



MEMBERSHIP APPLICATION

5910 S 58th St, Ste C • Lincoln NE • 68516 • (402) 421-8332 • (402) 421-8334 fax
www.buildersbureau.com • builders@cornhusker.net

COMPANY INFORMATION

Company Name _____

Street Address _____ P.O. Box _____

City _____ State _____ Zip _____

Phone () _____ - _____ Fax () _____ - _____

Toll Free () _____ - _____

Company Email _____ Website _____

Referred By: _____

Choose one of the following categories:

General Contractor Supplier Sub-contractor Electrical Mechanical

Short Description _____

Minority Contractor Yes No Year Established _____

PERSONNEL

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

MEMBERSHIP

Annual Membership
July 1 – June 30

Semi-Annual
July 1 – Dec 31
Jan 1 – June 30

Quarterly
July 1–Sept 31, Oct 1–Dec 1
Jan 1-Mar 31, April 1-June 30

* All new/rejoining members must pay a \$50 Initiation Fee. This fee is included in the pro-rate amounts.

MEMBERSHIP FEE SCHEDULE			
	Annual	Semi	Quarterly
JAN	285	320	205
FEB	246	275	153
MAR	207	230	257
APR	167	185	205
MAY	128	140	153
JUN	559	365	257
JULY	520	320	205
AUG	481	275	153
SEP	442	230	257
OCT	403	185	205
NOV	363	140	153
DEC	324	365	257
RENEW	470	270	155

Online Construction News:

Basic Access: This level of access is FREE! You have the ability to view projects in Prebid, Active and Apparent Low status. Information includes new projects, bidders lists, listing of addenda/memo, when they were received and the number of pages, project details, blueprint sheet lists for ordering blueprints and all search capabilities. By searching in the apparent low phase, you can access the bid results for any past project. Prebid has information regarding upcoming projects. Tracking projects is also available for those with basic access. If we have your email address on file and you are currently tracking a specific project, you will get email updates when anything changes regarding that project such as additions to the bidders list, bid date change or the receiving of an addenda. Also, as long as you have a username and password you can add your company to the bidders list.

Full Access: You have the ability to download the specifications, addenda and blueprints.

Annual
\$700

Semi-Annual
\$375

Quarterly
\$200

Online Construction News requires a username and password. You are allowed to have more than one per company. Please fill out the following information.

*** Username will be the first initial, last name. All usernames and passwords are lower case sensitive and will contain no spaces. ***

Name _____ Email _____
Username _____ Password _____

Name _____ Email _____
Username _____ Password _____

Name _____ Email _____
Username _____ Password _____

Name _____ Email _____
Username _____ Password _____

NOTE: ALL ACCESS WILL BE DENIED TO ANY INDIVIDUAL OR COMPANY WHO MAKES USE OF THE ONLINE PLANROOM FOR IMPROPER PURPOSES OR SHARING PURPOSES. YOUR ACCESS WILL BE TERMINATED IMMEDIATELY IF SHARED WITH ANOTHER COMPANY.

We hereby apply for membership at the Lincoln Builders Bureau, and if approved agree to accept and abide by the By-Laws and other rules and regulations which may be adopted.

X _____
Signature of Applicant Date

Lincoln Builders Bureau Planroom Policies & General Information

Our Mission

To provide our members with information, that will assist them in bidding construction projects in the Lincoln and surrounding areas.

History

The Lincoln Builders Bureau was founded in 1932 by General Contractors, Architects, and Engineers who wanted a local plan room to house blueprints for sub-contractors and suppliers. It became "membership owned". The purpose was to alleviate traffic in their offices. The Lincoln Builders Bureau's first office was in the Chamber of Commerce downtown. In 1968 the Builders Bureau purchased its own office at 507 "J" St., with a total of 192 paying members. November 30, 1990 marked the date for the move from 507 "J" St. to the Lincoln Trade Center, 5910 S. 58th St, Suite C.

Office

Located in the Lincoln Trade Center, 5910 S. 58th Street, Ste C., the Builders Exchange is a modern, efficient office facility designed to serve the needs of our members. We have 2,500 sq ft of space that consists of two large estimating rooms with new estimating tables. Our large copy room is up-to-date with the latest and greatest copy machines to better serve you. We also offer two private phone rooms so that members are able to take private phone calls. There is also a Board of Directors Conference Room, a kitchen and a mailroom.

Service

Website: www.buildersbureau.com

Copy Service

We provide copy service, including specifications and blueprints. The costs are as follows:

8 ½ x 11 : \$0.10	8 ½ x 14 : \$0.15	11 x 17 : \$0.50
24 x 36 : \$2.50	30 x 42 : \$3.00	36 x 48 : \$3.50
Film copies : \$7.00		Vellum copies : \$5.00

A copy invoice must be filled out and signed when copies are made. You have the option to pay for them by cash or check or we offer a monthly billing option. Invoices are sent out the end of the month.

