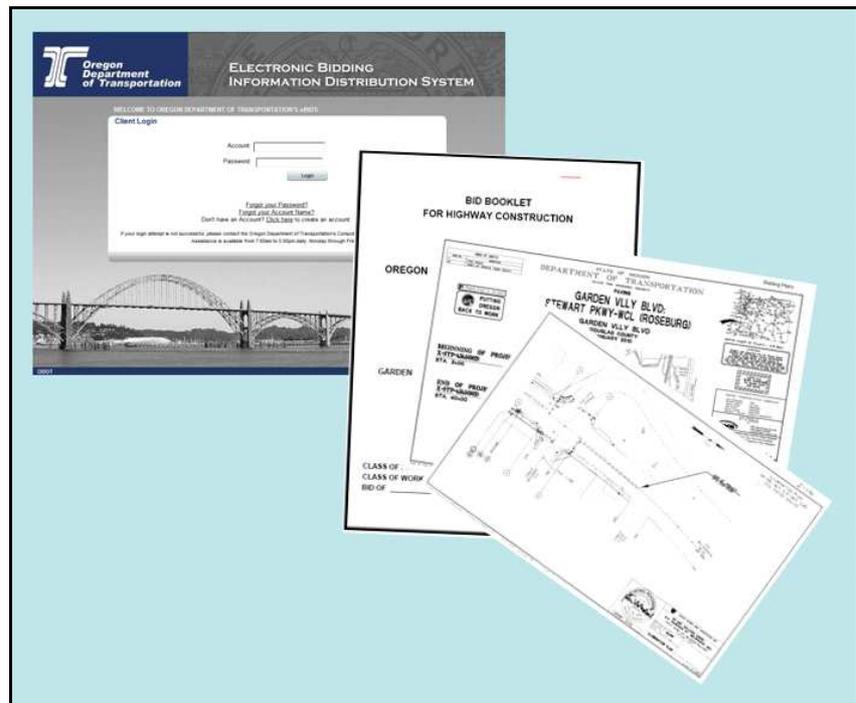




Oregon Department of Transportation

Electronic Bidding Information Distribution System (eBIDS) User Guide



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Version 1.0

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About This Guide The Electronic Bidding Information Distribution System (eBIDS) is an online tool developed and maintained by the Oregon Department of Transportation (ODOT). This document provides an introduction and step-by-step instructions for using eBIDS.

Welcome to eBIDS!

The Electronic Bidding Information Distribution System (eBIDS) is an online tool that enables contractors, suppliers and other interested parties to locate, view and download bid-related documents for highway construction projects that ODOT currently has advertised for bid. ODOT vendors may also self-register on eBIDS as a holder of the bidding and/or informational plans for these projects.



Note: ODOT highway construction projects in pre-bid and post-bid phases do not appear on eBIDS.

eBIDS is available from the ODOT Procurement Office – Construction Contracts Unit’s website at <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/> or on the Internet at <https://ecm.odot.state.or.us/cf/EBIDS/>.



What’s Next? To use eBIDS, you must first create an eBIDS account. After that, you may:

- [Log in to eBIDS](#)
- [Locate current ODOT highway construction projects advertised for bid](#)
- [View project information](#)
- [View and download bid and bid reference documents](#)
- [View the holders of plans lists](#)
- [Register as a holder of plans \(requires a valid vendor number from ODOT\)](#)
- [View project and system updates](#)
- [Subscribe to automatically receive an RSS feed of project and system updates](#)
- [Manage your eBIDS account](#)



Note: See [Appendix A](#) for information on how to create an eBIDS account.



Tip! For helpful suggestions and information about what to expect when you use eBIDS, refer to [Tips for Using eBIDS](#).

Log In to eBIDS

You must have an active eBIDS account to log in to eBIDS. For information on how to create an eBIDS account, refer to [Appendix A](#).

To log in to eBIDS:

1. Launch your Internet browser and go to:
 - The eBIDS page at <https://ecm.odot.state.or.us/cf/EBIDS/> or
 - The ODOT Procurement Office – Construction Contracts Unit’s website at <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/> and click the **eBIDS** link

The *Client Login* page opens.



Tip! For quick access in the future, bookmark or add eBIDS to the **Favorites** list on your Internet browser.

2. Enter your **Account** name and **Password**.



Note: If you have forgotten your **Password**, go to [Appendix B](#) for information on how to reset it. If you have forgotten your **Account** name, go to [Appendix C](#) for information on how to retrieve it.

3. Click **Login**. The eBIDS home page opens.



Note: If there has been a change in the eBIDS Disclaimer and/or Terms of Use since you originally activated and signed into your account, the Disclaimer page opens. Read the Disclaimer and Terms of Use. Check **I agree** and click **Submit**. The eBIDS home page opens.

The screenshot shows the eBIDS system interface. At the top left is the Oregon Department of Transportation logo. The main header reads 'ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM'. Below the header are navigation links for 'Home', 'Search', and 'Help'. The main content area is divided into two columns. The left column, titled 'Welcome to eBIDS', contains several links: 'All Current Projects' (with a sub-description), 'ODOT Procurement Office Website', 'eBIDS Terms of Use and Disclaimer', and 'eBIDS User Guide / FAQs'. The right column, titled 'Notifications', features an RSS icon and three filter buttons: 'All', 'Project', and 'System'. Below these buttons is a list of three notification entries, each with a timestamp, a project ID, and a description of the event (e.g., 'Addendum has been issued for project 14321'). The footer of the page includes a 'Home' link, a support contact number (503-986-3355), and the release version '0.9.1'.



Note: If your log-in attempt is **not** successful, contact the ODOT Computer Support Desk at 503-986-3355. Assistance is available by phone from 7 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. You may also contact them by email at ODOTComputer.Support@odot.state.or.us, however, it may take longer to receive a response.



What's Next? Once you log in to eBIDS, you may:

- [Locate current ODOT highway construction projects advertised for bid](#)
- [View project information](#)
- [View and download bid and bid reference documents](#)
- [View the holders of plans lists](#)
- [Register as a holder of plans \(requires a valid vendor number from ODOT\)](#)
- [View project and system updates](#)
- [Subscribe to automatically receive an RSS feed of project and system updates](#)
- [Manage your eBIDS account](#)



Tip! For helpful ideas and information about using eBIDS, refer to [Tips for Using eBIDS](#).

Tips for Using eBIDS

When using eBIDS, keep these tips and important information in mind:

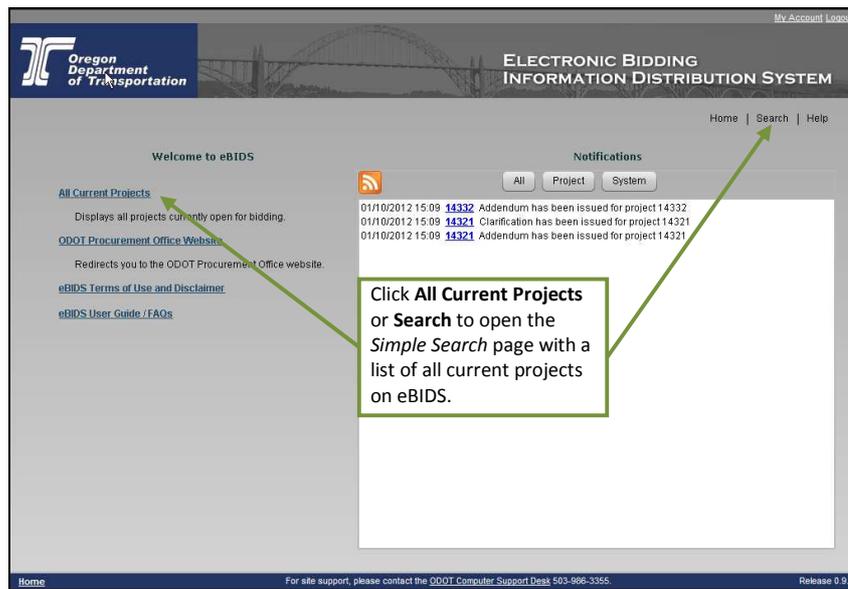
- eBIDS only provides access to bid-related documents for ODOT highway construction projects currently in the bidding phase. ODOT highway construction projects in pre-bid and post-bid phases do not appear on eBIDS.
- All bid and bid reference documents are provided in PDF format. If you need Adobe® Reader®, go to the Adobe website (www.adobe.com) to download the most current version for free.
- To move between eBIDS windows, pages and tabs, use the links provided on each eBIDS page. **Do not use your browser's back and forward navigation buttons.**
- You may download bid and bid reference documents **without** registering as a holder of plans.
- ODOT considers a bid responsive **only** if the organization is registered on the holders of bidding plans list. Designate one or two people in your organization to register as a holder of bidding plans to make sure this critical step is completed.
- To be considered as a holder of bidding or informational plans, you must register as such on eBIDS. Go to [Register as Holder of Plans](#) for more details.
- To register as a holder of bidding or informational plans, your company must have a valid vendor number issued by ODOT.
- To register as a holder of bidding plans, you must be prequalified by ODOT in the project's class of work. To register as a holder of informational plans, you do not need this prequalification.
- When you register as a holder of bidding or informational plans, you will receive immediate confirmation of your registration, however, a delay of up to 90 minutes may occur before your name appears on the corresponding plan list. Notify the OPO – Construction Contracts Unit if your name does not appear on the plan list after 24 hours.
- To download a project's bid booklet, you must first register as a holder of bidding plans for the project. Once your name appears on the list of holders of bidding plans, you may download the bid booklet from eBIDS. See the above note regarding a delay of up to 90 minutes before your name may appear on the list of holders of bidding plans.
- eBIDS will automatically log you out if you are inactive for more than 20 minutes.
- If you need assistance with your ODOT vendor registration, prequalification or registration as a holder of plans, contact the OPO – Construction Contracts Unit by email at ODOTProcurementOfficeConstruction@odot.state.or.us or by phone at 503-986-2710.
- If you need system support when using eBIDS, contact the ODOT Computer Support Desk. For immediate assistance, call 503-986-3355 from 7 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. You may also contact them by email at ODOTComputer.Support@odot.state.or.us, however, it may take longer to receive a response.

