

Bid Example for project < \$100k

E-BUILDER BIDDING PORTAL FOR UNIVERSITY OF MISSOURI PROJECTS



You have been invited to bid. [Click here to gain access to the project bid information.](#)

Invitation Key	[REDACTED]
Project	Villa Building - Transformer Replacement
Bid Package	Villa Transformer Replacement
Bid Description	Demolition of existing outdoor dry-type transformer and concrete pad. Installation of new pad-mounted oil filled 4160V transformer and new electrical cables.
Project Address	St. Louis, MO USA
Bid Due Date/Time	01.28.2021 1:00 PM
Bid Time Zone	(UTC-06:00) Central Time (US & Canada)
Bid Contact	
Contact	Greg Neuner
Phone	[REDACTED]
Email	neunerg@umsystem.edu

You have been invited to bid. [Click here to gain access to the project bid information.](#)

e-Builder Technical Support
phone: 1-888-288-5717 fax: 1-888-576-9322
support@e-builder.net

Note: You will be required to register in order to view the bid details if you do not have an e-Builder username and password.

Neuner, Gregory J.
UNIVERSITY OF MISSOURI SYSTEM
MS&T / UMKC / UMSL

FEBRUARY 11, 2021

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Test Bid on UM project

[LOGIN](#)

Below is the LOGIN screen for bidder in the e-Builder Bid Portal. *Note – If you already have an e-Builder account with the University of Missouri or other entity, you must use this Bid Portal login page. You can access it by clicking the “[click here](#)” link on your invitation to bid e-mail as shown on the cover sheet. Do not login as you normally would on a project you are an active member of.*

IMPORTANT: Do **not** share your invitation e-mail with anyone **outside** of your company. The INVITATION KEY is at the top of the e-mail and it is a key designated to your company. If you want to inform a subcontractor or vendor about the project, either remove the keycode, or create a new e-mail.

Are you a first time bidder?
Create Account

For product support information →

Once you’ve logged in (prior bidder), or created a new account (first time bidder), you will be directed to the bid portal for that particular project. You will see a dashboard with **project status**, **bid due date and time**, and **Summary**. Below that is three (3) tabs: [Package Invitation](#); [Response Form](#); and [Q&A Board](#) (see image below).

University of Missouri System / Villa Building - Transformer Replacement

↳ Villa Transformer Replacement

Status	0 Days Left	Summary 47,000.00
Bid Package: Open Bidding: Will Bid Response Submitted: Yes	Due on 02.03.2021 at 1:00 PM (GMT-06:00) Central Time (US & Canada)	Base Bid Total: 47,000.00

Package Invitation | Response Form | Q&A Board

Accepted | Decline

01.27.2021 4:16 PM (GMT-06:00) Central Time (US & Canada)

Bid Info | Invitation Documents (7) | Addenda (1)

Hide All | Show All

Click this icon to download files. Clicking the icon next to a folder will download all files and subfolders within it.

Test Bid on UM project

BID DOCUMENTS

Under PACKAGE INVITATION you can accept or decline. There are three more tabs: [Bid Info](#); [Invitation Documents](#); and [Addenda](#). Invitation documents include the bid drawings, specifications, and bid forms for download. See image below:

Package Invitation Response Form Q&A Board

Accepted Decline

01.27.2021 4:16 PM (GMT-06:00) Central Time (US & Canada)

[Bid Info](#) **Invitation Documents (7)** [Addenda \(1\)](#)

[Hide All](#) | [Show All](#)

