Getting Started with eBIDS

The Electronic Bidding Information Distribution System (eBIDS) is an online tool developed and maintained by the Oregon Department of Transportation (ODOT).

eBIDS enables contractors, suppliers and other interested parties to locate, view and download bid-related documents for highway construction projects that ODOT currently has advertised for bid. ODOT vendors may also self-register on eBIDS as holders of the bidding and/or informational plans for these projects.

You may access eBIDS on the Web at https://ecmnet.odot.state.or.us/ebidse/Account/Login or from the Procurement Office (OPO) – Construction Contracts Unit website.

Create New eBIDS Account

1. Go to the eBIDS *Client Login* page on the Web at https://ecmnet.odot.state.or.us/ebidse/Account/Login.

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

2. Click **Create an Account**. The *eBIDS New Account* page opens.

eBIDS New Account **page**

3. Set up your eBIDS account as follows. All fields are required.

    a. **Account Info:** Enter an account name and email address. The account name and email address must each be unique within eBIDS. The account name is **not** case-sensitive.

    b. **Password:** Enter a new password and again to confirm it. Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ $ # % ^ * _ & + -

    c. **Security Question:** Select a security question from the drop-down menu and enter your answer below it. The answer is case-sensitive.

    d. **Security Check:** Enter the text displayed in the image. The text is case-sensitive. Do not include spaces between characters. If you have trouble reading the security checktext and want to refresh/reset it, click .

4. Click **Submit**. The *Account Information* page opens.

Account Information **page**

a. Enter your account information:

> *Note: The contact and address information entered here is used to create your eBIDS account only; when you register as a holder of plans for a specific project, you may select project-specific contact and address information that can be different than what you enter here.*

b. **Vendor No:** If your company has an ODOT vendor number, enter it and the system will search for a matching company name and automatically populate the **Company Name** and **Company Address List**.

> *Note: If you do **not** plan to register as a holder of bidding or informational plans, you do not need to enter a vendor number or company name. If you want to register as a holder of plans, but do **not** know your company vendor number or your company does **not** have one, contact the OPO – Construction Contracts Unit by phone at 503-986-2710 or by email at ODOTProcurementOfficeConstruction@odot.oregon.gov*

   i. **Company Address List:** Select an address from the list, if present, and eBIDS automatically populates the **Address Info** fields.

c. **Contact Info:** Enter your first and last name, email address, phone and fax numbers. Required fields appear with a red asterisk (*) next to them.

d. **Address Info:** Enter/Edit your address. All fields required.

5. Click **Submit**. The *Client Login* page refreshes with a message that your registration was successful and to check your email for a message to activate your account. ODOT will send a confirmation message, which contains an account activation link, to the email address provided.

6. Click the **Activate Account** link in the email message. The link is active for four days only.

Oregon Department of Transportation

In order to use the new account 'JaneDoe28', YOU MUST ACTIVATE YOUR ACCOUNT BY CLICKING ON THIS LINK: Activate Account

This email was sent from the ODOT eBIDS system by user request.

Click Activate Account to activate your eBIDS account.

This activation link is good for 4 days.

If you did not request this email, please contact ODOT Computer Support (503) 986 - 3800.

Thank you for using ODOT eBIDS.

The eBIDS *Client Login* page opens.

7. On the eBIDS *Client Login* page, enter your **Account** and **Password**, and click **Login**. The *Disclaimer* page opens.

Oregon Department of Transportation
ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM

Disclaimer
Please take a minute to read and accept the disclaimer.

Terms of Use
After reading the Terms of Use, check the "I agree" box, then click Submit to continue. You must agree to the terms in order to use this site.

Terms of Use

☐ I agree

Submit
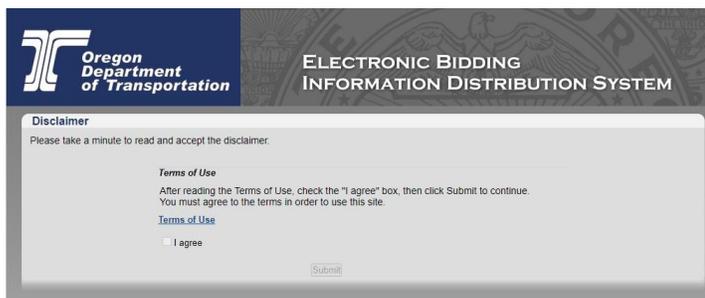
8. Click on the **Terms of Use** link to open ODOT Terms of Use document. Read the document.

