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Introduction

MoDOT has developed a web page to allow contractors and plans providers to easily download the bidding documents. The public will also be able to view the plans using MoDOT's Planroom. The user will select the letting that they want and a screen similar to the one shown below will appear. Clicking on the light blue text will view the item listed. The red icons are located next to the light blue text with links to information. The DBE.bin file cannot be viewed as this is the support file for BidX bidding software. This document is always available by clicking the help button in the top right corner of the screen shown below.

Bid Opening Information for April 2014 [Help](#)

View Another Bid Opening:

Bid Information		Updated	
Notice of Bid Openings		04/22/2014	
Supplemental Notice B01		05/06/2014	
Supplemental Notice F01		05/06/2014	
Plan Holder List (MoDOT Planroom)		04/22/2014	
Required Federal Aid Provisions		04/22/2014	
FHWA Form 1273		04/22/2014	
Preliminary Quantities		04/22/2014	
State Wage Rates		04/22/2014	
DBE.bin		04/22/2014	

Call for 140411	Description	Proposal	Plans	EBS File	Cross Sections	Electronic Deliverables	Download Files
B01	(1): Job J2P3077 Route 36 Macon County. Emergency subgrade and pavement repair in the eastbound lanes east of Business Route 36 near Macon, the total length of improvement being 0.016 miles.	View	View	<input type="checkbox"/>	View	<input type="checkbox"/>	<input type="checkbox"/> Select All <input type="checkbox"/> Download Selected Files for Call B01 <input type="button" value="Submit"/>
C01	(1): Job J4S3073 Route 49 CASS County. Bridge rehabilitation Rockhaven Road over I-49 near Peculiar, the total length of improvement being 0.02 miles.	View	View	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Select All <input type="checkbox"/> Download Selected Files for Call C01 <input type="button" value="Submit"/>
C01	ADDENDUM C01 -001 Letter View	View					<input type="checkbox"/> Select All <input type="checkbox"/> Download Selected Files for Call C01 - 001 <input type="button" value="Submit"/>
F01	(1): Job J6S3090B Route 64 NOR ST LOUIS County. Repair						Select All

To down load files, click the check box for one or more files in **one** call and click the submit button to the right of the call and you will be walked through the process of downloading. To down load the entire call

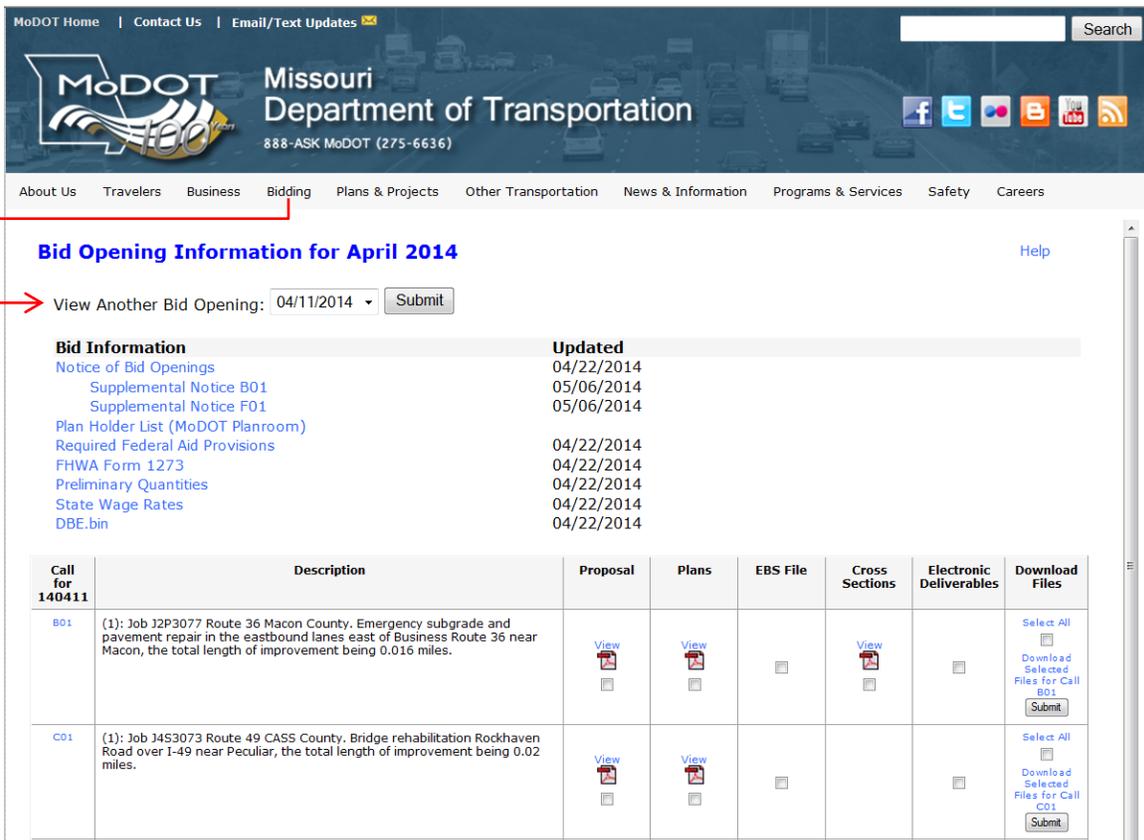
in one ZIP file simply click the check box under Select All and then click “Submit”. You must be registered with the software to download the entire call in one ZIP file.

