Getting Started with eBIDS

The Electronic Bidding Information Distribution System (eBIDS) is an online tool developed and maintained by the Oregon Department of Transportation (ODOT).

eBIDS enables contractors, suppliers and other interested parties to locate, view and download bidrelated documents for highway construction projects that ODOT currently has advertised for bid. ODOT vendors may also self-register on eBIDS as holders of the bidding and/or informational plans for these projects.

You may access eBIDS on the Web at <u>https://ecmnet.odot.state.or.us/ebidse/Account/Login</u> or from the <u>Procurement Office (OPO) – Construction Contracts Unit</u> website.

Create New eBIDS Account

1. Go to the eBIDS Client Login page on the Web at https://ecmnet.odot.state.or.us/ebidse/Account/Login.

Oregon Department of Transportation	ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM
Author	ized ODOT users only. This is an ODOT development site populated only with TEST data.
Clien	t Login
	Account
	Password:
	Click Create an
	Create an Account Get Started Guide BIDS account.
	Eorgot your Password? Forgot your Account Name?
If your	login attempt is not successful, please contact the Oregon Department of Transportation's Computer Support Desk at (503) 986-3800. Assistance is available from 7:00am to 5:00pm: Monday through Thursday; 8:00am to 5:00pm: Friday.
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Note: 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 page opens.

eBIDS New Account page

Oregon Department of Transportation	CTRONIC BIDDING DRMATION DISTRIBUTION SYSTEM
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:* Email Address:* Confirm Email Address:* Security Question Please choose a security question and enter an answer. The answer is case-sensitive. Security Question:* 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:* Decurity Check Please enter the text in the image below into the Text box. The text is case sensitive. No spaces between characters. Text:*
[Submit] * indicat	Reset] es required field

- 3. Set up your eBIDS account as follows. All fields are required.
 - a. Account Info: Enter an account name and email address. The account name and email address must each be unique within eBIDS. The account name is **not** case-sensitive.
 - 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.
- 4. Click **Submit**. The Account Information page opens.

Account Information page

Department of Transportation		E	LECTRON	IC BIDDING ON DISTRIBUTION SYSTE
Account Information				
Company Info		Contact Info		
If you know your vendor number, enter it and click on the Company Name field to retrieve the Company Name and a list of known addresses. Vendor No		y First Name *		Last Name * Confirm Email Address * Jane.Doe@odot.state.or.us
		Email Address *	Email Address *	
		Jane Doe@odot	state.or.us	
Company Address List Select an address from the in the information in the field	list. If your address is not listed, please Is at the right.	Address Info		
Company Address List Select an address from the in the information in the field Vendor Address Details	list. If your address is not listed, please Is at the right. <i>0 addresses sh</i> c	Address Info e type Address * City * City *	State *	Zip Code *
Company Address List Select an address from the in the information in the field Vendor Address Details Address	list. If your address is not listed, please Is at the right. Orden addresses sho Oty State Z	Address Info e type Address * City * City *	State *	Zip Code *

a. Enter your account information:

Note: The contact and address information entered here 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.

b. Vendor No: If your company has an ODOT vendor number, enter it and 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 <u>ODOTProcurementOfficeConstruction@odot.oregon.gov</u>

- i. **Company Address List:** Select an address from the list, if present, and eBIDS automatically populates the **Address Info** fields.
- c. **Contact Info:** Enter your first and last name, email address, phone and fax numbers. Required fields appear with a red asterisk (*) next to them.
- d. Address Info: Enter/Edit your address. All fields required.
- 5. 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.

6. Click the Activate Account link in the email message. The link is active for four days only.



The eBIDS Client Login page opens.

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



8. Click on the Terms of Use link to open ODOT Terms of Use document. Read the document.

OREGON DEPARTMENT OF TRANSPORTATION ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM (ODOT eBIDS)

Terms of Use

Subject to these Terms of Use, ODOT is offering a free service to ODOT eBIDS website users (Users) to electronically download the following Project Solicitation Documents: Plans, Special Provisions, Addenda, Clarification Letters, and Bid Booklets for specific ODOT projects. In addition, "convenience copies" of Bid Reference Documents will be available on ODOT eBIDS.

- 1. Solicitation Documents
 - ODOT eBIDS Solicitation Documents: A project's Solicitation Documents will only be available to Users during the project's solicitation period as identified in those Solicitation Documents.
 - b. Bid Booklets: Bidders shall use Bid Booklets downloaded from ODOT eBIDS to submit Bids for the paper method of bidding according to Specification 00120.05(b)(1). Bidders choosing to submit bids electronically shall use an electronic Bid Booklet from the BidExpress® website according to Specification 00120.05(b)(2).
 - c. Source of Documents: Bidders shall use the Solicitation Documents obtained directly from ODOT eBIDS, or BidExpress® for the Bid Booklet to prepare bids. Bidders shall use the other Solicitation Documents obtained from ODOT eBIDS to prepare paper bids and electronic bids.
 - d. Addenda and Clarification Letters: As a courtesy service, ODOT eBIDS may send e-mail notifications of updates to Solicitation Documents by Addenda and Clarification Letters to Users identified below as Holders of Plans.

