



eBids

Construction Supplier Instructions



Revised August, 2018

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1. 0 Construction

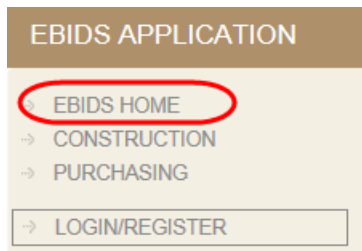
This ebook is for the "CONSTRUCTION" only section of eBids. The purchasing portion of eBids has its own ebook of instructions.

Choose the "CUBSTRUCTION" link from the "CONTRACTING" menu.
This will jump you over the homepage and directly to the construction page.



2.0 Doing Business with CAP

The first page you see before login in is "DOING BUSINESS WITH CAP"

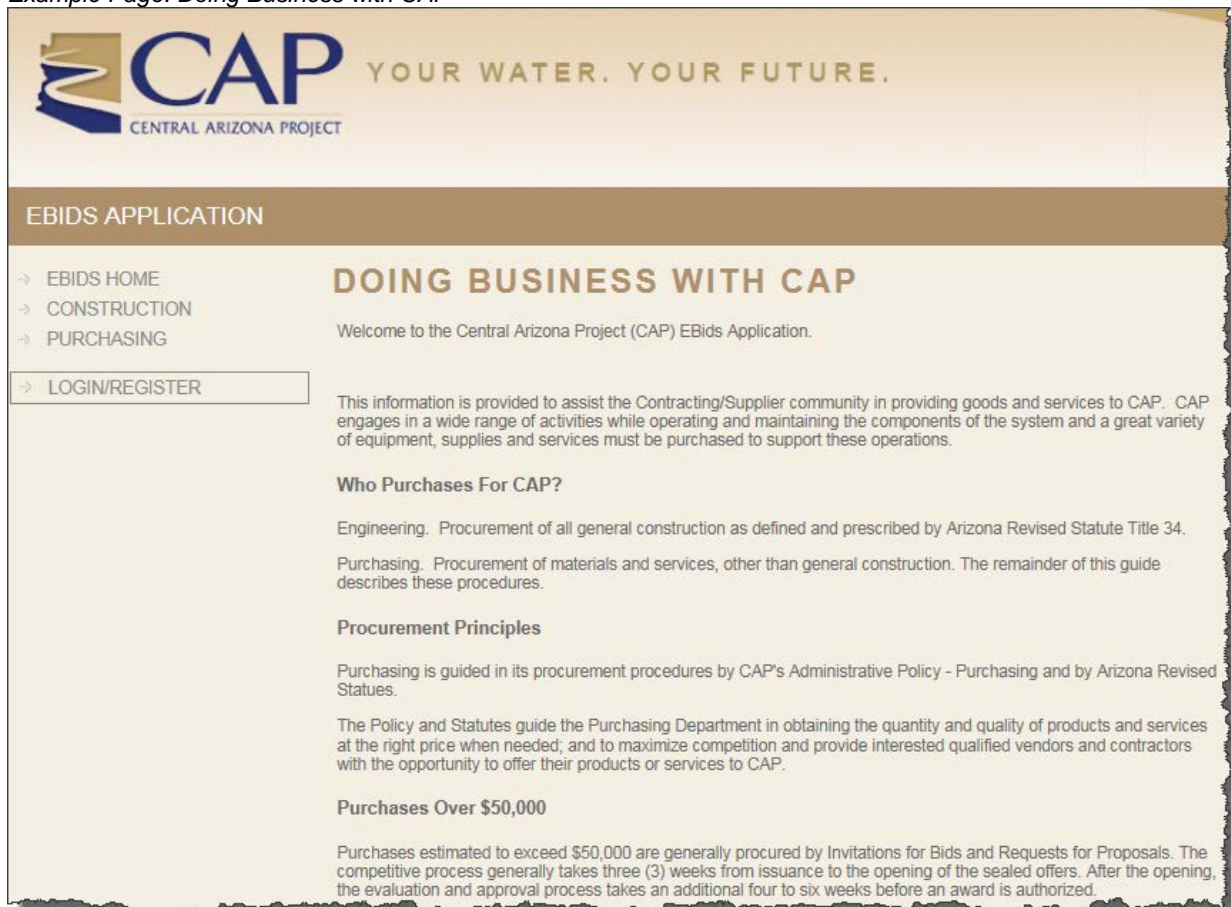


On the homepage you will find:

- Information about CAP policies for suppliers.
- Links to more information about CAP.

You are encouraged to read this page and gain knowledge about CAP before you start.

Example Page: Doing Business with CAP



3.0 Login/Register

Click the link "Login/Register"

On this page:

- Register as a supplier
- Login if you are already registered

If you are already registered, login with your email and password. Otherwise create a new profile account by clicking the registration page link.

Example Page: Login/Register

EBIDS APPLICATION 8/7/2018 9:59:43 AM

→ EBIDS HOME
→ CONSTRUCTION
→ PURCHASING
→ LOGIN/REGISTER

LOGIN

Please enter your Email Address and Password below.
If you don't have an account, visit the [registration page](#) and create one.

Log In to Your Account

Email Address:

Password:

Remember Me ☐

[Forgot Password?](#)

Click to create your account

Instructions for registering:

1. Fill out the form; all red asterisked fields are required.
2. Select the commodity code(s) in which you wish to be notified of available solicitations. Note: Check all the codes that apply to your business. *The more codes you check, the more emails you will receive alerting you about CAP opportunities.*
3. Click register to submit the form.
4. Check your email to confirm your account.
5. Click on the link in the email labeled "To complete your registration click here."

Example Page: Profile Registration

STEP 1 OF 2 - PROFILE REGISTRATION

Use the form below to create a new account.

Create your CAP Purchasing account

Account Details:

Last Name:*

First Name:*

Middle Initial:

Password:*

Confirm Password:*

¹Passwords must be a minimum of 8 characters, and contain at least one capital letter, one number and one of these characters: @ ! ~ # [\$ %] & *

Contact Details:

Business Name:*

Email Address:*

Address:

Contact Number 1:

Contact Number 2:

Format: xxx-xxx-xxxx

Format: xxx-xxx-xxxx

Commodity Code Details:

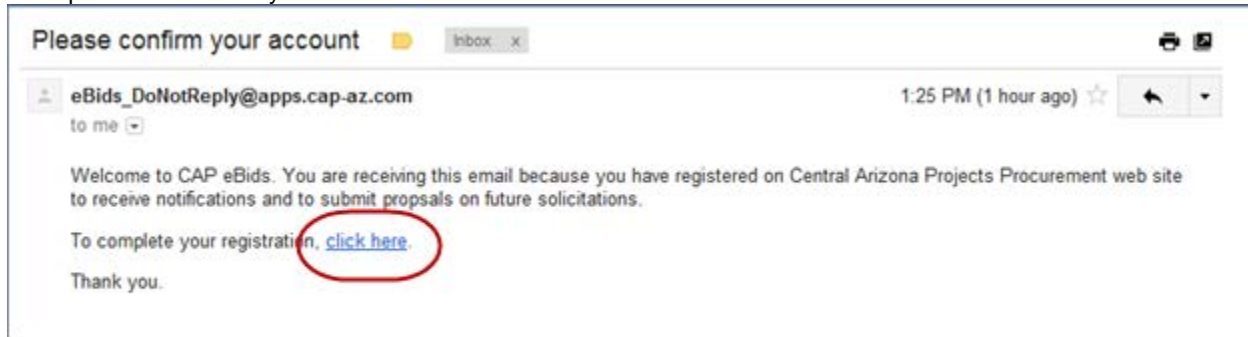
Commodity Codes:*

Select	Code	Class	Description
<input type="checkbox"/>	005	ABRASIVE EQUIPMENT, TOOLS, AND SUPPLIES	Abrasive Equipment, Tools, and Supplies
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES	Compressors, Parts and Accessories
<input type="checkbox"/>	075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES	Air Powered Shop Tools, Regulators, Lifts, and Parts
<input type="checkbox"/>	060	AUTOMOTIVE, TRUCKS, TRAILERS; EQUIPMENT PARTS AND ACCESSORIES	Vehicle Parts, Truck Bodies, Engines, Transmissions
<input type="checkbox"/>	315	COATINGS, ADVESIVES, AND RELATED AGENTS	Coatings, Primers, Paints, Hardening Agents, Resin, Supplies, Equipment and Accessories