Where to find MoPlans on MoDOT’s web site

1. Go to MoDOT’s Web page at www.modot.org
2. Click “Bidding”
3. Click “Road and Bridge Construction Bidding Opportunities”
4. Click “Roadway Improvement Projects Administered by MoDOT”
5. Select “Click Here for Plans Room” button as shown below



6. The screen shown below will appear. It will be for the current Bid Opening.



Bid Opening Information for April 2014 Help

View Another Bid Opening: 04/11/2014

Bid Information		Updated	
Notice of Bid Openings		04/22/2014	
Supplemental Notice B01		05/06/2014	
Supplemental Notice F01		05/06/2014	
Plan Holder List (MoDOT Planroom)			
Required Federal Aid Provisions		04/22/2014	
FHWA Form 1273		04/22/2014	
Preliminary Quantities		04/22/2014	
State Wage Rates		04/22/2014	
DBE.bin		04/22/2014	

Call for	Description	Proposal	Plans	EBS File	Cross Sections	Electronic Deliverables	Download Files
140411							
B01	(1): Job J2P3077 Route 36 Macon County. Emergency subgrade and pavement repair in the eastbound lanes east of Business Route 36 near Macon, the total length of improvement being 0.016 miles.	View <input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>	Select All <input type="checkbox"/> Download Selected Files for Call B01 <input type="button" value="Submit"/>
C01	(1): Job J4S3073 Route 49 CASS County. Bridge rehabilitation Rockhaven Road over I-49 near Peculiar, the total length of improvement being 0.02 miles.	View <input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Select All <input type="checkbox"/> Download Selected Files for Call C01 <input type="button" value="Submit"/>

7. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest advertised letting.

Downloading Bidding Documents for a Call (Requires Vendor ID)

1. Click the check boxes for the files you want to download to your computer or click the check box for “Select All” to download the all the files associated with the call to your computer. When you click the “Select All” check box all the check boxes for the call will be checked.
2. Click the “Submit” button to start the download process.

Call for 140411	Description	Proposal	Plans	EBS File	Cross Sections	Electronic Deliverables	Download Files
B01	(1): Job J2P3077 Route 36 Macon County. Emergency subgrade and pavement repair in the eastbound lanes east of Business Route 36 near Macon, the total length of improvement being 0.016 miles.	View <input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Select All <input type="checkbox"/> Download Selected Files for Call B01 <input type="button" value="Submit"/>

3. You will be required to log on to the web page. The login screen is shown below.

Please log in to have the ability to download files

Email:

Password:

Email and Password are case sensitive

Forget your password? Please to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder

4. If you have a login to download a file
 - A. Enter your Email address
 - B. Enter your Password
 - C. Click Login or press Enter
 - D. You will see the screen below when you are logged on

MoDOT eBidLetting Download
Letting On: July 2014
 Letting Number: 140725
 Call Number: CB1
 Addendum: 00

Welcome Ralph Rankin !

