



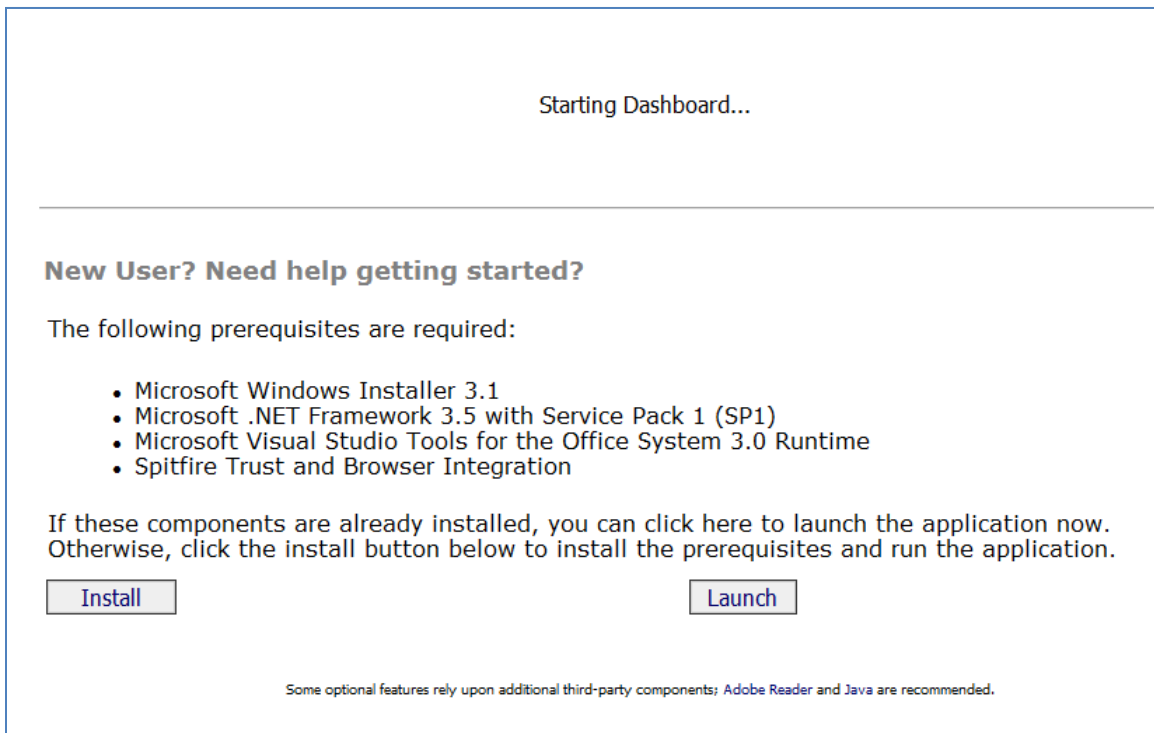
How to Use the Plan Room (From a Vendor Login) V4.4


The Spitfire Plan Room lists documents that contain bidding plans, drawings, specifications, addendums, and other project-related information.

When a company provides you with information about its Spitfire Plan Room, go to the URL provided to access the Spitfire Project Management System (sfPMS).

To Get Started

The first time you access sfPMS, you may see a window such as the following:



1. Click the  button to ensure that your workstation has the prerequisites required. sfPMS will launch afterward.

Note:

If you encounter a problem when accessing or using the Spitfire Plan Room, check first with your own IT department or help desk. The problem may be caused by something on your workstation.

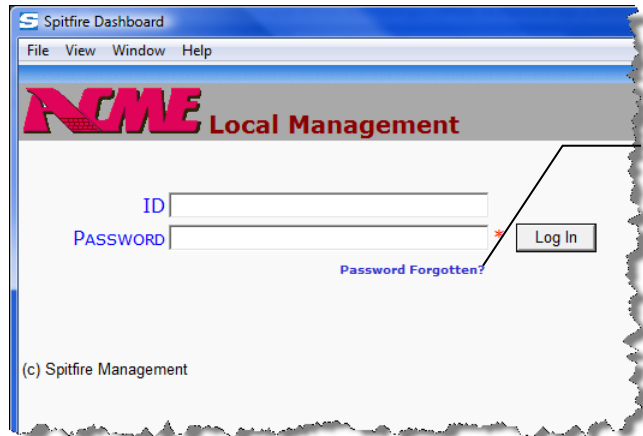
If IT can't fix the problem, contact the help desk at _____ and explain the nature of your problem in detail.

