

*www.agcnys.org*

The Chapter's website has been very active since January 2001. We average 293 visits per day. As a member you should visit our site at least twice a week for the latest information. We developed our site because we want our information available to our members in the quickest and most time efficient manner and we feel this is a significant time saving feature to offer. We have received a lot of feedback from the membership and have made changes to enhance the operation of our site.

The site contains all the information that the Chapter formerly mailed to members. For the DOT and Thruway we have detailed project information, Advance, Planholders, Results and Awards (unit prices). We list Average Posted Price information for the last year on the site that is updated monthly. We have a detailed library of See-More Safety ToolBox talks that we have been building each week since the site became available. Under What's Happening we post a variety of information for your use, from the Calendar of Events for the Chapter to important correspondence.

The following information can become a reference to assist you and your staff with the navigation of our site. One call to the chapter office and we will be happy to walk you through the features of our site. If it is not clear to you where you can obtain information please let us know so we can help you.

Most of the documents posted to the site require **Adobe Acrobat Reader 5.0** in order to read the pages. Due to compatibility problems with older versions of the Adobe reader, we recommend that you upgrade to the newest version available. For your convenience, you can download this version directly from one of several areas on our website. We have placed this feature in the following areas of our site: Tech Conference, What's Happening, Membership, News Letter, and See-More Safety. Simply visit one of these locations and click on the **Get Adobe Reader** icon.

From the **Members Only** page a few clicks will take you directly to the information you require to be a competitive bidder in New York. On the right side of the screen you can click on **Upcoming Lettings** to view the latest copies of Advance Information for projects recently scheduled to bid. You will first view a list of recent postings, listed by date, with a description of the item. When you click on the item of interest the page will load so you can read a description of the projects with a link to individual project data. One click on the D number and you will go to the page which lists all the projects for that letting date. Then you can scroll down the page for individual project data.

**Click here to print the full mailing for the week** will take you to a page with dates for each week. Click on the words Weekly Mailing at the date you are interested in and you will open a document which contains any information we would have normally mailed. You can scroll through this document and read the information, print the full document or print only portions of the document. There is an Index on the first page that tells you what pages in the document contain specific information. Click on File, Print and select the pages you want to print.

**Letting Search** is where you can get specific information based on letting dates by scrolling down the right side of the screen to the Letting Search area. There is a date selection area you can adjust to view the lettings in a particular date range. If you have a specific D number you can enter it in the appropriate box and click search at the bottom of the screen. If you do not enter a D number you can just click search and a screen will appear with all the letting dates in the selected range. Click on the date you want and the page with the information for that date will appear.

You can “customize” the search feature on the site to include a specific range of dates. In **Members Only, Letting Search** use the down arrows to change the month and year. You can also limit your search to specific regions that interest you in **Members Only, Letting Search** by using the down arrow to select a certain region. Once you’ve entered your choice, click on the **Search** button. The only letting dates that will appear are the ones that contain information related to your request.

At the top of the **Letting Date** page there are two buttons, one to click to view and print the full listing of planholders for all projects scheduled for that date and one to click to view and print the full results of that letting date. As you scroll down the screen you will see individual projects listed by D number. There are four columns after each project, the first is for **Planholders**, the second is for **Advance**, the third is for **Awards** (unit prices) and the fourth is for **Results**. If the word VIEW is visible that means that there is data associated with it.

Click on the word VIEW in the respective column and the information will appear on the screen. You can click on the information for that individual project, drag the mouse so that the information becomes “highlighted” on your screen. Then, under *edit* on your tool bar, select *copy*. Open the program you choose to save the data in (ie: Excel, Word, etc.) and click the cursor on the top portion of a blank page. Then, under *edit* on your toolbar, select *paste*. The information on your screen can now be saved, sorted, edited, etc. By using Ctrl F on your keyboard you can search for a specific item number, or a word contained in the item definitions, etc. In Excel, you can add fields or sort existing information.

The **Awards**, or the bid item breakdown, for NYSDOT and NYSTA projects are posted on our site. Go to our **Members Only, Letting Search** section, enter a D number and click the **search** button at the bottom of the screen. The corresponding letting date will appear. Click on the letting date for a list of all of the projects in that letting. Scroll down your screen to select the **View** option in the **Awards** column for the job that you wish to see. The award information, including the three low bidders and their prices, will appear. You can print it from this screen or click on the data and highlight the entire job and copy it to your preferred program (i.e. Word, Excel).

