

Submitting a PDC Document Request

Vendor Instructions

Requests for construction documents (drawings, manuals, etc.) must be made through e-Builder, and can be submitted by either UCF staff or outside vendors. You will receive email notifications from e-Builder for each step in your court that you are responsible for completing.

*Prior to submitting request: If you are unsure if you have an active account with e-Builder, please contact John Settle john.settle@ucf.edu or Matthew Green matthew.green@ucf.edu to inquire.

<u>If the project has an 8-digit PDC project number (e.g. 19082001):</u>	<u>If the project does not have an 8-digit PDC project number:</u>
<ul style="list-style-type: none"> • Login to e-Builder <ul style="list-style-type: none"> ○ Go to https://www.e-builder.net/ ○ Login with your email and password • Open the project <ul style="list-style-type: none"> ○ Select Projects tab at top ○ Use search bar on right to find project • Select Processes on left • Select Start Process on right • Select "14 - Document Request Form (FP100)" 	<ul style="list-style-type: none"> • Log in to e-Builder <ul style="list-style-type: none"> ○ Go to https://www.e-builder.net/ ○ Login with your email and password • Select Projects tab at top • Type "FP100" into search bar on right • Select "FP100 - File Request Repository" • Select Processes on left • Select Start Process on right • Select "14 - Document Request Form (FP100)"

- Fill in all required fields
 - The UCF Requester is the UCF employee managing the project who will verify the validity of the request, and will usually be the same person as the UCF Project Manager.
 - Fill out the "Contract Vehicle" section to the best of your knowledge.

* UCF Requester Name:

* Contract Vehicle:

- CSC Vendor (must list CSC vendor name)
- UCF Procurement guidelines - under \$10K, one proposal
- UCF Procurement guidelines - \$10K to \$35K, two proposals
- UCF Procurement guidelines - \$35K to \$75K, three proposals
- UCF Procurement guidelines - over \$75K, public ITN (must list ITN number from UCF Procurement)
- Piggyback contract (must list piggyback contract details)
- UCF Internal

- If the request includes multiple buildings, just list the building numbers, do not submit multiple requests.

* Building Name:

* Building Number:

- Select your company name from the drop-down menu. **If your company is not listed, select “Other” at the bottom of the drop-down menu. This will trigger a separate NDA step that you will be notified about once the request form is finished and submitted.**

Requesting Business Information

Choose the name of the business requesting the files in the dropdown box below. If the business is not listed, choose Other at the end of the list.

* Requesting Business: If the business is not on this list, choose Other at the bottom and type the business name into the field below.

Requesting Business Name (Other):

* Contact Name:

* Business Service Provided:

Files Requested

* Building Name:

* Building Number:

* Room Number:

* Scope of Work:

* File Types Requested:

-- Please select an option --
 Song & Associates
 Starr Mechanical
 Structural Technologies
 Superior Hardware Products
 Tampa Contract Floors
 Tarkett
 Terracon
 Territo Electric
 Thornton Tomasetti
 TLC Engineering
 Trane U.S.
 Turner Construction Company
 UCF Campus Client
 Venergy Group
 VMDO Architects
 Walker Architects
 Walter P. Moore
 Yates Electric
 Zyscovich Architects
 Other

- After you fill in all the required fields for the request form, click the Submit button:

NDA Step (required if NDA not on file):

- All requesting vendors are required to have an NDA on file in order to view construction documents, and the NDA form is built into this process. You will “sign” the NDA by typing your name and position title, then select “NDA Signed” from the drop-down menu and click “Take Action.”

NDA Recipient has agreed to all NDA terms and conditions, without exception.

* Recipient Signature:

* Recipient Title:

NDA Signed



Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel

- The process will then be routed to the Project Manager and the PDC Director for approval, and you will then receive an email notification that the requested files are ready for pickup.
- For the final step, after you download the files, select “Acknowledged” from the drop-down menu and click “Take Action.”

Acknowledged



Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel