

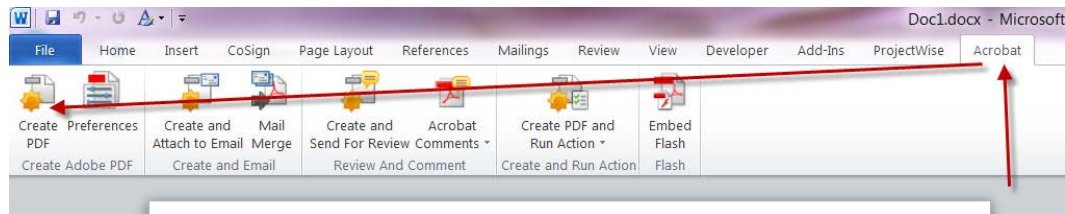
## Bid Reference Document – Quick Guide

### Prepare a Bid Reference Document for uploading

*This procedure assumes Adobe Acrobat Pro installed on PC.*

### Convert the document into a .PDF

1. Open original document > “Acrobat” > “Create PDF”



2. In the Save As window, enter the file name according to the file name format listed under Document Title in the [Metadata by Document](#) section > “Save”
3. Leave Acrobat window open

### Compress the document

1. In Acrobat window > “File” > “Save As Other” > “Reduced Size PDF”
2. In “Reduce File Size” window > in “Make compatible with:” field > “Retain existing” > “OK”
3. In “Save As” window > retain original file name > “Save” > “Replace existing file?” > “Yes”

### If necessary, bundle old bridge or “as constructed” drawings into single PDF Portfolio

1. In Acrobat window > “View” > “Tools” > “Pages” > “Combine Files into PDF”
2. In Combine Files window > “Add files” > select as necessary > “Combine Files”
3. Secure and save as described above

## Bid Reference Document – Quick Guide

### Add a Bid Reference document to a project on eBIDS

PLs & LALs can only add bid reference documents **before** the project's Advertisement Date.

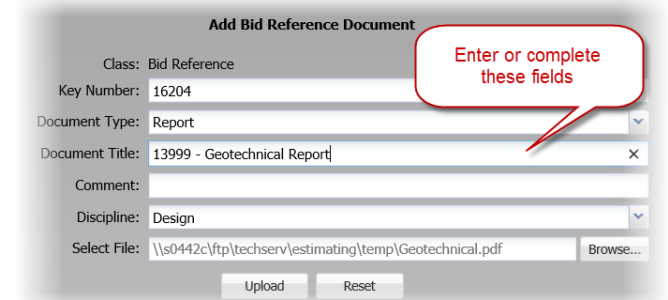
**After** the project's Advertisement Date, use the Letter of Clarification process to post Bid Reference Documents.

1. Click on the “**Add New Bid Reference Document**” link on the left side of the screen.



2. Enter the relevant data for the document. Click the Browse button and select the document to be uploaded.

*Note: the Document Title must be unique to the entire eBIDS document database. Insert the key number as prefix to the Document Title, e.g. “<key #> Geotechnical Report”.*

The image shows the 'Add Bid Reference Document' form. The form has several fields: 'Class' (set to 'Bid Reference'), 'Key Number' (16204), 'Document Type' (Report), 'Document Title' (13999 - Geotechnical Report), 'Comment' (empty), 'Discipline' (Design), and 'Select File' (with a file path and a 'Browse...' button). There are 'Upload' and 'Reset' buttons at the bottom. A red callout box with the text 'Enter or complete these fields' points to the 'Document Title' field.

Note – If you can't see the “Add New Bid Reference Document” link on the left side of the screen, contact an [eBIDS System Administrator](#) to update your permissions to gain access.

