

BIDS AND PLAN ROOM

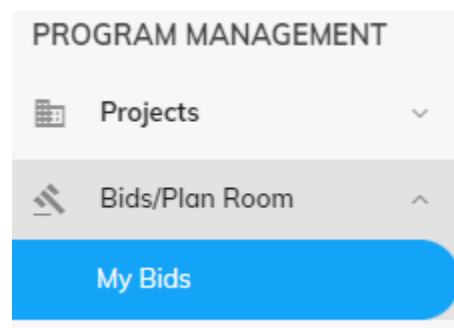
What Is The Bids And Plan Room Feature?

The Projectmates bids and plan room allows users easy access to posted bid info, documents, SOV breakdowns, addendums, and RFI responses directly in the system. This enables users on both sides of the bid to communicate in one central location.

Reviewing Bids And Downloading Documents

All bid information and documentation are easily accessible directly from the bids and plan room log page. The steps necessary to access bids and their contents are outlined below.

1. From the left side menu bar open the menu for **Bids/Plan Room** and the **My Bids** section will load automatically for you.



2. To review a bid's details and documents, click on the bid from the log page. Here you can see basic bid details from the log page such as due date, addenda, and Q&A.

Type	Name	Project	Address	Addenda	Q & A	Due Time	Status
☆	Sunbury	Sunbury, PA (Greensite)	1000 South Second Street Sunbury, PA 17801	0	2	Feb 06, 2025 10:00 am CST	Due in 30 days 52 mins
☆	General Contractor Bid	Cromartie	2110E Northern Boulevard New York, NY 11030	0	1	Feb 06, 2025 08:23 am CST	Due in 29 days 23 hrs 15 mins

3. The bid details provided by the Owner will be listed on the bid details page, including primary contacts for the project. Click the **user icon** to view a person's contact information.

Construction Bid | Bid Details

Accepting Bids

Due in 30 days 46 mins

Feb 06, 2025 10:00 am CST

You have not subscribed to this bid.

Subscribe

Bid Details

Status

Accepting Bids

Bid Title

Sunbury

Project Address

Sunbury, PA (Greensite)(WM-002)
1000 South Second Street Sunbury, PA
17801

Owner

Systemates
Marcus Bliss

Architect/Engineer

Ace Architect
Tim Defelice

Bid Due Date and Time

Feb 06, 2025 10:00 am CST
New bid documents are not accepted
after bid due date.

Online Bids

Online bids are accepted.

Deadline For Submitting Questions

Jan 27, 2025 12:00 am CST

Target Start Date

Feb 28, 2025 CST

Options

Private Bid - viewable by bid invitees only

Main Contact

Marcus Bliss

Alternate Contacts

Tim Defelice

4. Scroll down to view and download the bid documents.

Construction

3

Bid Set

^

7

Bid Forms

Download

v

26

Construction Drawings

Download

v

10

Specifications

Download

v

5. To participate in the bid, click on the blue Subscribe button located in the upper right-hand corner. This will produce additional tabs across the top for Bid RFIs, Addenda, Adding Bid Amounts, etc.

Bid Details

Bid RFIs

Bid Addenda

My Files

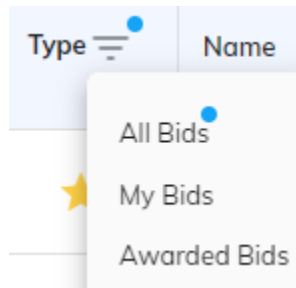
My Bid Amounts

Submit Bid

Submitting Bid RFIs

Once subscribed to a bid the option for Bid RFIs will display across the top bar of the bid sheet. Here bidders will be able to submit questions as well as review responses to previously asked and answered questions.

1. To access bids that you have already subscribed to click on the cyclone next to **Type** at the top of the bid log page. Select the option for **My Bids** to filter to only bids you have subscribed to / want to participate in.
 - a. Bids you have subscribed to are displayed with a gold star on the left-hand side.



2. Open the bid and navigate to the **Bid RFIs** tab. Here you will see any previously asked and answered questions.

Note: RFIs are anonymous and will not display until an answer has been provided by the project team.

[Bid Details](#)[Bid RFIs](#)[My Files](#)[My Bid Amounts](#)[Submit Bid](#)

1 Q

Is the contractor responsible for paying utilities?