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  45.01 Bid Documents (7)	01.19.2021 9:50 AM	
 UMSL SC008201 ADDENDUM NO 1.pdf Version 1	01.27.2021 4:13 PM	109.13 KB
 Bidding Instruction Guide (eBuilder).docx Version 1	01.25.2021 3:28 PM	20.16 KB
 BID FORM for SC008201.docx Version 1	01.20.2021 12:43 PM	20.74 KB
 Invitation For Bids_UMSL Villa Transformer Replacement.pdf Version 1	01.20.2021 12:43 PM	90.81 KB
 Supplier Diversity Evaluation Forms.docx Version 1	01.20.2021 12:43 PM	45.16 KB
 UMSL SC008201 Project Manual_BID.pdf Version 1	01.20.2021 12:43 PM	4.42 MB
 UMSL SC008201 Sealed Drawings.pdf Version 1	01.20.2021 12:43 PM	3.05 MB

IMPORTANT: To enter your bid prior to the bid opening, it is **highly recommended** that you log in through the bid portal and **ACCEPT** whether you will bid several hours prior. If there are any issues, contact e-Builder Support as directed on the initial invitation e-mail from e-Builder. (I flagged my invitation e-mail and used the “[click here](#)” link to login every time.)

ENTERING BID

Click on the [Response Form](#) tab.

Follow **Steps 1 – 3** as described on the next page.

Test Bid on UM project

University of Missouri System / Villa Building - Transformer Replacement

↳ Villa Transformer Replacement

Status
Bid Package: Open
Bidding: Will Bid
Response Submitted: Yes

1 Days 1 Hours 9 Minutes Left
Due on 02.03.2021 at 1:00 PM
(GMT-06:00) Central Time (US & Canada)

Summary **47,000.00**
Base Bid Total: 47,000.00

Package Invitation

Response Form

Q&A Board

Submitted

Recall Bid

Download

Submitted on 02.02.2021 12:23 PM (GMT-06:00) Central Time (US & Canada)

STEP 1: Bid Form STEP 2: Response Documents STEP 3: Additional Required Info

Base Bid							
#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
Base Bid	Base Bid - Replace transformer at Villa Building			1.0000	LS	47,000.00	47,000.00
Base Bid Subtotal				47,000.00			

Step 1: Bid Form – see above snip where the test bidder filled out his bid price.

Step 2: Response Documents under Response Form Tab (see image on the next page)

In this example, there was a field to [upload](#) or drag and drop files. I enclosed my test bid form. The image shows the Bid Form and it also shows the files uploaded from Step 3. (*Bidders reported having to use a different browser for uploading their files. I did not experience any issues using Firefox or Google Chrome.*)

Test Bid on UM project

University of Missouri System / Villa Building - Transformer Replacement

↳ Villa Transformer Replacement

Status Bid Package: Open Bidding: Will Bid Response Submitted: Yes	1 Days 1 Hours 9 Minutes Left Due on 02.03.2021 at 1:00 PM (GMT-06:00) Central Time (US & Canada)	Summary 47,000.00 Base Bid Total: 47,000.00
Package Invitation	Response Form	Q&A Board

Submitted Recall Bid

Submitted on 02.02.2021 12:23 PM (GMT-06:00) Central Time (US & Canada)

STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Required Info

Actions	Thumbnail	File Name	File Size	Date Attached
		Bid Bond (fake).pdf (version 1)	20.46 KB	02.02.2021 12:21 PM
		SD form for SDVE firm.docx (version 1)	25.50 KB	02.02.2021 12:20 PM
		BID FORM from TestBid.pdf (version 1)	436.42 KB	02.02.2021 12:15 PM

STEP 3 – The Additional Required Information tab

Note that when an [Addendum](#) is issued to the bidders, eBuilder automatically updates that addendum with a checkmark box which is required to submit the bid. See [underlined](#) in the image below.

Note: When I set up the bid package, I created a field to upload/drag and drop a file for the following:

1 -Supplier Diversity Forms; 2 - Bid Bond (if over \$50,000); 3 - A string field (*see underlined in below snip*) to enter your SDVE participation.

For larger projects, additional fields may be included for bidders to enter MBE, WBE/DBE/Veteran, SDVE participation separately and even the major subcontractors. Or, a field to upload the Bid Form. This will vary by project size and campus preference.