Register

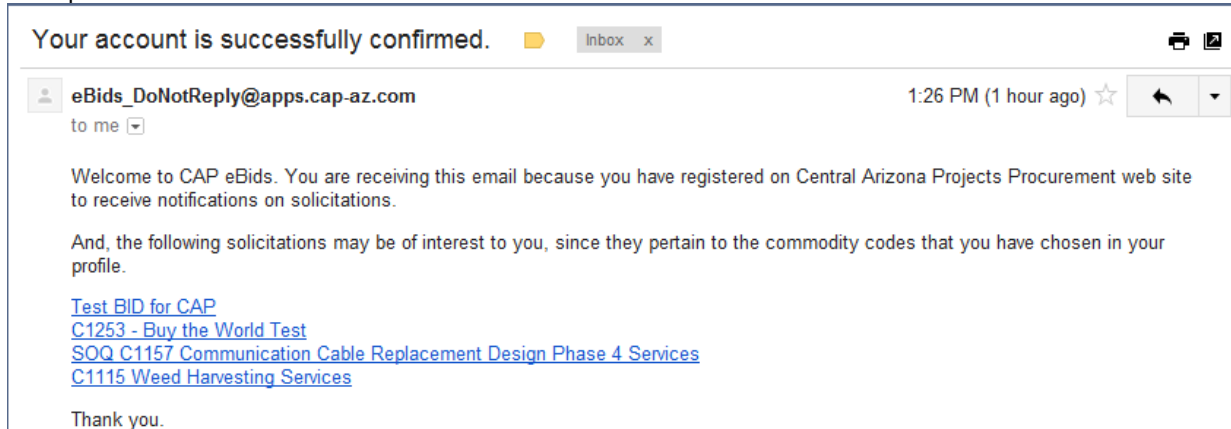
*=Required

Example email: Confirm your account



After you are completely registered you will receive a confirmation email similar to this one welcoming you to eBids and alerting you about CAP opportunities.

Example email: Welcome and solicitations



4.0 Construction Page

Click the " CONSTRUCTION" link



On this page you can:

- Return to the home page
- Contact CAP
- View bid solicitations
- View those bids that are pending or under evaluation.
- View awarded contracts
- Open a Key Request form by downloading a Word document to fill out and submit.
- Request a Digging Excavation Permit by downloading a Word document to fill out and submit.
- Request a Special Hot Work Permit by downloading a Word document to fill out and submit.
- Request a Coring Permit by downloading a Word document to fill out and submit.
- View a PDF of CAP Guidelines for Crossings.
- Use the "Click here" hyperlinks



5.0 Contact Us

Click the link "Contact Us"

On this page:

- View email address links and phone numbers of the CAP Construction Contact staff.
- You can contact a member of our Construction Contact staff.

It is very important that we know you are out there and we encourage you to contact the appropriate Construction Contact staff member to make us aware of your services. We ask that you call ahead and set up an appointment with the appropriate buyer to introduce your service.

Example Page: Contact CAP

EBIDS - CONSTRUCTION

8/6/2018 8:44:17 AM

→ EBIDS HOME

→ **CONTACT US**

→ BID SOLICITATIONS

→ PENDING / UNDER EVALUATION

→ AWARDED CONTRACTS

→ LOGIN/REGISTER

→ CONTRACTOR KEY AUTHORIZATION AND

CONSTRUCTION CONTACTS

Name	E-Mail/Phone
Rick Buelow Senior Construction Contract Administrator	rbuelow@cap-az.com (623) 869-2324
John Harrison Construction Contract Administrator	jharrison@cap-az.com (623) 869-2491
Telma Bearden Senior Construction Contract Administrator	tbearden@cap-az.com (623) 869-2435

6.0 Bid Solicitations

Click the link "Bid Solicitations"

On this page:

- View available solicitations.
- See solicitation closing date
- See the buyer assigned to the solicitation
- Email links

Click the View attachment link to visit the View Attachment page and download the file of interest to you.

Note: You must be registered as a supplier and log in to download and view the file.

Example Page: Bid Solicitations

EBIDS - CONSTRUCTION8/9/2018 6:53:54 AM

→ EBIDS HOME

→ CONTACT US

→ **BID SOLICITATIONS**

→ PENDING / UNDER EVALUATION

→ AWARDED CONTRACTS

→ LOGIN/REGISTER

→ CONTRACTOR KEY AUTHORIZATION AND REQUEST

→ DIGGING EXCAVATION PERMIT

→ SPECIAL HOT WORK PERMIT

→ CORING PERMIT

→ 2016 CAP GUIDELINES FOR CROSSINGS

BID SOLICITATIONS

Number & Description	Closing Date	Buyer
RFQ C18001 DESIGN BUILD SALT RIVER SIPHON REPAIR PROJECT View Attachment(s)	2/15/2018	Rick Buelow
C17088 - Relining Hassayampa & Little Harquahala Pumping Plants Discharge Manifolds View Attachment(s)	10/25/2017	John Harrison
C16116 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
C16116 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
C16101 Mark Wilmer Pumping Plant Circuit Breakers Installation View Attachment(s)	12/1/2016	John Harrison
C1584 Centennial Wash Dike 2 Rehabilitation Invitation to Bid View Attachment(s)	5/11/2016	John Harrison

