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## Facilities Department

Energy & Waste Management • Environmental Health & Safety  
Furniture & Moves • Grounds • Maintenance • Planning

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## MEMO: Construction Document Printing

**Date:** October 12, 2012

**Regarding:** Construction Document Printing Procedures

**To:** Consulting Architect/Engineering Firms

**From:** Tom Parent, Manager of Facility Planning, SPPS

**Copy:** Brian Kinder, Accountant, SPPS  
Brad Miller, Purchasing Manager, SPPS  
Facility Planning Project Managers, Facilities Department, SPPS

Saint Paul Public Schools (SPPS) has initiated a new process to procure drawings and specifications for our construction projects that we believe will lower the cost to the District as well as expose more potential bidders to our work. As SPPS can obtain preferred pricing due to the volume we print, we now ask that beginning immediately almost all printing / plotting be ordered through:

ARC Central (formerly ERS Digital)  
3005 Ranchview Lane  
Plymouth, MN 55447  
763-694-5908

### General Structure:

Consultant firms will no longer receive deposits for document sets, with bidders directly purchasing drawings and specifications from ARC. Bidders will be able to view drawing and specification files online free of charge or download the entire set in PDF format at a reduced rate. ARC will maintain a digital planholders list of all entities that have purchased documents, either digitally or in printed form. Links to the drawing files will be posted on the SPPS Purchasing Department's website [www.vendor.spps.org](http://www.vendor.spps.org) as of the issue date.

It is important to follow these procedures in ordering drawings and specifications:

- Drawing files and specification files will be sent digitally by the consultant to ARC
  - Files can be e-mailed to [plymouth@e-arc.com](mailto:plymouth@e-arc.com), or call Pete Althaus (763.694.5908) to explore other options for upload, especially large document sets.
  - All projects must be identified with the SPPS project number and name. SPPS project numbers are formatted with site number, year and project, for example 2140-12-01.

- Consultant to provide printing and distribution instructions to ARC, including distribution to the building exchanges and plan rooms. (Quantity of sets, addresses, delivery instructions, etc.)
  - Please allow ARC 24 hours for printing and set review. ARC is open Monday – Friday.
- The SPPS Project Manager will notify ARC in advance of bid sets that should have an online presence. The Project Manager will be responsible for ensuring the URL is posted on the SPPS Purchasing Department's website.
- Bidders wishing to view or purchase drawing sets should be directed to ARC or the SPPS Purchasing Department's website, [www.vendor.spps.org](http://www.vendor.spps.org).
- Cost to bidders to print or download full drawings and specifications will be standardized and noted in section 00 11 00 – BIDDING INFORMATION. This section is part of the District's standard front end specifications.
- All costs for printing will be invoiced by ARC directly to SPPS by project.
- In-house printing of low-volume sheets will still be allowable as a reimbursable expense.

*END OF MEMO*