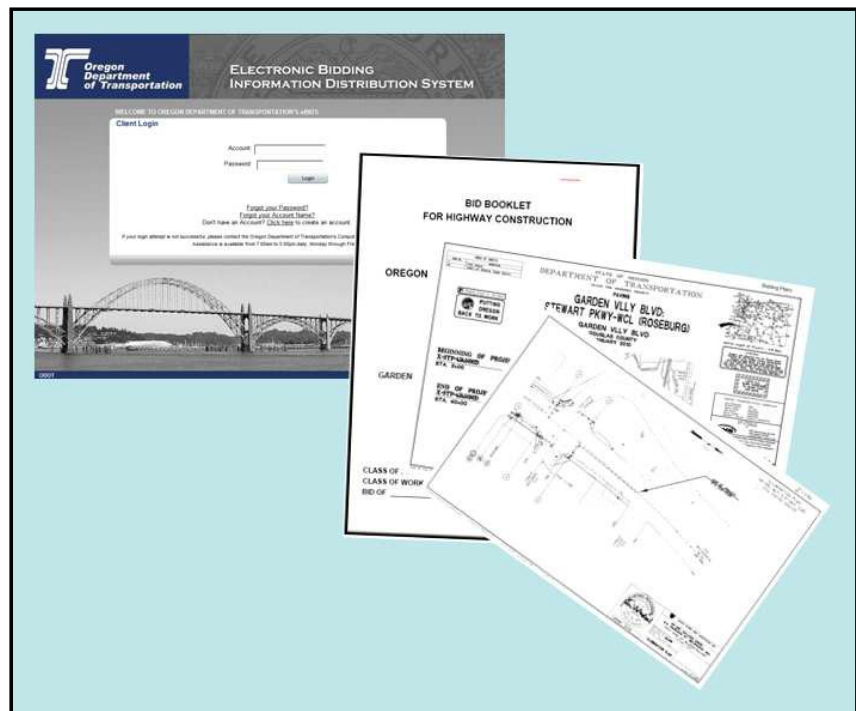




Oregon Department of Transportation

# ODOT User's Guide to Electronic Bidding Information Distribution System (eBIDS)



January 2021

Version 2.0

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### About This Document

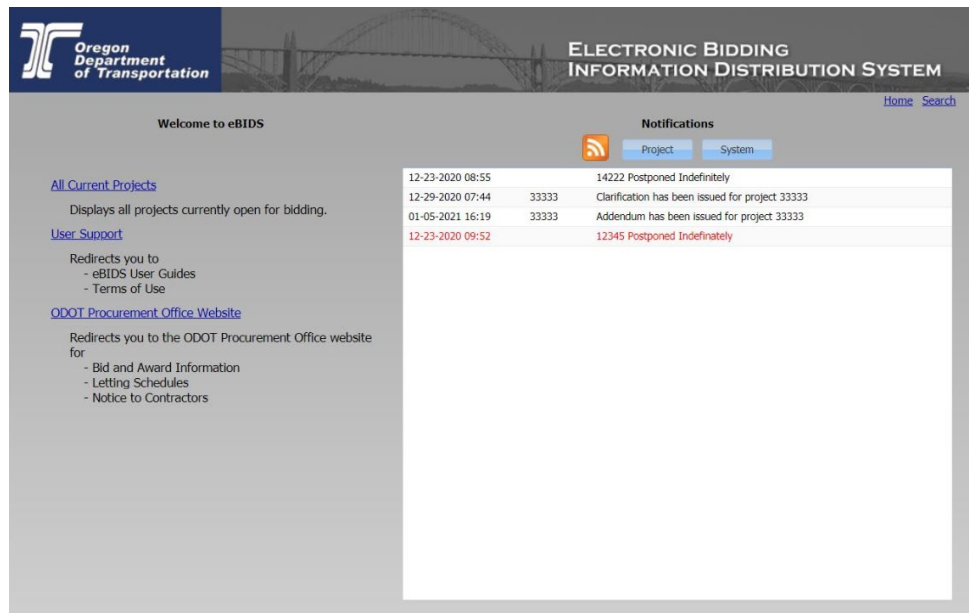
This document provides ODOT staff with an overview of the Electronic Bidding Information Distribution System (eBIDS), along with step-by-step instructions on using eBIDS to locate, view and download bid and bid reference documents issued for ODOT’s design-bid-build highway construction projects.