SUBMIT BID

After Bid is submitted, your screen will look like the image on the next page. You can change or [Recall](#) your bid prior to the exact time bids are due.

Test Bid on UM project

University of Missouri System / Villa Building - Transformer Replacement

↳ Villa Transformer Replacement

Status

Bid Package: Open

Bidding: Will Bid

Response Submitted: Yes

1 Days 1 Hours 9 Minutes Left

Due on 02.03.2021 at 1:00 PM
(GMT-06:00) Central Time (US & Canada)

Summary **47,000.00**

Base Bid Total 47,000.00

Package Invitation

Response Form

Q&A Board

Submitted Recall Bid Download

Submitted on 02.02.2021 12:23 PM (GMT-06:00) Central Time (US & Canada)

STEP 1: Bid Form STEP 2: Response Documents **STEP 3: Additional Required Info**

Please provide the following information: All fields required except those marked (optional)

I have read and agree to the terms of Addenda 1.

Qualifications (optional)

Custom fields:

Supplier Diversity Documentation
SD form for SDVE firm.docx (version 1)

Bid Bond
Bid Bond (fake).pdf (version 1)

SDVE Participation (%)
5

BID RESULTS

Here is an example of the Bid Tabulation automatically generated from e-Builder from a recent UMKC project. The bidders can't see this tabulation. The campus may choose to have the bid opening live using Zoom, at location included in the invitation to Bid, or other means. The bid tabulation shows the base bid, alternates (if applicable), file attachments, Supplier Diversity participation, etc. for each bidder. Unfortunately, naming conventions on the files are whatever the contractor names it, so it's a little confusing.

Project:		Estimate		Paric Evan Chiles emchiles@paric.com		McCownGordon Construction Scott Kimzey skimzey@mccowngordon.com		Centric Mike Slisk mike.slisk@centric.build		KBS Constructors, Inc. Robi Lehman boblehman@kbsci.com 9134225320	
Bid Open Date: 11.19.2020 2:03 PM		Quantity	UoM	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
Base Bid											
1	Base Bid			0.00	0.00	1,748,000.00	0.00	1,773,000.00	0.00	1,849,587.00	0.00
Base Bid Cost Total				0.00	0.00	1,748,000.00		1,773,000.00		1,849,587.00	0.00
2	Alternate 1 - Third Floor Restrooms	1	LS	0.00	198,000.00	198,000.00	219,000.00	219,000.00	201,071.00	300,500.00	300,500.00
Alternate 1 - Third Floor Restrooms Cost Total				0.00	198,000.00	198,000.00		219,000.00		201,071.00	300,500.00
3	Alternate 2	1	LS	0.00	195,000.00	195,000.00	213,000.00	213,000.00	195,070.00	290,000.00	290,000.00
Alternate 2 - Fourth Floor Restrooms Cost Total				0.00	195,000.00	195,000.00		213,000.00		195,070.00	290,000.00
Bid Summary											
Base Bid Total				0.00		1,748,000.00		1,773,000.00		1,849,587.00	0.00
Custom Fields											
Major Subcontractors		submitted		Subcontractor name		See page 1A - 3/5 for this info (uploaded)		see bid form			
Supplier Diversity Documentation		Application for Waiver.pdf (version 2)		4. Supplier Diversity Compliance Evaluation Forms_bsx (version 1)		UMKC Documentation.pdf (version 1)		soans@kbsci.com_20201119_135400.pdf (version 1)			
Bid Bond		20340 signed and sealed bid bond.pdf (version 1)		2. Bid Bond.pdf (version 1)		20.11.19 UMKC Library Bid Bond.pdf (version 1)		KBS Bid Bond.pdf (version 1)			
SDVE Participation (%)		0		0		3.02		3			
Bidder Qualification Notes											
Prequalified											

We took this, exported it to Excel, and created additional rows to provide the totals with alternates. Once done, that can be made public on your website or however the campus finds the best means to share it. I hope this helps.