

*****Complete contact information must be provided before an invitation to bid can be sent out, which includes: Company Name, Address, Phone, Fax, Contact Name and Email Address!**

Projectmates Instructions

Once you have sent in your contact information you will be invited to bid on an upcoming project for FCA & Lifetime Fitness – you will be able to view, download, and print the drawings and specifications thru this site. Please submit your questions and view answers to all questions online. The passwords to access the project was in a previous email that was sent to you.

In an effort to make this process smoother for you, below you will find directions for how to 1) LOGIN and 2) SUBSCRIBE to the various projects

There is a TWO-step process that you will need to complete in order to get the plans. If you only complete the first step, you will be able to logon, but you won't be able to see any plans.

1. Step One

The FIRST step is to create your own unique user name and password

This is how:

Please copy the following link and paste it in your browser.

<http://www.fcaprojects.com>

If you are the first time user of the system, click on the two links "*Registration Instructions – READ FIRST!*" and "*Register to bid on projects*" to complete the registration process. Once registered, you will be able to view the bidding projects and SUBSCRIBE to the projects you want to bid.

If you are having trouble with a pop-up blocker message, you will need to temporarily turn OFF your pop-up blocker. Please see instruction below for more info about this.

Note: I would like to encourage you to click on the "Play overview video" link and view the video explaining the Plan Room program.

The bidding for this project is by INVITATION ONLY. Therefore, please let me know immediately if you do not plan on bidding on this project.

Projectmates utilizes pop-up windows, Java, and Active-X technology. Following tests are performed on your computer when you log into Projectmates for the very first time.

2. Step 2

The second step is to SUBSCRIBE to the various projects. You won't be able to view plan docs unless you SUBSCRIBE.

Click on Bids/Plan Room (a tab). On that page you will see three blue bars - My Bids, Now Bidding, and Bid Awards. You will now need to SUBSCRIBE to the project or projects you have been invited to bid on. Look under the bar marked 'Now Bidding' and choose each project one at a time and click on subscribe. A window will open asking for your division, and specialty. Pick a division (this is a required field) that best suits your area and fill in the specialty (optional) area if you like.

The project you subscribed to should now appear under the bar marked 'My bids'. Click on the link to that projects bid docs. This will take you to a new screen. This screen will tell you a lot of information about the project - due date, contact names and information, etc. Scroll down this screen. Near the bottom you will see light blue folders marked 'Online Bid Docs'. To the left of each of those folders you will see a plus sign. When you click on it, the folder will open. You then should be able to see all of the bid docs for that project!

Going back to the folder you want, you can now see there are two ways to see each drawing (to the right of each). One is with Java viewer. This will allow you to only view each file. You won't be able to save it from here or print it. The other way to view plans is to click on 'Download'. This is the one to use. You may then simply open them to view them or save them to your hard drive or server drive. Then you can print and email any plan!

Full size paper plans or CD's are available directly from Franz Reprographics for a fee:

Franz Reprographics

Attn: Communications

2781 Freeway Boulevard

Brooklyn Park, MN 55540

763.503.3401 Voice

763.503.30409 Fax

franz@franzrepro.com



Sending in Your Bids

When you near the stage of sending FCA your bids for the project, you will need to follow the directions below.

What follows are directions for how you can submit your bids electronically through Projectmates. Of course you may still send it in via paper or fax. But the beauty of sending it in within Projectmates is that your bid is automatically and instantly viewable by the people who make the decision on bid awards.

Here is how to send them in:

- 1. Go to <http://www.fcaprojects.com/> and login in using the username and password that you created when you created your profile. And click on GO.**
- 2. Once you are in click on the 'Bids/Plan Room' tab.**
- 3. Once in the Bids/Plan Room, click on the name of the project you want to submit your bid on.**
- 4. Then up near the top you will see the word "Submit bid". Click on that.**
- 5. A new screen will open which allows you to upload your bid documents. You may either drag them from one window to this one, or cut and paste them from one window to this one.**
- 6. When you have placed (either by dragging or cutting & pasting) you bid in the box, you can then write a note in the notes box or not.**
- 7. Make sure you have "Notify the primary contact person via email about this submittal" checked. I want to be alerted when your great bid comes in!**
- 8. Lastly, click on the button marked "Submit"**

That is all there is to it. Your bid is sent to those who need to see it within our company.