## Introduction to eBIDS

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

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

**Access eBIDS** ODOT staff, vendors and others may access eBIDS from the website of the ODOT Procurement Office – Construction Contracts Unit at: <http://www.oregon.gov/ODOT/CS/CONSTRUCTION/>. Click the Electronic Bidding Information Distribution System (**eBIDS**) link to open the eBIDS home page. Expand Electronic Plans and Specs (eBIDS) section and click link to **eBIDS for Internal Users**.



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

From the eBIDS home page, you may:

- [View all current projects](#)
- [Go to the Simple Search page to search for specific projects or to access the Advanced Search page](#)
- [View project and/or system notifications](#)
- [Follow a project or system notification link to the Simple Search page and open the corresponding project record](#)

- [Subscribe to an RSS feed to automatically receive future project and/or system notifications](#)
- [Go to the ODOT Procurement Office – Construction Contracts Unit's website](#)
- Open the online version of this user guide

To close and exit eBIDS, close your Internet browser.

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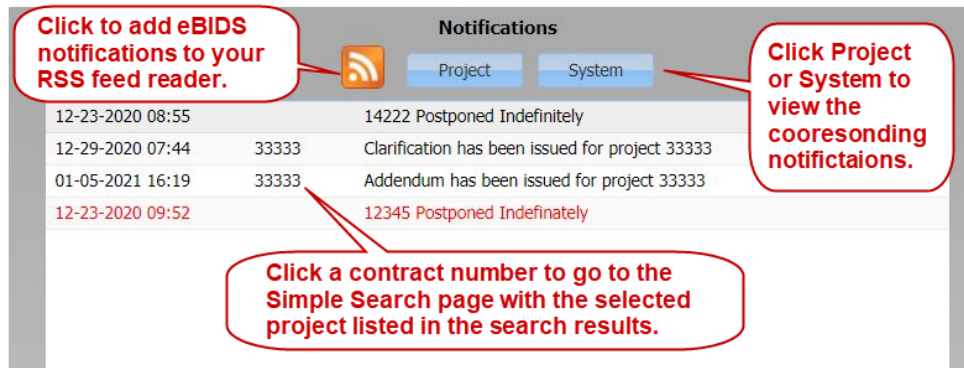
**eBIDS Tips** When using eBIDS, keep these tips in mind:

- eBIDS only contains bid-related documents for highway construction design-bid-build projects advertised in or after January 2012.
- All bid and bid reference documents are available in PDF format. Please contact the ODOT Computer Support Desk if you need Adobe® Reader®.
- Internal ODOT users may use eBIDS to locate bid and bid reference documents for all projects in bidding and post-bidding phases; however, external users may only access documents for projects in the bidding phase.
- Do not use your browser's back and forward navigation buttons to move between windows, pages and tabs. Instead, use the links provided on each eBIDS page.
- When an eBIDS user downloads bid or bid reference documents, this does not register the user on the plan holder list.
- Internal ODOT users **cannot** register on the plan holder list. When an external eBIDS user registers on a plan holder list, a 30 to 45-minute delay occurs between when the person registers and when the registration appears on the plan holder list.
- If you need help with eBIDS, contact the ODOT Computer Support Desk at 503-986-3800. Assistance is available from 7 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

**View Project and System Notifications**

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


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



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

**Subscribe to RSS Feed**

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

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

## eBIDS Search Options

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

- View All Current Projects** On the eBIDS home page, click the **All Current Projects** link to open the *Simple Search* page with all current projects listed.
- Go to [Search Results](#) for information on viewing and downloading bidding-related documents associated with current projects listed in the search results.
- Simple Search** On the eBIDS home page, click the **Search** link to open the *Simple Search* page. You may also click the **Simple Search** link on the *Advanced Search* page to open the *Simple Search* page.
- Go to [Simple Search](#) for information on performing a simple search using eBIDS.
- Advanced Search** On the *Simple Search* page, click the **Advanced Search** link to open the *Advanced Search* page.
- Go to [Advanced Search](#) for information on performing an advanced search using eBIDS. The advanced search offers more search criteria options and should be used when looking for projects in the post-bid phase.