Fax Machine

A fax machine is provided for the use of our members. Our fax number (402) 421-8334. The fees are as follows:

Sending \$2.00 1 st sheet	\$1.00 each additional
Receiving \$1.00 1 st sheet	\$0.50 each additional

Notary Service

We have one (1) on-site Notary Public: Rhonda Gutknecht.

Hours

The Lincoln Builders Bureau's office hours are 8:00 am to 5:00 pm, Monday-Friday (except Holidays). Projects can be checked out over-night and on the weekends. You can pick up your plans as early as 4:30 pm. If you have not picked up your plans by 5:00 we will place them in the Overnight Deposit Box. Please contact us for the combination. Plans must be returned the next morning by 8:00 am. (if you are checking out plans over the weekend, they must be returned Monday by 8:00 am) Failure to return plans on time will result in the loss of this privilege.

Lincoln Builder Bureau Staff :

Rhonda Gutknecht, Executive Director rhondag@cornhusker.net

Jessie Paul, Administrative Assistant jessiep@cornhusker.net

Michelle Sullivan, Office Assistant michelles@cornhusker.net

Debra Wagner, Office Assistant debraw@cornhusker.net

Tracy Vandergriend tracyv@cornhusker.net

SOCIAL EVENTS

The Lincoln Builders Bureau holds two (2) social events each year:

Annual Golf Outing	August
Open House	December

Actual dates are published prior to the event. You do not have to be a Lincoln Builders Bureau member to participate in the annual golf outing. 100% of the money raised from these two events goes towards the Lincoln Builders Bureau Scholarship Fund. (See below for details on the scholarship.)

Please keep these social events in mind when pre-planning your calendar!!

Lincoln Builders Bureau Scholarship

Member company employees and their children can apply for an annual scholarship.

Eligibility Requirements:

- ▲ Applicants must be an employee of a Lincoln Builders Bureau members company, or the child of an employee.
- ▲ Applicants must be enrolled, or planning to enroll, as an undergraduate in the upcoming year of an accredited college or trade school with a focus study in construction science and/or any of the trades that are part of the construction science.

Awards will be based primarily on academic performance, work experience and community involvement.

For additional information please contact Rhonda @ (402) 421-8332.

PLANROOM PROCEDURES

In order to serve the best interests of all members, the following rules and regulation have been proposed by the Board of Directors to promote efficiency of operation and fairness to all. All members are requested and expected to observe these guidelines.

- 1) The official Builders Bureau hours are 8:00 am – 5:00 pm, Monday-Friday except Holidays.
- 2) Non-members of the Builders Bureau are privileged to use the Planroom for one (1) free visit, after which it will be expected that they will take an application for membership in the Lincoln Builders Bureau. If a company has been a member in the past, they will not be allowed the free visit.
- 3) Persons using the planroom or any membership privilege must be on the planroom of the Member Company. Any member allowing a non-member to sign in using their company name and membership privileges, will be notified of the usage and warned that if it occurs again, their membership could be suspended.
- 4) Non-members are not allowed to copy plan and specs or remove plans from the Lincoln Builders.
- 5) Because of the volume of calls received at the Lincoln Builders Bureau, persons using estimating rooms and urged to limit their telephone usage to business and/or emergency calls pertaining to family. All long distance calls must be made by credit card or by reverse charges.
- 6) Members whose dues are in arrears shall be denied the right to use plans, either on checkout or in the estimating room.
- 7) Please use estimating rooms with respect for others. Limit conversations and cellular phone usage when estimating rooms are in use by others.
- 8) Marks, check, or figures must be erased from plans and specifications prior to returning to the plan rack. The Board of Directors insisted that where plans are defaced or mutilated deliberately by an estimator, his/her firm will be notified and will be liable if any cost is involved in repairing or replacing the plan.
- 9) Return plans and specification to the plan rack when finished, so that the next estimator may use them.
- 10) When the Lincoln Builders Bureau has more than one (1) set of a given project on file, plans may be taken from the office during normal working hours (with the exception that it is not the day before or the day of the bid letting) with the permission of the Lincoln Builders Bureau staff.
- 11) By making reservations with the Lincoln Builders Bureau staff, plans and specifications may be taken out for overnight use after 4:30 pm and must be returned by 8:00 am the next regular business day. Plans that cannot be picked up by 5:00 pm will be placed in the Night Deposit Box at the Lincoln Builders Bureau office and may be returned to the Deposit Box the next morning if prior to 8:00 am.
- 12) If the estimator's schedule changes and he/she will be unable to take the reserved plans out overnight, he/she must call and cancel the reservation by 4:30 pm.
- 13) Failure of a member firm to return plans by 8:00 am will subject this member to a suspension of the privilege of overnight loan of plans. Upon the first instance of failure to return plans by 8:00 am, a letter will be

forwarded by the Lincoln Builders Bureau to the member firm indicating that if such failure occurs again, the firm and its estimator will be suspended from use of plans on overnight or over weekend loan for a period of two (2) weeks.

