

SUBCONTRACT INFORMATION EXCHANGE

Beginning with the January 29, 2004 letting, The Nebraska Department of Roads (NDOR) will be able to exchange Subcontract information electronically with Prime Contractors. The new AASHTOware application used for this exchange is called "SiteXchange". The SiteXchange program is very similar to Expedite in how it looks and operates. NDOR demonstrated this software at the AGC conference in January.

Soon after your Contracts are signed by all the parties involved, you will receive a data file from NDOR to use with the SiteXchange program. (See the explanation for CON file below). This will allow NDOR to better track who has received files as the contracts get executed. If you are not going to use Subcontractors on your project, just disregard e-mail.

We will be using the e-mail address that you have designated as your main e-mail address for the initial e-mailing of the data file. This is the same address we send notification of your payments. We do not have the resources to keep a separate database with e-mails of potentially several different e-mail addresses for the same Prime Contractor. This would be labor intensive for NDOR to keep track of the Prime's personnel changes and changing e-mail address.

We have created a website page for the Subcontracts area.
www.nebraskatransportation.org/letting/subcontracts.htm.

The website will have information posted specific to the subcontracts area. Currently there is information on why we use the original bid prices for determining the 70% cut off for subcontracting items. This was a question brought up at the AGC conference. Please familiarize yourself with this page and check it frequently for updated software, forms and information.

To use SiteXchange follow these steps:

1. Download from website and print SiteXchange Users Guide
2. Download from website and install the software. You will only need to load the software the first time you exchange data with NDOR
3. Detach .con file and vendr.bin files attached to this e-mail. Keep these two files in the same directory. (see explanation below)
4. Go to directory where you detached files and double left click on the .con file
5. You are now ready to use SiteXchange.
6. When done, email the .con file back to NDOR at ndor_subcontracts@nebraska.gov

Definition of files needed for SiteXchange:

(Contract ID).CON –

File sent to Prime Contractor by NDOR. This file is used to exchange subcontract information including vendors, items, item quantities and prices. This file is then submitted back to NDOR. The Prime will receive this file shortly after all parties have signed the contract.

Vendr.bin –

A file that contains the listing of vendors. This file must be kept in the same directory as the .con file in order for SiteXchange to work properly. It will be sent to the Prime from NDOR and can also be downloaded from website.

Qualification Submittal for Subcontract Work –

Form used to submit a request for a new subcontractor. If the subcontractor does not exist in the vendr.bin file this form must be used to request a vendor number from the NDOR. This form can be faxed or e-mailed to NDOR using the number or e-mail address included on the form.

If you have any questions please call:

Software Questions (How to use, install,etc)

Chad Heskett 402-479-4090

Roy Leach 402-479-4457

Michelle Weigel 402-479-4559

Mike Ondrak 402-479-4453

Subcontract Questions

Sharron Magnuson 402-479-4428

You can also e-mail us at ndor_subcontracts@nebraska.gov