# SCOTT COUNTY TRANSPORTATION SERVICES DIVISION

# GUIDE TO BIDDING ON SCOTT COUNTY HIGHWAY PROJECTS

**January 2019**

# Scott County Guide to Bidding

This guide has been created to help contractors with the process of bidding on Scott County projects. It covers all the steps needed from creating an account to submitting a bid. Its intent is to make the process easy and equal for anyone who wants to bid on a Scott County project.

For a list of projects that are currently advertised for bids, see the following:

- County Website: http://www.scottcountymn.gov/1808/Roads-Transportation-Bidding-Information
- eGram site: https://egram.co.ccott.mn.us/
- MnDOT eAdvert site: https://eadvert.dot.state.mn.us/
- Local Newspapers

This guide pertains only to projects that are administrated by Scott County.

In the case of any discrepancies, the project bid documents supersede information in this guide.

Scott County has no prequalification requirements for submitting a bid but it is the bidder's responsibility to determine if their company is able to meet the requirements of the project before submitting a bid. After the bid is opened, the low bidder may be required to provide a written statement before award of the bid, stating their experience and the amount of capital and equipment available to do the proposed work.

**Procedure to bid on Scott County Projects**

1. **Every bidder will need a User ID and Password for their company through ConneX.**

   If your company or any employee has never been issued a ConneX User ID and Password, you must sign up through the ConneX system to download plans, be added to plan holder list, and bid on projects. In the ConneX system you will be able to set up a company User ID and Password for each employee you want to have access to the system.

   Follow the steps shown to sign up for a new account.

   a. Go to the ConneX website: https://connex.mn.uccs.com.
   b. Click on "Sign up".
   c. Click the box to accept the Disclaimer and Waiver and click on "Next".
   d. Select your company out of the list or select none if your company is not listed and you would like to add your organization.
   e. Fill out Organization Details and click "Next".
   f. Fill out your Name and click "Next".
   g. Fill out your Login Credential and click "Next".
      *The PIN is if you need the ability to sign documents or approve electronic bid submittals.
      ** Also make sure your email is correct as this is the email you will receive important information about your bids and PIN numbers.
   h. Fill out your Address and Phone Number and click "Finish".

When you log into ConneX, you will be sent to the ConneX Dashboard (homepage).

Under User at the top are "My Account" and "My Organizations. Here you can edit user details and organization details.

Under Organization at the top are "eGram Access", "Manage Users" and "Founder's Options.

"eGram Access" is where all the counties and cities are listed. You must request access from them to be able to download plans, be added to plan holders, and bid on projects. Click on Send Request next to the Agency whose eGram site you would like to have access to. Once you receive approval from the Agency your company can download plans and be added as a Plan Holder.

"Manage Users" is where you can accept/deny requests for employees to join your organization and manage user access rights. The first person to set up the company in ConneX is the Administrator and has control over setting employee access rights and setting who has authority to sign for the company.

"Founder Options" is where the Administrator person can be changed and where you may delete your organization.

2. **Request Access to Scott County eGram.**

   (If you already have access to Scott County eGram this step is unnecessary as this is a onetime request)

   Log in to your ConneX account and go to "eGram Access" under
   Organization at the ConneX homepage. Click on "Send Request" next to Scott County. You will receive an email from Scott County granting or denying access to the Scott County eGram site.

3. **Go to the Scott County eGram site and download the Plans, Proposal, etc.**

   Scott County eGram website: https://egram.co.scott.mn.us/projectListing.php
   1. Go to the above website where you can see projects in bidding, construction and planning.
   2. Click on the project ID for the project that you are interested in.
   3. At the project page you can view the advertisement of bid, current plan holders and messages.
   4. Under Project files on the left are the documents for download. Download all files.
   5. After downloading all plans, specs, addendums, etc., the Contractor will be added to the Plan Holder list on the project page under Plan Holders. Registered Plan Holders will be notified by email of any addendums that are issued.
      * This is important, as any addendum unapproves/unsigns ALL bids already submitted by electronic bidding. The contractor must acknowledge the addendum and re-sign the bid before resubmitting. If the bid remains "unapproved" and "unsigned it will **NOT** be accepted.