The download files that you have selected are:

- Proposal
- Plan
- EBS File
- Cross Sections
- Electronic Deliverables

Include Me On Plan Holder List Yes No

If you want to cancel this download, please click link of [Back to Open Letting](#)

- E. If you do not want to be included on the Public Plan Holder’s List then click “No” “Yes” will be selected by default.

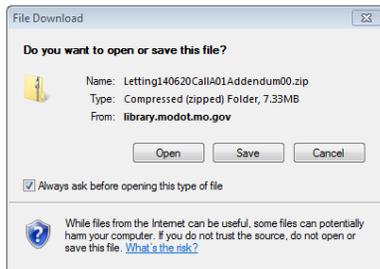
- F. Click “Continue”. You will not be added to the Public Plan Holder’s List until you click continue.
- G. You will see the screen below:

File Type	File Name	Download File
Proposal	140725_C01_J4I3005_J4I3023_Proposal.pdf	Get File
Plan	140725_C01_J4I3005_J4I3023_Plans.pdf	Get File
EBS	25JulC01.EBS	Get File
Cross Sections	140725_C01_J4I3005_J4I3023_X_Sections.pdf	Get File
Electronic Deliverables	140725_C01_J4I3005_J4I3023_Electronic Deliverables.zip	Get File

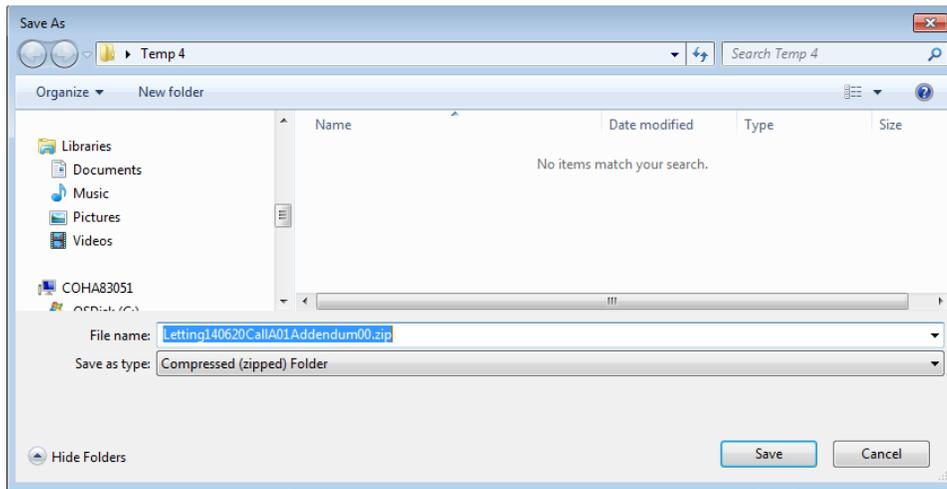
Zip File Name	Download Zip File
140725_C01.zip	Get Zip File

Please logout from your account if you do not need another download.

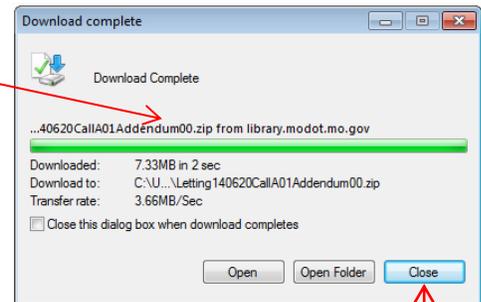
- H. Click the “Get File” to download the file to your computer.
 - i. You will need to repeat this for each file you want to download.
- I. To download the whole call, click the “Get Zip File”. The entire call is contained in the Zip file.
- J. You will see the dialog box shown below.



K. Click Save and the screen shown below will appear.



- L. Save the file to the location of your choice.
 - i. Please note that the file name for the ZIP file says Addendum00. Addendum00 means there is **not** an addendum on the call. The file with the first addendum will say Addendum01.