There are also listings for our Members located on the Letting Search page under **Members List**. Just choose the letter for the firm you are looking for and the full listing

will appear alphabetically. You can also search by region and member category by adjusting the search criteria listed on the screen. Under **Additional Information for Current Planholders** we list information such as phone and address for all companies who have purchased plans for DOT and Thruway projects. We will be adding a field for the fax number shortly.

**Average Posted Price** for fuel and asphalt is available under Members Only side of the site at the Average Posted Price Button. We list all the figures for these items for the last four years.

**What's Happening** is where we post general information to the members. This page will contain various items of interest from correspondence on industry issues to the most recent copy of the Contract Letting Program, Calendar of Events, DOT updates, registration forms, and more.

**See-More Safety** is where we are posting all toolbox talk items. This will become a handy reference tool for you. You can select a topic which you currently have on a project, print the tool box item and distribute it to your employees or post it on a job site.

**Technical Conference** information is located on the button on the main page for our site. You will be able to view the document or print it for registration. Each year the information is loaded in early September.

**Membership** information is located on the button on the main page for our site. We have the dues schedule and a membership application available at that button.

**Low Bidder** information is located on the button on the main page for our site. It gives you a description of the Low Bidder magazine, publication dates and rate information. It also contains a link to our editor's email if you have questions or comments on this publication.

If you have questions or comments for us just click **Contact Us**, which is a button on the public and private sides of our site. One click will provide you with a form to submit to us. You can complete as much or as little information as you would like and fill in the box with your question and click submit. We are responding to most inquiries within 24 hours.

### **Legislative**

This page contains three excel files for your use to develop merge letters to the Legislature for New York State. The files will be downloaded onto your computer for you to utilize. There is one for the Senate, Assembly and the House of Representative information, address, phone, fax, and District Office information.

### **Frequently asked questions:**

**How do I get individual project information?** Go to Members Only, go to Upcoming Lettings, select the item you are interested in, click on D number and you will go directly to the page which contains individual project information. OR go to Members Only, scroll down the right side of the screen and enter the D number you are looking for and click search, then click on the letting date, then scroll down the screen to find the project you requested. OR Go to Members Only, scroll down the right side of the screen and adjust the date range to include the period you are looking for, click search and a page with letting dates in the range you requested will be on the screen, click on the date you are interested in, scroll down the page to view individual project data.

**Where do I find the “yellow” Advance page?** – Go to Members Only, go to Upcoming Lettings, select the item you are interested in and the cover page will appear. You can go directly to project data for that letting by clicking on any D number listed. Advances information is also emailed to member firms, if you are not receiving them send your email address to [agcadmin@agcnys.org](mailto:agcadmin@agcnys.org) to be added to the list for Advance email.

**Where do I find the Planholders for a particular letting date?** - Go to Members Only, scroll down the right side of the screen and adjust the date range to include the period you are looking for, click search and a page with letting dates in the range you requested will be on the screen, click on the date you are interested in, at the top of the next screen you will see an area “Complete Reports for the Letting” of with two buttons, click planholders for all the planholders for all the jobs in that letting date or scroll down the screen for individual project data.

**How do I find the Results for a letting date?** - Go to Members Only, scroll down the right side of the screen and adjust the date range to include the period you are looking for, click search and a page with letting dates in the range you requested will be on the screen, click on the date you are interested in, at the top of the next screen you will see an area “Complete Reports for the Letting” of with two buttons, click results for the complete results for all the jobs in that letting date or scroll down the screen for individual project data. Results are also emailed to member firms, if you are not receiving them send your email address to [agcadmin@agcnys.org](mailto:agcadmin@agcnys.org) to be added to the list for Results email.

**How can I print all the data for the week?** – Go to Members Only, on the right side of the screen click on “Click here to print the full mailing for the week” and select the week you are interested in. The complete information we would normally mail to you in one document will appear on the screen. Review the index and continue to review the pages or simply print the full document or just the pages you are interested in by clicking on File, Print and enter for the full document or select the pages you wish to print.

