Oregon Department of Transportation
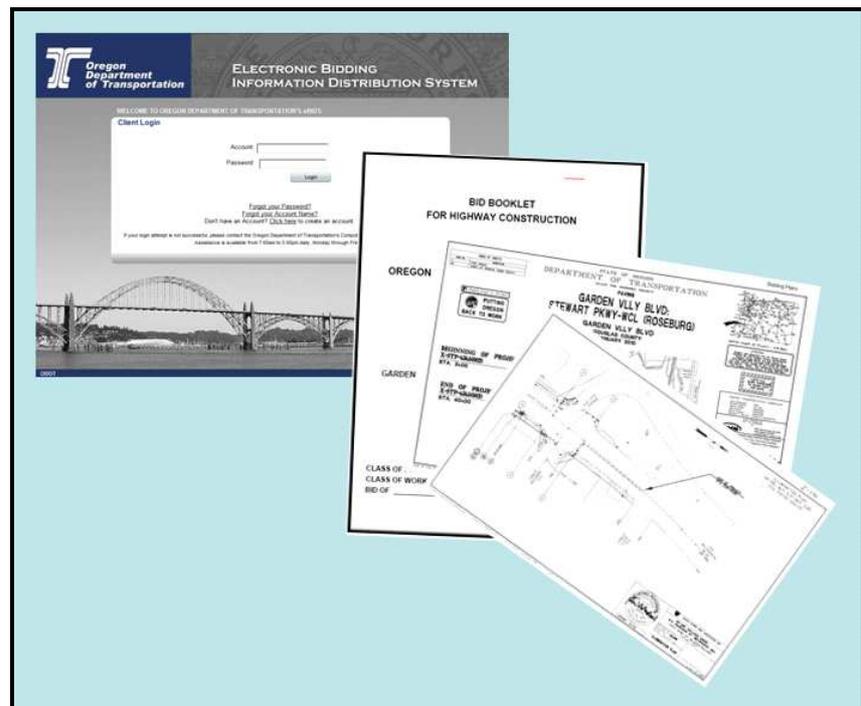
ODOT User's Guide to Electronic Bidding Information Distribution System (eBIDS)

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About This Document

This document provides ODOT staff with an overview of the Electronic Bidding Information Distribution System (eBIDS), along with step-by-step instructions on using eBIDS to locate, view and download bid and bid reference documents issued for ODOT's design-bid-build highway construction projects.

Introduction to eBIDS

About eBIDS   eBIDS allows interested parties to locate, view and download bid and bid reference documents issued for ODOT's highway construction projects. External users may also use eBIDS to register as plan holders on projects.

eBIDS **only** contains bid-related documents for ODOT design-bid-build projects. Bid-related documents for A+B+C projects and projects let via methods other than ODOT's Procurement Office – Construction Contracts Unit are **not** available through eBIDs.

Access eBIDS   ODOT staff, vendors and others may access eBIDS from the website of the ODOT Procurement Office – Construction Contracts Unit at: http://www.oregon.gov/ODOT/CS/CONSTRUCTION/. Click the **eBIDS** link to open the eBIDS home page.
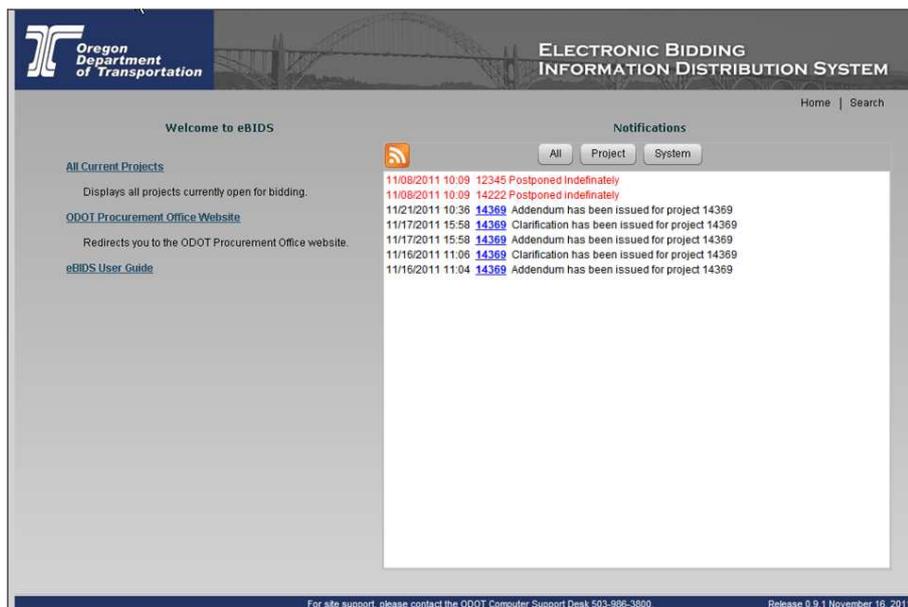
*Note: For quick access in the future, you may want to bookmark or add eBIDS to the **Favorites** list on your Internet browser.*