Locate Current Projects

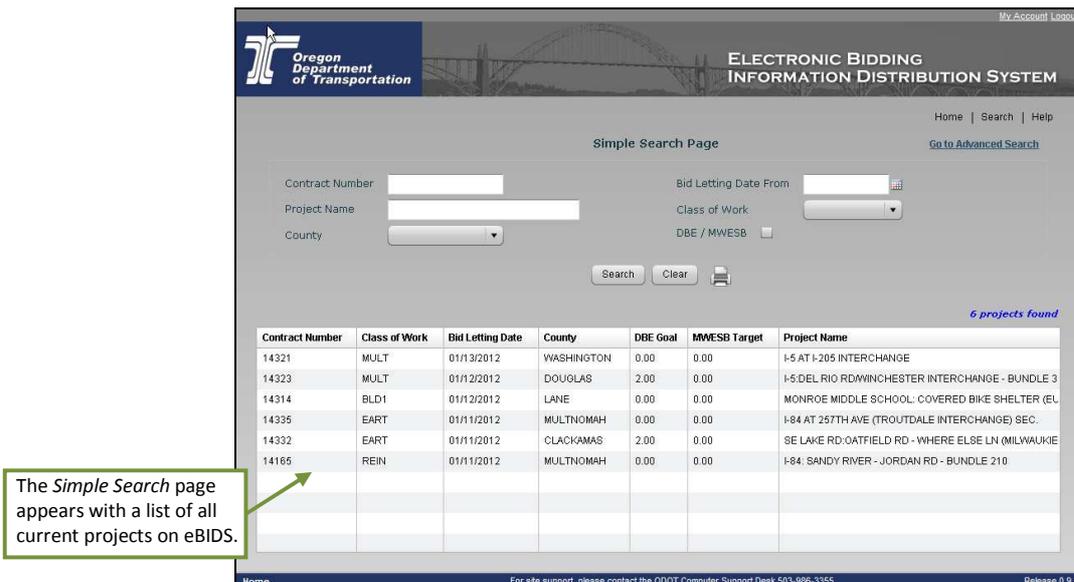
eBIDS has three ways to locate highway construction projects ODOT currently has advertised for bid.

Method 1. View All Current Projects

To view all current ODOT projects advertised for bid, click the **All Current Projects** link or **Search** on the eBIDS home page.



This opens the *Simple Search* page with a list of all current highway construction projects that ODOT has advertised for bid.



Go to the [View Project Information](#) section of this guide for information on viewing and downloading bidding-related documents associated with projects listed in the search results.

Method 2. Perform a Simple Search

*To locate a specific project, for example within a specific county or by class of work, click the **Search** link on the eBIDS home page. This opens the *Simple Search* page from which you can locate projects using some basic search criteria. Go to the [Perform a Simple Search](#) section for more information.*

Method 3. Perform an Advanced Search

*To locate projects using more advanced search criteria, click the **Go to Advanced Search** link on the *Simple Search* page. This opens the *Advanced Search* page. Go to the [Perform an Advanced Search](#) section for more information.*



Reminder! *ODOT highway construction projects in pre-bid and post bid phases do not appear on eBIDS.*

Helpful Search Tips Use these tips when you perform a simple or advanced search to locate current ODOT projects on eBIDS:

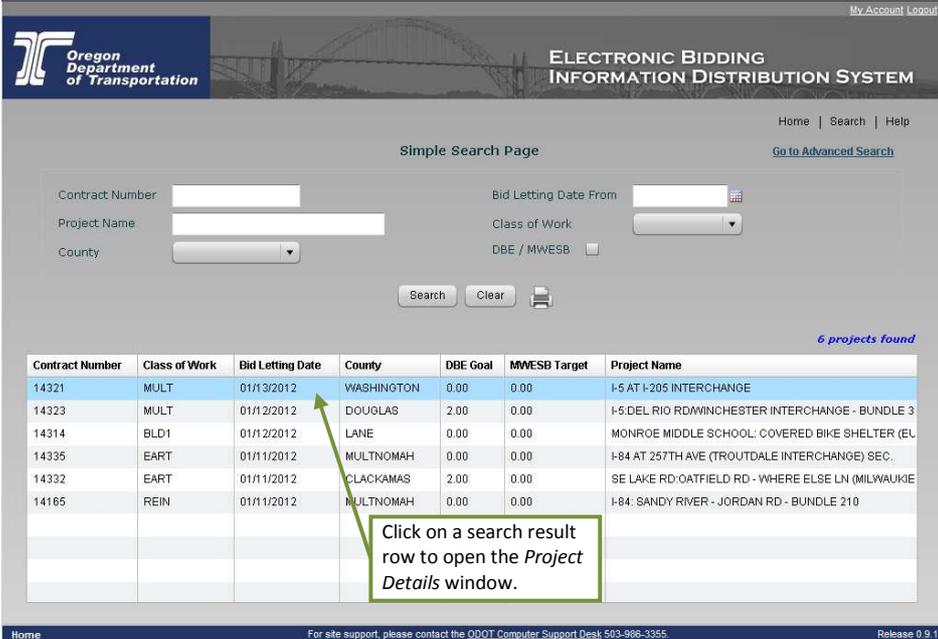
- The *Simple Search* page defaults to all current ODOT highway construction projects advertised for bid. The *Advanced Search* page offers more search criteria options.
- Enter sufficient search criteria to identify the desired project(s) without returning too many or too few results. The more specific criteria you enter, the better the search results.
- Between each search, click **Clear** to remove the existing search criteria and 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 projects.
- 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**. Also, remember to click **Clear** between searches.
- 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**. Also, remember to click **Clear** between searches.



Reminder! ODOT highway construction projects in pre-bid and post bid phases do not appear on eBIDS.

View All Current Projects

When you open the *Simple Search* page, it automatically defaults to display all current ODOT highway construction projects advertised for bid.



Simple Search Page

Contract Number: Bid Letting Date From:

Project Name: Class of Work:

County: DBE / MWESB:

Search Clear

6 projects found

Contract Number	Class of Work	Bid Letting Date	County	DBE Goal	MWESB Target	Project Name
14321	MULT	01/13/2012	WASHINGTON	0.00	0.00	I-5 AT I-205 INTERCHANGE
14323	MULT	01/12/2012	DOUGLAS	2.00	0.00	I-5 DEL RIO RD/WINCHESTER INTERCHANGE - BUNDLE 3
14314	BLD1	01/12/2012	LANE	0.00	0.00	MONROE MIDDLE SCHOOL: COVERED BIKE SHELTER (EL)
14335	EART	01/11/2012	MULTNOMAH	0.00	0.00	I-84 AT 257TH AVE (TROUTDALE INTERCHANGE) SEC.
14332	EART	01/11/2012	CLACKAMAS	2.00	0.00	SE LAKE RD-OATFIELD RD - WHERE ELSE LN (MILWAUKIE
14185	REIN	01/11/2012	MULTNOMAH	0.00	0.00	I-84: SANDY RIVER - JORDAN RD - BUNDLE 210

Click on a search result row to open the Project Details window.

Home For site support, please contact the ODOT Computer Support Desk 503-966-3355. Release 0.9.1

To open/view a specific project record, click on the specific search result row to open the *Project Details* window. Go to [View Project Information](#) 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 with 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.



What's Next? Go to [View Project Information](#) for information on viewing and downloading bid-related documents associated with current projects listed in the search results.

Perform a Simple Search

When you open the *Simple Search* page, it automatically defaults to display all current ODOT highway construction projects advertised for bid. If you want to further filter these projects to locate only those you are interested in, you may perform a simple search.

To perform a simple search to locate specific projects:

1. Enter or select your search criteria, as applicable. Refer to Table 1 for descriptions of the available search criteria and to [Helpful Search Tips](#) for helpful information on how to perform an effective search.