3. Click the Upload button.



4. Confirmation the document has been uploaded > OK”



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## Bid Reference Document – Quick Guide

### Metadata by Document

##### = Project's Key Number

Document	Document Title	Discipline	Document Type
As-Constructed Drawings	##### As Constructed	Construction	Drawings
Environmental Permit	##### Environmental	Environmental	Permit
Final Geotechnical Report	##### Geotechnical	Environmental	Report
Hazardous Materials Corridor Study Report - (Level 1)	##### Haz Mat Level 1	Environmental	Report
Hazardous Materials Report - Level 1 Hazardous Materials Prelim. Site Investigation Report (Level 22)	##### Haz Mat Level 2	Environmental	Report
Hydraulics Report	##### Hydraulics	Environmental	Report
Local Land Use Permit	##### Land Use	Public Information	Permit
Material Source Narrative	##### Material Source	Environmental	Report
Notice of eBIDS Roadway Digital Design Data Roadway Digital Design Data	#####_NoticeRdwyDigitalData.pdf	Design	Drawing
All files listed in the "Computer File Index – eBIDS Handoff" spreadsheet, see 3D Roadway Design's <a href="#">"HOW-TO" Guide</a>	#####_Roadway_eBIDS.zip	Design	LandXML
Ordinance	##### Ordinance	Public Information	Permit
Pavement Design	##### Pavement Design	Design	Report
Pavement Report	##### Pavement Report	Construction	Report
Public Interest Finding	##### Public Interest Finding	Public Information	Public Interest Finding
Right of Way	##### Right of Way	Construction	Drawing
Storm Water Report	##### Storm Water	Environmental	Report
Traffic Mobility Plan Narrative	##### TMP Narrative	Traffic	Report
Traffic Mobility Plan Checklist	##### TMP Checklist	Traffic	Report
Work Zone Safety Decision Tree	##### WZ Safety	Traffic	Report

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Electronic Bidding Information Distribution  
System  
Bid Reference Document Guide



Oregon Department of Transportation

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# eBIDS Bid Reference Document Guide

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## About the eBIDS Bid Reference Document Guide

The purpose of this document is to describe a Bid Reference Document in context to eBIDS: what it is? how to upload it? and common questions that may arise regarding Bid Reference Documents.

## What is a Bid Reference Document?

Bid Reference Documents are the technical documents and reports that may be referenced in the Special Provisions but provided separately, as needed. This allows a bidder to better understand the project and to develop an informed bid. Not every project requires Bid Reference Documents.

Historically, Bid Reference Documents were provided to the Project Manager (PM) from the ODOT Project Leader (PL) or Local Area Liaison (LAL). The Special Provisions typically carried a single sentence saying ***“Copies of the <reference documents> are available for inspection at the Project Manager’s office.”*** There was no defined process to hand over Bid Reference Documents to the PM. Consequently, the PM often discovered the need for or availability of Bid Reference Documents when a bidder contacted them directly and requested the document.

Additionally, a bidder could request any Bid Reference Document that was referred to in the Special Provisions from the PM. There was no specific deadline by which the PM was required to supply Bid Reference Documents, sometimes causing confusion or delays in the bid opening date.

Today, the process will be defined in the Office of Project Letting (OPL) Plans, Specifications and Estimating (PS&E) Delivery Manual and in the Final PS&E Submittal / Completeness Checklist. The PL, LAL or delegated assistant is required to prepare and upload the Bid Reference Documents to eBIDS during the pre-bid phase; which is after the PS&E due date and before the advertisement date. eBIDS provides the means for a potential bidder to download Bid Reference Documents as needed.

## What Bid Reference Documents are included in eBIDS?

eBIDS includes Bid Reference Documents that are considered standard for most projects. The following documents are included in eBIDS.

- As-Constructed Drawings
- Environmental Permit
- Geotechnical Report
- Hazardous Materials Report – Level 1
- Hazardous Materials Report – Level 2
- Hydraulics Report
- Land Use Permit
- Ordinance
- Notice of eBIDS Roadway Digital Design Data
- All files listed in the “Computer File Index – eBIDS Handoff” spreadsheet into “XXXXX\_Roadway\_eBIDS”
- Pavement Design
- Pavement Report
- Public Interest Finding
- Right of Way
- Storm Water Report
- TMP Narrative
- WZ Safety Decision Tree

This list was determined by evaluating the supplemental documents and reports that are necessary for a bidder to develop an informed bid on a project. These documents are only necessary in specific situations.