From the eBIDS home page, you may:

- View all current projects

- Go to the *Simple Search* page to search for specific projects or to access the *Advanced Search* page

- View project and/or system notifications

- Follow a project or system notification link to the *Simple Search* page and open the corresponding project record

- [Subscribe to an RSS feed to automatically receive future project and/or system notifications](#)

- [Go to the ODOT Procurement Office – Construction Contracts Unit's website](#)

- Open the online version of this user guide

To close and exit eBIDS, close your Internet browser.

eBIDS Tips   When using eBIDS, keep these tips in mind:

- eBIDS only contains bid-related documents for highway construction design-bid-build projects advertised in or after January 2012.

- All bid and bid reference documents are available in PDF format. Please contact the ODOT Computer Support Desk if you need Adobe® Reader®.

- Internal ODOT users may use eBIDS to locate bid and bid reference documents for all projects in bidding and post-bidding phases; however, external users may only access documents for projects in the bidding phase.

- Don't use your browser's back and forward navigation buttons to move between windows, pages and tabs. Instead use the links provided on each eBIDS page.

- When an eBIDS user downloads bid or bid reference documents, this does not register the user on the plan holder list.

- Internal ODOT users **cannot** register on the plan holder list. When an external eBIDS user registers on a plan holder list, a 30 to 45-minute delay occurs between when the person registers and when the registration appears on the plan holder list.

- If you need help with eBIDS, contact the ODOT Computer Support Desk at 503-986-3800. Assistance is available from 7 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

View Project and System Notifications

On the eBIDS home page, project and system notifications appear on the right side of the page.

Click the corresponding button to view **All** notifications, **Project** notifications only or **System** notifications only.

You may also click a **Contract Number** included in a notification to open the *Simple Search* page with the corresponding project listed in the search results. Go to Search Results for more information.

Subscribe to RSS Feed

On the eBIDS home page, you may subscribe to automatically receive an RSS feed of future project and/or system-related notifications generated by the eBIDS application.

To add eBIDS notifications to your RSS feed reader, click the RSS feed ⬛ icon.

eBIDS Search Options

eBIDS provides three options for identifying projects that ODOT currently has out to bid.

View All Current Projects

On the eBIDS home page, click the **All Current Projects** link to open the *Simple Search* page with all current projects listed.

Go to Search Results for information on viewing and downloading bidding-related documents associated with current projects listed in the search results.

Simple Search

On the eBIDS home page, click the **Search** link to open the *Simple Search* page. You may also click the **Go to Simple Search** link on the *Advanced Search* page to open the *Simple Search* page.

Go to Simple Search for information on performing a simple search using eBIDS.

Advanced Search

On the *Simple Search* page, click the **Go to Advanced Search** link to open the *Advanced Search* page.

Go to Advanced Search for information on performing an advanced search using eBIDS. The advanced search offers more search criteria options and should be used when looking for projects in the post-bid phase.

Search Tips

- The *Simple Search* page defaults to all current projects. The *Advanced Search* page offers more search criteria options and should be used when looking for projects in the post-bid phase.

- Enter sufficient search criteria to identify the desired project(s) without returning too many or too few results. The more specific criteria you enter, the better the search results.

- The search process looks for all project records that contain **all** of the search criteria you enter. For example, if you enter a **Contract Number**, **Class of Work** and **County**, then the search results will include each project that contains **all** of these entered criteria.

- The search value you enter is not case sensitive. For example, entering "SMITH" or "smith" or "SmiTH" in the **Project Name** field will produce the same search results.

- You may enter a partial value but the search results will include all projects with this partial value in the searched field. For example, if you only enter "1" in the **Contract Number** field, the search will return all projects which contain a "1" anywhere in the **Contract Number**. If you are not specific enough, this could result in too many matching documents.

- If your search results in no or very few matching projects, reduce your search criteria. For example, search only on **Contract Number**, instead of **Contract Number**, **Class of Work** and **County**.