To Log In to sfPMS

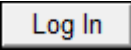
TIP

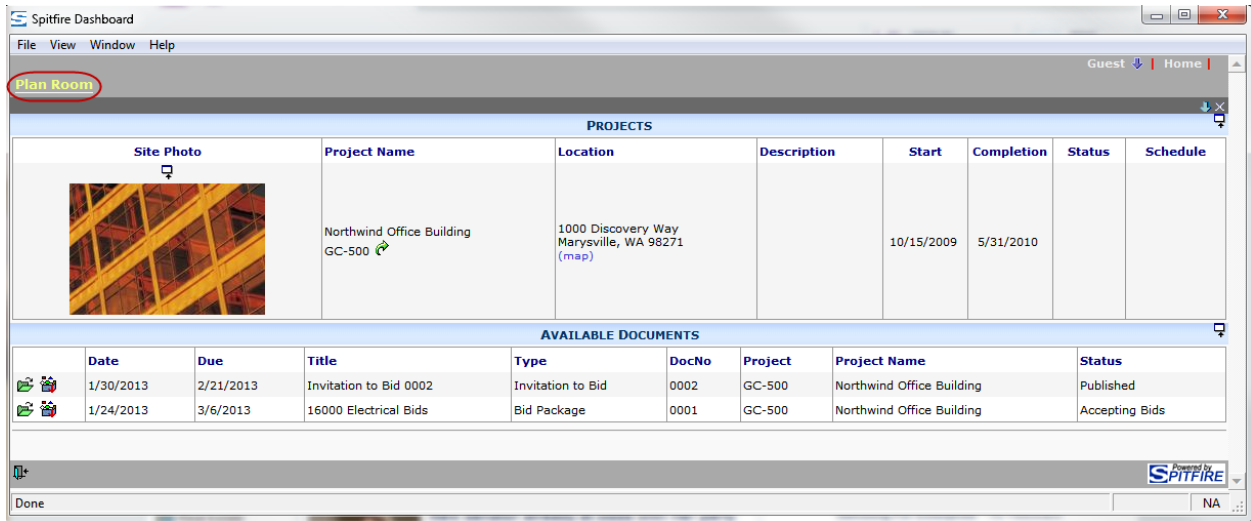
If you get the message "Check your credentials..." it means you typed in an invalid ID or Password. Try again.

1. When you launch sfPMS, the login screen appears:



If you can't remember your password, click this link.

2. Type the ID in the **ID** field and the password in the **Password** field then click . The Plan Room Dashboard will appear:



Note: if you have access to both the Home Dashboard and Plan Room Dashboard, the Home Dashboard will appear instead. You will need to select the tab to go to the Plan Room.

To Select a Project

You may have access to more than one project in the Plan Room. All accessible projects are listed at the top of the dashboard.

Select	Project Name	Location	Description	Start	Completion	Status	Schedule
	City Hall Renovation GC-006	121 N La Salle St Chicago, IL 60602 (map)	This set of existing buildings was renovated including seismic, mechanical, electrical and code up-grades including a new computer center building complete with a new emergency power service. Our services included hiring the architect and other design services, procuring permits and getting approval for all changes to the exteriors of the buildings from Stanford University who owned the property and the	4/10/2012	11/30/2012	Completion	On Schedule
	Fabrikam Manufacturing Facility GC-005	3500 Lemp Avenue St. Louis, MO 63118 (map)	Acme completed the build out of 32,000 SF of space containing 20,000 SF of raised floor with technology in floor and full height demountable partitions designed for 45 PSF. Full UPS and generator back-up as well as heating and cooling of one zone for every two individuals.	4/9/2012	2/25/2013	Buildout	Ahead of Schedule
	Western Plaza GC-004	400 Pine Street Seattle, WA 98101 (map)	Acme recently completed the approximately 608,403 SF three level, Western Plaza mixed use project. Located between Disney's front gate at the Magic Kingdom, the new California Avenue and Disney's newly announced Third Park, it is hailed as "Orange County's newest lifestyle shopping center". Buildings include a transportation center, retail stores, entertainment centers and restaurants sitting on a 19.3 acre parcel.	2/7/2012	1/15/2013	Awarded	On Schedule
	Palms Shopping Center GC-007	3300 E Expressway 83 McAllen, TX 78501 (map)	This multiple phased project expanded the existing mall from 1 million SF to 1.3 million SF while in operation, including new floor tile, new ceiling treatments and the addition of a new mall entry. There also is a 220,000 SF village addition, consisting of an outdoor retail and entertainment center, a new theater and two new 1,100 stall cast in place parking structure. Site work consisted of regrading/resurfacing/restraining of the	1/11/2012	12/19/2012	Punchlisting	Minor Delay