Simple Search Page

Contract Number: Bid Letting Date From:

Project Name: Class of Work:

County: DBE / MWESB:

6 projects found

Contract Number	Class of Work	Bid Letting Date	County	DBE Goal	MWESB Target	Project Name
		01/11/2012	WASHINGTON	0.00	0.00	I-5 AT I-205 INTERCHANGE
		01/11/2012	DOUGLAS	2.00	0.00	I-5 DEL RIO RD/WINCHESTER INTERCHANGE - BUNDLE 3
		01/11/2012	LANE	0.00	0.00	MONROE MIDDLE SCHOOL - COVERED BIKE SHELTER (EL
14335	EART	01/11/2012	MULTNOMAH	0.00	0.00	I-84 AT 257TH AVE (TROUTDALE INTERCHANGE) SEC.
14332	EART	01/11/2012	CLACKAMAS	2.00	0.00	SE LAKE RD-OATFIELD RD - WHERE ELSE LN (MILWAUKIE
14165	REIN	01/11/2012	MULTNOMAH	0.00	0.00	I-84: SANDY RIVER - JORDAN RD - BUNDLE 210

Home | Search | Help
Go to Advanced Search

For site support, please contact the ODOT Computer Support Desk: 503-986-3355. Release 0.9.1

2. Click **Search**. The system completes the search and updates the search results in the lower portion of the window.
3. To print the search results, click . The *File Download* window opens, asking if you want to open or save the search results as a PDF file. Click **Save** to download and save the search results to your computer, or click **Open** to open and view the search results in Adobe Reader.



What's Next? Once you locate the desired project in the search results, click on it to open the *Project Details* window. On the *Project Details* window you may:

- [View high-level project information](#)
- [View and download bidding-related documents](#)
- [View and register as a holder of plans](#)

Table 1. Simple Search Criteria

Field	Description
Contract Number	Enter the full or partial contract number. This is ODOT's unique identifier for a set of work to be awarded to a bidding contractor.
Project Name	Enter the full or partial name of the construction project. Project name is based on the location and/or general area of a 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 . The county associated with a construction project is the one where the majority of work for a given contract will be performed. If work occurs in more than one county, ODOT may indicate the county name as Various .
Bid Letting Date From	Enter or select the date to locate projects with a bid opening on or after the specified date. The bid letting date is the date on which submitted bids for a project are physically opened and read aloud; it signifies the closing of the bidding period.  Reminder! Bid-related documents for a specific project are not available on eBIDS after the bid letting date.
Class of Work	From the drop-down menu, select class of work for projects to locate. Choices include: <ul style="list-style-type: none"> ACP Asphalt Concrete Paving and Oiling BLD1 Buildings EART Earthwork and Drainage ELEC Electrical LS Landscaping MHA Miscellaneous Highway Appurtenances MULT Multiple Classes of Work PAI1 Painting PAVE Pavement Marking REIN Bridges and Structures SIGN Signing (Permanent) <p>ODOT designates a class of work for each project based on the majority of work associated with it. A vendor must be prequalified by ODOT in a particular class of work to be considered responsive when bidding on a corresponding project.</p> <p>If a project involves more than one class of work, ODOT may categorize it as MULT (Multiple Classes of Work). You may register as a holder of bidding plans for such a project, however, you are responsible for confirming that ODOT has prequalified your company in the classes of work indicated in the project's Special Provisions. If you are unsure about this, check your prequalification application, the approval letter received from ODOT, or contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.</p>

Field	Description
DBE/MWESB	<p>Check this box to search for all projects that have a Disadvantaged Business Enterprise (DBE) goal or a Minority-owned, Women-owned or Emerging Small Business (MWESB) target greater than zero.</p> <p>DBE refers to a for-profit small business for which the state has certified that a recognized minority or woman owns at least 51 percent of the business.</p> <p>MWESB refers to a for-profit small business that the state has certified as an MBE (minority-owned business enterprise), WBE (women-owned business enterprise) or ESB (emerging small business).</p>

Perform an Advanced Search

The *Advanced Search* page enables you to use more detailed search criteria to locate specific ODOT projects currently advertised for bid. To access the *Advanced Search* page, click the **Go to Advanced Search** link in the upper right corner of the *Simple Search* page.

To perform an advanced search to locate specific projects:

1. Enter or select your search criteria, as applicable. Refer to Table 2 for descriptions of the available search criteria and to [Helpful Search Tips](#) for helpful information on performing an effective search.

4. Click **Search**. The system completes the search and displays the search results in the lower portion of the window.
5. If needed, click  **Hide Search Criteria** to view only the search results. Click again to show search criteria and search results.
6. To print the search results, click . The *File Download* window opens, asking if you want to open or save the search results as a PDF file. Click **Save** to download and save the search results to your computer, or click **Open** to open and view the search results in Adobe Reader.

 **What's Next?** Once you locate the desired project in the search results, click on it to open the *Project Details* window. On the *Project Details* window, you may:

- [View high-level project information](#)
- [View and download bidding-related documents](#)
- [View and register as a holder of plans](#)

Table 2. Advanced Search Criteria

Field	Description
Contract Number	Enter the full or partial contract number. This is ODOT's unique identifier for a set of work to be awarded to a bidding contractor.
Key Number	Enter the full or partial key number. This is an index number ODOT assigns to a project within the State Transportation Improvement Program (STIP). It is frequently referenced during the period prior to construction. Go to http://www.oregon.gov/ODOT/HWY/STIP/ to learn more about STIP projects.
Project Name	Enter the full or partial name of the construction project. Project name is based on the location and/or general area of a project.
Class of Work	<p>From the drop-down menu, select class of work for projects to locate. Choices include:</p> <ul style="list-style-type: none"> ACP Asphalt Concrete Paving and Oiling BLD1 Buildings EART Earthwork and Drainage ELEC Electrical LS Landscaping MHA Miscellaneous Highway Appurtenances MULT Multiple Classes of Work PAI1 Painting PAVE Pavement Marking REIN Bridges and Structures SIGN Signing (Permanent) <p>ODOT designates a class of work for each project based on the majority of work associated with it. A vendor must be prequalified by ODOT in a particular class of work to be considered responsive when bidding on a corresponding project.</p> <p>If a project involves more than one class of work, ODOT may categorize it as MULT (Multiple Classes of Work). You may register as a holder of bidding plans for such a project, however, you are responsible for confirming that ODOT has prequalified your company in the classes of work indicated in the project's Special Provisions. If you are unsure about this, check your prequalification application, the approval letter received from ODOT, or contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.</p>
Bid Item Description	Enter a full or partial description of the individual items listed in a project's bid schedule.
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 . The county associated with a construction project is the one where the majority of work for a given contract will be performed. If work occurs in more than one county, ODOT may indicate the county name as Various .

Field	Description
Route Number	From the drop-down menu, select the highway/road number on which work for a given contract will be performed. If more than one highway is applicable, select Various Highways .
DBE/MWESB	<p>Check this box to search for all projects that have a Disadvantaged Business Enterprise (DBE) goal or a Minority-owned, Women-owned or Emerging Small Business (MWESB) target greater than zero.</p> <p>DBE refers to a for-profit small business for which the state has certified that a recognized minority or woman owns at least 51 percent of the business.</p> <p>MWESB refers to a for-profit small business that the state has certified as an MBE (minority-owned business enterprise), WBE (women-owned business enterprise) or ESB (emerging small business).</p>
Bid Letting Date	<p>Enter or select the date to locate projects with a bid opening on or after the specified date. The bid letting date is the date on which submitted bids for a project are physically opened and read aloud; it signifies the closing of the bidding period.</p> <p> Reminder! Bid-related documents for a specific project are not available on eBIDS after the bid letting date.</p>
Bid Advertisement Date	<p>Enter or select the date to locate projects with a bid advertisement on or after/before the specified date. This is the date on which a project is made available to the public for review and bid submission; it signifies the beginning of the bidding period.</p> <p> Reminder! Bid-related documents for a specific project are not available on eBIDS before the bid advertisement date.</p>
Region	<p>From the drop-down menu, select the ODOT region in which to locate projects. Choices include:</p> <ol style="list-style-type: none"> 1 Portland Metro and Hood River 2 Willamette Valley and North Coast 3 Southwestern Oregon 4 Central Oregon 5 Eastern Oregon

View Project Information

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

6 projects found

Contract Number	Class of Work	Bid Letting Date	County	DBE Goal	MWESB Target	Project Name
14321	MULT	01/13/2012	WASHINGTON	0.00	0.00	I-5 AT I-205 INTERCHANGE
14323	MULT	01/12/2012	DOUGLAS	2.00	0.00	I-5 DEL RIO RD WINCHESTER INTERCHANGE - BUNDLE 3
14314	BLD1	01/12/2012	LANE	0.00	0.00	MONROE MIDDLE SCHOOL: COVERED BIKE SHELTER (EU
14335	EART	01/11/2012	MULTNOMAH	0.00	0.00	I-84 AT 257TH AVE (TROUTDALE INTERCHANGE) SEC.
14332	EART	01/11/2012	CLACKAMAS	2.00	0.00	SE LAKE RD-OATFIELD RD - WHERE ELSE LN (MILWAUKIE
14165	REIN	01/11/2012	MULTNOMAH	0.00	0.00	VER - JORDAN RD - BUNDLE 210

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

Select tab to view/access project information.

Click to register as a holder of plans.

Click to view holders of plans.

