

eBids Construction Supplier Instructions



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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

	A PROJECT YOUR WATER. YOUR FUTURE.
EBIDS APPLICATION	
 BIDS HOME CONSTRUCTION PURCHASING 	DOING BUSINESS WITH CAP Welcome to the Central Arizona Project (CAP) EBids Application.
-> LOGIN/REGISTER	 This information is provided to assist the Contracting/Supplier community in providing goods and services to CAP. CAP engages in a wide range of activities while operating and maintaining the components of the system and a great variety of equipment, supplies and services must be purchased to support these operations. Who Purchases For CAP? Engineering. Procurement of all general construction as defined and prescribed by Arizona Revised Statute Title 34. Purchasing. Procurement of materials and services, other than general construction. The remainder of this guide describes these procedures. Procurement Principles Purchasing is guided in its procurement procedures by CAP's Administrative Policy - Purchasing and by Arizona Revised Statues. The Policy and Statutes guide the Purchasing Department in obtaining the quantity and quality of products and services at the right price when needed; and to maximize competition and provide interested qualified vendors and contractors with the opportunity to offer their products or services to CAP.
	Purchases Over \$50,000 Purchases estimated to exceed \$50,000 are generally procured by Invitations for Bids and Requests for Proposals. The competitive process generally takes three (3) weeks from issuance to the opening of the sealed offers. After the opening, the evaluation and approval process takes an additional four to six weeks before an award is authorized.

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 Passy If you don't have an account, visit the regis Log In to Your Account Email Address: Password: Remember Me	word below.
	Login Forgot Password?	

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."

the form belo	w to create	a new account.				
reate your (CAP Purc	hasing account				
.ccount Detai .ast Name:*	IS:		First Name:*		Middle Initial:	
ast nume.			not Numo.			
Password:*1			Confirm Pass	sword *1		
	nust be a m	inimum of 8 characters, and contain at le	ast one capital	l letter, one numb	er and one of these characters: @ ! ~ # [\$ %	
& *						
ontact Detail Business Nam			Email Address:	*		
DUSITIESS INditi	IE.		Email Address.			
Address:		(Contact Numbe	mber 1: Contact Number 2:		
			Format: xxx-xx	X-XXXX	Format: xxx-xxx-xxxx	
ommodity C	ode Detail	s:				
Commodity Co	odes:*					
Select	<u>Code</u>	Class			Description	
	005	ABRASIVE EQUIPMENT, TOOLS, AN	D SUPPLIES	Abrasive Equipr	ment, Tools, and Supplies	
	025	AIR COMPRESSORS AND ACCESSO	RIES	Compressors, F	Parts and Accessories	
	075	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES			op Tools, Regulators, Lifts, and Parts	
		AUTOMOTIVE, TRUCKS, TRAILERS; EQUIPMENT PARTS AND ACCESSO	RIES	Vehicle Parts, T	ruck Bodies, Engines, Transmissions	
	060	EQUIL MENT LARTO AND ACCESSO				

*=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

/our account is successfully confirmed. 📄 🔤	÷ D
■ eBids_DoNotReply@apps.cap-az.com to me •	1:26 PM (1 hour ago) 🔆 🔺 🔻
Welcome to CAP eBids. You are receiving this email because you have registere to receive notifications on solicitations.	d on Central Arizona Projects Procurement web site
And, the following solicitations may be of interest to you, since they pertain to the profile.	e commodity codes that you have chosen in your
<u>Test BID for CAP</u> <u>C1253 - Buy the World Test</u> <u>SOQ C1157 Communication Cable Replacement Design Phase 4 Services</u> <u>C1115 Weed Harvesting Services</u> Thank you.	