- Click on the photo of the project you want to select -or- Click on the Project Name of the project you want to select.


The selected project will remain at the top and available documents for that project will be listed below it, for example:





PROJECTS							
Site Photo	Project Name	Location	Description	Start	Completion	Status	Schedule
	Northern Lights Plaza GC-003	84 Business Park Drive Armonk, NY 10504 (map)	This \$274 million mixed use plaza will contain retail shopping, office space, and food service establishments. REIT funding was completed and commercial leases are now completed for 60% of available space	6/1/2007	1/31/2008	Concrete Work	On Schedule

AVAILABLE DOCUMENTS								
	Date	Due	Title	Type	DocNo	Project	Project Name	Status
	1/15/2013	4/17/2013	Drawings Electrical	Drawings	0002	GC-003	Northern Lights Plaza	Published
	1/21/2013	2/21/2013	Trane CGACD104 100 Ton 460V Chiller	Bid Package	0327	GC-003	Northern Lights Plaza	Accepting Bids
	1/30/2013	1/31/2013	16000 Electrical - Addendum	Bid Package Addendum	0001	GC-003	Northern Lights Plaza	Published
	1/21/2013	2/21/2013	16000 Electrical	Bid Package	0329	GC-003	Northern Lights Plaza	Accepting Bids
	1/30/2013	1/30/2013	Drawings Architectural	Drawings	0003	GC-003	Northern Lights Plaza	Published
	1/21/2013	2/21/2013	Drywall & Finishes	Bid Package	0328	GC-003	Northern Lights Plaza	Accepting Bids

- To return to the Project List, click above the photo.