## What if I don't see the link "Add New Bid Reference Document"?

If you are a PL, LAL or designated assistant, eBIDS automatically recognizes you via your system login.

*If you don't see the "Add New Bid Reference Document" link on the left side of the screen, and you need to upload Bid Reference Documents, contact an [eBIDS System Administrator](#) to be added to the eBIDS user group with permission to upload Bid Reference Documents.*



### eBIDS System Administrators

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## How do I prepare a Bid Reference Document for uploading?

*This assumes Adobe Acrobat Pro is installed on the PC.*

To prepare a Bid Reference Document for uploading:

1. Convert the document into a .PDF.
  - a. Open original document
  - b. In the tool bar, click “Acrobat”
  - c. Click the “Create PDF” button
  - d. In Save As window, enter name according to the file name format listed under the [“What is the filename format?”](#) section > Save
  - e. Leave the Acrobat window open
2. Compress the document using Acrobat:
  - a. Click “File” > “Save as Other” > “Reduced Size PDF”
  - b. In “Reduce File Size” window > in “Make compatible with:” field > “Retain existing” > “OK”
  - c. In “Save As” window > retain original file name > “Save” > “Replace existing file?” > “Yes”
3. If necessary, bundle old bridge or “as constructed” drawing .tif and .pdf files into single PDF Portfolio:
  - a. In Acrobat window > “View” > “Tools” > “Pages” > “Combine Files into PDF”
  - b. In Combine Files window > “Add files” > select as necessary > “Combine Files”
  - c. Secure and save as described above

## How do I add a Bid Reference Document to eBIDS?

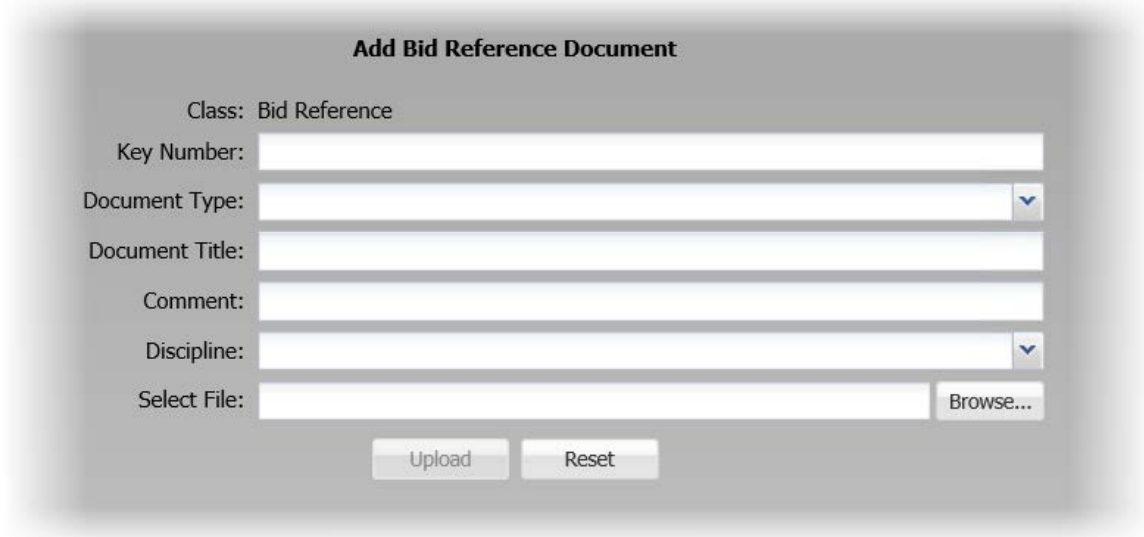
To add a Bid Reference Document to eBIDS, ***the project must be in the pre-bid phase***; which is *after* the PS&E due date and *before* the advertisement date.

When a PL, LAL, or delegated assistant opens eBIDS, a user home page will be displayed and one of the links on the left side of the home page will be “Add New Bid Reference Document”.

