Bid Example for project < $100k

E-BUILDER BIDDING PORTAL FOR UNIVERSITY OF MISSOURI PROJECTS

<table>
<thead>
<tr>
<th>Invitation Key</th>
<th>Villa Building - Transformer Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Villa Transformer Replacement</td>
</tr>
<tr>
<td>Bid Package</td>
<td>Demolition of existing outdoor dry-type transformer and concrete pad, installation of new pad-mounted oil filled 6150V transformer and new electrical cables.</td>
</tr>
<tr>
<td>Bid Description</td>
<td></td>
</tr>
<tr>
<td>Project Address</td>
<td>St Louis, MO USA</td>
</tr>
<tr>
<td>Bid Due Date/Time</td>
<td>01.28.2021 1:00 PM</td>
</tr>
<tr>
<td>Bid Time Zone</td>
<td>(UTC-06:00) Central Time (US &amp; Canada)</td>
</tr>
</tbody>
</table>

Bid Contact

<table>
<thead>
<tr>
<th>Contact</th>
<th>Greg Neuner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:neunger@sumsystem.edu">neunger@sumsystem.edu</a></td>
</tr>
</tbody>
</table>

You have been invited to bid. Click here to gain access to the project bid information.

Note: You will be required to register in order to view the bid details if you do not have an e-Buildr username and password.
Test Bid on UM project

**LOGIN**

Below is the LOGIN screen for bidder in the e-Builder Bid Portal. *Note – If you already have an e-Builder account with the University of Missouri or other entity, you must use this Bid Portal login page. You can access it by clicking the “click here” link on your invitation to bid e-mail as shown on the cover sheet. Do not login as you normally would on a project you are an active member of.*

**IMPORTANT:** Do not share your invitation e-mail with anyone outside of your company. The INVITATION KEY is at the top of the e-mail and it is a key designated to your company. If you want to inform a subcontractor or vendor about the project, either remove the keycode, or create a new e-mail.

Once you’ve logged in (prior bidder), or created a new account (first time bidder), you will be directed to the bid portal for that particular project. You will see a dashboard with project status, bid due date and time, and Summary. Below that is three (3) tabs: Package Invitation; Response Form; and Q&A Board (see image below).
BID DOCUMENTS

Under PACKAGE INVITATION you can accept or decline. There are three more tabs: Bid Info; Invitation Documents; and Addenda. Invitation documents include the bid drawings, specifications, and bid forms for download. See image below:

<table>
<thead>
<tr>
<th>Package Invitation</th>
<th>Response Form</th>
<th>Q&amp;A Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

01.27.2021 4:16 PM (GMT-06:00) Central Time (US & Canada)

Bid info    Invitation Documents (7)    Addenda (1)

Click this icon to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name                  Uploaded on                   File Size

- 45.01 Bid Documents (7)
  01.19.2021 9:50 AM

- UMSL SC008201 ADDENDUM NO 1.pdf
  Version 1
  01.27.2021 4:13 PM
  109.13 KB

- Bidding Instruction Guide (eBuilder).docx
  Version 1
  01.27.2021 4:28 PM
  20.16 KB

- BID FORM for SC008201.docx
  Version 1
  01.20.2021 12:43 PM
  26.74 KB

- Invitation For Bids_UMSL Villa Transformer Replacement.pdf
  Version 1
  01.20.2021 12:43 PM
  90.81 KB

- Supplier Diversity Evaluation Forms.docx
  Version 1
  01.20.2021 12:43 PM
  45.16 KB

- UMSL SC008201 Project Manual_BID.pdf
  Version 1
  01.20.2021 12:43 PM
  4.42 MB

- UMSL SC008201 Sealed Drawings.pdf
  Version 1
  01.20.2021 12:43 PM
  3.05 MB

IMPORTANT: To enter your bid prior to the bid opening, it is highly recommended that you log in through the bid portal and ACCEPT whether you will bid several hours prior. If there are any issues, contact e-Builder Support as directed on the initial invitation e-mail from e-Builder. (I flagged my invitation e-mail and used the “click here” link to login every time.)

ENTERING BID

Click on the Response Form tab.

Follow Steps 1 – 3 as described on the next page.
Test Bid on UM project

University of Missouri System / Villa Building - Transformer Replacement

Villa Transformer Replacement

<table>
<thead>
<tr>
<th>Status</th>
<th>1 Days 1 Hours 9 Minutes Left</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Package</td>
<td>Open</td>
<td>Due on 02.03.2021 at 1:00 PM (GMT-06:00) Central Time (US &amp; Canada)</td>
</tr>
<tr>
<td>Bidding</td>
<td>Will Bid</td>
<td></td>
</tr>
<tr>
<td>Response Submitted</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Step 1: Bid Form** – see above snip where the test bidder filled out his bid price.

**Step 2: Response Documents** under Response Form Tab (see image on the next page)

In this example, there was a field to upload or drag and drop files. I enclosed my test bid form. The image shows the Bid Form and it also shows the files uploaded from Step 3. *(Bidders reported having to use a different browser for uploading their files. I did not experience any issues using Firefox or Google Chrome).*
STEP 3 – The Additional Required Information tab

Note that when an Addendum is issued to the bidders, eBuilder automatically updates that addendum with a checkmark box which is required to submit the bid. See underlined in the image below.

Note: When I set up the bid package, I created a field to upload/drag and drop a file for the following:

1 - Supplier Diversity Forms; 2 - Bid Bond (if over $50,000); 3 - A string field (see underlined in below snip) to enter your SDVE participation.

For larger projects, additional fields may be included for bidders to enter MBE, WBE/DBE/Veteran, SDVE participation separately and even the major subcontractors. Or, a field to upload the Bid Form. This will vary by project size and campus preference.

SUBMIT BID

After Bid is submitted, your screen will look like the image on the next page. You can change or Recall your bid prior to the exact time bids are due.
Test Bid on UM project

**University of Missouri System / Villa Building - Transformer Replacement**

**Status**
- Bid Package: Open
- Bidder: Will Bid
- Response Submitted: Yes

**Summary**
- Base Bid Total: 47,000.00

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**Bid Tabulation**

Here is an example of the Bid Tabulation automatically generated from e-Builder from a recent UMKC project. The bidders can’t see this tabulation. The campus may choose to have the bid opening live using Zoom, at location included in the invitation to Bid, or other means. The bid tabulation shows the base bid, alternates (if applicable), file attachments, Supplier Diversity participation, etc. for each bidder. Unfortunately, naming conventions on the files are whatever the contractor names it, so it’s a little confusing.

We took this, exported it to Excel, and created additional rows to provide the totals with alternates. Once done, that can be made public on your website or however the campus finds the best means to share it. I hope this helps.