ALL BIDS ARE DUE ON:

Contact Information

For any Projectmates related questions, for faxing questions, computer related questions, for questions on how to get on bidders list, due dates, bid PROCESS related questions, general assistance questions please contact:

Mike Pierson

**Preconstruction Manager
FCA Construction
2902 Corporate Place
Chanhassen, MN 55317
tel - 952-229-7521
fax – 866-381-7196
direct - 952-229-7860**

mpierson@lifetimefitness.com

<http://www.lifetimefitness.com>

For questions specific to specifications or the content of drawings – please contact the project architect for that project:

**Project Architect
FCA Construction
2902 Corporate Place
Chanhassen, MN 55317
tel - 952-229-7521
fax - 952-946-9794**

@lifetimefitness.com

<http://www.lifetimefitness.com>

For questions on requesting more time to send in bid, if bid is closed, on scope, on bid awards, negotiating, "where do they sit with the number they submitted" type questions – please contact the project manager for that project:

**Project Manager
FCA Construction
2902 Corporate Place
Chanhassen, MN 55317
tel - 952-229-7521
fax - 952-946-9794
direct – 612-328-8670**

@lifetimefitness.com

<http://www.lifetimefitness.com>



Contractor's Qualifications Statement

Date:

Submitted By:

Company Name:

Address:

Phone Numbers: Office: _____

Fax: _____

Mobile: _____

Email: _____

Principal Office/Headquarters Location: _____

Locations/Cities/State(s) Your Company Services: _____

1. ORGANIZATION/COMPANY INFORMATION

- 1.1 How many years has your organization been in business as a Contractor? _____
- 1.2 If your organization is a corporation, partnership or other:
 - 1.2.1 Date of Incorporation: _____
 - 1.2.2 Federal Tax ID#: _____
 - 1.2.3 Dun & Bradstreet #: _____
 - 1.2.4 State of Incorporation: _____
 - 1.2.5 President's Name: _____
 - 1.2.6 Vice-President's Name(s): _____
 - 1.2.7 Secretary's Name: _____
 - 1.2.8 Treasurer's Name(s): _____

2. LICENSING

- 2.1 List jurisdictions (State, City and County) and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable:

3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces:

- 3.2 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

- 3.2.1 State total worth of work in progress and under contract:

Standard Contractors Qualification Statement *(continued)*

3.3 On a separate sheet, list major projects your organization has completed in the past five years, giving the name of project, owner, architect, and contract amount, date of completion and percentage of the cost of the work performed with your own forces.

3.3.1 State average annual amount of construction work performed during the past five years:

4. REFERENCES:

4.1 Trade References:

4.2 Bank References:

4.3 Surety:

4.3.1 Name of bonding company:

POP-UP BLOCKER INFORMATION

HOW CAN I BE SURE THAT MY POP-UP BLOCKER IS TURNED OFF:

If your pop-up blocker is turned off and your session still won't launch, another pop-up blocker maybe running on your workstation without your knowledge. Because pop-up blockers have increased in popularity and are being delivered free with toolbars and software, it's not uncommon to have 3 or more pop-up blockers on your computer.

USE ONLY ONE POP-UP BLOCKER WITH YOUR BROWSER

Because pop-up blockers are so common, you most likely have more than one on your workstation. To prevent conflicts, Microsoft recommends that you use only one pop-up blocking program at a time. In general, you can use the pop-up blocker you like the most, and either turn off or uninstall the others.

