



# Administrative Regulations

Number AR21-3  
Issue 1

**Subject: Procedures for Selling Plans and Specifications to Prospective Bidders.**

## I. PURPOSE

The purpose of this regulation is to establish procedures for selling plans and specifications to prospective bidders interested in bidding on projects of the Bureau of Engineering, Department of Public Works in the City of Long Beach.

## II. SCOPE

This regulation is applicable to all projects of the Bureau of Engineering, Department of Public Works, with the following exception:

1. Those plans and specifications required by a funding agency to be dispensed to the prospective bidder without charge.

## III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

## IV. DEFINITIONS

The term plans and specifications as used in this regulation shall be deemed to mean one set of plans, or one set of specifications, or a combination of one set of plans together with one set of specifications.

## V. ESTABLISHING THE SELLING PRICE OF PLANS AND SPECIFICATIONS

The Bureau of Engineering selling price for each set of plans and specifications will be the current estimated cost to the Bureau for reproducing said set of plans and specifications. This cost shall include but not be limited to the accumulated costs for printing, assembling and binding one set of plans together with the costs to reproduce, assemble and bind one set of specifications. Plans or specifications may be sold separately or, as a combination of plans and specifications. Therefore, individual prices will be established for each set of plans, specifications or combination of plans together with the specifications. However, the minimum selling price for each set of plans, specifications or plans and specifications shall be Five Dollars (\$5.00).

Legal advertising inviting bids for a project will specify the purchase price of the plans and specifications if the plans and specifications are picked up in person in the designated City office.

If the plans and specifications are requested by mail, the selling price of the plans and specifications including the predetermined cost of mailing will also be set forth in the advertising. Each request by mail must be accompanied by a check or money order, payable to the City of Long Beach in full for the number of sets desired.

Plans and specifications will be shipped by United Parcel Service; or by regular mail service where United Parcel Service is not available. Upon payment to the City of the appropriate purchase price, the plans and specifications become the property of the purchaser and shall not be returned to the City for refund.

## VI. RECEIPT OF GENERAL DEPOSIT TRUST FUND MONIES

A. Receipt of Money

Procedures for Selling Plans and Specifications to Prospective Bidders.

Monies received from the sale of plans and specifications shall be deposited to the credit of the fund bearing the related cost of said plans and specifications.

B. Depositing Funds with City Treasurer Procedures for depositing monies with the City Treasurer are set forth in Administrative Regulation 21-1.