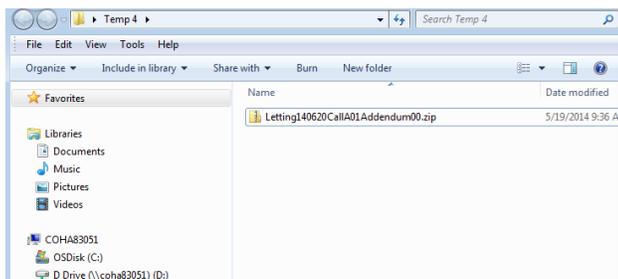


M. The following screen to the right will appear.

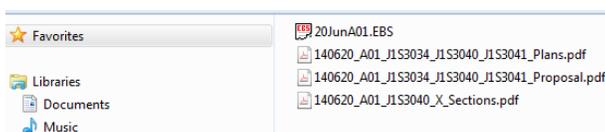
N. Click Close when download is complete

O. Click "Download Another Call" or "Logout from My Account"

P. Use Windows Explorer and go to the folder where you placed the Zip file. You should see something similar to the screen shown below.



Q. Double Click the Zip file and you will see the screen below.





- R. Save the individual files in the ZIP file to the folder of your choice.
- S. Refer to “How to View Plans” for instruction on downloading addendum files. An addendum is treated like a separate call.

How to View Plans

A. Introduction

MoDOT has created this web site so the public can view the Proposal, Plans, and Cross Sections on projects they are interested. The proposal provides the contractual requirements of the call such as how much concrete, steel and asphalt will be needed on the call. These amounts may be broken down further into the parts of the call called Job Numbers. Calls may be one Job Number or several Job Numbers combined into one call. Examples of Job Numbers are J1P1234, J1P1234B, and J6I1234.

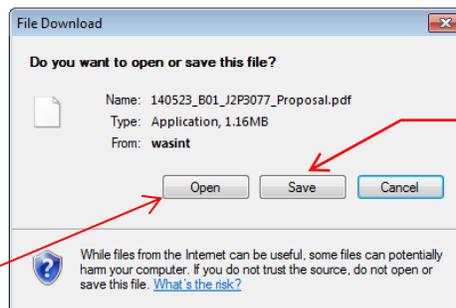
The plans show the details of what is to be built. An index is found on the first sheet to help you navigate through the plans. The Bridge Plans for each Job Number are included at the end of the plans for that Job Number.

B. How to View the Files

- 1. Click the text “View” for the file you want to view. The check boxes are for downloading files.

Call for 140411	Description	Proposal	Plans	EBS File	Cross Sections	Electronic Deliverables	Download Files
B01	(1): Job J2P3077 Route 36 Macon County. Emergency subgrade and pavement repair in the eastbound lanes east of Business Route 36 near Macon, the total length of improvement being 0.016 miles.	View <input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>	View <input type="checkbox"/>	<input type="checkbox"/>	Select All <input type="checkbox"/> Download Selected Files for Call B01 <input type="button" value="Submit"/>

- 2. The following screen will appear.



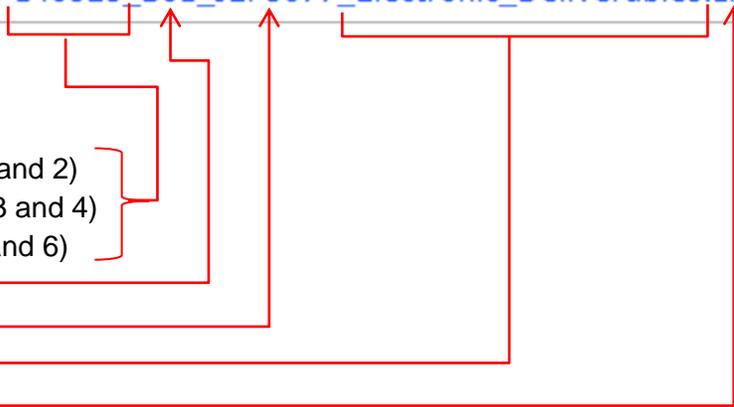
- 3. Click “Open” and the file will open in Adobe Acrobat Reader for your viewing.
 - A. If your internet connection is slow, you can save the file to your computer by clicking “Save” so the viewing will be faster once it downloads. The files may be very large.

