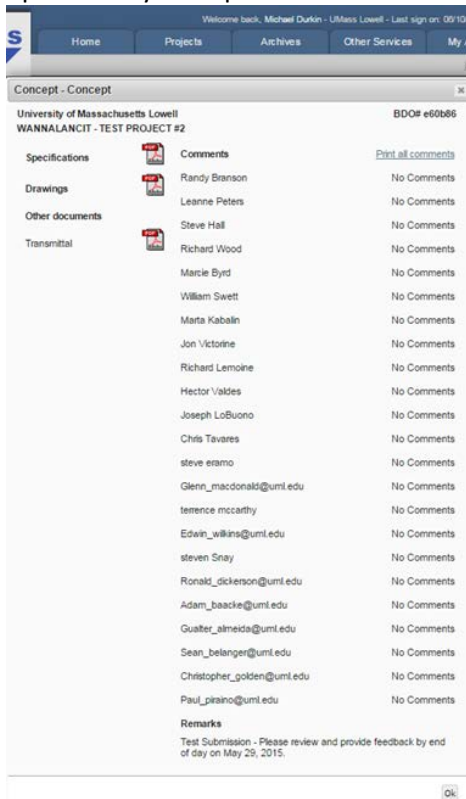
36. Design Submission Log will show you history of current project submissions .



The screenshot shows the BidDocs ONLINE interface for a project named "WANNALANCIT - TEST PROJECT #2". The "Design Submission Log" menu item is highlighted in orange. Below it, a table lists submissions:

Submission Type	Submission Name	Submission Date	Date Created
Concept	Concept	05/21/15	05/21/15

37. To see all Reviewers History of Comments. Click on Concept to view the Comment documents uploaded by each person.



The screenshot shows the "Concept - Concept" page with a list of reviewers and their comment status:

Reviewer	Comments
Randy Branson	No Comments
Leanne Peters	No Comments
Steve Hall	No Comments
Richard Wood	No Comments
Marcie Byrd	No Comments
William Swett	No Comments
Marta Kabalin	No Comments
Jon Victoine	No Comments
Richard Lemoine	No Comments
Hector Valdes	No Comments
Joseph LoBuono	No Comments
Chris Tavares	No Comments
steve eramo	No Comments
Glenr_macdonald@uml.edu	No Comments
terence mccarthy	No Comments
Edwin_wilks@uml.edu	No Comments
steven Snay	No Comments
Ronald_dickerson@uml.edu	No Comments
Adam_baacke@uml.edu	No Comments
Gustaf_almeida@uml.edu	No Comments
Sean_belanger@uml.edu	No Comments
Christopher_golden@uml.edu	No Comments
Paul_pitaino@uml.edu	No Comments

Remarks: Test Submission - Please review and provide feedback by end of day on May 29, 2015.

**Note:** *Send to Bidding only becomes active when Procurement Services has completed entry upon receipt of Form B. Form B must be submitted at least 2 weeks prior to anticipated Bid Publication Date.*