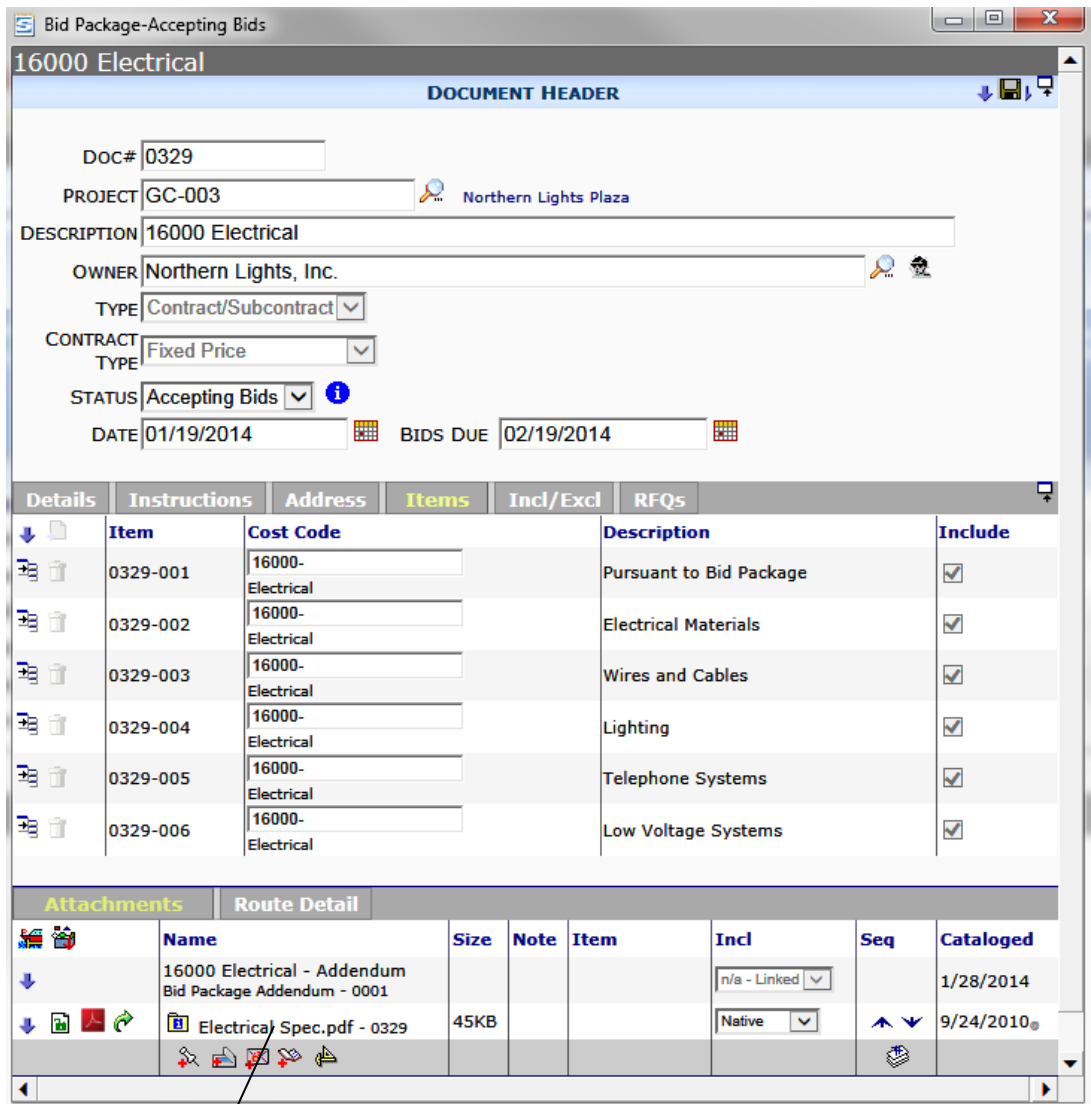
To Open a Document

1. Click  on the row with the document you wish to open.

AVAILABLE DOCUMENTS				
	Date	Due	Title	Type
	1/15/2013	4/17/2013	Drawings Electrical	Drawings
	1/21/2013	2/21/2013	Trane CGACD104 100 Ton 460V Chiller	Bid Package
	1/30/2013	1/31/2013	16000 Electrical - Addendum	Bid Package Addendum
	1/21/2013	2/21/2013	16000 Electrical	Bid Package

The document will open.

Note: Unless you have been given specific permissions, the document will be read-only and you will not be able to make any changes to it.



The screenshot shows the 'Bid Package-Accepting Bids' window for document '16000 Electrical'. The 'DOCUMENT HEADER' section contains the following information:

- DOC#: 0329
- PROJECT: GC-003 Northern Lights Plaza
- DESCRIPTION: 16000 Electrical
- OWNER: Northern Lights, Inc.
- TYPE: Contract/Subcontract
- CONTRACT TYPE: Fixed Price
- STATUS: Accepting Bids
- DATE: 01/19/2014 BIDS DUE: 02/19/2014

The 'Details' tab is active, showing a table of items:

Item	Cost Code	Description	Include
0329-001	16000-Electrical	Pursuant to Bid Package	<input checked="" type="checkbox"/>
0329-002	16000-Electrical	Electrical Materials	<input checked="" type="checkbox"/>
0329-003	16000-Electrical	Wires and Cables	<input checked="" type="checkbox"/>
0329-004	16000-Electrical	Lighting	<input checked="" type="checkbox"/>
0329-005	16000-Electrical	Telephone Systems	<input checked="" type="checkbox"/>
0329-006	16000-Electrical	Low Voltage Systems	<input checked="" type="checkbox"/>













The 'Attachments' tab is also visible, showing a table of attached files:




Name	Size	Note	Item	Incl	Seq	Cataloged
16000 Electrical - Addendum Bid Package Addendum - 0001				m/a - Linked		1/28/2014
Electrical Spec.pdf - 0329	45KB			Native		9/24/2010

All attached files are listed in the Attachments tab.