Project information appears on four tabs:

- **Project Detail** tab provides high-level project information. You may also download all available bid and bid reference documents from this tab. Go to [Download All Available Documents](#) for more details.
- **Item Detail** tab lists items included within the bid request. Go to [View Item Details](#) for more details.
- **Bid Documents** tab lists the available bid documents for the selected project. From this tab, you may download bid documents, open and view bid documents online and view bid document information. Go to [Download Bid Documents](#) for more details.
- **Bid Reference Documents** tab lists the available bid reference documents for the selected project. From this tab, you may download bid reference documents, open and view bid reference documents online and view bid reference document information. Go to [Download Bid Reference Documents](#) for more details.

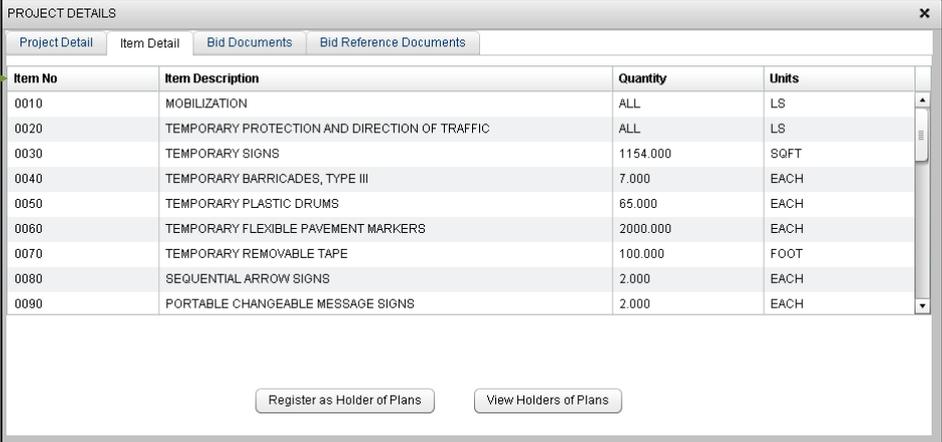
From the *Project Details* window, you may also view and/or register as a holder of bidding and informational plans. Go to [View Holders of Plans](#) for more details.

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

View Item Details

The **Item Detail** tab lists items included in the bid request, and shows the item number, description, quantity and units. Use the side scroll bar, when applicable, to view all items.

Click **Item No.** or **Item Description** to sort bid items, accordingly.



Item No	Item Description	Quantity	Units
0010	MOBILIZATION	ALL	LS
0020	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	ALL	LS
0030	TEMPORARY SIGNS	1154.000	SGFT
0040	TEMPORARY BARRICADES, TYPE III	7.000	EACH
0050	TEMPORARY PLASTIC DRUMS	65.000	EACH
0060	TEMPORARY FLEXIBLE PAVEMENT MARKERS	2000.000	EACH
0070	TEMPORARY REMOVABLE TAPE	100.000	FOOT
0080	SEQUENTIAL ARROW SIGNS	2.000	EACH
0090	PORTABLE CHANGEABLE MESSAGE SIGNS	2.000	EACH

Register as Holder of Plans View Holders of Plans

By default, the listed items appear in **Item No.** order, as is found in a bid schedule.

To sort the list by bid item description, in ascending or descending alphabetical order, click **Item Description**.

To sort the list by bid item number, in ascending or descending numerical order, click **Item No.**

Download All Available Documents

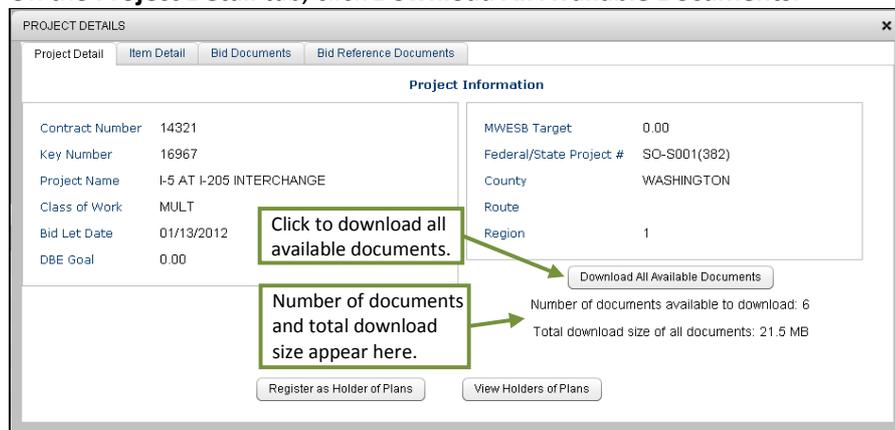
On the **Project Detail** tab, you may choose to download all available bid and bid reference documents for a selected project as a .ZIP file. The number of documents available to download and total download size appears on this tab.



Note: The time required to download all available documents will depend on total file size and your computer's download speed.

To download all available documents as a .ZIP file:

1. On the **Project Detail** tab, click **Download All Available Documents**.



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

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



Tip! As an alternative to downloading all available documents from the **Project Detail** tab, you may download selected bid and bid reference documents from the corresponding [Bid Documents](#) and [Bid Reference Documents](#) tabs.



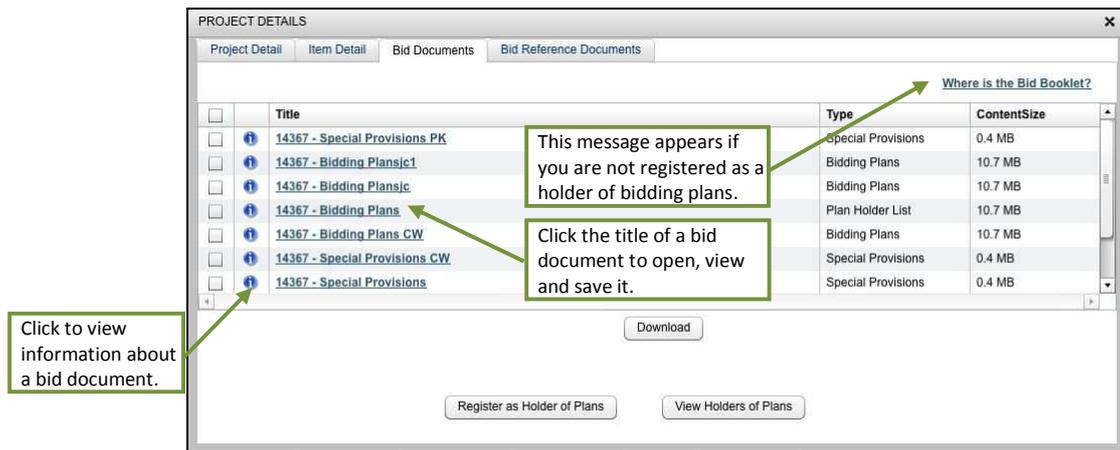
Reminder! Downloading all available bid documents does **not** register you as holder of plans for the project.



Reminder! To download a project's bid booklet, you must first register as a holder of bidding plans for the project. Once you register, a delay of up to 90 minutes may occur before you may download the project's bid booklet.

Download Bid Documents

On the **Bid Documents** tab, you may choose to download all or selected bid documents for a specific project. Bid documents obtained from eBIDS will become part of the contract, per the eBIDS Terms of Use.



Types of bid documents available for any specific project may include:

- Bidding plans
- Bid special provisions
- Bid booklet
- Holders of bidding and informational plans
- Addenda
- Letters of clarification
- Mandatory pre-bid conference attendees list

To open and view a single bid document, click a bid document title to open it in Adobe Reader. You may then save a copy or print the bid document.

Downloading bid documents does **not** register you as a holder of plans.

Additionally, the bid booklet is only available if you have registered as a holder of bidding plans for the project. If you have **not** registered as a holder of bidding plans for the project, the message "**Where is the Bid Booklet?**" appears in the upper right corner of the window.



Reminder! If you register as a holder of bidding plans, the bid booklet will become available to download from the **Bid Documents** tab after your name appears on the bidding plans list. To learn how to register as a holder of bidding plans, go to [Register as Holder of Plans](#).

When you register, you will receive immediate confirmation of your registration, however, a delay of up to 90 minutes may occur before your name appears on the

plan list. If your name does not appear after 24 hours, notify the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.

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

1. Check the box(es) in front of the **Title** of the document(s) to download.

The screenshot shows a web application window titled 'PROJECT DETAILS' with tabs for 'Project Detail', 'Item Detail', 'Bid Documents', and 'Bid Reference Documents'. The 'Bid Documents' tab is active, displaying a table with columns for 'Title', 'Type', and 'ContentSize'. A 'Where is the Bid Booklet?' link is visible in the top right. Below the table is a 'Download' button and two other buttons: 'Register as Holder of Plans' and 'View Holders of Plans'. Three callout boxes with arrows point to specific elements: one points to the top-left checkbox, another points to the checkboxes in the table rows, and a third points to the 'Download' button.