- If your search results in too many matching projects, increase the number of criteria used in your search. For example, search on **Class of Work** and **County**, instead of just **Class of Work**.

- A maximum of 200 results may be returned with any one search.

Simple Search

Perform a Simple Search

1. On the eBIDS home page, click **Search** to open the *Simple Search* page.

The page opens by default with all of the current projects listed.

2. Enter or select search criteria, as applicable, to narrow your search for project(s) you want to locate. Refer to Table 1 for descriptions of the available search criteria and to Search Tips for helpful information on performing an effective search.

3. Click **Search**. The system completes the search and displays the results in the lower portion of the window. Refer to Search Results for more information.

4. Click [printer icon] to print the search results to a selected printer.

5. Click **Clear** to clear the entered search criteria and any displayed results.

6. Click the **Go to Advanced Search** link to open the *Advanced Search* page. Refer to Advanced Search for more information.

7. Click **Home** to return to the eBIDS home page.

Table 1. Simple Search Criteria

Field	Description
Contract Number	Enter the full or partial contract number.
Project Name	Enter the full or partial name of the project.
County	From the drop-down menu, select the Oregon county in which to search for projects. If more than one county is applicable, select **Various**.
Current Projects	Check this box to search for all current projects. By default, this is selected.
DBE/MWESB	Check this box to search for all projects that have a DBE goal or MWESB target greater than zero.
Bid Letting Date From	Enter or select the date to locate projects with the bid opening on or after the specified date.
Class of Work	From the drop-down menu, select the class of work for projects to locate. Classes of work include:

- AB   Aggregate Bases
- ACP   Asphalt Concrete Paving and Oiling
- REIN   Bridges and Structures
- BLD1   Buildings
- EART   Earthwork and Drainage
- ELEC   Electrical
- LS   Landscaping
- MHA   Miscellaneous Highway Appurtenances
- MULT   Multiple Classes of Work
- PAI1   Painting
- PAVE   Pavement Marking
- PCP   Portland Cement Concrete Paving
- AC   Rock Production
- SIGN   Signing (Permanent)
- TTC   Temporary Traffic Control

Advanced Search

Perform an Advanced Search

1. On the eBIDS home page, click **Search** to open the *Simple Search* page.

2. On the *Simple Search* page, click the **Go to Advanced Search** link to open the *Advanced Search* page.

3. Enter or select search criteria, as applicable, to narrow your search for the project(s) you want to locate. Refer to Table 2 for descriptions of the available search criteria and to [Search Tips](#) for helpful information on performing an effective search.

4. Click **Search**. The system completes the search and displays the results in the lower portion of the window. Refer to [Search Results](#) for more information.

5. Click [printer icon] to print the search results to a selected printer.

6. Click **Clear** to clear the entered search criteria and any displayed results.

7. Click the **Go to Simple Search** link to return to the *Simple Search* page. Refer to [Simple Search](#) for more information.

8. Click **Home** to return to the eBIDS home page.

Table 2. Advanced Search Criteria

Field	Description
Contract Number	Enter the full or partial contract number.
Key Number	Enter the full or partial key number.
Project Name	Enter the full or partial name of the project.
Class of Work	From the drop-down menu, select the class of work for projects to locate. Classes of work include: • AB Aggregate Bases • ACP Asphalt Concrete Paving and Oiling • REIN Bridges and Structures • BLD1 Buildings • EART Earthwork and Drainage • ELEC Electrical • LS Landscaping • MHA Miscellaneous Highway Appurtenances • MULT Multiple Classes of Work • PAI1 Painting • PAVE Pavement Marking • PCP Portland Cement Concrete Paving • AC Rock Production • SIGN Signing (Permanent) • TTC Temporary Traffic Control
Bid Item Description	Enter a full or partial description of the bid item for which to search.
County	From the drop-down menu, select the Oregon county in which to locate projects. If more than one county is applicable, select **Various**.
Route Number	From the drop-down menu, select the highway/road number for which to locate projects. If more than one highway is applicable, select **Various Highways**.
Current Projects	Check this box to search for all current projects.
Bid Letting Date	Enter or select the date to locate projects with a bid opening on or after/before the specified date.
Bid Advertisement Date	Enter or select the date to locate projects with a bid advertisement on or after/before the specified date.
Region	From the drop-down menu, select the ODOT region (**1**, **2**, **3**, **4** or **5**) in which to locate projects.
DBE/MWESB	Check this box to search for all projects that have a DBE goal or MWESB target greater than zero.