## 4. Bid on Scott County Projects

There are two ways to bid on Scott County projects: Hard Copy and Electronic. The type of bid required will vary from project to project. Follow the procedure below for the type of bid required.

<mark>**CHECK THE ADVERTISEMENT AND SPECIALS PROVISIONS TO FIND OUT WHICH TYPE OF BID IS REQUIRED FOR THE SPECIFIC PROJECT.**</mark>

### 1. Electronic Bidding:

Bidders shall note that there are several documents that must be downloaded for submission as hard copies (in addition to the bid submitted electronically through BidVAULT).

#### a. Bid Submittal Documents

Fill out, sign and submit the signed documents that are "Bid Submittal Documents" prior to the bid opening time. To find out what documents are "Bid Submittal Documents" see the project proposal. These documents will not be opened before the bid opening but are required before the bid opening time to confirm that all bid requirements are met.

These documents must be submitted using **one (1)** of the following methods:

- Submit the signed original documents to Scott County Transportation Services Division, 600 Country Trail East, Jordan, MN 55352. They must be received in the Scott County Transportation Services Division Office prior to the bid opening time and date; OR
- Email copies of the signed documents prior to the bid opening time and date. The copies must be emailed to [transportation@co.scott.mn.us](mailto:transportation@co.scott.mn.us) , and the originals must be received in the Scott County Transportation Services Division office **within three (3) days after bid opening**.

The subject line of the email or the submitted signed originals should state:
"Required submittals of CP # _____ " (enter the project ID number found on the eGram site).

#### b. Bid Security

Bid Security (bid bond or certified check) is required and must be submitted using **one (1)** of the following methods:
- Submit an electronic bid bond with your electronic bid on BidVAULT for this project using Surety 2000 or InSure Vision; OR
- Submit the original paper bid bond or certified check to Scott County Transportation Services Division, 600 Country Trail East, Jordan, MN 55352. It must be received in the Scott County Transportation Services Division office prior to the bid opening time and date; OR
- Email a copy of your original paper bid bond or certified check prior to the bid opening time and date. The copy must be emailed to [Transportation@co.scott.mn.us](mailto:Transportation@co.scott.mn.us), and your original signed bid security must be received in the Scott County Transportation Services Division office **within three (3) days after** bid opening.

The subject line of the email or paper bond/certified check should state "Required submittals of CP #  _____" (enter the ID number found on the eGram site).

The bid bond is five percent (5%) of the contract amount or per the project specifications.

**c. Submit Electronic Bid on BidVAULT**
  https://bidvault.mn.uccs.com/index.php

**Note:** You are only allowed to bid if you have downloaded **all** plans, proposals, specifications, and addendums and have requested and received notice from Scott County that you have access rights to eGram.

1. After making sure all plans, specs, addendums, etc. have been downloaded from eGram and you are listed as a Plan Holder and you are ready to bid electronically, click on "View this Project on bidVAULT" on the project page in eGram
   OR
   Go to the bidVAULT website above and search for the project.
2. From the bidVAULT page, you can see Project Items and Plan Documents.
3. To bid on the project, click on "Bid on this Project."
4. Log in using your ConneX User ID and Password.
5. The next step is to generate a Private Bidding Key. Click on "Click here to download your key file" and save to a safe place. When finished click on "Click here to continue with your bid."
   *This key keeps your bid safe and protects your bid information. Each project has a unique Bid Key. You will need this Bid Key each time you wish to access your online bid. All employees will need access to this Bid Key if multiple people will need to access your company's electronic bid.
   ** If you lose your Bid Key and request a new one, your previous bid submissions will be voided and deleted. You must re-enter and re-submit your bid information.
6. Next you will need to click on "Browse" to find the Bid Key you saved in the last step and then click on "Submit."
7. Follow the guided interface to accept that you have read the Terms and have read and accepted any plans, specs, and addendums.
8. Enter project unit prices. Totals will be automatically calculated. All units must have a value. DO NOT LEAVE A FIELD BLANK. Any items added or modified through an addendum will be hi-lighted.

