- 1. To become a document holder for open projects, access the Business Opportunities tab within the Purchasing web site. http://www.deltacollege.edu/dept/purchasing/SJDCBusinessOpportunities.html
- 2. Click the Current Construction Projects link.

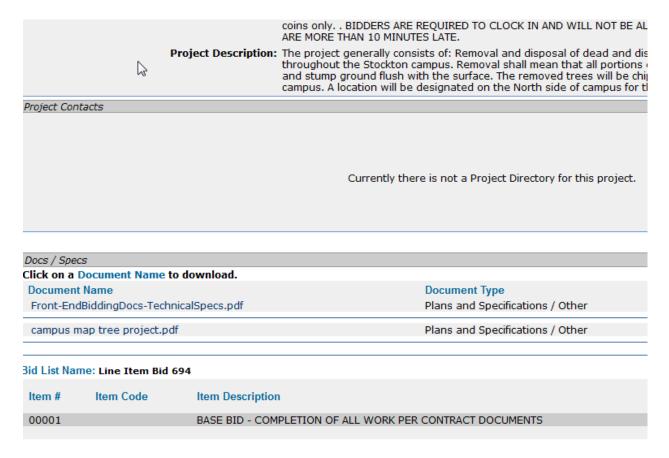


3. The page will display the open projects.

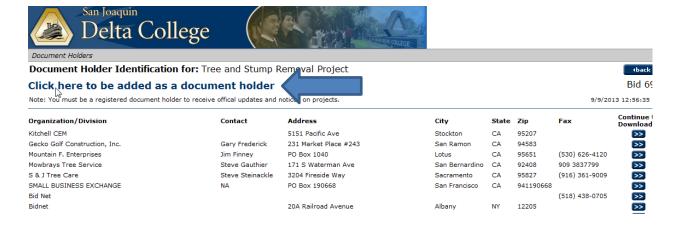


DOCUMENT HOLDER VENDOR REGISTRATION PROCESS

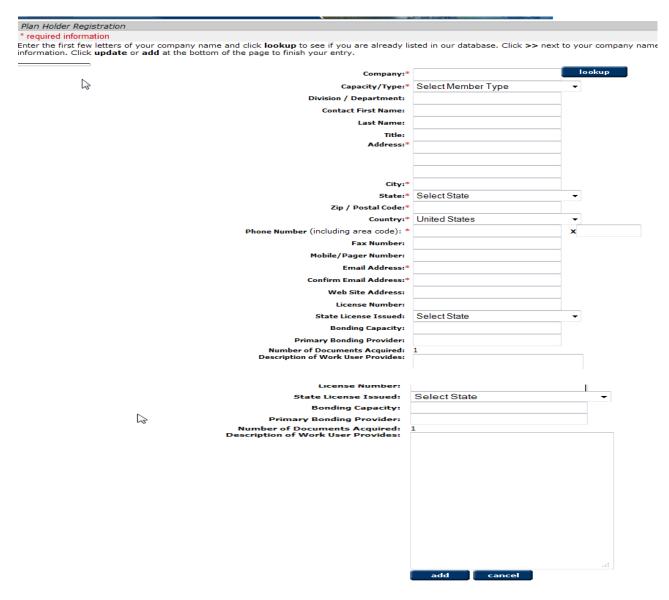
4. Click on the highlighted name of the project. The project detail will appear followed by the list of documents.



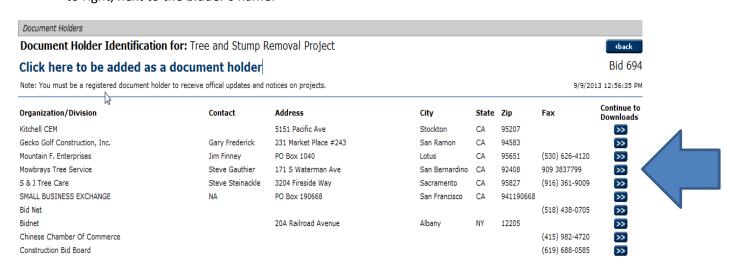
- 5. The page will also show the list of the document holder vendors who have registered to view and/or download documents. This information is usually found scrolling down to the bottom of the page.
- 6. A bidder who has not registered can do so by clicking on the "Click here to be added as a document holder" link.



7. The following page will appear to be completed by the bidder. The required fields are identified. It's recommended to also complete the rest of the information and click **Add**.



8. The document holder page will refresh and the vendor's name should be listed. Click on the double arrows to right, next to the bidder's name.



9. The documents page will appear. Click on the highlighted document name to open to view and/or download.

Tree and Stump Removal Project

Below are docs / specs of the project you selected. Click on a file name to download.

Document Name	File Name	Document Type Plans and Specifications / Other	Size
campus map tree project.pdf	campus map tree project.pdf		4125.2Kb
Front-EndBiddingDocs-TechnicalSpecs.pdf	Front-EndBiddingDocs-TechnicalSpecs.pdf	Plans and Specifications / Other	1298Kb

10. The respective pdf document will open, as shown below. It can be viewed online, print to a personal printer or copy a CD and take to the preferred local printing services vendor.

SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT GOLEMAN LIBRARY RE-ROOF PROJECT



BID NO. LA-8336-01 BID OPENING: September 25, 2014

PREPARED BY

LDA Partners

4 South Central Court

Stockton, CA 95204

(PROJECT COST ESTIMATE \$75,000)

IMPORTANT NOTES:

- 1. Bidders must register for each individual project to view and download the respective bidding documents.
- 2. A registered document holder vendor will automatically receive notifications via fax or email on any new document posted to the specific project such as addenda, walk-thru list, etc.