**How do I find the Award (unit price) information for a project?** - Go to Members Only, scroll down the right side of the screen and enter the D number you are looking for and click search, then click on the letting date, then scroll down the screen to find the project you requested. **OR** Go to Member Only, scroll down the right side of the screen and adjust the date range to include the period you are looking for, click search and a page with letting dates in the range you requested will be on the screen, click on the date

you are interested in, scroll down the page to view individual project data. Award information is located in the third column, if the word view appears there is data associated with it. If you do not see the word view the information is not currently available. A list of Awards posted to the site each week is included in the Friday Weekly Mailing button.

**Where do I find the Contract Letting Program?** – Go to Members Only, go to What's Happening. A page with a list of topics you can choose from will appear. Look down the list for the Contract Letting document and click on it. A list of the document broken down by Region will appear. Click on the Region you are interested in and the current Contract Letting Program will appear for that region.

g:\cathys\web\low bidder

We've added a new feature to our website. Now you can obtain a copy of the entire weekly mailing by going to the **Members Only** section, choosing the **Click Here to Print the Full Mailing for the Week**, and then clicking on the **Weekly Mailing** option next to the desired Friday date.

The latest in NYSDOT and NYSTA Advance information is located on our website? Go to our **Members Only** section and simply click on **Upcoming Lettings** for the project description or select the **Search** option for a description and item listing for all projects in a letting.

NYSDOT Letting Results are available on the AGC website on Thursday afternoon. Go the Members Only, Letting Search and select View Results.

The **AWARDS**, or the bid item breakdown, for NYSDOT and NYSTA projects are posted on our site? Go to our **Members Only, Letting Search** section, enter a D number and hit the **search** button. The corresponding letting date will appear. Click on the letting date for a list of all of the projects in that letting. Scroll down your screen to select the **View** option in the **Awards** column for the job that you wish to see. The award information, including the three low bidders and their prices, will appear.

Also,

Additional items for newsletter:

- 1) NYSDOT's Weighted Average Bid Price book (January 1, 2000 – December 31, 2000) is now available from the Plan Sales office (518) 457-2124. The cost is \$14.00. It is also available on DOT's website: [www.dot.state.ny.us](http://www.dot.state.ny.us)
- 2) Approved List of Materials and Equipment for use on NYSDOT projects, April 2001, is now available at no charge.. Please fax your request to the Chapter office (518) 456-1198 or go to the DOT website: [www.dot.state.ny.us](http://www.dot.state.ny.us) (Click on Materials.)

our website has a **Contact Us** feature for your questions and comments? So, while you're on-line, give us your feed back with one click of a button. Go to **Contact Us** on our home page tool bar, and click **submit** with your comments and suggestions

our website has a list of Member with addresses and phone numbers for easy reference? Go to **Members Only, Letting Search** and select the letter of the alphabet under the **Members List** section.

the average posted price for fuel and asphalt is available on our website? Go to the **members only** section, and click on **Average Posted Price**.

We keep a list of current items of interest in our **Members Only** section. Go to **What's Happening** for a Calendar of Events, Contract Letting Programs, DOT updates, registration forms, and more.

**NYSDOT and NYSTA Results** are available on our web site? Go to **Members Only**, enter a D number, click on **search**. The letting date will appear; click the date and scroll down the list of available projects to **view**.

You can “customize” the search feature on our web site to include a specific range in dates? In **Members Only, Letting Search** use the down arrows to change the month and year. You can also limit your search to specific regions that interest you in **Members Only, Letting Search** by using the down arrow to select a certain region. Once you've entered your choice, click on the **Search** button. The only letting dates that will appear are the ones that contain information related to your request.