4.0 Construction Page

Click the" CONSTRUCTION" link

EBIDS APPLICATION		
 EBIDS HOME CONSTRUCTION PURCHASING 		
LOGIN/REGISTER		

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

EBIDS - CONSTRUCTION

	EBIDS HOME	CONSTRUCTION
	CONTACT US BID SOLICITATIONS	Welcome to the Central Arizona Project (CAP) Construction Department's EBids Application.
)	PENDING / UNDER EVALUATION	The Engineering Department is responsible for all general construction as defined and prescribed by Arizona Revised Statute Title 34. The EBids Application supports the vendor registration, competitive bidding, and surplus equipment liquidation processes.
)	AWARDED CONTRACTS	Click here for the Construction Contract Administrators contact information.
>	MANAGE PROPOSALS	Click here to view current Construction bid opportunities.
>	CHANGE PASSWORD	Click here to view Construction contracts in pending award status.
	UPDATE PROFILE	Click here to view recently awarded Construction contracts.
	LOGOUT	Click here to register* for availing the bid/proposal opportunities now.
)	CONTRACTOR KEY AUTHORIZATION AND REQUEST	*You are required to register before using the subplotusine product news. *You are required to register before using this application and must register to participate in any bid or proposal opportunities. Once registered, you will receive an email to with activation instructions. Once activated, you will be allowed to login and start using the application and be notified by email of all available bid opportunities, submit offers, and update your profile.
)	DIGGING EXCAVATION PERMIT	
	SPECIAL HOT WORK PERMIT	
	CORING PERMIT	
	2016 CAP GUIDELINES FOR	
	CROSSINGS	

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.



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 - CONSTRUCTION		8/9/	2018 6:53:54 AM
EBIDS HOME CONTACT US	BID SOLICITATIONS		
BID SOLICITATIONS PENDING / UNDER	Number & Description	Closing Date	Buyer
EVALUATION	RFQ C18001 DESIGN BUILD SALT RIVER SIPHON REPAIR PROJECT View Attachment(s)	2/15/2018	Rick Buelow
AWARDED CONTRACTS	C17088 - Relining Hassayampa & Little Harquahala Pumping Plants Discharge Manifolds View Attachment(s)	10/25/2017	John Harrison
LOGIN/REGISTER CONTRACTOR KEY	C16116 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
AUTHORIZATION AND	C16116 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
REQUEST DIGGING EXCAVATION	C16101 Mark Wilmer Pumping Plant Circuit Breakers Installation View Attachment(s)	12/1/2016	John Harrison
PERMIT SPECIAL HOT WORK PERMIT	C1594 Centennial Wash Dike 2 Rehabilitation Invitation to Bid View Attachment(s)	5/11/2016	John Harrison
 ⇒ CORING PERMIT ⇒ 2016 CAP GUIDELINES FOR CROSSINGS 	Click to view attachment	Click to email b	uyer

Example Page: Bid Solicitations Attachment(s)

EBIDS - CONSTRUCTION				8/7/2018	12:19:59 PI
BIDS HOME CONTACT US	VIEW ATTACHMENT(S)				
BID SOLICITATIONS	Number & Description	Commodity Codes	ł	Closing Date	<u>Status</u>
 PENDING / UNDER EVALUATION AWARDED CONTRACTS 	C17030, Security Services RFP	285,405		8/19/2018 03:00 PM (Phoenix, AZ)	Active
MANAGE PROPOSALS	Attachment(s):				
CHANGE PASSWORD UPDATE PROFILE	Attachment		Uploaded On	Uploaded By	
COGOUT GENERAL	C17030_Security_ServicesAddendum_1.pdf		7/12/2017	mcerda@cap- az.com	<u>View</u>
TERMS/CONDITIONS GOODS TERMS/CONDITIONS	RFP_C17030Security_Services_Volume_1_Technical.pdf		6/8/2017	mcerda@cap- az.com	<u>View</u>
SERVICES	RFP_C17030Security_Services_Volume_2Pricing.pdf		6/8/2017	mcerda@cap- az.com	<u>View</u>
TERMS/CONDITIONS SURPLUS PROCUREMENT CODE OF CONDUCT & ETHICS	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 Av	vard		
EBIDS - CONSTRUCTION			8/9/2018 6:47:16 AM
BIDS HOME CONTACT US	PENDING / UNDER EVALUATION		
⇒ BID SOLICITATIONS	Number & Description	Closing Date	Buyer
EVALUATION	RFQ C18001 DESIGN BUILD SALT RIVER SIPHON REPAIR PROJECT View Attachment(s)	2/15/2018	Rick Buelow
AWARDED CONTRACTS	C17088 - Relining Hassayampa & Little Harquahala Pumping Plants Discharge Manifolds View Attachment(s)	10/25/2017	John Harrison
LOGIN/REGISTER CONTRACTOR KEY	C18118 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
AUTHORIZATION AND REQUEST	C18118 Maintenance Building Enclosures View Attachment(s)	9/13/2017	John Harrison
DIGGING EXCAVATION	C16101 Mark Wilmer Pumping Plant Circuit Breakers Installation View Attachment(s)	12/1/2016	John Harrison
PERMIT SPECIAL HOT WORK PERMIT	C1584 Centennial Wash Dike 2 Rehabilitation Invitation to Bid View Attachment(s)	5/11/2016	John Harrison
CORING PERMIT			
2016 CAP GUIDELINES FOR	Click to view attachment	Click to email I	buyer
CROSSINGS			