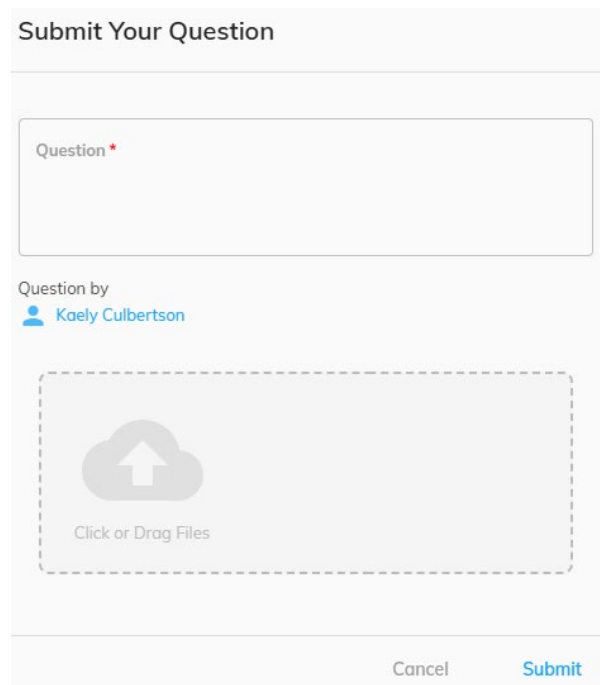
Attachments
[Title Sheet.pdf](#)

Added By: Kaely Culbertson Jan 06, 2025

A Utilities are available to the contractor but the contractor must pay for utilities. Please factor this into your bid.

Added By: Jan 06, 2025

3. To submit an RFI click on the **+Question** button located in the upper right-hand corner.
 - a. Enter your question into the text box.
 - b. You can attach documents at the bottom to be included with your RFI.



The screenshot shows a web form titled "Submit Your Question". It features a large text input field labeled "Question *". Below the input field, it says "Question by" followed by a user icon and the name "Kaely Culbertson". Underneath is a dashed rectangular box containing a cloud icon with an upward arrow and the text "Click or Drag Files". At the bottom right of the form are two buttons: "Cancel" and "Submit".

4. When you're ready to **Submit** your question, click the submit button. *Bid RFIs DO NOT show up on the log page until a response has been issued. RFIs not showing up after submitting them is expected behavior. This is in order to keep the log page organized with concise responses to questions that may be asked multiple times.*

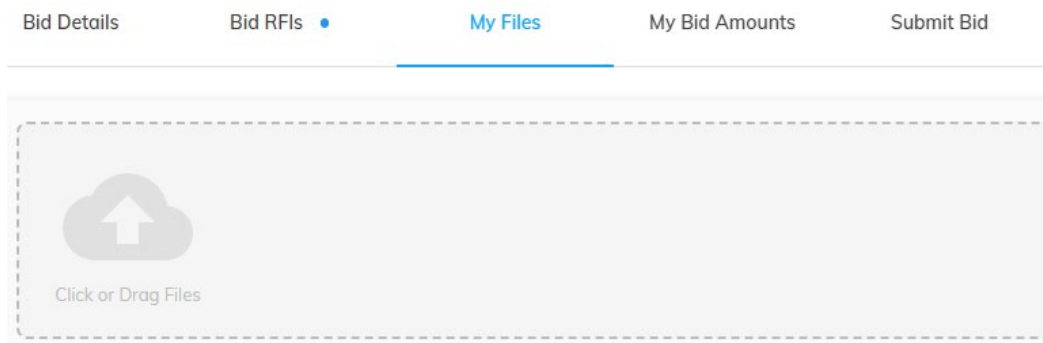
Owners can notify bid subscribers / invitees via email when posting responses.

Submitting Costs And Submitting Files

When participating in a bid you will be able to submit your own documents along with your bid amounts against an SOV produced by the Owner. Bids will have a tab for **My Files** and **My Bid Amounts**.

Uploading Your Files

1. Open the bid and navigate to the **My Files** tab.
2. Click on the icon or drag and drop your files in to file manager.



3. Be sure and click the **Save** button in the upper right-hand corner to save the files that you uploaded before moving to another tab or leaving the bid.

Adding Your Bid Amounts

Bid amounts can be added two ways, manually or via an import. Both options are outlined below.

Manual Entry

1. Open the **My Bid Amounts** tab.
2. The bid package will display below.
3. Click on the edit **pen icon** located to the right of the **Bid Amount** column to see the SOV break down.

Bid Details

Bid RFIs

My Files

My Bid Amounts

Submit Bid

No. ↓	Division	Package Description	Scope Of Work	Bid Amount	
004	00000	Manhasset Bid Package		\$ 0.00	

4. Enter your bid amounts next to the corresponding line item.

5. Be sure to click the **Apply** button located at the bottom of the page before closing or leaving the bid amounts window.

