

Assembly Instructions and Summary

After 9/1/26

This is a summary of the revised assembly process that has an implementation date of 9/1/26. **DO NOT send comb bound documents to Contracts after the project has been awarded (executed contract documents).**

County Engineer Steps

1. Follow and complete the “Preliminary Assembly Checklist (PAC)” located here [OSARC Preliminary Assembly Checklist 2020.pdf](#).
 - a. The workflow will remain the same for this part of the process.
2. Primary changes to the process:
 - a. Comb-bind the Contract Documents
 - b. Print the front and back of the Contract Documents on 8.5 x 11 inch green card stock. Use this this file [New Green Cover PDF](#) or print directly from the [Excel Program](#).
 - c. Use the “front” only printing version of the [Section 902 Proposal Form](#).
 - d. The final assembly will be 1 hard copy. The final assembly will be scanned as a PDF and distributed via automated email.
 - e. The 11x17 inch or 12x18 inch set of Plans with standards **should NOT be stapled**.
 - i. Use paper clip or binding clip or similar device to hold the plans and standards together
 - ii. Using 12x18 inch Plan documents will continue to require mailing corrections to OSARC. The use of 11x17 inch documents will not require mailing corrections and printed here at OSARC.
3. Mail the PAC checklist items to OSARC District Engineer (DE)

Upon completion and final acceptance by OSARC of the Final Assembly, OSARC Roadway staff will complete the following steps.

Final Assembly Steps

1. The Preliminary Assembly will now become the Final Assembly. Only this 1 copy will be needed.
2. OSARC will print and replace pages in the PAC documents.
 - a. The County will not have to send more documents unless they are using 12x18 size plans.
3. The Final Assembly will go to the OSARC DE to set a bid date.
4. The Final Assembly will go to Roadway when a bid date is set. Roadway will process the bid letting date.
5. The Final Assembly will go to Contracts.
6. Contracts will print the “Advertisement Letter” and put the letter and the Form 900 on top of the contract documents.
7. Contracts will obtain signatures for the Contract Documents and Plans from the State Aid Engineer.
8. Contracts will take the documents to Roadway for scanning and distribution.
9. OSARC will scan the Contract documents and the Plans with Standards.
10. OSARC will generate an automate email with a link to the “Final Assembly”
11. The email will go to the following:
 - a. County emails on file for the project
 - b. Mississippi Road Builders Association (MRBA)
12. Roadway will send the hard copy of the Final Assembly to file.
13. If the County operates on the “beat” system, the County is responsible for delivering a copy to the Chancery Clerk. OSARC will eliminate this copy.