* 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 - CONSTRUCTION				8/9/20	18 7:41:08 AM
 → EBIDS HOME → CONTACT US 	AWARDED CONTRACTS				
 BID SOLICITATIONS PENDING / UNDER 	Number & Description	Closing Date	Buyer	Awarded To	Awarded Date
EVALUATION AWARDED CONTRACTS	RFQ C18004 Design-Build Elevator Control System Upgrade Phase 2 Project Award Tab	4/25/2018 01:00 PM (Phoenix, AZ)	<u>Telma Bearden</u>	Caliente Construction Inc.	6/7/2018
LOGIN/REGISTER				Click to email	
 → CONTRACTOR KEY AUTHORIZATION AND REQUEST → DIGGING EXCAVATION PERMIT → SPECIAL HOT WORK PERMIT → CORING PERMIT → 2016 CAP GUIDELINES FOR 	Click to see who was awarded the bid		Ŭ	the buyer	
CROSSINGS					

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 - CONSTRUCTION			3/7/2018 12:22:25 PM
BIDS HOME CONTACT US	MANAGE PROPOSALS		
BID SOLICITATIONS	Number & Description	Closing Date	Buyer
 PENDING / UNDER EVALUATION 	C17030, Security Services View Attachment(s) Submit Proposal	8/19/2018 03:00 PM (Phoenix, AZ)	Rick Buelow
AWARDED CONTRACTS MANAGE PROPOSALS	C1253 Circuit Breakers <u>View Attachment(s)</u> <u>Submit Proposal</u>	9/12/2018 03:00 PM (Phoenix, AZ)	<u>John Harrison</u>
CHANGE PASSWORD			
UPDATE PROFILE			
LOGOUT	Click to upload a proposal)	
GENERAL TERMS/CONDITIONS		J	
→ GOODS TERMS/CONDITIONS			
⇒ SERVICES			
TERMS/CONDITIONS			
SURPLUS			
PROCUREMENT CODE OF			
CONDUCT & ETHICS			



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

Example Page: Browse Please Choose A Proposal Below and Clic	ck Save:	
Proposal:	Browse.	
Attachment	Uploaded On	Uploaded By
Save		

Select the file for upload and click Open.

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

Choose File to Upload		×
	✓ 4 Search eBids	٩
Organize 🔻 New folder		
🔆 Favorites	^ Name	Date modified
	🔁 Acme Bid for Propasal.pdf	8/22/2012 9:30
		Þ
File name:	Acme Bid for Propasal.pdf	-
	Open	Cancel

Click Save Save must be clicked after every upload.

Example Page: Upload

Please Choose A Proposal Below and Clie	ck Save:		
Proposal:			
C:\randomdrive\Acme bid.PDF		Browse	
<u>Attachment</u>	Uploaded On		Uploaded By
Save			

Verify the proposal was uploaded.

Example Page: Upload

Please Choose A Proposal Below and Click Save:		
Proposal:		
Browse		
Attachment	Uploaded On	Uploaded By
C:\randomdrive\Acme bid.PDF Download Delete	i 8/7/2018	a1enriquez@yahoo.com
Save		



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