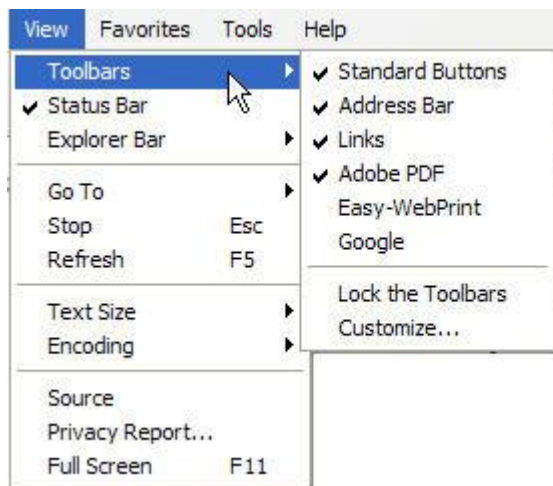
If Windows XP Service Pack 2 or later and the MSN toolbar are both installed on your computer, conflicts may occur. To prevent conflicts, Microsoft recommends that you only use the Internet Explorer pop-up blocker (from Windows XP Service Pack 2) and turn off the MSN Search Toolbar pop-up blocker.

FIND ALL OF THE POP-UP BLOCKERS INSTALLED ON YOUR COMPUTER

To allow The Session to launch, you'll need to identify all of the pop-up blockers you have running.

- Internet Explorer has a pop-up blocker if you have Windows XP Service Pack 2 or higher installed on your workstation.
- The Google, Yahoo, and MSN toolbars have pop-up blockers.
- Norton Internet Security and Norton AntiSpam have pop-up blockers.
- Additional third party pop-up blockers, such as ZoneAlarm, may be installed. Check your System Tray (at the bottom right of your screen) to see if additional pop-up blocking programs are installed.
- Click **View > Toolbars** to check for toolbars that are not visible on your screen, but are installed behind the scenes. They may contain pop-up blockers that are enabled without your realizing it.

In the example below, both the Yahoo! and Google toolbars are not selected, so they are not visible in your browser. However, their pop-up blockers are still enabled and functioning



To turn off pop-up blockers on hidden toolbars, select the toolbar to make it visible in your browser. Then you can either disable the pop-up blocker or configure it to allow pop-ups from your web site.

After you identify all of the pop-up blockers on your workstation, decide which pop-up blocker you want to use. You'll need to either turn it off each time you want to run The Session, or configure it to allow content from our website.

You will then need to turn off (temporarily disable) or remove (uninstall) the pop-up blockers on your workstation that you do not want to use.

HOW TO TURN OFF OR CONFIGURE A POP-UP BLOCKER INSTALLED ON YOUR COMPUTER

The procedures to turn off or configure pop-up blockers differ, depending on the pop-up blocker(s) you are using. Look for help files in your pop-up blocker for instructions, or look for menus or buttons on the toolbar that you can click to turn the blocker off.

Other pop-up blockers, such as ZoneAlarm, can be turned off by clicking the pop-up blocker icon on the System Tray at the bottom right of your Windows screen).

The links below provide instructions for turning off or configuring the most common pop-up blockers.

GOOGLE TOOLBAR

1. Launch your browser.
2. Navigate to the web site for House Cleaning Alliance. (For example, go to the login page for House Cleaning Alliance.)
3. Click the "blocked" button to always allow content from the site:



The pop-up blocker will remember the site and allow pop-up windows to launch.

Another option is to press and hold the CTRL key down each time you launch The Session.

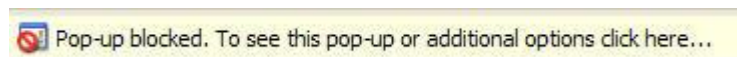
[More about the Google pop-up blocke](#)

INTERNET EXPLORER AND WINDOWS XP SERVICE PACK 2

If your version of Internet Explorer has a pop-up blocker, you have Windows XP Service Pack 2 or later installed. To run The Session successfully, you will need to configure both the pop-up blocker and firewall installed by the the Service Pack.