To View an Attached File


Files that are attached to the document are listed in the Attachment tab at the bottom of the document.





Attachments		Route Detail	
	Name		Size
  	 0104_E4.0_Electrical Power Plan_Notes_and Details.pdf - 0002		585KB
  	 0106_E6.0_Lighting Control Panel and Wiring Diagrams.pdf - 0002		1.2MB
  	 0102_E2.0_Riser Diagram_Details_and Notes.pdf - 0002		724KB












1. Click icons to the right of  and  to view the file. If you mouse over the icons, a message will tell you your viewing options. For example, in the picture above,  will open the PDF files in Adobe Acrobat (if you have Acrobat on your computer).
2. Read or examine the file.
3. When you are done viewing the file, close it. .

To Download Files to Your Computer

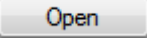
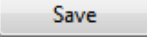
You can download all attached files onto your computer. The download package icon  appears both on the Plan Room document list and on a document's Attachments tab. The download function creates a compressed .zip file.

1. Click  either from the document list or from an open document's Attachments tab:


AVAILABLE DOCUMENTS				
	Date	Due	Title	Type
 	1/15/2013	4/17/2013	Drawings Electrical	Drawings
 	1/21/2013	2/21/2013	Trane CGACD104 100 Ton 460V Chiller	Bid Package


Attachments		Route Detail	
	Name		Size
 	 0104_E4.0_Electrical Power Plan_Notes_and Details.pdf - 0002		585KB
  	 0106_E6.0_Lighting Control Panel and Wiring Diagrams.pdf - 0002		1.2MB
  	 0102_E2.0_Riser Diagram_Details_and Notes.pdf - 0002		724KB

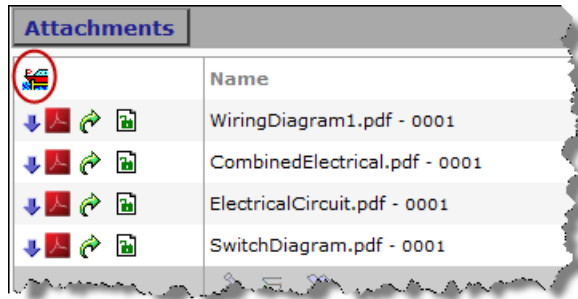
A dialog box will appear.

- Select  to see the folders within the .zip file saved on a default location on your computer/network. You can open each folder to find files.
- Select  to indicate a different location for the .zip file.

To Export Files to Your Computer

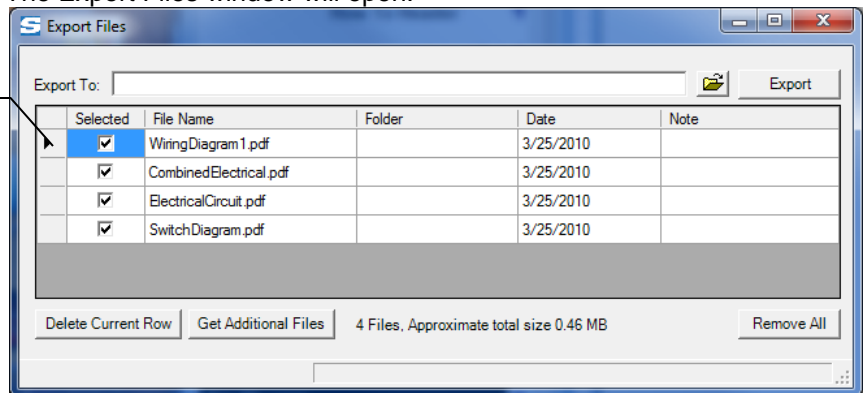
You may be able to export one or all of a document's attached files onto your computer. When available, the export icon  appears on a document's Attachments tab. The export function allows greater control to download all, some, or just one file. The export tool also downloads each file individually (no compression or .zip file is involved) and can be restarted to pick up where it left off. For this reason, the export function may be a better choice on slow or unreliable connections.



1. Click  on the Attachments tab:



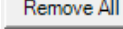
The Export Files window will open:


You can uncheck the files you don't want to download.