Search Results

Once you complete a search, the search results appear in a grid format, below the search criteria fields, in the lower portion of the *Simple Search* or *Advanced Search* page. The number of projects found, matching the search criteria, appears above the search results grid.

To open/view a specific project record, click on the specific search result to open the *Project Details* window. Go to Project Details for more information.

To sort the search results, click on a column heading to sort **all** of the search results in ascending or descending order by the selected column category. The default sort is by **Bid Letting Date**, then **Contract Number**.

To rearrange the search result columns, select a column header, hold and drag the column to a new location. This column order remains during the current eBIDS session only; it returns to the default order at the next eBIDS session.

To perform another search, click **Clear** to clear the existing search criteria and results. Enter the new search criteria and click **Search**.

To print the search results, click to print the search results to a selected printer.

To hide the search criteria on the Advanced Search page, click **Hide Search Criteria**. This hides the search criteria and changes the button label to **View Search Criteria**. Click the button again to display the *Advanced Search* page criteria; the button changes back to **Hide Search Criteria**.

Project Details

Click on a search result to open the *Project Details* window to view project and item details, along with bid and bid reference documents associated with a selected contract number.
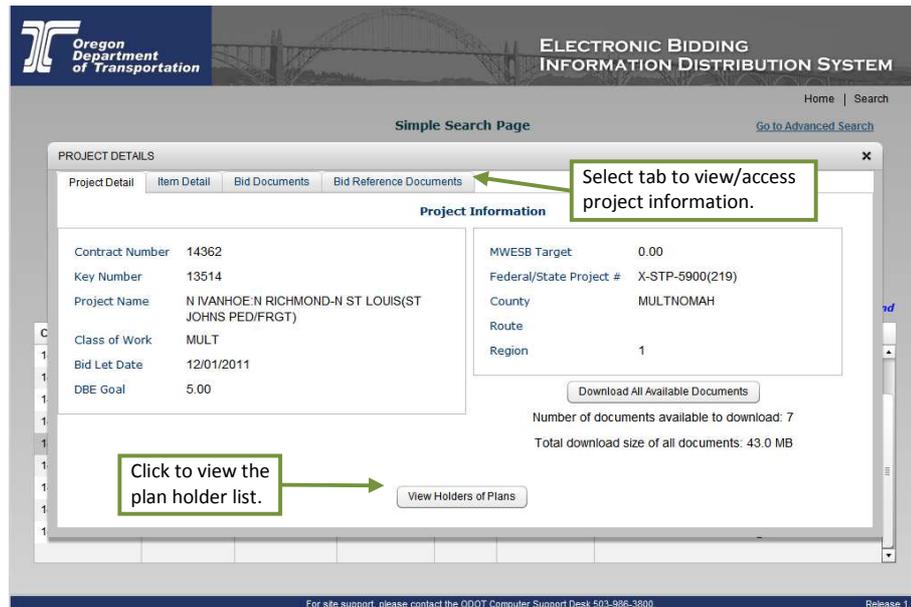

Project information appears on four different tabs:

- [Project Detail](#)

- [Item Detail](#)

- [Bid Documents](#)

- [Bid Reference Documents](#)

From the *Project Details* window, you may also view the plan holder list. Go to [Plan Holder List](#) for more information.

To return to the search results, click the **X** in the upper right corner to close the *Project Details* window.

Project Detail Tab

The **Project Detail** tab provides high-level project information. You may also download all available bid and bid reference documents from this tab.
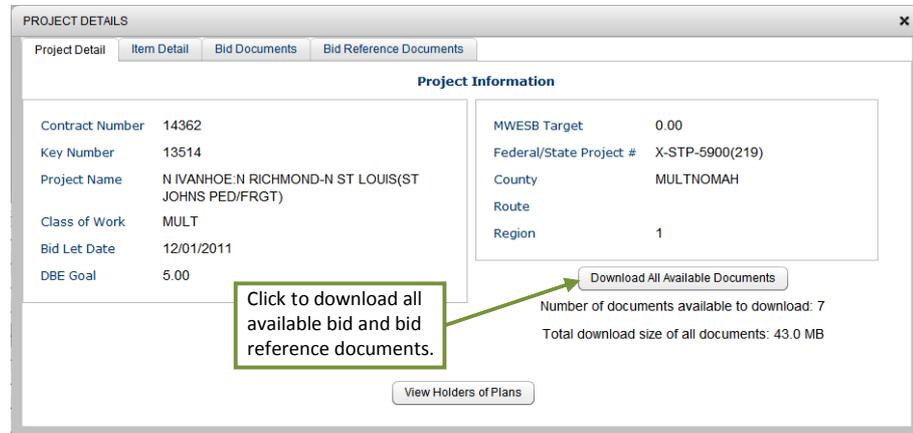

Download All Available Documents

To download all available documents as a .ZIP file:

1. Click **Download All Available Documents.** The *File Download* window opens**,** asking if you want to open or save the selected documents.