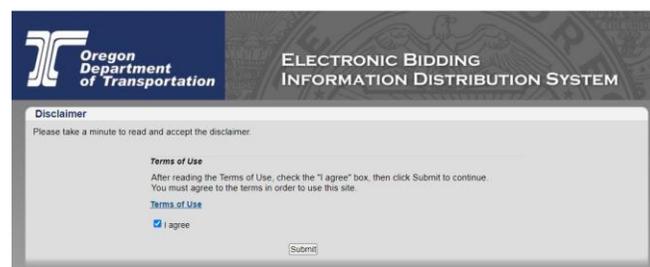OREGON DEPARTMENT OF TRANSPORTATION ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM (ODOT eBIDS)

Terms of Use

Subject to these Terms of Use, ODOT is offering a free service to ODOT eBIDS website users (Users) to electronically download the following Project Solicitation Documents: Plans, Special Provisions, Addenda, Clarification Letters, and Bid Booklets for specific ODOT projects. In addition, "convenience copies" of Bid Reference Documents will be available on ODOT eBIDS.
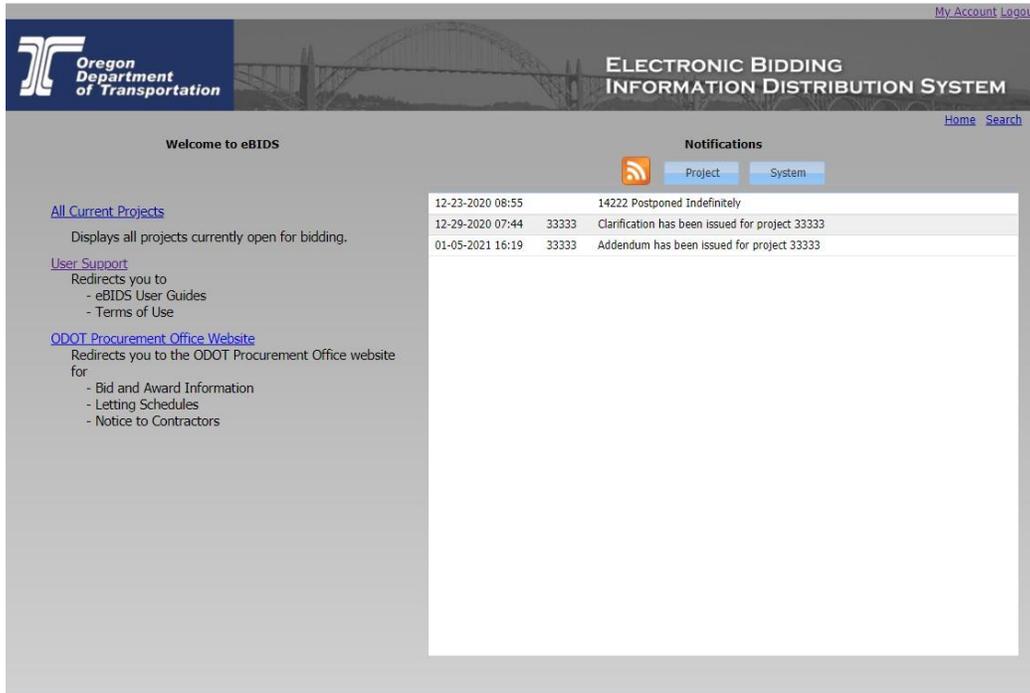
1. Solicitation Documents
   a. **ODOT eBIDS Solicitation Documents:** A project's Solicitation Documents will only be available to Users during the project's solicitation period as identified in those Solicitation Documents.
   b. **Bid Booklets**: Bidders shall use Bid Booklets downloaded from ODOT eBIDS to submit Bids for the paper method of bidding according to Specification 00120.05(b)(1). Bidders choosing to submit bids electronically shall use an electronic Bid Booklet from the BidExpress® website according to Specification 00120.05(b)(2).
   c. **Source of Documents**: Bidders shall use the Solicitation Documents obtained directly from ODOT eBIDS, or BidExpress® for the Bid Booklet to prepare bids. Bidders shall use the other Solicitation Documents obtained from ODOT eBIDS to prepare paper bids and electronic bids.
   d. **Addenda and Clarification Letters**: As a courtesy service, ODOT eBIDS may send e-mail notifications of updates to Solicitation Documents by Addenda and Clarification Letters to Users identified below as Holders of Plans.