	Title	Type	ContentSize
<input type="checkbox"/>	14367 - Special Provisions PK	Special Provisions	0.4 MB
<input type="checkbox"/>	14367 - Bidding Plansjct	Bidding Plans	10.7 MB
<input type="checkbox"/>	14367 - Bidding Plansjc	Bidding Plans	10.7 MB
<input type="checkbox"/>	14367 - Bidding Plans	Plan Holder List	10.7 MB
<input type="checkbox"/>	14367 - Bidding Plans CW	Bidding Plans	10.7 MB
<input type="checkbox"/>	14367 - Special Provisions CW	Special Provisions	0.4 MB
<input type="checkbox"/>	14367 - Special Provisions	Special Provisions	0.4 MB



Tip! Check the box in the heading row of the documents to quickly select all of the listed documents. Uncheck it 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 bid documents.
3. Click **Save** to download and save the files to your computer as a .ZIP file, or click **Open** to open the .ZIP file and then open and view the selected documents in Adobe Reader.



Note: The time required to download bid documents will depend on file size and your computer's download speed.

Download Bid Reference Documents

On the **Bid Reference Documents** tab, you may choose to download all or select bid reference documents for a specific project. Bid reference documents obtained from eBIDS will **not** become part of the contract, per the eBIDS Terms of Use.

PROJECT DETAILS

Project Detail Item Detail Bid Documents Bid Reference Documents

Bid Reference Documents obtained from ODOT eBIDS will not become part of the contract, as stated in the ODOT eBIDS Terms Of Use.

	Title	Type	ContentSize
<input type="checkbox"/>	As constructed mw	Drawing	1.2 MB
<input type="checkbox"/>	Pattis Geotech Report	Report	0.1 MB

Click to view information about a bid reference document.

Click the title of a bid reference document to open, view and save it.

Download

Register as Holder of Plans View Holders of Plans

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

Downloading bid reference documents does **not** register you as a holder of plans. To learn how to register, go to [Register as Holder of Plans](#).

To open and view a single bid reference document, click a bid reference document title to open it in Adobe Reader. You may then save a copy or print the bid document.

To download all or selected bid reference documents as a .ZIP file:

1. Check the box(es) in front of the **Title** of the document(s) to download.

Check this box to quickly select all of the listed bid reference documents.

Check box(es) to select bid reference document(s) to download as a .ZIP file.

Click to download selected bid reference document(s) as a .ZIP file.

<input type="checkbox"/>	Title	Type	ContentSize
<input type="checkbox"/>	As constructed mw	Drawing	1.2 MB
<input type="checkbox"/>	Pattis Geotech Report	Report	0.1 MB

Download

Register as Holder of Plans View Holders of Plans



Tip! Check the box in the heading row of the documents to quickly select all of the listed documents. Uncheck it 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 computer as a .ZIP file, or click **Open** to open the .ZIP file and then open and view the selected documents in Adobe Reader.



Note: The time required to download bid reference documents will depend on file size and your computer's download speed.

View Holders of Plans

On the *Project Details* window, click **View Holders of Plans** to open and view the lists of holders of bidding and informational plans.

The screenshot shows the 'Holders of Plans' window in the Oregon Department of Transportation's Electronic Bidding Information Distribution System. The window displays a table of holders with columns for Added, Company, Contact Name, Fax, City, and State. A 'Back To Search' button is visible below the table. Annotations with arrows point to the table, the 'Back To Search' button, and the 'Print' icon.

Added	Company	Contact Name	Fax	City	State
01/10/2012 14:50	GENERIC CONTRACTOR - ALL	COMPANY ESTIMATOR - 01	555-555-7777	ROSEBURG	OR
01/10/2012 14:50	SPECIALTY CONTRACTOR - PCP REIN	LEAD ESTIMATOR - 01	541-555-5556	BAKER CITY	OR
01/10/2012 14:49	ASPHALT CONTRACTOR - ACP	JOHN DOE	555-555-1111	SALEM	OR

Annotations in the screenshot include:

- A box pointing to the table: "Select a company to view company and contact details below."
- A box pointing to the 'Back To Search' button: "Click to return to search page."
- A box pointing to the 'Print' icon: "Click to print the selected list of holders of plans."

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



Reminder! When you register as a holder of plans, you will receive immediate confirmation of your registration, however, a delay of up to 90 minutes may occur before your name appears on the corresponding plan list. If your name does not appear after 24 hours, notify the OPO – Construction Contracts Unit by email at ODOTProcurementOfficeConstruction@odot.state.or.us or by phone at 503-986-2710.



Reminder! If you register as a holder of bidding plans, you will not be able to download the project's bid booklet until your name appears as a holder of bidding plans. A delay of up to 90 minutes may occur between when you register and when the bid booklet will be available for you to download.

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

To print one of the holders of plans lists, select its tab and click . To print both lists, you need to print each one separately.

To register as a holder of bidding or information plans, go to [Register as Holder of Plans](#) for more details.

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

Register as Holder of Plans

To register as a holder of bidding or informational plans, your company **must** have a valid vendor number issued by ODOT. If you do not know your company vendor number or your company does not have one, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.

To register as a holder of bidding plans, your company must be prequalified by ODOT in the project’s class of work. For projects with multiple classes of work (MULT), you may register as a holder of bidding plans, however, it is your responsibility to confirm your company has been prequalified by ODOT in the classes of work indicated in the project’s Special Provisions. If you are not sure if your company is prequalified, check your prequalification application, the approval letter received from ODOT, or contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.

To register as a holder of informational plans, your company does not need to be prequalified by ODOT in the project’s class of work.

Once you register as a holder of bidding or information plans, you cannot remove your name from the list. To request removal of your name from a list, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.

On the *Project Details* window, click **Register as Holder of Plans** to open the window to register as a holder of bidding or informational plans.

Contract Number: 14321
Project Name: I-5 AT I-205 INTERCHANGE

Register as a Holder of:
 Bidding Plans (Prime) Informational Plans (Sub, supplier, etc)

Who should be contacted for this project? If the desired name or address information is missing or incorrect, contact [ODOT Procurement Office](#)

Contact Name	Email	Address Line 1	City
COMPANY ESTIMATOR - 01	COMPANY.ESTIMATOR.01@GENERIC.CONTRACTOR.COM	123 FIRST STREET	ROSEBURG
COMPANY ESTIMATOR - 02	COMPANY.ESTIMATOR.02@GENERIC.CONTRACTOR.COM	987 WASHINGTON BLVD	REDMOND
ESTIMATING SECTION MANAGER	ESTIMATING.SECTION.MANAGER@GENERIC.CONTRACTOR.COM	8328 JEFFERSON ROAD	ASTORIA
BIDDING SPECIALIST	BIDDING.SPECIALIST@GENERIC.CONTRACTOR.COM	345 ROOSEVELT STREET	BORING

By hitting the "Submit" button, you acknowledge you are authorized by your company to register on the Holders of Plans List.

Submit Back To Search

It may take some processing time before your name appears on the Holders of Plans List. Please notify the ODOT Procurement Office if your name does not appear on the list after 24 hours

To register as a holder of bidding or informational plans:

1. Select to register as a holder of **Bidding Plans** or **Informational Plans**.
2. Select the **Contact Name** from those listed.



Note: If the desired name or address information is missing or incorrect, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.

3. Click **Submit**. A message appears, advising that you have been added to the selected list.



Note: If you attempt to register as a holder of bidding plans and your company has already registered as such, a message appears advising that your company has already registered and you will not be allowed to register again as a holder of bidding plans.



Reminder! When you register as a holder of plans, you will receive immediate confirmation of your registration, however, a delay of up to 90 minutes may occur before your name appears on the corresponding list. Additionally, if you register as a holder of bidding plans, you may not download the bid booklet until your name appears on the list. If your name does not appear on the list after 24 hours, notify the OPO – Construction Contracts Unit by email at ODOTProcurementOfficeConstruction@odot.state.or.us or by phone at 503-986-2710.

4. To register other contacts within your company, repeat the above steps.
5. Click **Back to Search** to return to the search page.



What's Next? Once registered as a holder of bidding or informational plans for a project, ODOT will automatically send a notification to the email address associated with your eBIDS account if a Letter of Clarification or Addendum is issued for the project. You may then access eBIDS to download the document.

View Project and System Notifications

eBIDS posts notifications on the eBIDS home page when:

- A Letter of Clarification is issued for a project
- An Addendum is issued for a project
- A project is postponed
- eBIDS is unavailable due to system maintenance
- Other situations affect projects or the eBIDS system

These project and system notifications appear on the right side of the eBIDS home page. Click the corresponding button to display/view **All** notifications, **Project** notifications only or **System** notifications only.

The screenshot shows the eBIDS home page. At the top left is the Oregon Department of Transportation logo. The top right says 'ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM'. Below the header, there are links for 'Home', 'Search', and 'Help'. The main content area is titled 'Welcome to eBIDS' and includes links for 'All Current Projects', 'ODOT Procurement Office Website', 'eBIDS Terms of Use and Disclaimer', and 'eBIDS User Guide / FAQs'. On the right side, there is a 'Notifications' section with an RSS icon and three buttons: 'All', 'Project', and 'System'. Below these buttons is a list of notifications:

01/10/2012 15:09	14332	Addendum has been issued for project 14332
01/10/2012 15:09	14321	Clarification has been issued for project 14321
01/10/2012 15:09	14321	Addendum has been issued for project 14321

Two callout boxes are present: one pointing to the 'All', 'Project', and 'System' buttons with the text 'Click the type of notification you want to display/view.', and another pointing to the contract number '14321' in the second notification with the text 'Click a contract number to open the Simple Search page with the project listed in the search results.'