We are here to help? Our web site contains a wide variety of information available to you including NYSDOT and NYSTA projects, Average Posted Prices, information involving current industry issues, upcoming events and much more. If you have questions pertaining to the location of various items or how to access information on our site, we are here to help you. We are just one click of a button away on the Contact Us feature, or contact the Chapter office at (518) 456-1134 or by email: [agcadmin@agcnys.org](mailto:agcadmin@agcnys.org)

you can still obtain a copy of the entire “*weekly mailing*” by going to the **Members Only** section, choosing the **Click Here to Print the Full Mailing for the Week**, and then click on the **Weekly Mailing** option next to the desired Friday date? All of the information posted to our web site through out the week will be accumulated into one complete package on Friday. So, you can still obtain a printable copy of our all of information previously mailed, such as DOT advance, updated planholders, See-More Safety, DOT Results, Thruway information, and the Chapter Newsletter.

that we want our web site to be what you want it to be?

We want to provide you with the most efficient way of receiving data. We will be modifying the site to improve access to information shortly. Please be sure to let us know what you think. The feedback we have received so far has been helpful. We need your input to make our site work for you.

The latest in DOT advance information is located on our **Members Only** page? Go to **Members Only**, scroll down the right hand side of the page, use the **Letting Search** feature to locate all the up-to-date advance information. You can simply use the **SEARCH** button to access various letting dates or choose a date range or D# to search for more specific information. If you have any questions, or need assistance with our site, please feel free to call the Chapter office (518) 456-1134.

**YOU'VE TOLD US WHAT YOU WANTED AND WE'RE LISTENING**

We've added a *great new feature* to our web site! We've included new links in our **Members Only, Upcoming Lettings** area to save you "clicks" and valuable time. Now when you see a D Number in our **Upcoming Lettings** section (known as the Advance cover pages), you can simply click on that D Number and you will be automatically linked to the Letting date for that project. Once you have clicked on the date, you can choose the **View** button for your choice of Planholders, Advance, Results or Awards for each project. It's that simple. Now you do not have to leave the original **Upcoming Lettings** document to get to the information you wish to see. We've included these links in the latest update; [DOT Advance for the Letting of August 9, 2001 – part 2](#). We've changed the format to the two September Lettings Cover Pages to include these links also. Visit our web site and check them out and let us know what you think. Please keep your comments coming and if you have any questions, or need assistance with our site, please feel free to call the Chapter office (518) 456-1134.

#### DID YOU KNOW...

You can download the *free 5.0 Adobe Acrobat* reader from our site? We have placed this option in several areas on our site for your convenience. Due to compatibility problems with older versions of the Adobe reader, we recommend that you upgrade to the newest version available. You can do this by simply visiting one of the locations on our site, and click on the **Get Adobe Reader** icon. This will upgrade your old version to the newest one available. We have placed this feature in these areas of our toolbar: Tech Conference, What's Happening, Membership, News Letter, and See-more Safety. If you have any questions, or need assistance with our site, please feel free to call the Chapter office (518) 456-1134.

#### 07/20/01 MAILING

#### DID YOU KNOW...

we have expanded our **See-more Safety** section to include various safety topics for your use? There are topics on equipment use, traffic control, site safety and much more. These can be used for employee hand-outs, to be posted on the job site, or as employee training tools. We will continue to add more to this library on a regular basis. So be sure to visit See-More in the **Members Only** section and click on **See-More Safety** on the tool bar. If you have any questions, or need assistance with our site, please feel free to call the Chapter office (518) 456-1134.

our website has a **Contact Us** feature for your questions and comments? While you're on-line, give us your feed back with one click of a button. Go to **Contact Us** on our home page tool bar, and click **submit** with your comments and suggestions. If you have any questions, or need assistance with our site, please feel free to call the Chapter office (518) 456-1134.

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08/10/01 MAILING

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DID YOU KNOW...

that you can copy and save data from our web site to a file on your computer? This data can be saved in a Word document or an Excel file for future use. From the **Member Services** page, choose a project (D number) and open the **Advance** or **Award** information. You can click on information for that individual project, drag the mouse so that the information becomes "highlighted" on your screen. Then, under *edit* on your toolbar, select *copy*. Open the program you choose to save the data in (ie: Excel, Word, etc.) and click the cursor on the top portion of a blank page. Then, under *edit* on your toolbar, select *paste*. The information on your screen can now be saved, sorted, edited, etc. By using Ctrl F on your keyboard you can search for a specific item number, or a word contained in the item definitions, etc. In Excel, you can add fields or sort existing information. If you have any questions, or need assistance with our site, please feel free to call the Chapter office (518) 456-1134.