2. In the **Export To:** field, indicate where you want to place your copy of the files. You can also click  to browse for a location. **Note:** if you indicate a location that does not yet exist, you will be asked if you want to create it.
3. Click the  button. When the export is complete, a message box will so indicate.



Note: the files remain on the list until you click the  button. Therefore, if something (including you) interrupts the export, the files remain to be exported at a later time.

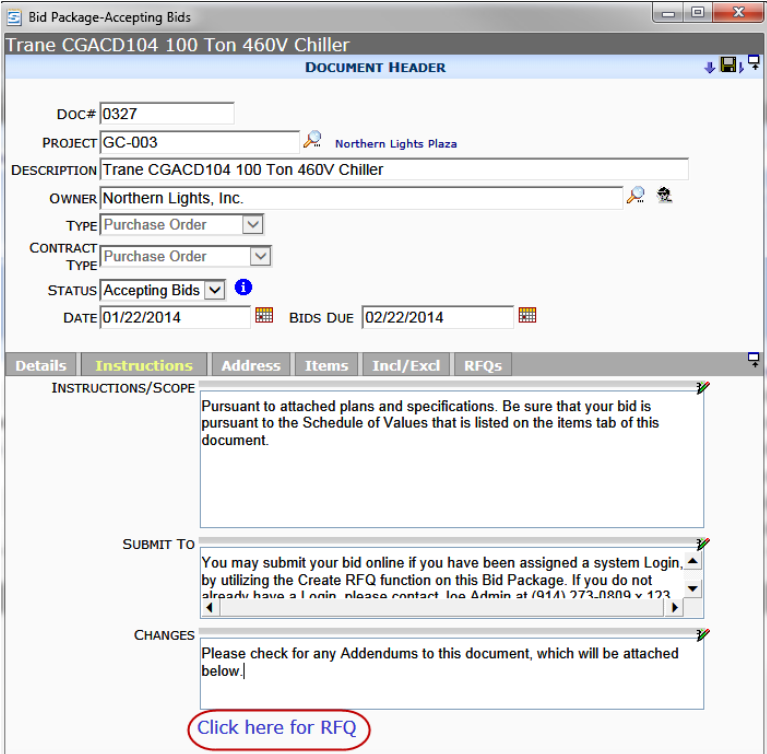
4. Click  to close the Export Files window.

To Respond to a Bid Package

TIP

If you do not see the [Click here for RFQ link](#) or it does not work, you mostly likely have not been given the proper permission to create the RFQ.

1. Open a Bid Package document.
2. After reading through the Bid Package document, click the link on the Instructions tab:



Trane CGACD104 100 Ton 460V Chiller

DOCUMENT HEADER

DOC# 0327
 PROJECT GC-003 Northern Lights Plaza
 DESCRIPTION Trane CGACD104 100 Ton 460V Chiller
 OWNER Northern Lights, Inc.
 TYPE Purchase Order
 CONTRACT TYPE Purchase Order
 STATUS Accepting Bids
 DATE 01/22/2014 BIDS DUE 02/22/2014

Instructions | Address | Items | Incl/Excl | RFQs


INSTRUCTIONS/SCOPE
 Pursuant to attached plans and specifications. Be sure that your bid is pursuant to the Schedule of Values that is listed on the items tab of this document.

SUBMIT TO
 You may submit your bid online if you have been assigned a system Login, by utilizing the Create RFQ function on this Bid Package. If you do not already have a Login, please contact the Admin at (914) 273.0800 x 173

CHANGES
 Please check for any Addendums to this document, which will be attached below.

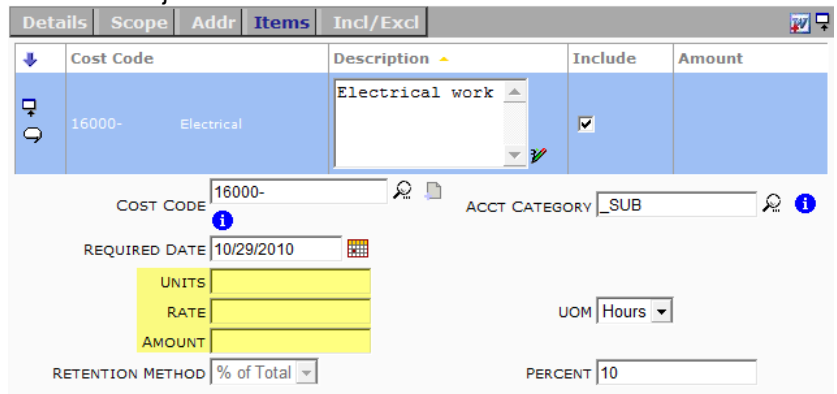
[Click here for RFQ](#)