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.

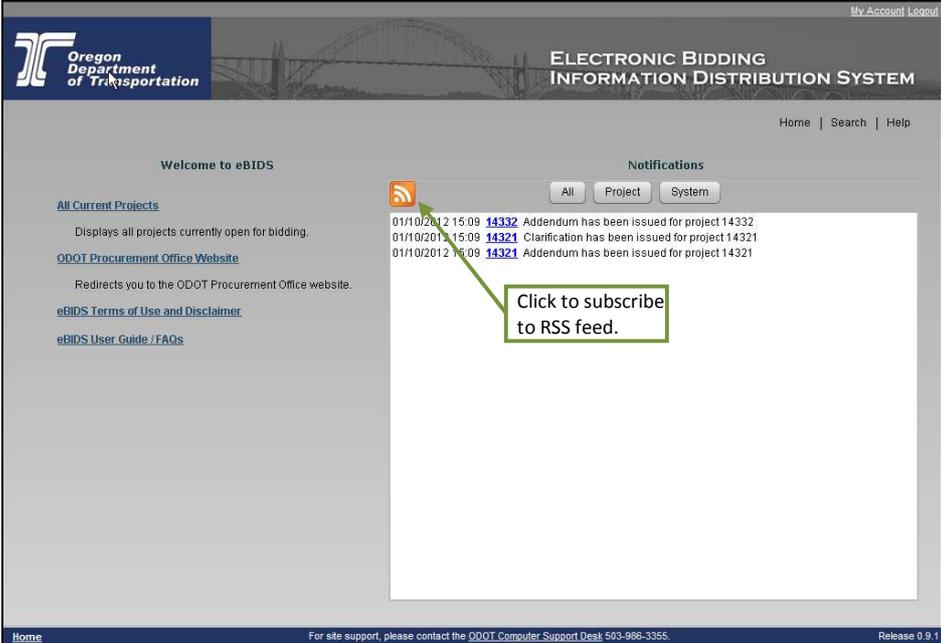
Subscribe to RSS Feed

You may subscribe to automatically receive an RSS feed of project and/or system-related notifications generated by eBIDS. eBIDS generates notifications when:

- A Letter of Clarification is issued for a project
- An Addendum is issued for a project
- A project is postponed
- eBIDS is unavailable due to system maintenance
- Other situations affect projects or the eBIDS system

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

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



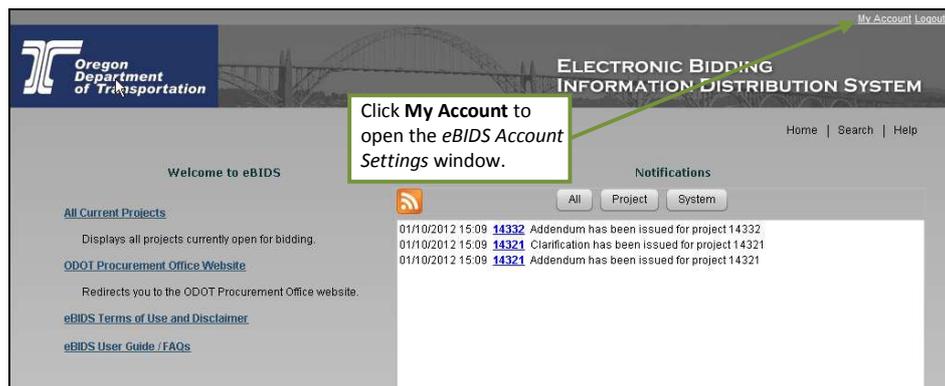
The screenshot shows the eBIDS home page. The header includes the Oregon Department of Transportation logo and the text "ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM". The main content area is divided into "Welcome to eBIDS" and "Notifications". The "Notifications" section has a filter menu with "All", "Project", and "System" buttons. Below the filter menu is a table of notifications with an RSS icon to the left. A green callout box with the text "Click to subscribe to RSS feed." points to the RSS icon.

Date	Time	Project ID	Notification
01/10/2012	15:09	14332	Addendum has been issued for project 14332
01/10/2012	15:09	14321	Clarification has been issued for project 14321
01/10/2012	16:09	14321	Addendum has been issued for project 14321

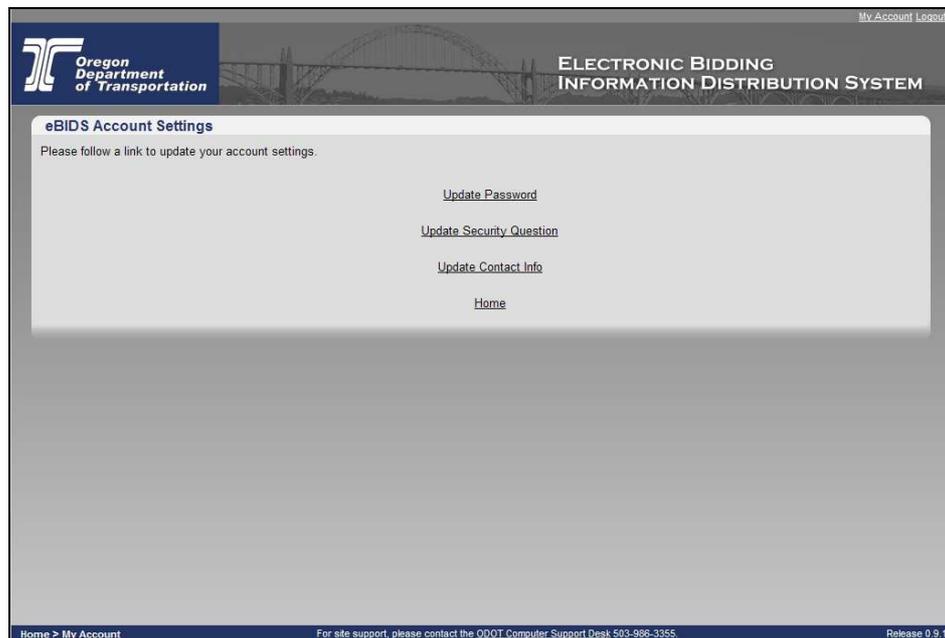
Manage eBIDS Account

After creating your eBIDS account, you may need or want to make changes to your eBIDS account information, such as to change an address or phone number, reset your password or change your security question.

To manage your eBIDS account, click **My Account** in the upper right corner on any eBIDS window.



This opens the *eBIDS Account Settings* window.



What's Next? From the *eBIDS Account Settings* window, you may:

- [Update your password](#)
- [Choose another security question](#)
- [Update contact information](#)

Update Password

To update your password:

1. Click **Update Password** on the *eBIDS Account Settings* window. The *Change Password* window opens.

Change Password

Please take a minute to change your password.

Current Password
Please enter your current password.

Current Password:*

New Password
Please enter your new password, then again to confirm.
Passwords must be at least eight characters long.
They may contain letters, digits and the following special characters:
! @ \$ # % ^ * _ & + -

New Password:*

Confirm New Password:*

* indicates required field

Home > My Account > Update Password For site support, please contact the ODOT Computer Support Desk 503-966-3355. Release 0.9.1

2. Enter your **Current Password**.

3. Enter your **New Password**.



Reminder! Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters:
! @ \$ # % ^ * _ & + -

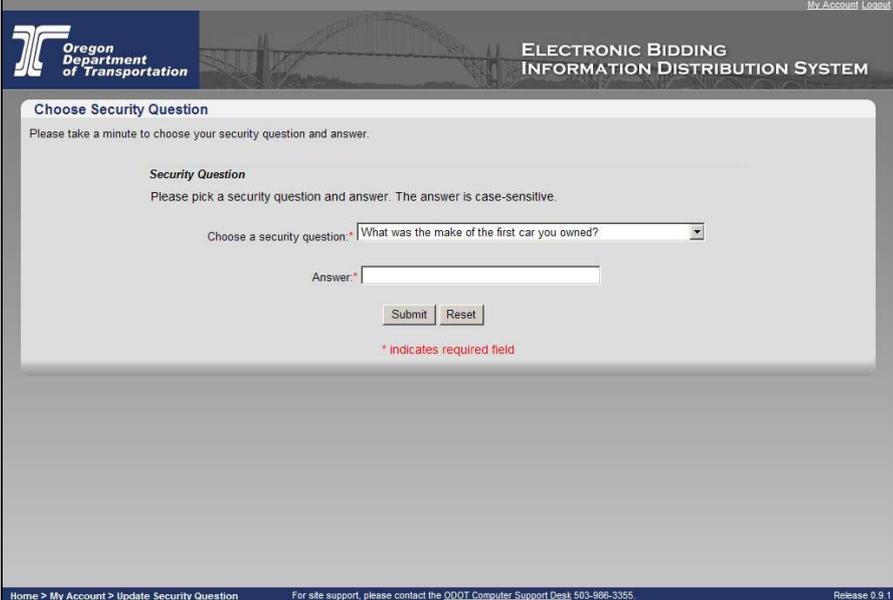
4. Enter and **Confirm New Password**.