Note: Bid amounts can be added and edited as needed while the bid remains open.

Vendor's Bid Package Details

Grand Total: 0.00



^	Item # *	WBS/CSI Code(R) *	Description *	Total Amount *
^	1.1 General Conditions			0.00
	001	1.1	General Conditions - Labor	0.00
	002	1.2	General Conditions - Materials	0.00
^	1.2 Supervision			0.00
	003	2.1	Supervision - Labor	0.00
	004	2.2	Supervision - Materials	0.00

Close

Apply

Excel Import

1. Open the **My Bid Amounts** tab.
2. The bid package will display below.
3. Click on the edit **up and down arrow icon** located to the right of the **Bid Amount** column to access the Excel template.

Bid Details

Bid RFIs

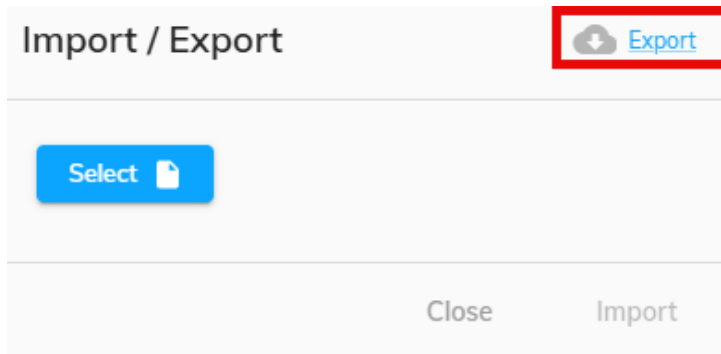
My Files

My Bid Amounts

Submit Bid

No. ↓	Division	Package Description	Scope Of Work	Bid Amount	
004	00000	Manhasset Bid Package		\$ 0.00	

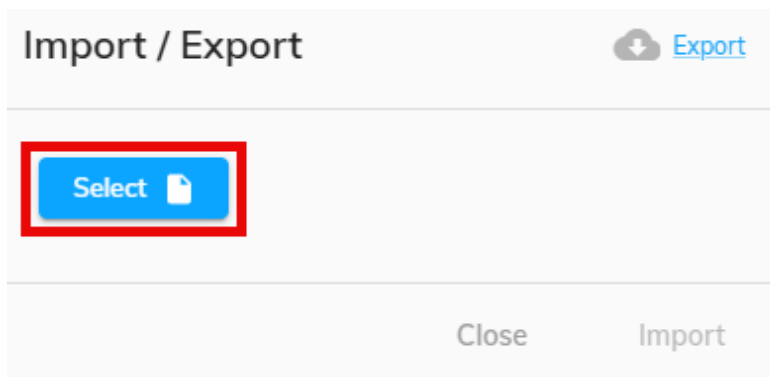
- From the pop-up window select the option to **Export**.



- Use the **Line Items Export** sheet to enter in your bid values against the bid package.

	A	B	C	D	E	F	G
1	Do Not Edit	Do Not Edit	Do Not Edit	Do Not Edit (Description)	Do Not Edit (Category)	Enter Your Amount	Do Not Edit (Id)
2	001		1.1	General Conditions - Labor	1.1 General Conditions	0.00	182069
3	002		1.2	General Conditions - Materials	1.1 General Conditions	0.00	182070
4	003		2.1	Supervision - Labor	1.2 Supervision	0.00	182071
5	004		2.2	Supervision - Materials	1.2 Supervision	0.00	182072
6	005		3.1	Insurance - Labor	1.3 Insurance	0.00	182073
7	006		3.2	Insurance - Materials	1.3 Insurance	0.00	182074
8	007		4.1	Dumpster - Labor	1.4 Dumpster	0.00	182075
9	008		4.2	Dumpster - Materials	1.4 Dumpster	0.00	182076

- Save your file.
- Back in Projectmates, use the same window that you exported the template from to import the Excel file with your bid amounts.



- Click **Import**.
- Click **Yes** to confirm you are ready to import.

Formally Submitting Your Bid

- Open the **Submit Bid** tab.
- Add any additional details to your submission in the **Notes** section.

Notes

Division [*] 99-Multiple ▼	Specialty
Bidder's Notes	

5. Click the blue **Submit** button in the upper right-hand corner to formally send your response to the Owner.

Note: You can still adjust your amounts or add documents at any point until the bid closes.