A newly created RFQ document will open. This RFQ document will have the attached files from the Bid Package and will list the Bid Package Items (on the Items tab). In addition, your company will appear on the Vendor field and your name will appear on the Vendor Submitter field.

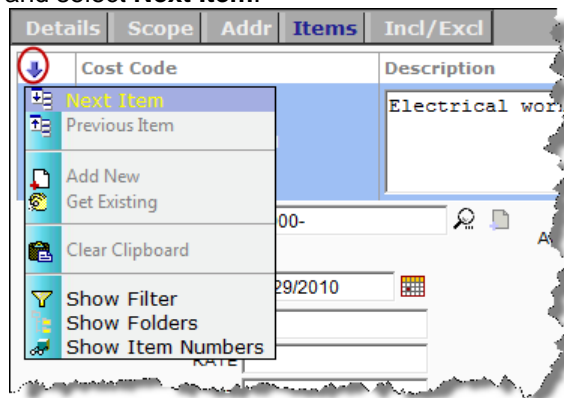
3. Go to the Items tab and click  on the first Item row to enter your information.


Details	Instructions	Address	Items	Incl/Excl	RFQs																				
			<table border="1"> <thead> <tr> <th>Item</th> <th>Cost Code</th> <th>Description</th> <th>Include</th> </tr> </thead> <tbody> <tr> <td>0329-001</td> <td>16000- Electrical</td> <td>Pursuant to Bid Package</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>0329-002</td> <td>16050- Electrical Materials</td> <td>Electrical Materials</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>0329-003</td> <td>16120- Wires and Cables</td> <td>Wires and Cables</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>0329-004</td> <td>16500- Lighting</td> <td>Lighting</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Item	Cost Code	Description	Include	0329-001	16000- Electrical	Pursuant to Bid Package	<input checked="" type="checkbox"/>	0329-002	16050- Electrical Materials	Electrical Materials	<input checked="" type="checkbox"/>	0329-003	16120- Wires and Cables	Wires and Cables	<input checked="" type="checkbox"/>	0329-004	16500- Lighting	Lighting	<input checked="" type="checkbox"/>		
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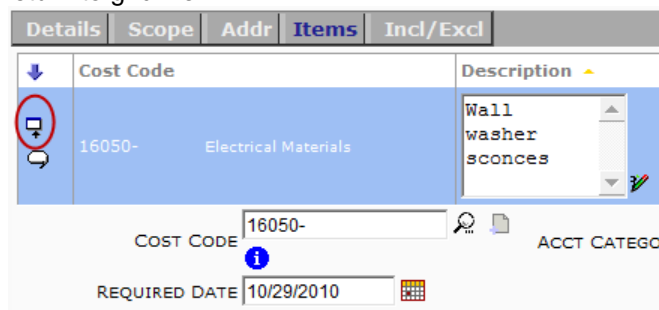
- Enter **Units** and **Rate** (if appropriate) and the Amount will be calculated or just enter an **Amount**:




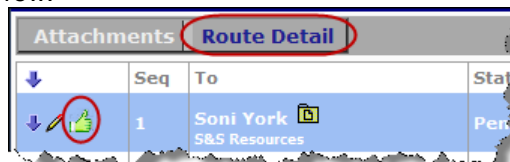
- If there are more Items, click  to open the Item Options menu and select **Next Item**:




- When you have entered information for the last Item, click  to return to grid view.



- After entering all your information, but before closing the RFQ window, go to the Route Detail tab and click  on your route row.



- You can then click  to close the RFQ window.

Note: You can actually save () close the RFQ window and later reopen it again, before routing the document.

- To reopen the RFQ window from the Plan Room Dashboard, open the Bid Package document again from the Plan Room and click the **Click here for RFQ link**. When an RFQ document already exists, this link will reopen the RFQ document.