2. Click **Save** to download and save the files to your desktop as a .ZIP file or click **Open** to download the files and then open and view the documents in Adobe Reader.

Note: As an alternative to downloading all available documents from the Project Detail tab, you may also download selected bid and bid reference documents from the corresponding **Bid Documents** *and* **Bid Reference Documents** *tabs.*

Item Detail Tab

The **Item Detail** tab lists items included within the bid request.
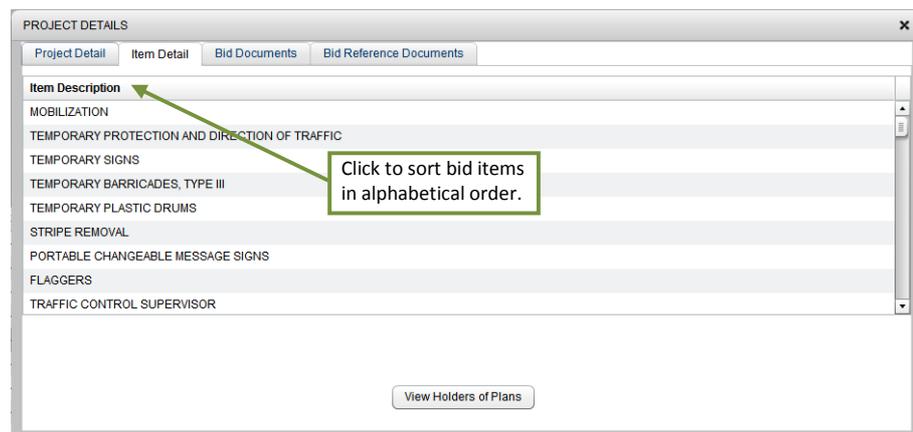
By default, the listed items appear in bid item number (which is not displayed) as would be found in a bid schedule. Click **Item Description** to sort the list alphabetically, in ascending or descending order.

Bid Documents Tab

The **Bid Documents** tab lists the available bid documents for the selected project. From this tab, you may:

- Download a single bid document and open it in Adobe Reader

- Download selected bid documents as a .ZIP file

- Download all bid documents as a .ZIP file

- View bid document information
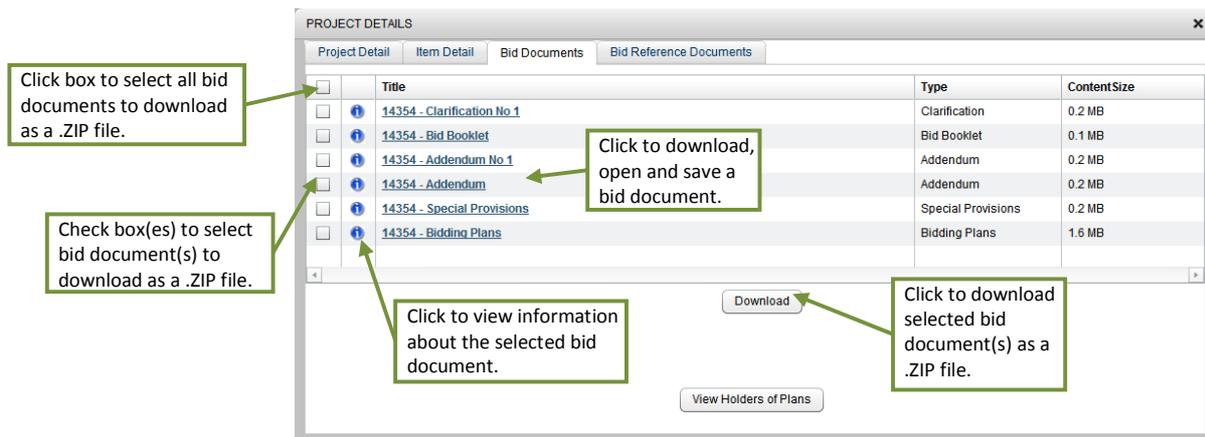
Types of bid documents available for any specific project may include:

- Bidding plans

- Bid special provisions

- Bid booklet

- Plan holder list

- Addenda

- Letters of clarification

- Mandatory pre-bid conference attendees list

Download Bid Documents

To download and open a single bid document, click a document title to download and open it in Adobe Reader. Once opened in Adobe Reader, you may save a copy or print the bid document.