## eBIDS Bid Reference Document Guide

1. Clicking on the “Add New Bid Reference Document” link on the left side of the screen, to display the Add Reference Document window:

Figure 1: Bid Reference Document Add Screen



The screenshot shows a web form titled "Add Bid Reference Document". At the top, it says "Class: Bid Reference". Below this are several input fields: "Key Number:" (a text box), "Document Type:" (a dropdown menu), "Document Title:" (a text box), "Comment:" (a text box), "Discipline:" (a dropdown menu), and "Select File:" (a text box with a "Browse..." button next to it). At the bottom of the form are two buttons: "Upload" and "Reset".

- a. Enter the key number associated with the project in the Key Number field. The Key Number field is used to associate a document with the project.
- b. Select the document type in the Document Type dropdown field.
- c. Update the Document Title field. The field will automatically pre-populate a suggested Document Title using the contract number and document type.  
  
**\*\*Note - the Document Title *must* be unique; otherwise an error message will appear.**
- d. The Comment field is optional, but this could describe other details about the Bid Reference Document.
- e. Select the discipline in the Discipline dropdown field.

## eBIDS Bid Reference Document Guide

The relationship between the Document Title, Discipline and the associated Document Type metadata is shown in Figure 2.

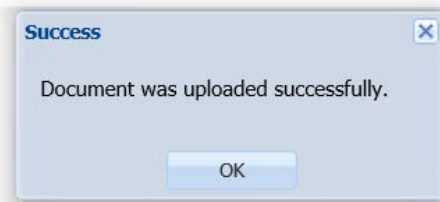
Figure 2: Metadata by Document (##### = Key Number)

Document Name	Document Title	Discipline	Document Type
As-Constructed Drawings	##### As Constructed	Construction	Drawings
Environmental Permit	##### Environmental	Environmental	Permit
Geotechnical Report	##### Geotechnical	Environmental	Report
Hazardous Materials Report - Level 1	##### Haz Mat Level 1	Environmental	Report
Hazardous Materials Report - Level 2	##### Haz Mat Level 2	Environmental	Report
Hydraulics Report	##### Hydraulics	Environmental	Report
Land Use Permit	##### Land Use	Public Information	Permit
Material Source Narrative	##### Material Source	Environmental	Report
Ordinance	##### Ordinance	Public Information	Permit
Notice of eBIDS Roadway Digital Design Data	#####_NoticeRdwyDigitalData.pdf	Design	Coordination
All files listed in the "Computer File Index – eBIDS Handoff" spreadsheet, see 3D Roadway Design's <a href="#">"HOW-TO" Guide</a>	#####_Roadway_eBIDS.zip	Design	LandXML
Pavement Design	##### Pavement Design	Design	Report
Pavement Report	##### Pavement Report	Construction	Report
Public Interest Finding	##### Public Interest Finding	Public Information	Public Interest Finding
Right of Way	##### Right of Way	Construction	Drawing
Storm Water Report	##### Storm Water	Environmental	Report
Traffic Mobility Plan Narrative	##### TMP Narrative	Traffic	Report
Traffic Mobility Plan Checklist	##### TMP Checklist	Traffic	Report
Work Zone Safety Decision Tree	##### WZ Safety	Traffic	Report

2. Click the Browse button and select the document to be uploaded. The document can be located on the local PC or network. The filename should conform to the file naming standard.
3. Click the Submit button. When the Submit button clicked, the Bid Reference Document is uploaded to eBIDS, if there are no errors.

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If there are errors, contact an [eBIDS System Administrator](#) for assistance. Otherwise, click on OK when the successful upload notification is displayed.



More information is available in the [ODOT eBIDS User's Guide](#).

### **What is a document type and how is it associated with the Bid Reference Documents?**

As documents are uploaded to eBIDS, each Bid Reference Document is associated with a 'Document Type'. Currently, eight document types have been defined:

1. BOLI Trade Data
2. Catalog
3. Coordination
4. Drawing
5. LandXML
6. Permit
7. Public Interest Findings
8. Report

The relationship between the defined Documents and the associated Document Types is shown in Figure 2.