4. When you are done viewing the file, close Adobe Acrobat Reader by clicking the X in the upper right hand corner of the page and the web page will be shown.
5. If you save the files to your computer, below is an example of what the file names will be. EBS files cannot be viewed. The EBS file can only be downloaded with a Vendor ID number.

File Type	File Name
Proposal	140523_B01_J2P3077_Proposal.pdf
Plan	140523_B01_J2P3077_Plans.pdf
Cross Sections	140523_B01_J2P3077_X_Sections.pdf
Electronic Deliverables	140523_B01_J2P3077_Electronic_Deliverables.zip

6. What the file names mean.

- A. Year of the letting (digit 1 and 2)
- B. Month of the letting (digit 3 and 4)
- C. Day of the letting (digit 5 and 6)
- D. Call number for letting
- E. Job Number
- F. What the File Contains
- G. File type



7. How to view Addendum files

- A. Below is a screen print with an addended file. The addendum only contains the sheets that are changed for the Plans and Cross Sections. If there are changes to the Proposal or Electronic Deliverables they will be replaced completely so the new file contains the old pages plus the new ones.

Call for 140411	Description	Proposal	Plans	EBS File	Cross Sections	Electronic Deliverables	Download Files
C01	ADDENDUM C01 -001 Letter View 	View 					Select All <input type="checkbox"/> Download Selected Files for Call C01 - 001 <input type="checkbox"/> Submit

- B. The Addendum letter gives a summary of what is changed in the addendum.
- C. The revised files are listed to the right of the letter. In the example above, only the proposal is changed. The boxes are blank when there is no file attached for that item.



How to Create a Login

A. Login Requirements

MoDOT wants to know who is considering bidding a particular call. This information is kept in a file called the Plan Holder's List. With the introduction of this web page MoDOT will not be tracking who has downloaded plans, but will track who has downloaded the EBS file required to bid the call. With MoPlans, the public can now have easy access to the any plans they may be interested in viewing.

To create a login you will need a valid email address and Vendor ID registered with MoDOT's Construction Division. For more information on obtaining a Vendor ID please contact Christina Teter at 573-751-8305, or by email at Christina.Teter@modot.mo.gov. More information on how to get a Vendor ID as a Prime or Sub-Contractor, go to the following web page:

www.modot.org/business/BecomingaMoDOTSubContractor.htm

B. How to Create a Login

1. Go to MoDOT's Web page at www.modot.org
2. Click "Bidding"
3. Click "Road and Bridge Construction Bidding Opportunities"
4. Click "Roadway Improvement Projects Administered by MoDOT"
5. Click "View Specific Letting Information" button as shown below

[Click Here for Plans Room](#)

6. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest letting advertised.
7. Click the check boxes for the files you want to download to your computer or click the check box for "Select All" to down the all the files associated with the call to your computer. When you click the "Select All" check box all the check boxes for the call will be checked.
8. Click the "Submit" button to start the download process.
9. The login screen will appear.
10. Click "[click here](#)" to register.

Please log in to have the ability to download files

Email:

Password:

Email and Password are case sensitive

Login

Forget your password? Please [click here](#) to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder



11. You will see the following screen.

[Back to Open Letting](#)

If you have registered, please [click here](#) to go the login page

First Name:	<input type="text" value="Ralph"/>
Last Name:	<input type="text" value="Rankin"/>
Phone Number:	<input type="text" value="573-526-0992"/>
Email:	<input type="text" value="ralph.rankin@modot.mo.gov"/>
Confirm Email:	<input type="text" value="ralph.rankin@modot.mo.gov"/>
Password:	<input type="password" value="•••"/>
Confirm Password:	<input type="password" value="•••"/>
Vendor ID:	<input type="text" value="0012345"/> <small>How do I get a Vendor ID</small>