To download selected bid document(s) as a .ZIP file:

1. Check the box(es) in front of the **Title** of the document(s) to download. *Note: Check the box in the heading row of the documents to quickly select all of the listed documents to download. Click it again to deselect all of the listed documents.*

2. Click **Download**. The *File Download* window opens, asking if you want to open or save the selected documents.

3. Click **Save** to download and save the files to your desktop as a .ZIP file, or

click **Open** to download the files and then open and view the selected documents in Adobe Reader.

Bid Reference Documents Tab

The **Bid Reference Documents** tab lists the available bid reference documents. From here, you may:

- Download a single bid reference document and open it in Adobe Reader

- Download selected bid reference documents as a .ZIP file

- View bid reference document information
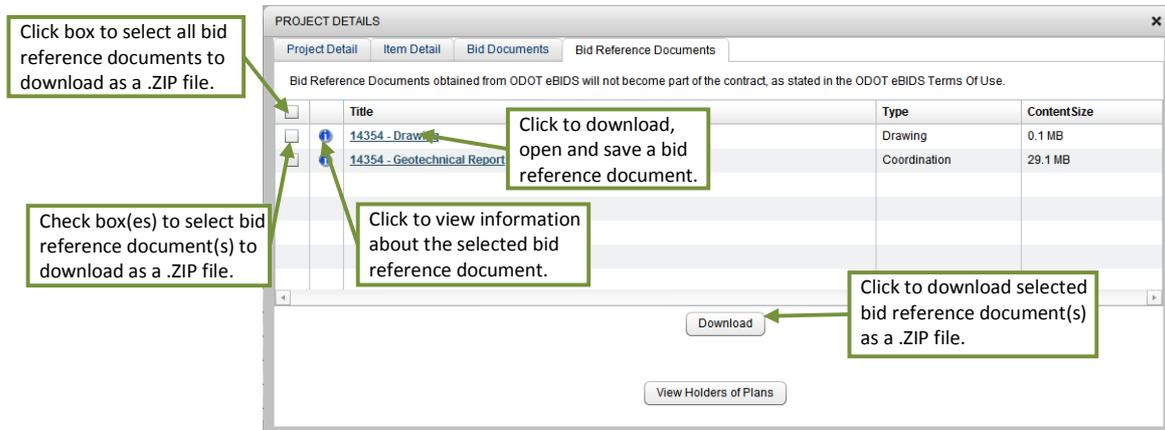
Types of bid reference documents available for any specific project may include:

- Local land use permit

- Final geotechnical report

- Hazardous materials corridor study report (level 1)

- Hazardous materials preliminary site investigation report (level 2)

- Hydraulics report

- Storm water report

- Earthwork cross-sections

- As-constructed drawings

Note: Bid reference documents obtained from eBIDS do not become part of the contract, per the eBIDS terms of use.

Download Bid Reference Documents

To download and open a single bid reference document, click a document title to download and open it in Adobe Reader. Once opened in Adobe Reader, you may save a copy or print the bid reference document.

To download selected bid reference document(s) as a .ZIP file:

1. Check the box(es) in front of the **Title** of the document(s) to download. ***Note:*** *Check the box in the heading row of the documents to quickly select all of the listed documents to download. Click it again to deselect all of the listed documents.*

2. Click **Download**. The *File Download* window opens**,** asking if you want to open or save the selected documents.

3. Click **Save** to download and save the files to your desktop as a .ZIP file, or click **Open** to download the files and then open and view the selected documents in Adobe Reader.

Plan Holder List

View Plan Holder List

From the *Project Details* window, click **View Holders of Plans** to view the plan holder list online.

Note: When an external eBIDS user registers on a plan holder list, a 30 to 45-minute delay occurs between when the person registers and when the registration appears on the plan holder list.

The plan holder list includes a **Holders of Bidding Plans** tab for registered prime contractors and a **Holders of Informational Plans** tab for other registered entities such as subcontractors and suppliers who are interested in the project.

To view a plan holder's address and contact details, click on a **Company** name and the **Company Details** and **Contact Details** appear below the list.

To print the selected plan holder list, click the [printer icon] printer icon.

To return to the search page, click **Back to Search**.