Click to view attachment

Click to email buyer

Example Page: Bid Solicitations Attachment(s)

EBIDS - CONSTRUCTION

8/7/2018 12:19:59 PM

→ EBIDS HOME
→ CONTACT US
→ BID SOLICITATIONS
→ PENDING / UNDER EVALUATION
→ AWARDED CONTRACTS
→ MANAGE PROPOSALS
→ CHANGE PASSWORD
→ UPDATE PROFILE
→ LOGOUT
→ GENERAL
TERMS/CONDITIONS
→ GOODS TERMS/CONDITIONS
→ SERVICES
TERMS/CONDITIONS
→ SURPLUS
→ PROCUREMENT CODE OF CONDUCT & ETHICS

VIEW ATTACHMENT(S)

Number & Description	Commodity Codes	Closing Date	Status
C17030, Security Services RFP	285,405	8/19/2018 03:00 PM (Phoenix, AZ)	Active

Attachment(s):

Attachment	Uploaded On	Uploaded By	
C17030_Security_Services_-_Addendum_1.pdf	7/12/2017	mcerda@cap-az.com	View
RFP_C17030_-_Security_Services_Volume_1_Technical.pdf	6/8/2017	mcerda@cap-az.com	View
RFP_C17030_-_Security_Services_Volume_2_Pricing.pdf	6/8/2017	mcerda@cap-az.com	View

Exit

7.0 Pending / Under Evaluation

Click the link "Pending/Under Evaluation"

On this page:

- View solicitations currently under evaluation and pending award.
- View or email the buyer assigned to the solicitation.
- View who was awarded the bid.

Note this will be empty if no bid has been awarded yet.

Example Page: Pending Award

EBIDS - CONSTRUCTION8/9/2018 6:47:16 AM

→ EBIDS HOME

→ CONTACT US

→ BID SOLICITATIONS

→ PENDING / UNDER EVALUATION

→ AWARDED CONTRACTS

→ LOGIN/REGISTER

→ CONTRACTOR KEY AUTHORIZATION AND REQUEST

→ DIGGING EXCAVATION PERMIT

→ SPECIAL HOT WORK PERMIT

→ CORING PERMIT

→ 2016 CAP GUIDELINES FOR CROSSINGS

PENDING / UNDER EVALUATION

Number & Description	Closing Date	Buyer
RFQ C18001 DESIGN BUILD SALT RIVER SIPHON REPAIR PROJECT View Attachment(s)	2/15/2018	Rick Buelow
C17088 - Relining Hassayampa & Little Harquahala Pumping Plants Discharge Manifolds View Attachment(s)	10/25/2017	John Harrison
C18116 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
C18116 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
C18101 Mark Wilmer Pumping Plant Circuit Breakers Installation View Attachment(s)	12/1/2016	John Harrison
C1584 Centennial Wash Dike 2 Rehabilitation Invitation to Bid View Attachment(s)	5/11/2016	John Harrison

Click to view attachment

Click to email buyer

* When you click an Award Tab attachment, no document will be available to view until the award is granted. See section 8.0 "Awarded Contracts" to view the Award Tab documents.

8.0 Awarded Contracts

Click the link "Awarded Contracts"

On this page:

- View to whom solicitations were awarded to.
- View or email the buyer assigned to the solicitation.
- Open the bid if available.
- View who won the award if available.

Example Page: Awarded Contracts

EBIDS - CONSTRUCTION8/9/2018 7:41:08 AM

→ EBIDS HOME

→ CONTACT US

→ BID SOLICITATIONS

→ PENDING / UNDER EVALUATION

→ **AWARDED CONTRACTS**

→ LOGIN/REGISTER

→ CONTRACTOR KEY AUTHORIZATION AND REQUEST

→ DIGGING EXCAVATION PERMIT

→ SPECIAL HOT WORK PERMIT

→ CORING PERMIT

→ 2016 CAP GUIDELINES FOR CROSSINGS

AWARDED CONTRACTS

Number & Description	Closing Date	Buyer	Awarded To	Awarded Date
RFQ C18004 Design-Build Elevator Control System Upgrade Phase 2 Project Award Tab	4/25/2018 01:00 PM (Phoenix, AZ)	Telma Bearden	Caliente Construction Inc.	6/7/2018

Click to see who was awarded the bid

Click to email the buyer

9.0 Managing a Proposal

Click Manage Proposal

On this Page:

Upload a Proposal

View Attachment

9.1 Upload a Proposal

After you have logged in, the "Manage Proposals" link will be added to the menu on the left side bar.