9. Alternate bid items will be shown separate from base bid items. Base bid totals will also be separated from alternate bid totals.
10. Next step is Bid Bond Verification.
    See Step b: Bid Security on the previous pages for how to submit hard copy Bid Bond Security if not using BidVAULT for bid bond verification.
11. Next step is to approve your bid. To submit and approve your bid, you must type in your PIN. The PIN can be automatically issued to you through the ConneX site by adding PIN approval rights to your user account.
    * If the bid is modified or if addendums are added, the approval will be removed and you must enter your PIN again to reapprove your bid.
12. After successfully approving and submitting a bid you will receive a message saying "Success, You have approved your Bid." Click on Finish to be redirected to the My Bids page of BidVAULT.
13. You can make changes to your bid as many times as you want but the company's authorized signer must resign the bid using their PIN. If the contractor does not enter their PIN and re-sign the bid, the bid is not approved and would not be accepted. **If you submit a bid multiple times before the bid opening time, only the last signed submission will be retained and passed to Scott County.**
14. You can withdraw a bid by reopening the bid in BidVAULT and electing to withdraw bid. If the bid is withdrawn before the bid opening time, the bid will not be passed to Scott County.

    NOTE: Only the Authorized Representatives from the Company should receive a PIN number to sign the Bid. The Administrator has control over which employees have rights to a PIN number. It is the Contractor's responsibility to assure that only authorized employees have access to eGram and BidVAULT for their company. If anyone leaves employment, it is up to the company's Administrator to remove the employee's access in ConneX.

**d. Bids open at Bid Opening**
   − Only the contractor's authorized personnel can see the bid information before the bid opening time. BidVAULT has an encryption code and security methods to insure that no one other than the contractor personnel can read or modify your bid before the bid opening time.
   − When the bid opening time is reached, the county will proceed to open the bid and you will receive an email that the bids are opened. No more changes can be made after the bid opening time. The server time on the BidVAULT server will be shown.
   − Bid totals will be posted within 24 hours on the eGram site under Bid Abstract/Project Bid Summary.
   − The detailed bid abstract will not be posted until the project is awarded.

**2. Hard Copy Bidding:**

Each Contractor shall download at least one copy of the proposal and specifications, and one copy of the plans from the eGram website: https://egram.co.Scott.mn.us/ * ONLY REGISTERED PLANHOLDERS WILL BE ALLOWED TO BID ON PROJECTS.

The bidder is responsible for all present and future downloads of any and all project documents, including, but not limited to, any addendums and their respective attachments. This in no way reduces your responsibility to strictly adhere to these specifications.

a.      **Bid Submittal Documents**
Fill out, sign and submit the signed original documents that are "Bid Submittal Documents" to Scott County Transportation Services Division, 600 Country Trail East, Jordan, MN 55352. These documents must be received in the Scott County Transportation Services Division office prior to the bid opening time. To find out what documents are "Bid Submittal Documents" see the project proposal.

In submitting a bid, the Contractor shall bid on one copy of the proposal. A sealed envelope shall contain the Bid Submittal Documents and be clearly marked:
BID FOR SCOTT COUNTY
CP # _____"(enter project ID number found on the eGram site).
[BID OPENING TIME AND DATE]

Bids will only be accepted by submitting bids in paper form (hard copy) to Scott County Transportation Services Division Division at 600 Country Trail East, Jordan, MN 55352-8016.

**Support**

Bidding questions should be submitted to Scott County via Email transportation@co.scott.mn.us or via telephone 952-496-8043.

Presently support is provided between the hours of 8:00 AM to 4:30 PM.

Scott County Transportation Services Division

600 Country Trail East

 Jordan, MN 55352

Web page questions and problems should be submitted to the service provider.

ConneX questions should be directed to United Cloud Computing Services, Inc. (UCCS) by email to support@uccs.com between the hours of 8:00 AM and 5:00 PM