Configure the pop-up blocker

Follow these steps if you see the information bar "Pop-blocked..."



1. Click the information bar.
2. Click "Always allow pop-ups from this site." You should now be able to launch the session successfully.

Follow these steps if you don't see the information bar "Pop-up blocked..."

1. If you don't see the information bar below your browser's address bar, click Tools > Pop-up Blocker > Pop-up Blocker Settings.
2. In the Address of Web site to allow box, type the web address for the web site you want to allow, and then click Add.
3. Click Close. You should now be able to launch the session successfully.

Configure the firewall

OPTION A: Configure the firewall in Windows XP Service Pack 2

- Click **Start > Settings > Control Panel**.
- Double-click **Security Center**.
- Click the Windows Firewall icon near the bottom of the screen. The Windows Firewall settings open.
- Click the **Exceptions** tab
- Click the **Add Port** button.
- Name the Port **IPCD3**.
- Enter **1209** as the port number.
NOTE: Leave TCP selected.

- Click **OK**.

OPTION B: Disable the firewall in Windows XP Service Pack 2

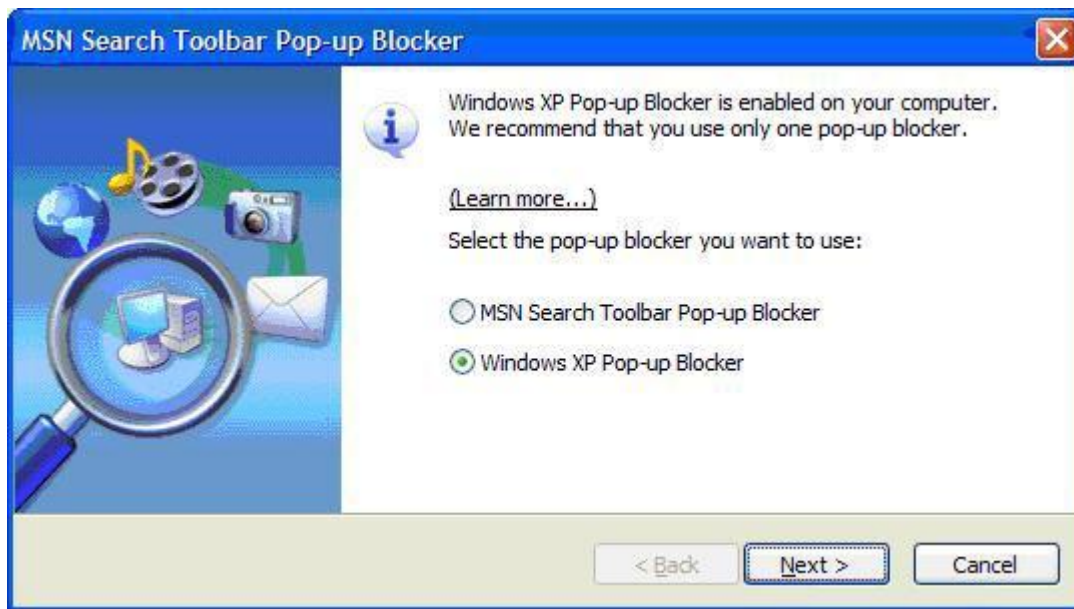
- Click **Start > Control Panel** or Click **Start > Settings > Control Panel** if you are using classic view.
- Double-click **Security Center**.
- Click the Windows Firewall icon near the bottom of the screen.
- On the General Tab of Windows Firewall, click Off [labeled "Off (Not Recommended)"].
- Click **OK**.

RELATED INFO

[More about the Internet Explorer pop-up blocker](#)

MSN SEARCH TOOLBAR

If you have Windows XP Service Pack 2 or later on installed on your computer, you also have the Internet Explorer pop-up blocker. To prevent possible conflicts, Microsoft recommends that you use only the Internet Explorer Pop-up Blocker, and turn off the MSN Search Toolbar Pop-up Blocker. Microsoft may display the following dialog to prompt you to choose one or the other.