## Search Tips

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- The *Simple Search* page defaults to all current projects. The *Advanced Search* page offers more search criteria options and should be used when looking for projects in the post-bid phase.
- Enter sufficient search criteria to identify the desired project(s) without returning too many or too few results. The more specific criteria you enter, the better the search results.
- The search process looks for all project records that contain **all** of the search criteria you enter. For example, if you enter a **Contract Number**, **Class of Work** and **County**, then the search results will include each project that contains **all** of these entered criteria.
- The search value you enter is not case sensitive. For example, entering "SMITH" or "smith" or "SmiTH" in the **Project Name** field will produce the same search results.
- You may enter a partial value but the search results will include all projects with this partial value in the searched field. For example, if you only enter "1" in the **Contract Number** field, the search will return all projects, which contain a "1" anywhere in the **Contract Number**. If you are not specific enough, this could result in too many matching documents.
- If your search results in no or very few matching projects, reduce your search criteria. For example, search only on **Contract Number**, instead of **Contract Number**, **Class of Work** and **County**.
- If your search results in too many matching projects, increase the number of criteria used in your search. For example, search on **Class of Work** and **County**, instead of just **Class of Work**.
- A maximum of 200 results may be returned with any one search.

## Simple Search

### Perform a Simple Search

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

**Simple Search**

Contract Number:

Project Name:

County:

Current Projects:

DBE / MWESB:

Bid Letting Date From:

Class of Work:

Search Clear Print

2 projects found

Contract Number	Class of Work	Bid Letting Date	County	DBE Goal	MWESB Target	Project Name
33333	MHA	12-31-2021	MULTNOMAH	2	0	
15300	ELEC	12-31-2021	VARIOUS	3	0	PHASE 3

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

2. Enter or select search criteria, as applicable, to narrow your search for project(s) you want to locate. Refer to Table 1 for descriptions of the available search criteria and to [Search Tips](#) for helpful information on performing an effective search.
3. Click . The system completes the search and displays the results in the lower portion of the window. Refer to [Search Results](#) for more information.
4. Click  to export search results to a PDF file and print to desired printer.
5. Click  to clear the entered search criteria and any displayed results.
6. Click the **Advanced Search** link to open the *Advanced Search* page. Refer to [Advanced Search](#) for more information.
7. Click **Home** to return to the eBIDS home page.



**Table 1. Simple Search Criteria**

Field	Description
Contract Number	Enter the full or partial contract number.
Project Name	Enter the full or partial name of the project.
County	From the drop-down menu, select the Oregon county in which to search for projects. If more than one county is applicable, select <b>Various</b> .
Current Projects	Check this box to search for all current projects. By default, this is selected.
DBE/MWESB	Check this box to search for all projects that have a DBE goal or MWESB target greater than zero.
Bid Letting Date From	Enter or select the date to locate projects with the bid opening on or after the specified date.
Class of Work	<p>From the drop-down menu, select the class of work for projects to locate. Classes of work include:</p> <ul style="list-style-type: none"> <li>• AB Aggregate Bases</li> <li>• ACP Asphalt Concrete Paving and Oiling</li> <li>• REIN Bridges and Structures</li> <li>• BLD1 Buildings</li> <li>• EART Earthwork and Drainage</li> <li>• ELEC Electrical</li> <li>• LS Landscaping</li> <li>• MHA Miscellaneous Highway Appurtenances</li> <li>• MULT Multiple Classes of Work</li> <li>• PAI1 Painting</li> <li>• PAVE Pavement Marking</li> <li>• PCP Portland Cement Concrete Paving</li> <li>• AC Rock Production</li> <li>• SIGN Signing (Permanent)</li> <li>• TTC Temporary Traffic Control</li> </ul>

## Advanced Search

- Perform an Advanced Search**
1. On the eBIDS home page, click **Search** to open the *Simple Search* page.
  2. On the *Simple Search* page, click the **Go to Advanced Search** link to open the *Advanced Search* page.

**Advanced Search**

Contract Number:

Key Number:

Project Name:

Class of Work:

Bid Item Description:

County:

Route Number:

Current Projects:

DBE / MWESB:

Bid Letting Date From:

Bid Letting Date To:

Bid Advertisement From:

Bid Advertisement To:

Region:

Contract Number	Class of Work	Bid Letting Date	County	DBE Goal	MWESB Target	Project Name
No Records Found						

Enter Search criteria then click Search.

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

3. Enter or select search criteria, as applicable, to narrow your search for the project(s) you want to locate. Refer to Table 2 for descriptions of the available search criteria and to [Search Tips](#) for helpful information on performing an effective search.
4. Click . The system completes the search and displays the results in the lower portion of the window. Refer to [Search Results](#) for more information.
5. Click  to export search results to a PDF file and print to desired printer.
6. Click  to clear the entered search criteria and any displayed results.
7. Click the **Simple Search** link to return to the *Simple Search* page. Refer to [Simple Search](#) for more information.
8. Click **Home** to return to the eBIDS home page.

**Table 2. Advanced Search Criteria**

Field	Description
Contract Number	Enter the full or partial contract number.
Key Number	Enter the full or partial key number.
Project Name	Enter the full or partial name of the project.
Class of Work	<p>From the drop-down menu, select the class of work for projects to locate. Classes of work include:</p> <ul style="list-style-type: none"> <li>• AB Aggregate Bases</li> <li>• ACP Asphalt Concrete Paving and Oiling</li> <li>• REIN Bridges and Structures</li> <li>• BLD1 Buildings</li> <li>• EART Earthwork and Drainage</li> <li>• ELEC Electrical</li> <li>• LS Landscaping</li> <li>• MHA Miscellaneous Highway Appurtenances</li> <li>• MULT Multiple Classes of Work</li> <li>• PAI1 Painting</li> <li>• PAVE Pavement Marking</li> <li>• PCP Portland Cement Concrete Paving</li> <li>• AC Rock Production</li> <li>• SIGN Signing (Permanent)</li> <li>• TTC Temporary Traffic Control</li> </ul>
Bid Item Description	Enter a full or partial description of the bid item for which to search.
County	From the drop-down menu, select the Oregon county in which to locate projects. If more than one county is applicable, select <b>Various</b> .
Route Number	From the drop-down menu, select the highway/road number for which to locate projects. If more than one highway is applicable, select <b>Various Highways</b> .
Current Projects	Check this box to search for all current projects.
Bid Letting Date	Enter or select the date to locate projects with a bid opening on or after/before the specified date.
Bid Advertisement Date	Enter or select the date to locate projects with a bid advertisement on or after/before the specified date.
Region	From the drop-down menu, select the ODOT region ( <b>1, 2, 3, 4 or 5</b> ) in which to locate projects.
DBE/MWESB	Check this box to search for all projects that have a DBE goal or MWESB target greater than zero.

## Search Results

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

**Simple Search**

Contract Number:  Current Projects:   
 Project Name:  DBE / MWESB:   
 County:  Bid Letting Date From:    
 Class of Work:

200+ projects found

Contract Number	Class of Work	Bid Letting Date	County	DBE Goal	MWESB Target	Project Name
14920	MHA	12-14-2017	KLAMATH	0	0	LAKE EWAUNA TRAIL: KLAMATH AVE-SPRING ST
14967	ACP	01-11-2018	WASCO	0	0	CELILLO PARK SAFE ACCESS PROJECT
15009	MULT	04-19-2018	LAKE	5	0	US395: SOUTH FORK CRANE CREEK PROJECT
15011	MULT	09-28-2017	JACKSON	6	0	TWIN CREEKS RAIL CROSSING (CENTRAL POINT)
15016	ACP	09-28-2017	JEFFERSON	3	0	US97: US26 JCT - NW 10TH ST SECTION
15017	EART	09-28-2017	COLUMBIA			BLUFFS ROCKFALL SECTION
15018	ACP	10-19-2017	VARIOUS			HGE - E PORTLAND FWY. INTCHGE SEC.
15019	REIN	10-26-2017	UMATILLA			DE RD: UMATILLA RIVER BRIDGE PROJECT
15020	MULT	11-02-2017	CROOK			MCCALL ROAD(PRINEVILLE) PROJECT
15021	ELEC	10-12-2017	MULTNOMAH	5	0	US26 (POWELL BLVD): SE 20TH AVE - SE 34TH AVE SECTION
15022	ACP	10-26-2017	VARIOUS	5	0	I-84: HOOD RIVER - TOWER ROAD SECTION
15023	MULT	10-26-2017	UMATILLA	8	0	OR207: 11TH @ELM & ORCHARD SIGNALS (HERMISTON) PR...
15024	REIN	10-26-2017	COOS	2	0	OR42: BRIDGE RAIL REPLACEMENTS PROJECT
15025	REIN	11-16-2017	COOS	3	0	US101: SOUTHPORT SLOUGH CULVERT REPLACEMENT PROJE...
15026	PAVE	11-30-2017	VARIOUS	2	0	REGIONWIDE RUMBLE STRIPS PROJECT

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

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

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

To perform another search, click  to clear the existing search criteria and results.

Enter the new search criteria and click .

Click  to export search results to a PDF file and print to desired printer.

## Project Details

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

**Project Detail: 15017 (US30: CLATSKANIE BLUFFS ROCKFALL SECTION)**

Select each tab to view/access project information.

Contract Number: 15017      MWESB Target: 0  
 Key Number: 18441      Federal/State Project: 5092(052)      File Count: 0  
 Project Name: US30: CLATSKANIE BLUFFS ROCKFALL SECTION      County: COLUMBIA      Files Size (MB): 0  
 Class of Work: EART      Route:      Download All Available Documents  
 Bid Let Date: 09/28/2017      Region: 2  
 DBE Goal: 6      Advertisement Date: 09/07/2017

Item No	Item Description	Quantity	Units
0010	MOBILIZATION	1	LS
0020	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	1	LS
0030	TEMPORARY SIGNS	320	SQFT
0040	TEMPORARY BARRICADES, TYPE II	2	EACH
0050	TEMPORARY BARRICADES, TYPE III	4	EACH
0060	TEMPORARY PLASTIC DRUMS	28	EACH
0070	TEMPORARY FLEXIBLE PAVEMENT MARKERS	376	EACH
0080	PORTABLE CHANGEABLE MESSAGE SIGNS	2	EACH
0090	FLAGGERS	2240	HOUR
0100	PILOT CARS	560	HOUR
0110	EROSION CONTROL	1	LS
0120	TEMPORARY MULCHING, STRAW	0.1	ACRE
0130	CHECK DAM, TYPE 1	4	EACH
0140	CHECK DAM, TYPE 6	4	EACH
0150	SEDIMENT FENCE	20	FOOT

Project information appears on four different tabs:

- [Project Detail](#)
- [Bid Documents](#)
- [Bid Reference Documents](#)
- [Holders of Plans](#)

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

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

Item No	Item Description	Quantity	Units
0010	MOBILIZATION	1	LS
0020	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	1	LS
0030	TEMPORARY SIGNS	2770	SQFT
0040	TEMPORARY BARRICADES, TYPE III	135	EACH
0050	TEMPORARY CONCRETE BARRIER, REFLECTORIZED	713	FOOT
0060	MOVING TEMPORARY CONCRETE BARRIER	713	FOOT
0070	TEMPORARY IMPACT ATTENUATOR, NARROW SITE SYSTEM	4	EACH
0080	MOVING TEMPORARY IMPACT ATTENUATORS, NARROW SITE SYSTEM	2	EACH
0090	TEMPORARY IMPACT ATTENUATOR, TRUCK MOUNTED	6	EACH
0100	REPAIR TEMPORARY IMPACT ATTENUATOR, NARROW SITE SYSTEM	4	EACH
0110	REPAIR TEMPORARY IMPACT ATTENUATOR, TRUCK MOUNTED	4	EACH
0120	PEDESTRIAN CHANNELIZING DEVICES	278	FOOT
0130	TEMPORARY PLASTIC DRUMS	882	EACH
0140	SEQUENTIAL ARROW SIGNS	9	EACH
0150	PORTABLE CHANGEABLE MESSAGE SIGNS	20	EACH