Select I agree and click Submit.

Oregon Department of Transpor	ELECTRONIC BIDDING tation INFORMATION DISTRIBUTION SYSTEM
Disclaimer	
Please take a minute to could and	
Please take a minute to read and a	ccept the disclaimer.
Term	s of Use
Prease take a minute to read and a Term Afte You	ccep me uscarmer. s of Use reading the Terms of Use, check the "I agree" box, then click Submit to continue, must agree to the terms in order to use this site.
Prease take a minute to read and a Term Afte You Term	corep use auxoamer. s of Use reading the Terms of Use, check the "I agree" box, then click Submit to continue. must agree to the terms an order to use this site.
Prease take a minute to read and a Term Afte You Term 2 I	corp use answarmer. s of Use reading the Terms of Use, check the "I agree" box, then click Submit to continue. must agree to the terms in order to use this site. s of Use agree

10. The eBIDS home page opens.



You may now use eBIDS to search for current ODOT construction projects advertised for bid. Refer to the *eBIDS User Guide* for assistance with using eBIDS.

Reset eBIDS Password

- <image>
- 1. On the eBIDS Client Login page, click Forgot your Password?

The Password Recovery page opens.

2. Enter your Account name.

Oregon Department of Transportation	ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM
Password Recovery	
To reset your password, please provide your Account An email will be sent to your account's address conta	Name and complete the Security Check. ining a link to the eBIDS password reset page.
Account Name	
Please enter yo	our account name.
Account:*	
	Security Check Please enter the text in the image below into the Text box. The text is case sensitive. No spaces between characters.
d 6	Text*
	Submit] Reset] * indicates required field

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 password.

5. Click the Reset Password link in the email message. The link is only active for four days.



The Change Password page opens.

Oregon Department of Transport	ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM	м
Change Password		
lease take a minute to change you	r password.	
	Security Question	
	Please enter the answer to your security question. The answer is case- sensitive.	
	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: ! 8 \$ \$ \$ \$ \$ \$ \$ \$ _ \$ - \$ \$ \$ New Password.* Confirm New Password.*	
	Submit Reset indicates required field	

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

You may now log in to eBIDS using your new password. Refer to the <u>eBIDS User Guide</u> for assistance with using eBIDS.

Retrieve eBIDS Account Name

Oregon Departmen of Transpo	Authorized ODOT users only. This is an OD	OT development site pop	ELECTRONIC BIDDING INFORMATION DISTRIBU	TION SYSTEM
	Chent Login Acc Passy If your login attempt is not successful, please contact Assistance is available from 7.002	ount: Login Create an Account Get Started Guide Eorgol your Password? Eorgol your Account Namu the Oregon Department of Trar the Oregon Department of Trar	Click Forgot your Account Name? for assistance in retrieving your account name. e2 nsportalon's Computer Support Desk at (503) 986-38 Thursday, 8:00am to 5:00pm: Friday.	00.
	Russ / Control of Cont			

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.

of Transportation	INFORMATION DISTRIBUTION SYSTEM
count Name Recovery	
ase provide your Email Address and complete the email will be sent to your account's address contait	Security Check. ining your account name.
Email Address	
Please enter the	e email address associated with your account.
Email:*	
	Security Check Please enter the text in the image below into the Text box.
	The text is case sensitive. No spaces between characters.
The loss framework	rext."
9 5	d y d 💽
	Submit Reset
	* indicates required field

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 \bigcirc .

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 and login.



Refer to the *eBIDS User Guide* for assistance with using eBIDS.

eBIDS Troubleshooting

Contact:

ODOT Computer Support Desk Phone: 503-986-3800 Hours: 7 a.m. to 5 p.m., Monday – Thursday 8 a.m. to 5 p.m., Friday Email: <u>Computer Support.ODOT@odot.oregon.gov</u> Note: Responses to email messages may be delayed by several days.

If you have questions about:

- Setting up your eBIDS account
- Logging in to eBIDS

ODOT Procurement Office – Construction Contracts Unit Phone: 503-986-2710 Hours: 8 a.m. to 5 p.m., Monday – Friday Email: <u>ODOTProcurementOfficeConstruction@odot.oregon.gov</u>

- Your ODOT vendor number
- Project class of work
- Registering as a holder of bidding or informational plans
- Prime contractor prequalification