9. Select **I agree** and click **Submit**.

Oregon Department of Transportation
ELECTRONIC BIDDING INFORMATION DISTRIBUTION SYSTEM

Disclaimer
Please take a minute to read and accept the disclaimer.

Terms of Use
After reading the Terms of Use, check the "I agree" box, then click Submit to continue. You must agree to the terms in order to use this site.

Terms of Use

☑ I agree

Submit

10. The eBIDS home page opens.

You may now use eBIDS to search for current ODOT construction projects advertised for bid. Refer to the *eBIDS User Guide* for assistance with using eBIDS.

Reset eBIDS Password

1. On the eBIDS *Client Login* page, click **Forgot your Password?**

   The *Password Recovery* page opens.

2. Enter your **Account** name.

3. Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters.

    If you have trouble reading the security check text and want to refresh/reset it, click [icon].

4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent to the email address associated with your account with a link to reset your password.

5. Click the **Reset Password** link in the email message. The link is only active for four days.
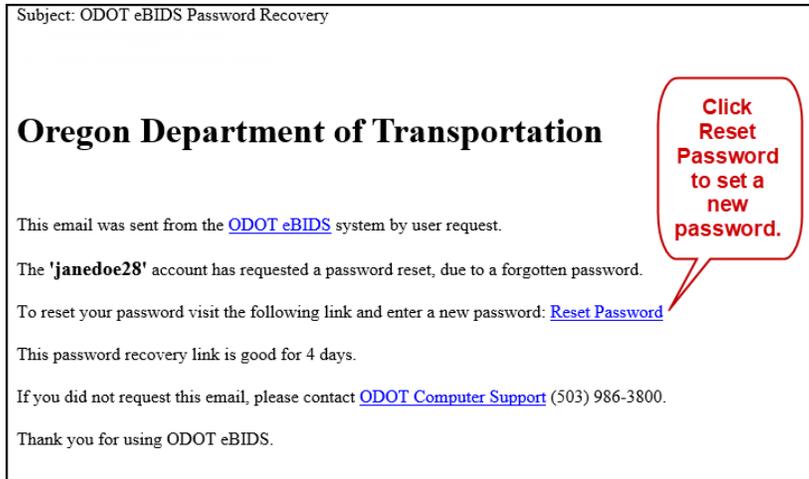
The *Change Password* page opens.
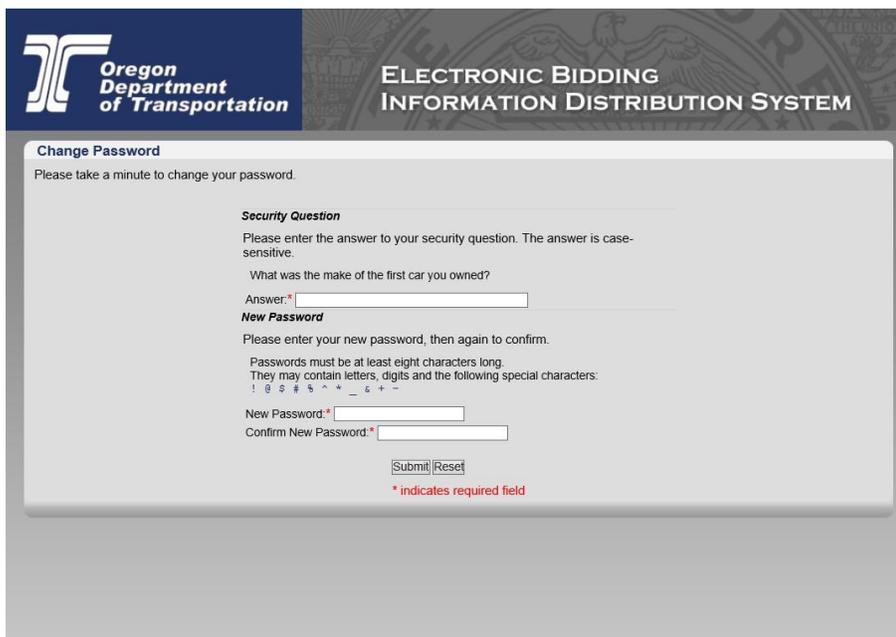
6. Enter the **Answer** to your security question. The answer is case-sensitive.