5. Click **Submit**. The *Change Password* window closes and a message appears on the *eBIDS Account Settings* window, confirming the updated password.

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

Choose Security Question **To change your security question:**

1. Click **Update Security Question** on the *eBIDS Account Settings* window. The *Choose Security Question* window opens.



The screenshot shows the 'Choose Security Question' window within the Oregon Department of Transportation's Electronic Bidding Information Distribution System. The window has a title bar with 'My Account' and 'Logout' on the right. The main content area is titled 'Choose Security Question' and includes the instruction: 'Please take a minute to choose your security question and answer.' Below this, there is a section labeled 'Security Question' with the instruction: 'Please pick a security question and answer. The answer is case-sensitive.' A dropdown menu is labeled 'Choose a security question:*' and currently displays 'What was the make of the first car you owned?'. Below the dropdown is a text input field labeled 'Answer:*'. At the bottom of the form are 'Submit' and 'Reset' buttons. A red asterisk note at the bottom reads '* Indicates required field'. The footer of the window contains the breadcrumb 'Home > My Account > Update Security Question', support information 'For site support, please contact the ODOT Computer Support Desk 503-986-3355', and the version 'Release 0.9.1'.

2. Select a security question from the **Choose a security question** drop-down menu.
3. Enter your **Answer**. The answer is case-sensitive.
4. Click **Submit**. The *Choose Security Question* window closes and a message appears on the *eBIDS Account Settings* window, confirming the updated security question and answer.
5. Click **Home** to return to the eBIDS home page.

Update Contact Information *To change your contact information:*

1. Click **Update Contact Info** on the *eBIDS Account Settings* window. The *Account Information* window opens.

2. Update or edit the contact and address information, as applicable. Required fields appear with a red asterisk (*) next to them.
3. Click **Submit**. The *Account Information* window closes and a message appears on the *eBIDS Account Settings* window, confirming the updated contact information.
4. Click **Home** to return to the eBIDS home page.



Note: This contact information is for your eBIDS account only. Contact information for holders of plans lists is separate and can be specified on a project-by-project basis.

Appendix A: Create New eBIDS Account

To create a new eBIDS account:

1. Launch your default Internet browser and go to:
 - The eBIDS page at <https://ecm.odot.state.or.us/cf/EBIDS/> or
 - The ODOT Procurement Office – Construction Contracts Unit’s website at <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/> and click the **eBIDS** link

The *Client Login* page opens.



Tip! For quick access in the future, you may want to bookmark or add eBIDS to the **Favorites** list on your Internet browser.

2. Click **Create an Account**. The *eBIDS New Account* window opens.

eBIDS New Account

Please take a minute to set up your account.

Account Info
Please enter a user name and a valid email address. A confirmation email will be sent to the specified address.

Account Name:*

Email Address:*

Confirm Email Address:*

Security Question
Please choose a security question and enter an answer. The answer is case-sensitive.

Security Question:*
What was the make of the first car you owned?

Answer:*

New Password
Please enter your new password, then again to confirm.
Passwords must be at least eight characters long.
They may contain letters, digits and the following special characters:
! @ \$ # % ^ * _ & + -

New Password:*

Confirm New Password:*

Security Check
Please enter the text displayed in the image below into the Text box.
The text is case-sensitive. No spaces between characters.

Text:*

Submit **Reset**

* indicates required field

Login For site support, please contact the ODOT Computer Support Desk, 503-886-3355. Release 0.9.1

3. Setup your eBIDS account as follows. All fields are required.
 - a. **Account Info:** Enter an account name and email address. Both your account name and email address must be unique within eBIDS. The account name is **not** case-sensitive. If you enter an account name or email address that already exists in eBIDS, you will receive an error message advising you of this.
 - b. **Password:** Enter a new password and again to confirm it. Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ \$ # % ^ * _ & + -
 - c. **Security Question:** Select a security question from the drop-down menu and enter your answer below it. The answer is case-sensitive.
 - d. **Security Check:** Enter the text displayed in the image. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to refresh/reset it, click .
4. Click **Submit**. The *Account Information* window opens.

The screenshot shows the 'Account Information' registration page for the Oregon Department of Transportation's Electronic Bidding Information Distribution System. The page is divided into several sections: 'Company Info', 'Contact Info', 'Company Address List', and 'Address Info'. The 'Company Info' section includes fields for Vendor No, Company Name, and a 'Company Address List' table with columns for Address, City, State, and Zip. The 'Contact Info' section includes fields for First Name, Last Name, Email Address, Confirm Email Address, Phone Number, and Fax Number. The 'Address Info' section includes fields for Address, City, State, and Zip Code. A red asterisk (*) indicates required fields. At the bottom of the form are 'Submit' and 'Reset' buttons. The footer of the page contains the navigation path 'Home > My Account > Contact Info', support contact information, and the release version 'Release 0.9.1'.

5. Enter your account information:



Note: The contact and address information you enter is used to create your eBIDS account only; when you register as a holder of plans for a specific project, you may select project-specific contact and address information that can be different than what you enter here.

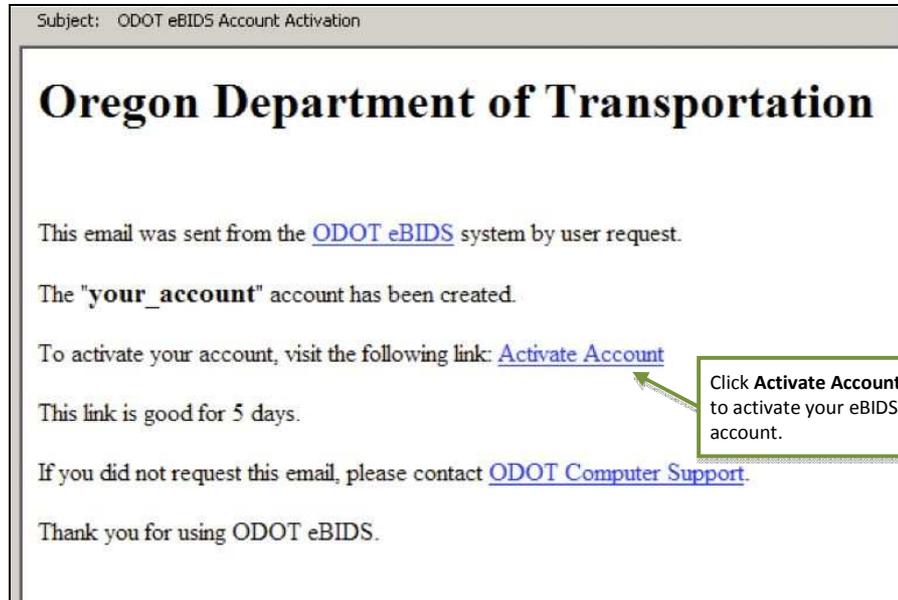
- a. **Company Information:** If your company has an ODOT vendor number, enter it and click in the **Company Name** field. The system will search for a matching company name and automatically populate the **Company Name** and **Company Address List**.



Note: If you do **not** plan to register as a holder of bidding or informational plans, you do not need to enter a vendor number or company name. If you want to register as a holder of plans, but do **not** know your company vendor number or your company does **not** have one, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.state.or.us.

- i. **Company Address List:** If applicable, select an address from the list. eBIDS automatically populates the **Address Info** fields.
- b. **Contact Info:** Enter your first and last name, email address, phone and fax numbers. Required fields appear with a red asterisk (*) next to them.
- c. **Address Info:** If you selected an address from the **Company Address List**, it appears here. Enter/Edit your address. All fields required.
6. Click **Submit**. The *Client Login* page refreshes with a message that your registration was successful and to check your email for a message to activate your account. ODOT will send a confirmation message, which contains an account activation link, to the email address provided.

- When you receive the eBIDS account activation email, click the **Activate Account** link in the message. The link is active for five days only.

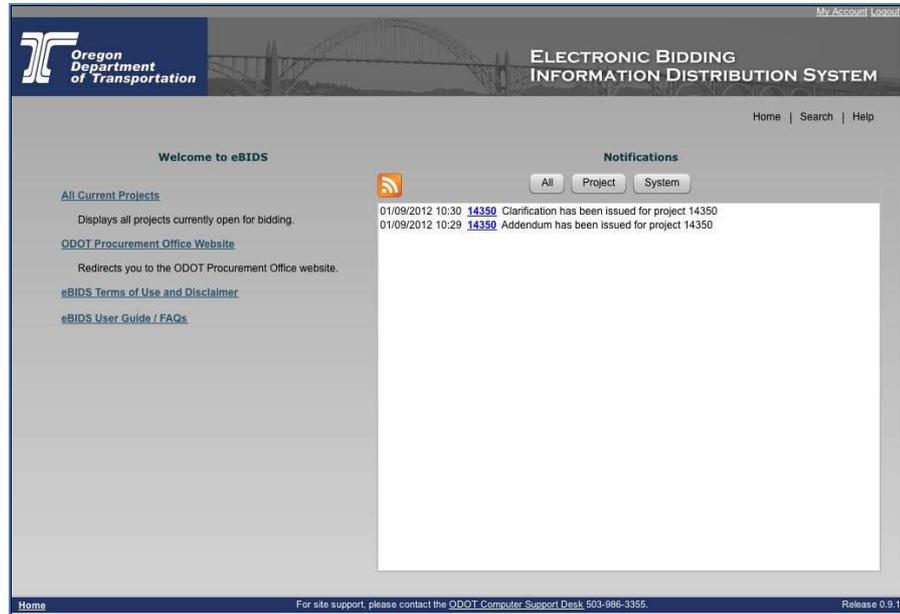


The eBIDS *Client Login* page opens.

