
Guide To Bidding

Grant County Highway Construction Projects



Grant County Highway Department

2020

Grant County Guide to Bidding

This guide has been created to help contractors with the process of bidding on Grant 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 Grant County project.

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

- [Grant County OneOffice Site](https://mn-co-grant.app.rtvision.com/): <https://mn-co-grant.app.rtvision.com/>
- [MnDOT eAdvert site](https://eadvert.dot.state.mn.us/): <https://eadvert.dot.state.mn.us/>
- Local Newspapers

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

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

Grant 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.

1. Bid on Grant County Projects

1. Electronic Bidding:

Bidders shall note that there are several documents that will require a digital signature within the online bidding process through bidVAULT, which include the following:

- Affirmative Action Certification
- Notice to Bidders – EEO Special Provisions
- Responsible Contractor Verification & Certification of Compliance (6 pages)
- Non-Collusion Affidavit
- Receipt of Addenda

a. Bid Security

Bid Security (bid bond or certified check) is required. Here are your three options for submitting the bid security:

- 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 highway@co.grant.mn.us, and the successful bidder must send in the original signed and notarized bid bond to the Grant County Highway Dept. office within three (3) days after bid opening.

The subject line of the email or paper bond/certified check should state "Required bid security of PR # _____" (enter the project ID number found on the RtVision OneOffice site).

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

b. Submit Electronic Bid on bidVAULT

<https://bidvault.mn.uccs.com/index.php>

Procedure to submit an electronic bid

Note: You are only allowed to bid if you have downloaded **all** plans, proposals, specifications, and addendums.

1. After making sure all plans, specs, addendums, etc. have been downloaded from RtVision OneOffice 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 RtVision OneOffice

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 reenter and resubmit 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 highlighted.
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

See Page 2 : 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 resign 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 Grant 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 Grant 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 RtVision OneOffice 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 Summary will typically be posted within 24 hours on the RtVision site under Construction/Contract/Details

- The detailed bid abstract is available upon request.

Support

Bidding questions should be submitted to Grant County via Email highway@co.grant.mn.us or telephone 218-685-8300. Office hours: 7:00 AM to 3:30 PM

Grant County Highway Department
224 3rd Str SE
PO Box 1005
Elbow Lake, MN 56531

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