**Download All Available Documents** To download all available documents as a .ZIP file:

1. Click **Download All Available Documents**. You can open or save the selected documents.
2. Click **Save** to download and save the files to your desktop as a .ZIP file or click **Open** to download the files and then open and view the documents in Adobe Reader.

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

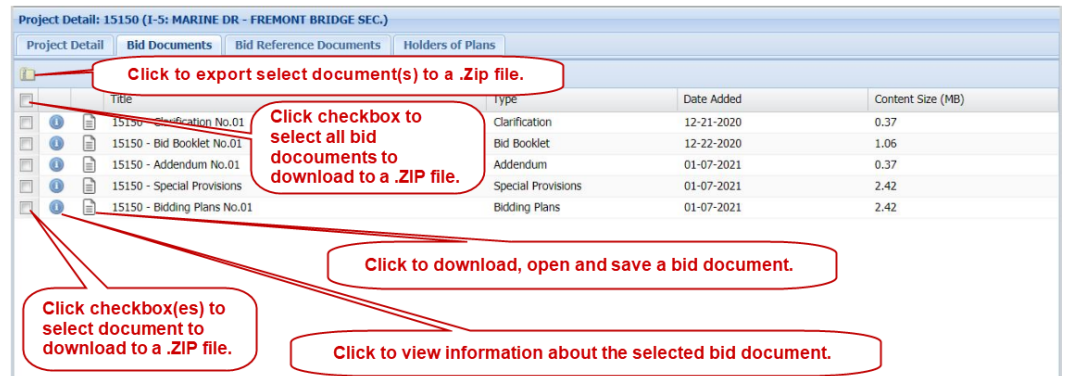
**Item Detail Tab** The **Item Description** column lists items included within the bid request.

Item No	Item Description	Quantity	Units
0010	MOBILIZATION	1	LS
0020	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	1	LS
0030	TEMPORARY SIGNS	320	SQFT
0040	TEMPORARY BARRICADES, TYPE II	2	EACH
0050	TEMPORARY BARRICADES, TYPE III	4	EACH
0060	TEMPORARY PLASTIC DRUMS	28	EACH
0070	TEMPORARY FLEXIBLE PAVEMENT MARKERS	376	EACH
0080	PORTABLE CHANGEABLE MESSAGE SIGNS	2	EACH
0090	FLAGGERS	2240	HOUR
0100	PILOT CARS	560	HOUR
0110	EROSION CONTROL	1	LS
0120	TEMPORARY MULCHING, STRAW	0.1	ACRE
0130	CHECK DAM, TYPE 1	4	EACH
0140	CHECK DAM, TYPE 6	4	EACH
0150	SEDIMENT FENCE	20	FOOT

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

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

- Download a single bid document and open it in Adobe Reader
- Download selected bid documents as a .ZIP file
- Download all bid documents as a .ZIP file
- View bid document information




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

- Bidding plans
- Bid special provisions
- Bid booklet
- Plan holder list
- Addenda
- Letters of clarification
- Mandatory pre-bid conference attendees list