- On the eBIDS *Client Login* page, enter your **Account** and **Password**, and click **Login**. The *Disclaimer* page opens.



- Read the **Disclaimer** and **Terms of Use**. Check **I agree** and click **Submit**. The eBIDS home page opens.



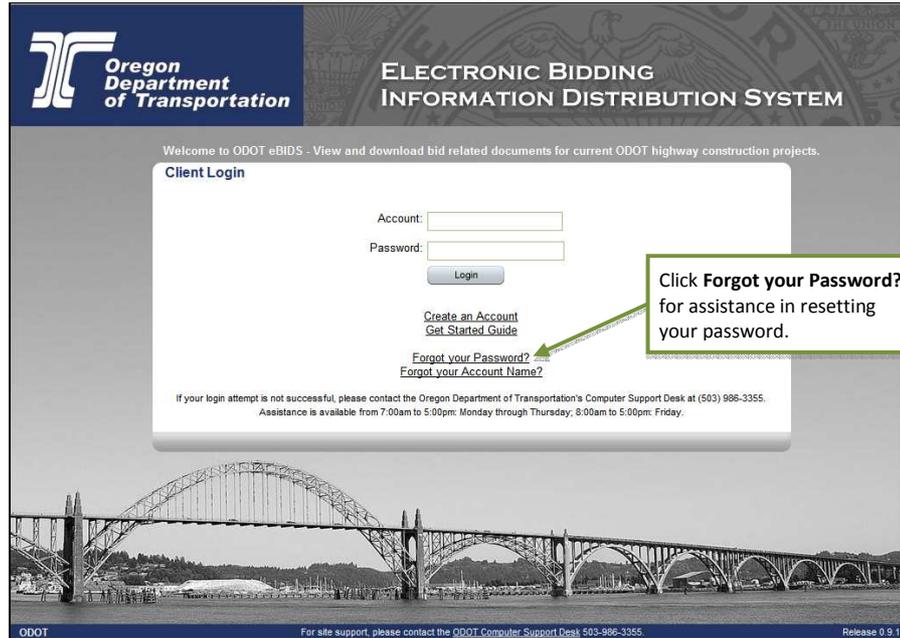
➔ **What's Next?** You may now use eBIDS to search for current ODOT construction projects advertised for bid.

Appendix B: Forgot eBIDS Password

If you forgot your eBIDS password, you may reset it using the **Forgot your Password?** link on the eBIDS *Client Login* page.

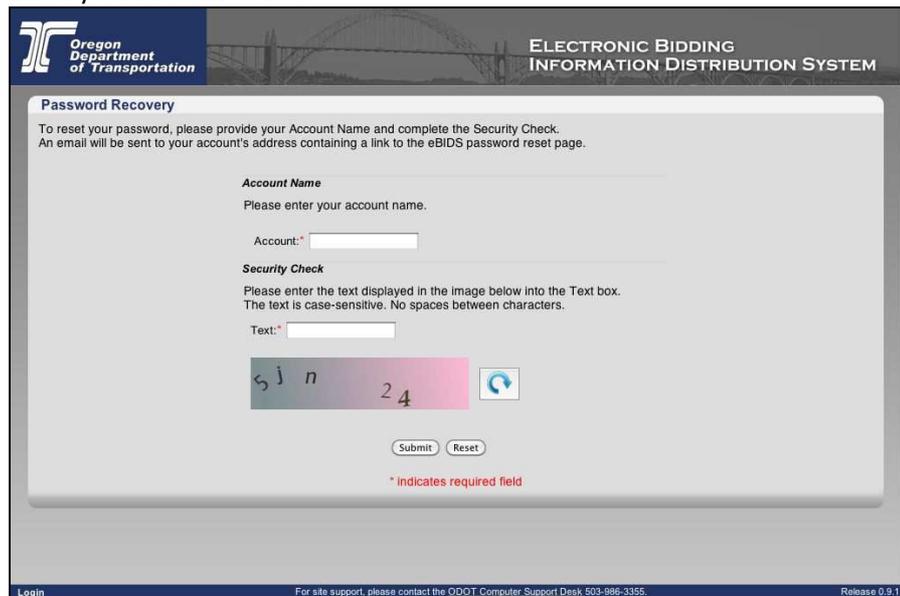
To reset your password:

1. On the eBIDS *Client Login* page, click **Forgot your Password?**



The *Password Recovery* page opens.

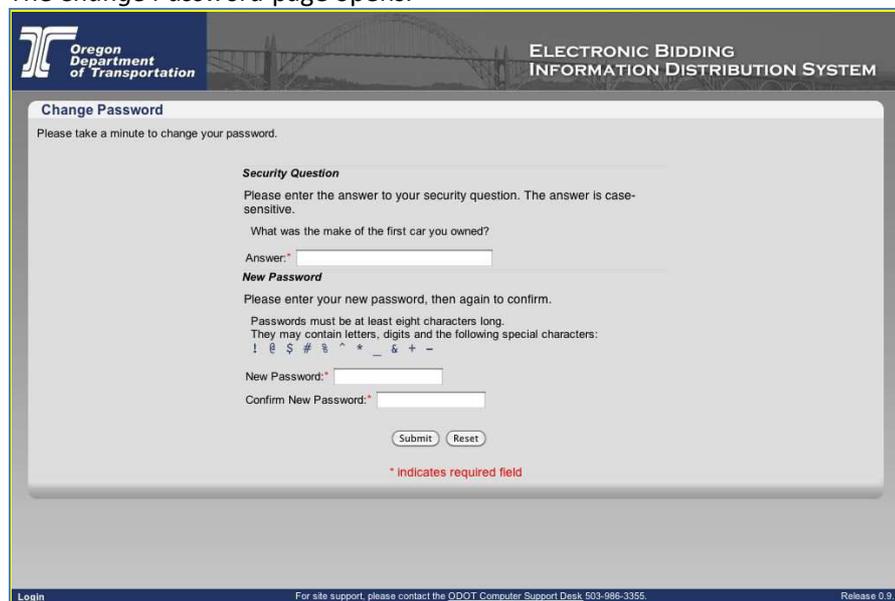
2. Enter your **Account** name.



3. Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to refresh/reset it, click .
4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent to the email address associated with your account with a link to reset your eBIDS password.
5. When you receive the eBIDS reset password email, click the **Reset Password** link in the message. The link is active for five days only.



The *Change Password* page opens.



6. Enter the **Answer** to your security question. The answer is case-sensitive.
7. Enter **New Password** and **Confirm New Password**.



Reminder! Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters:
! @ \$ # % ^ * _ & + -

8. Click **Submit**. The *Change Password* window closes and a message appears on the eBIDS *Client Login* page, confirming the account password has been reset.



What's Next? You may now log in to eBIDS using your new password.

Appendix C: Forgot eBIDS Account Name

If you forgot your eBIDS account name, you may retrieve it using the **Forgot your Account Name?** link on the eBIDS *Client Login* page.

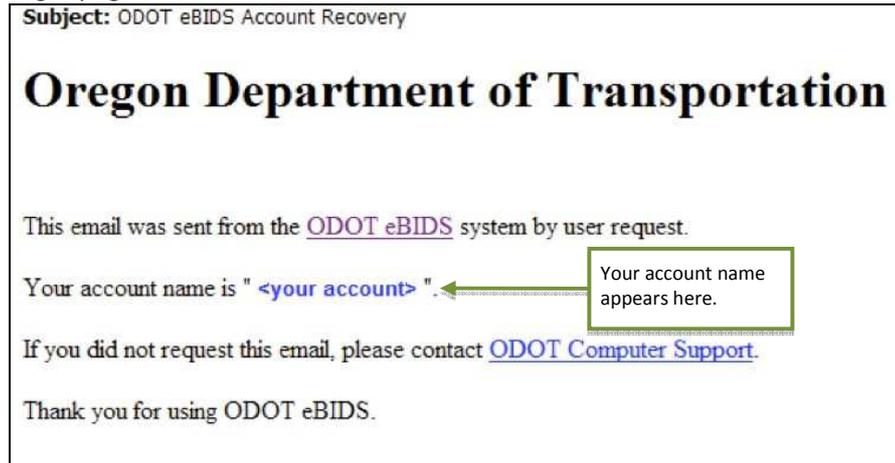
To retrieve your account name:

1. On the eBIDS *Client Login* page, click **Forgot your Account Name?**

The *Account Name Recovery* page opens.

2. Enter the **Email** address associated with your eBIDS account.

3. Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security check text and want to reset/refresh it, click .
4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent with your account name.
5. When you receive the email with your account name, go to the eBIDS *Client Login* page.



 **What's Next?** You may now log in to eBIDS with your account name.