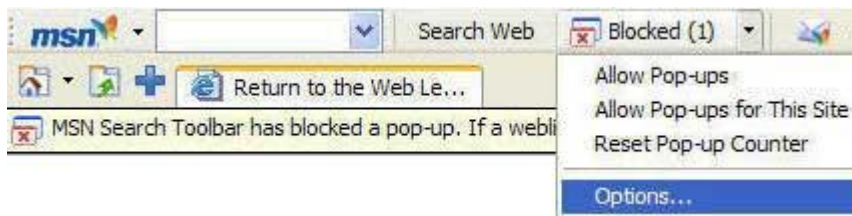


If you see this dialog, choose the Windows XP Pop-up Blocker, then follow the rest of the prompts. The MSN pop-up blocker will be turned off.

If you don't see the prompt to choose a pop-up blocker, or you don't have Internet Explorer, follow the steps below to either turn off or configure the MSN pop-up blocker.

How to turn off the MSN Search Toolbar pop-up blocker

1. On the MSN Toolbar, click the arrow next to the Pop-up Blocker button, and then click Options.



2. Clear the Turn on Pop-up Blocker check box.
3. Click OK.

How to configure the MSN Search Toolbar pop-up blocker

1. On the MSN Toolbar, click the arrow next to the Pop-up Blocker button, and then click Options.
2. Under "Allow list", type the web address (URL) of the web site for which you want to allow pop-up windows.
3. Click Add.

YAHOO TOOLBAR

Choose one of the following methods to override the pop-up blocker:

- Turn off the Pop-Up Blocker by clicking the Pop-Up Blocker button and unchecking Enable Pop-Up Blocker.



- Press and hold the CTRL key while you are launching The Session . This will override the pop-up blocker and allow The Session to run.
- Add the website content to your Allowed List by clicking the Pop-Up Blocker button and selecting Always Allow Pop-Ups From.... Then select the site (for example, www.rippleapplicationsa.com) from the Sources of Recently Blocked Pop-Ups list and click Allow.

If you are unable to configure the pop-up blocker to allow the website content, the Google toolbar and pop-up blocker may be running in the background. To check this, right-click on your browser toolbar. If "Google" appears in the menu that displays, select it. The Google toolbar will appear. Either uninstall the toolbar or turn the Google pop-up blocker off. You should then be able to configure the Yahoo pop-up blocker successfully.

[More about the Yahoo Toolbar pop-up blocker](#)

ZONEALARM

1. Right-click the ZoneAlarm icon on the system tray on your taskbar (bottom right of your screen):



2. Click the option to turn Zone Alarm off (for example, click "Shutdown ZoneAlarm Pro").

To configure the ZoneAlarm firewall to allow PLATO content, see the documentation for your ZoneAlarm product. For user guides or additional help, [contact ZoneAlarm Technical Support](#).

ZoneAlarm [Support Center](#) FAQs

HOW TO UNINSTALL POP-UP BLOCKER PROGRAMS

To prevent conflicts, Microsoft recommends that you only use one pop-up blocker at a time. You may wish to uninstall one or more pop-up blocker programs that you will not be using.

Some programs require that you remove them completely. Others, like E-Anthology/Stop-Sign, are often installed by file sharing programs like Bear Share or Kazaa. You may want to remove these programs as well, since they use up system resources and make your system vulnerable to adware, spyware, and browser hijacking.

To remove or uninstall a pop-up blocker program, use the Add/Remove Programs utility in Windows. Follow these steps:

1. Click **Start > Settings > Control Panel > Add/Remove Programs**.
2. Look for the name of the program installed (such as Pop-up Begone).
3. Select the program name, and then click **Remove**.
4. Follow any instructions you are given, then close the Control Panel.