} Case Sensitive

12. A password will be required and is limited to 20 characters.

13. Fill in all the fields as shown above

- a. Please note that emails and passwords are case sensitive.
- b. **Write down the Email Address and Password used for your records.**

14. Click “Submit” and you will be taken to the screen shown below

[Back to Open Letting](#)

Please log in to have the ability to download files

Email:	<input type="text" value="ralph.rankin@modot.mo.gov"/>
Password:	<input type="password" value="•••"/>

Email and Password are case sensitive

Forget your password? Please to get your password by email

Please [click here](#) to register if you do not have an account as a plan holder

15. Click Login. You do not have to wait for a password to be emailed to you.



C. Forgot Your Password

1. Go to MoDOT's Web page at www.modot.org
2. Click "Bidding"
3. Click "Road and Bridge Construction Bidding Opportunities"
4. Click "Roadway Improvement Projects Administered by MoDOT"
5. Click "View Specific Letting Information" button as shown below



6. Click the down arrow by the Bid Opening Date and select the letting you want. When you open the web page it should default to the latest letting advertised.
7. Click in the check boxes for the files you want to download to your computer or click the check box for "Select All" to download all the files associated with the call to your computer.
8. Click the "Submit" button to start the download process.
9. The login screen will appear.
10. Click "click here" to get your password.

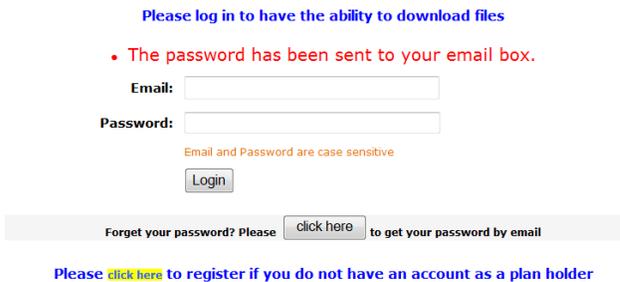


11. You will see the screen below

Please [click here](#) to register if you do not have an account as a plan holder



12. Enter you email address and Vendor ID and Click "Get My Password"
13. **In the next hour**, the password will be sent to your email address by: MoDOTBiddingandContractServices@modot.mo.gov.





D. Forgot the Email Address Registered with the Web Page

1. Follow the procedure to get a login (page 9). If the email address is already registered you will get the following message. That is the email addressed you used.

If you have registered, please [click here](#) to go the login page

- The Email Address must be unique; however, this Email Address has been used in the system. .

First Name:

Last Name:

Phone Number:

Email:

Confirm Email:

Password:

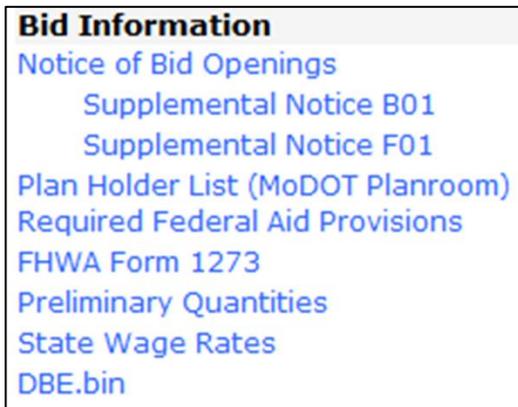
Confirm Password:

Vendor ID: [How do I get a Vendor ID](#)

2. If you do not know the password, follow the procedure for the lost password in the section before this one.

How to get Letting Specific Information

Below is a screen shot of letting specific information.



1. To view any of the letting specific information shown above, just click the item and it will open in the web browser. All the files except DBE.bin are in PDF format and will be shown in Acrobat Reader. By moving your mouse to the bottom center of the page you are viewing, the Adobe icon tool bar will appear as shown below. Normal Acrobat viewing functions are available.