14) Persons using the services of the Lincoln Builders Bureau are expected to act in an appropriate professional and courteous manner when present in the offices or communicating with the staff in person, on the phone or by email or fax. The Lincoln Builders Bureau considers inappropriate behavior as, but does not limit it to: sexual advances, physical contact, the use of belligerent and or profane language, verbal abuse, yelling and threats of physical violence or other forms of intimidation. Persons acting in an inappropriate manner will be asked to stop the offending conduct and if present in the offices will be asked to leave. Incidents of inappropriate behavior will be reported to the Board. The Board may, in its discretion, after reviewing the incident report, suspend the person from using the services of the Lincoln Builders Bureau. Regardless of formal Board action, the Member responsible for the person for whom the incident report was filed will be notified in writing making them aware of the incident. Reoccurring incidents by other persons associated with a Member which or who has received notice of an incident may further result in Board action to revoke such Member's membership in the Lincoln Builders Bureau.

NAVIGATING THE LBB ONLINE CONSTRUCTION NEWS

1. Go to www.buildersbureau.com ; **Online Construction News**. There are 3 options here. You can go to *BX Leads* which is information regarding Prebid, *Virtual Plansroom* is where the Active projects are listed, *Private* is for private projects.
2. Enter your username and password. (*both are case sensitive*)

Project List: A complete listing of all active projects on file at the Exchange (click on the project name to view more details about the project)

New Projects: Will generate a report of all new active projects that have been reported since the date of your choice.

Search Page: Allows you to search for projects based on the criteria of your choice: phase, type, category, county, keywords, CSI numbers, or any combination of the above

My Projects: Displays projects you have tracked or for which you have set filters or searches.

My Deskpad: A central location for you to easily view all of the filters, searches, and tracking options you have selected, as well as important information and notices from the LBB staff; the administrative contact for your company may also maintain company information (personnel, company profile, company usage) from My Deskpad.

Archive: A compilation of projects that have previously bid, includes a search option to help you locate the project for which you're looking.

Member Directory: Search our membership directory to find contact information about other LBB members.

After selecting a project from the project list or from one of your searches, you may access specifications, addenda, and blueprints online. You may even order blueprint copies with just a few clicks of your mouse button!

**The specifications and addenda are pdf files. To view them you will need a pdf file reader, such as Adobe® Acrobat® Reader®.

Viewing Specifications

- 1) Select and click on a project name from the project list
 - a) The project details will be displayed
- 2) Click the *View Specs* button in the top right-hand corner of the screen
 - a) The specification sections will be displayed according to their CSI code
- 3) To view a section, click on the CSI code or the section heading
- 4) Select *Open* from the dialog box that appears
- 5) Your pdf reader program should open the specifications for the section you have chosen

Viewing Addenda

- 1) Select and click on a project name from the project list
 - a) The project details will be displayed
- 2) Scroll to the bottom of the your screen and click the *Addenda* hyperlink in the bottom left-hand corner of the screen
 - a) A new page which list the addenda separately will appear
- 3) Click on the number for the addendum you wish to view
- 4) Select *Open* from the dialog box that appears
- 5) Your pdf reader program should open the addendum you have chosen

Viewing Plans

- 1) Select and click on a project name from the project list
 - a) The project details will be displayed
- 2) Click the *View Plans* button in the top right-hand corner of the screen
 - a) First time viewers: In order to view plans, you will need to download On Center Software to your computer. A free version of On Center is available for download by clicking on the *On Center Software* button at the top of the screen and filling out the required information. Please note that this is a partial version of On Center Software. You may view their site for information on purchasing the full version, if you so choose.
- 3) Once you have On Center downloaded, you will be able select the pages for your viewing.

Ordering Blueprints

- 1) Select and click on a project name from the project list, click P for Plans
- 2) Do not click on the On Center icon to open the plans, scroll down and you will see a listing of the drawings.
- 3) Select the drawings you would like by putting a check mark in the box to the left of the drawing title.
- 4) Once you have selected the sheets, click **Review Blueprint Order**.
- 5) Review this order, if everything is correct click **Order Blueprints**. This email immediately is sent the Lincoln Builders Bureau along with a copy to yourself. Keep that copy – that is your invoice. If you would like plans put out in the Overnight Drop Box please call us and let us know. Otherwise, they will be at the LBB for you to pick-up.