7. Enter **New Password** and **Confirm New Password**.
   *Note: Passwords must be at least eight characters and are case-sensitive; they may contain letters, digits and the following special characters: ! @ $ # % ^ * _ & + -*

8. Click **Submit**. The *Change Password* window closes and a message appears on the eBIDS *Client Login* page, confirming the account password has been reset.

You may now log in to eBIDS using your new password. Refer to the ***eBIDS User Guide*** for assistance with using eBIDS.

Retrieve eBIDS Account Name

1. On the eBIDS *Client Login* page, click **Forgot your Account Name?**

The *Account Name Recovery* page opens.

2. Enter the **Email** address associated with your eBIDS account.

3. Enter the security check **Text**. The text is case-sensitive. Do not include spaces between characters.

    If you have trouble reading the security check text and want to reset/refresh it, click [refresh icon].

4. Click **Submit**. The eBIDS *Client Login* page displays a message that an email has been sent with your account name.

5. When you receive the email with your account name, go to the eBIDS *Client Login* page and log in.

Subject: ODOT eBIDS Account Recovery

Oregon Department of Transportation

This email was sent from the ODOT eBIDS system by user request.

Your account name is **'janedoe28'**.

Your account name appears here.

If you did not request this email, please contact ODOT Computer Support (503) 986-3800.

Thank you for using ODOT eBIDS.
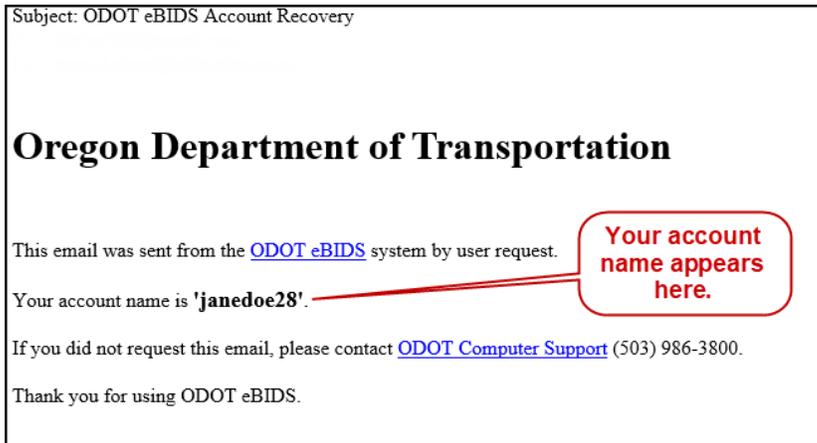
Refer to the *eBIDS User Guide* for assistance with using eBIDS.

eBIDS Troubleshooting

Contact:	**If you have questions about:**

ODOT Computer Support Desk
Phone: 503-986-3800
Hours: 7 a.m. to 5 p.m., Monday – Thursday
      8 a.m. to 5 p.m., Friday
Email: Computer_Support.ODOT@odot.oregon.gov
Note: Responses to email messages may be delayed by several days.

- Setting up your eBIDS account
- Logging in to eBIDS

ODOT Procurement Office – Construction Contracts Unit
Phone: 503-986-2710
Hours: 8 a.m. to 5 p.m., Monday – Friday
Email: ODOTProcurementOfficeConstruction@odot.oregon.gov

- Your ODOT vendor number
- Project class of work
- Registering as a holder of bidding or informational plans
- Prime contractor prequalification