2. When you are done viewing the file, **click the back button** and you will be taken back to the web page. Clicking the X in the upper right corner will close the web page.
3. What is contained in the files?
 - A. Notice of Bid Openings – contains a listing of all projects advertised for Bids five weeks before the bid opening.
 - B. Supplemental Notice – lists the calls added to the Notice of Bid Openings
 - C. Plan Holder's List – lists all contractors that have downloaded the EBS file required for bidding the project.
 - D. Required Federal Aid Provisions – contains several provisions requiring goals of performance on projects funded with federal highway money.
 - E. FHWA Form 1273 – lists federal provisions that must be incorporated in each construction contract.
 - F. Preliminary Quantities – lists the summary of quantities for each call so the contractor can review the quantities to decide if they want to bid a project.
 - G. DBE.bin – a binary file listing all the Disadvantage Business Enterprises (DBE) certified to do work with MoDOT. This file is needed for the contractor to bid a project. The file must be placed in the same folder as the EBS file to prepare a bid.



Frequently Asked Questions

1. Why can I not view the EBS file? This is a binary file and you can only view the file with the Expedite Bid software. MoDOT is also using this file to know which contractors are considering bidding a call. If MoDOT wants to notify all interested contractors about an issue with a call, they will use the list of contractors that have downloaded the EBS file.
2. Where am I going to get printed copies of the bidding documents? MoDOT believes that INDOX and other printing services will provide this service for a fee.
3. Will I get printed copies of the bidding documents when I am awarded the low bid? No, MoDOT will no longer be providing printed copies to the low bidder. With Quality Management being implemented on MoDOT projects, contractors are requesting more printed copies. Now they can just request as many copies as they need from the printing service they used to prepare their bid. The low bidder is welcome to download the plans from MoDOT's web site and print them. However, MoDOT only keeps the plans available for 3 months on the web site.
4. Why can I not download the call and the addendum at the same time? The addendum is treated as a separate call. The possibility exists that all the files on a call could be included in the addendum and this would result in a download file being too big for the server to handle. Therefore the web page was designed to not allow the addendum to be down loaded with the call.
5. Where are the Job Special Provisions (JSP) for the call? They are included in the Proposal. JSPs provide additional instructions to the contractor concerning the project. The JSPs can change the standard specifications, standard plans, and define specifications for non-standard items to be built on the project. The Proposal is organized in the following order:
 - A. Bid Book – contains most of the contract for the project. Including:
 - i. Itemized list of quantities
 - ii. DBE goal
 - iii. On the Job Training (OJT) goal
 - iv. Notice to Proceed Date
 - v. The number of calendars days allowed to work on the Job Number
 - B. JSPs for the roadway part of the project
 - C. JSPs for the bridge part of the project



6. Why do I keep being included on the Plan Holder’s List? You are put on the Plan Holder’s List by default when downloading files unless you click the radio button to not be included as shown below.



7. I checked the radio button to be included on the Plan Holder’s List and I am not being added? You must click the “Continue” button to be added to the list.

8. I forgot to click “No” and I have been included on the Plan Holder’s List. How do I get my name removed from the Plan Holder’s List for that call? Download a file for the call and select “No”. The program only remembers the last selection made on a call.

9. I want to be informed by email when an addendum is published for a call? Download a file for the call you are interested in. The program will send an email to the email address that downloaded the file anytime an addendum is published for the call. You do not need to be on the Plan Holder’s List to receive the notification.

10. Bid Express gives me an error that the DBE.bin file is not found? You must place the DBE.bin file in the same folder as the EBS file on your hard drive. You can obtain the DBE.bin file on the MoPLANS website at the following web address:

www.modot.org/business/contractor_resources/OpenLetting.shtml

Bid Information	Updated
Notice of Bid Openings	02/11/2015
Plan Holder List (MoDOT Planroom)	
Required Federal Aid Provisions	02/11/2015
FHWA Form 1273-Rev. July 2012	02/11/2015
Preliminary Quantities	02/11/2015
State Wage Rates	02/11/2015
DBE.bin	02/11/2015

11. If I want to talk to a person for help who can I contact? You can contact Kelly at 573-751-9253 or at bidquestions1@modot.mo.gov for help. She is normally available 7:30 a.m. – 4:00 p.m. CST Monday through Thursday and 6:00 a.m. - 2:30 p.m. CST on Fridays.