## What is the filename format?

Documents uploaded to eBIDS are stored in FileNet and adhere to a common file naming standard. An error message may appear if the Document Title isn't unique. For example, "As Constructed" could mean anything, but "19664 As Constructed" is unique and specific to only one project. Consequently, always insert the project's Key Number as the Document Title prefix.

##### = Key Number

- ##### As Constructed
- ##### Environmental
- ##### Geotechnical
- ##### Haz Mat Level 1
- ##### Haz Mat Level 2
- ##### Hydraulics
- ##### Land Use
- ##### Material Source
- ##### Ordinance
- #####\_NoticeRdwyDigitalData.pdf
- ##### Pavement Design
- ##### Pavement Report
- ##### Public Interest Finding
- ##### Right of Way
- #####\_Roadway\_eBIDS.zip
- ##### Storm Water
- ##### TMP Narrative
- ##### WZ Safety

## What do I do if a Bid Reference Document is too large?

eBIDS has a maximum file size limitation of 200MB. This is a very large file size limitation which is anticipated to accommodate most of the documents being uploaded. However, if a document is larger than 200MB, the system will not allow it to be uploaded.

If your file is too large, it is important to check to see that the '[Compress the document](#)' instructions were followed.

If your file is still too large, use Adobe Acrobat Pro to split your file into smaller parts.

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1. Open original document
2. Click View > Tools > Pages > click Split Document
3. In the Split Document window, enter the maximum number of pages needed for each PDF document
4. Click OK.

The split PDF documents will be saved in the same folder as the original PDF document. Use the naming convention <Document Title > Part 1 of 2.pdf (e.g. ##### As Constructed Part 1 of 2.pdf and ##### As Constructed Part 2 of 2.pdf).

### **What do I do if new Bid Reference Documents or document types are needed?**

Only defined document types can be uploaded to eBIDS. If it is determined that a new discipline or document type is necessary to assist the bidder in developing an informed bid on a project, an [eBIDS System Administrator](#) will need to be contacted. Modifications will be necessary to add new disciplines or new document types to eBIDS, as well as to FileNet.

### **What do I do if new Bid Reference Documents are needed after the advertisement date of a project?**

It was noted above that a project ***must be in the pre-bid phase, before*** the project's Advertisement Date, in order for PL, LAL or delegated assistant to add Bid Reference Documents. It is understood that there may be a need to add Bid Reference Documents, based on changes in the Special Provisions, ***after*** the advertisement date of the project.

The Addenda or Letter of Clarification (LOC) process, as specified by the OPL [PS&E Delivery Manual](#), needs to be followed to change the documents that have previously been uploaded or to upload a new documents. Contact the OPL Quality Assurance (QA) Engineer assigned to the project for help selecting the appropriate process.

In the particular case of Roadway Digital Design packages being added via LOC, it is required that [eBIDS System Administrators](#) are provided with three documents for posting:

1. Letter of Clarification, in PDF format, listing the exact name of the two documents to be posted as separate bullets and using this wording:

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*The following Bid Reference documents are now available in the eBids folder:*

- XXXXX\_NoticeRdwyDigitalData.pdf
- XXXXX\_Roadway\_eBIDS.zip

2. "XXXXX\_NoticeRdwyDigitalData.pdf", where XXXXX is the Key Number
3. "XXXXX\_Roadway\_eBIDS.zip"

If Roadway Digital Design packages do not meet this format, the submitted package will be rejected and the PL will be directed to follow 3D Roadway Design's ["HOW-TO" Guide](#) and re-submit the required documents.

### Who uploads the Bid Reference Documents?

In most situations, Bid Reference Documents are uploaded by the ODOT PL or LAL from the Project Delivery Team developing the PS&E Submittal. Due to security limitations, ***non-ODOT consultants are unable to upload documents.***