Example Page: Manage Proposal

EBIDS - CONSTRUCTION8/7/2018 12:22:25 PM

→ EBIDS HOME

→ CONTACT US

→ BID SOLICITATIONS

→ PENDING / UNDER EVALUATION

→ AWARDED CONTRACTS

→ **MANAGE PROPOSALS**

→ CHANGE PASSWORD

→ UPDATE PROFILE

→ LOGOUT

→ GENERAL

TERMS/CONDITIONS

→ GOODS TERMS/CONDITIONS

→ SERVICES

TERMS/CONDITIONS

→ SURPLUS

→ PROCUREMENT CODE OF CONDUCT & ETHICS

MANAGE PROPOSALS

Number & Description	Closing Date	Buyer
C17030, Security Services View Attachment(s) Submit Proposal	8/19/2018 03:00 PM (Phoenix, AZ)	Rick Buelow
C1253 Circuit Breakers View Attachment(s) Submit Proposal	9/12/2018 03:00 PM (Phoenix, AZ)	John Harrison

Click to upload a proposal



ALL PROPOSALS MUST BE IN ADOBE PDF FORMAT

Click Browse and navigate your PC to the Adobe PDF file with your Proposal.

Example Page: Browse

Please Choose A Proposal Below and Click Save:

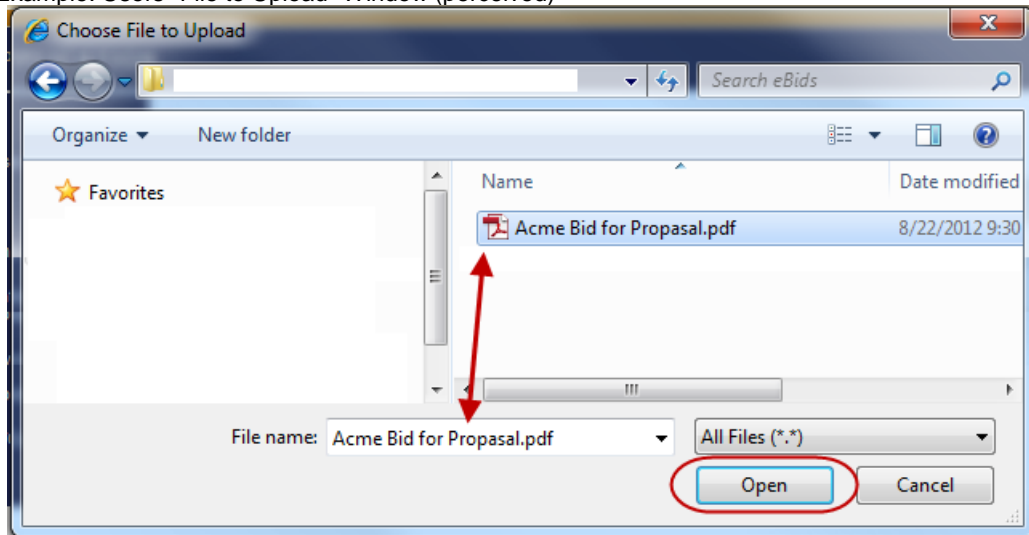
Proposal:

Browse...

Attachment	Uploaded On	Uploaded By
----------------------------	-----------------------------	-----------------------------

Select the file for upload and click Open.

Example: Users "File to Upload" Window (perceived)



Click Save

Save must be clicked after every upload.

Example Page: Upload

Please Choose A Proposal Below and Click Save:

Proposal:

C:\randomdrive\Acme bid.PDF Browse...

Attachment	Uploaded On	Uploaded By
----------------------------	-----------------------------	-----------------------------

Verify the proposal was uploaded.

Example Page: Upload

Please Choose A Proposal Below and Click Save:

Proposal:

<u>Attachment</u>	<u>Uploaded On</u>	<u>Uploaded By</u>
C:\randomdrive\Acme bid.PDF Download Delete	8/7/2018	a1enriquez@yahoo.com



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