**Download Bid Documents**

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

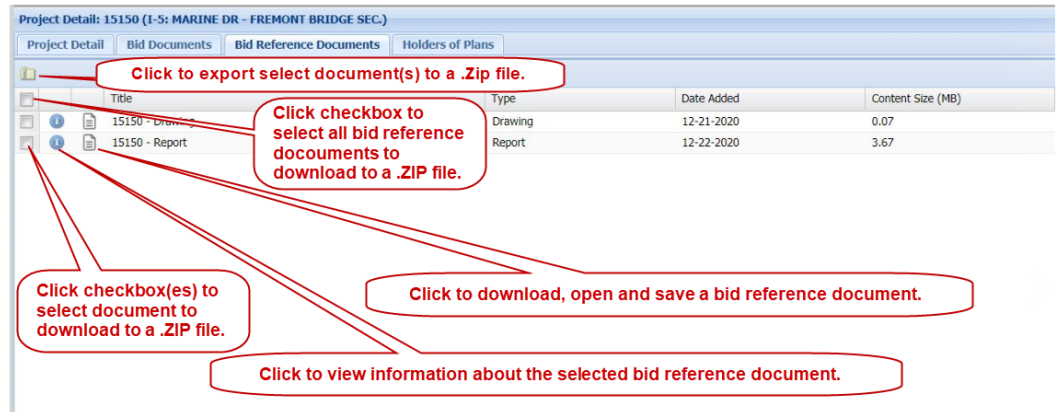
To download selected bid document(s) as a .ZIP file:

1. Check the checkbox(es) to download. **Note:** Check the box in the heading row of the documents to quickly select all of the listed documents to download. Click it again to deselect all of the listed documents.
2. Click . Selected files are downloaded to a .ZIP file.
3. View selected documents in Adobe Reader or save to local drive.

**Bid Reference Documents Tab**

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

- Download a single bid reference document and open it in Adobe Reader
- Download selected bid reference documents as a .ZIP file
- View bid reference document information



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


- Local land use permit
- Final geotechnical report
- Hazardous materials corridor study report (level 1)
- Hazardous materials preliminary site investigation report (level 2)
- Hydraulics report
- Storm water report
- Earthwork cross-sections
- As-constructed drawings

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



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

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

1. Check the box(es) in front of the **Title** of the document(s) to download.  
**Note:** *Check the box in the heading row of the documents to quickly select all of the listed documents to download. Click it again to deselect all of the listed documents.*
2. Click . Selected files are downloaded to a .ZIP file.
3. View selected documents in Adobe Reader or save to local drive.

## Plan Holder List

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

**Holders of Bidding Plans**

Added	Company	Contact Name	Fax	City	State
05-14-2019 13:39	CORAL CONSTRUCTION CO	MARC ROBERTS	(503)682-0110	WILSONVILLE	OR
05-13-2019 12:59	NORTHSTAR ELECTRICAL CO...	ADAM SUMINSKI	(503)612-0891	SHERWOOD	OR
05-09-2019 16:01	NORTHEAST ELECTRIC LLC	TROY HALBERG	(360)225-7001	WOODLAND	WA
05-09-2019 13:09	CASCADE BRIDGE LLC	ESTIMATING	(360)737-6579	VANCOUVER	WA
05-09-2019 10:47	HP CIVIL INC	ESTIMATING	(503)769-2761	STAYTON	OR
05-09-2019 08:14	WILDISH STANDARD PAVING ...	ESTIMATING	(541)683-7722	EUGENE	OR

**Holders of Informational Plans**

Added	Company	Contact Name	Fax	City	State
05-22-2019 16:28	SPOKANE REGIONAL PLAN CE...		(509)328-7279	SPOKANE	WA
05-22-2019 06:24	BRDX PAVING NORTHWEST INC	BRDX ESTIMATING	(503)570-9365	SHERWOOD	OR
05-14-2019 07:37	THE BUILDERS EXCHANGE O...		(425)259-3832	EVERETT	WA
05-10-2019 10:46	ABADAN REGIONAL PLAN CE...			SPOKANE	WA
05-10-2019 10:31	AFFORDABLE ELCTRIC INC	JEAN MALARY	(503)744-0240	CLACKAMAS	OR
05-10-2019 09:31	AMERICAN CONCRETE CUTTL...	ERIC HILL	(541)726-8146	COBURG	OR

**Company Details**

**Name:** CORAL CONSTRUCTION CO  
**Address:** PO BOX 347  
 WILSONVILLE OR 97070


**Contact Details**

**Name:** MARC ROBERTS  
**Email:** MARCROBERTS@CORALCONSTRUCTION.COM  
**Phone:** (503)682-2252  
**Fax:** (503)682-0110

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

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

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

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

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