### Who can update the Bid Reference Documents?

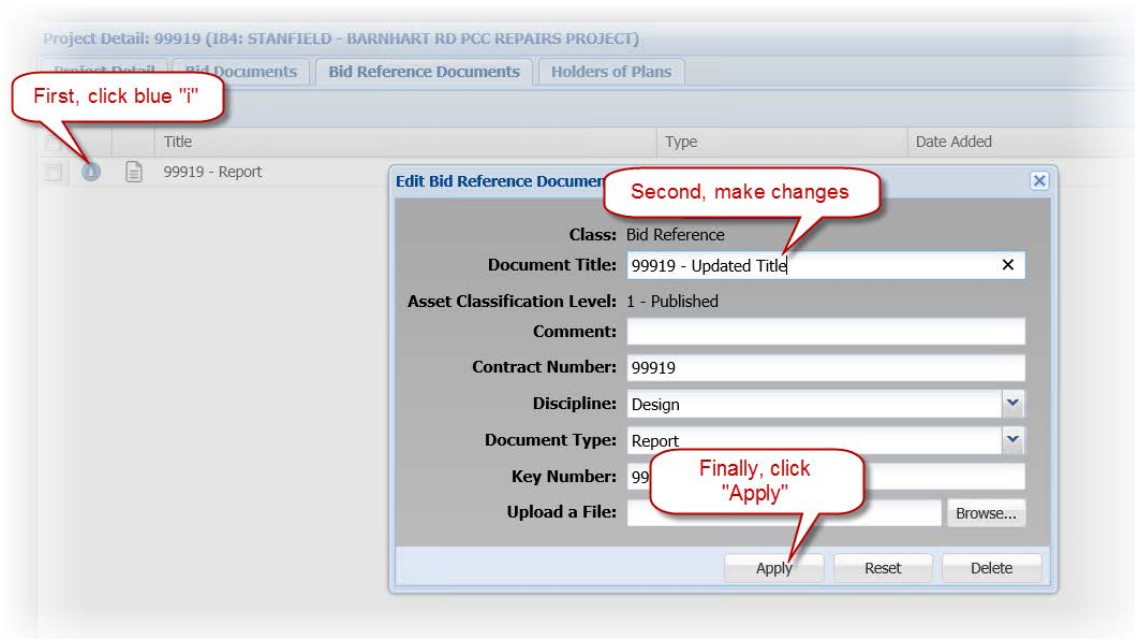
After a Bid Reference Document has been initially uploaded, a need may arise to update the content or description of the document. Before the advertisement date, whomever initially uploaded the document is allowed to make updates those documents, and only those the documents, they initially uploaded.

To update a Bid Reference Document:

1. Go to eBIDS Home Screen > select Search (upper right-hand corner of the screen)
2. Click on Go to Advanced Search
3. Enter search criteria (i.e., Key Number, Project Name, etc.) > click Search button (middle of screen)
4. Click on the project
5. Click on the Bid Reference Documents tab
6. On Bid Reference Documents tab, click blue circle with the "i" in the middle, next to the document that needs modification
7. In Document Info window, make changes
8. Click Apply

## eBIDS Bid Reference Document Guide

Figure 3: Bid Reference Document Edit Screen



[eBIDS System Administrators](#) are allowed to update existing Bid Reference Documents at any time, so long as they follow pertinent business processes.

### Who can view the Bid Reference Documents?

During the pre-bid phase of a project, only the specific PL, LAL or designated assistant who initially uploaded the document or an [eBIDS System Administrator](#) can view it.

During the bid phase of a project, anyone who has access to eBIDS may view the Bid Reference Documents. The bid phase is between the advertisement date and the bid opening date for the project.

Post-bid phase, only users internal to ODOT are allowed to view the Bid Reference Documents. The post-bid phase is after the bid opening date for the project.



## **I just uploaded Bid Reference Documents, but cannot find my project in eBIDS. What is wrong?**

If you successfully uploaded Bid Reference Documents, but can no longer find your project in eBIDS, use Advanced Search and search using the project's Key Number to locate the project. During pre-bid phase, you can only view documents you uploaded and not any documents uploaded by an assistant. Conversely, an assistant can only view files they uploaded.

If the document viewing problem continues during the pre-bid phase, **DO NOT** reload the Bid Reference Documents. The Bid Reference Documents will reappear as soon as the [eBIDS System Administrator](#) fixes the Trns.port database.

## **Who can download or print the Bid Reference Documents?**

Anyone with authority to view the documents is able download or print the documents.