

# MasterWorks Bidding Guide



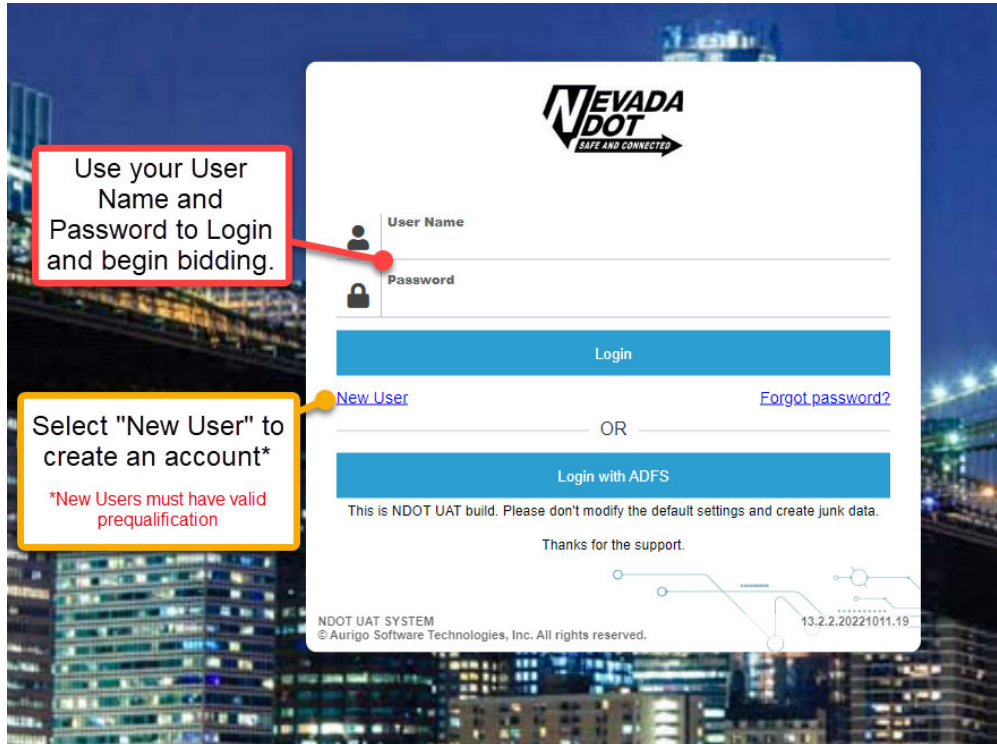
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# Part 1: Navigating MasterWorks

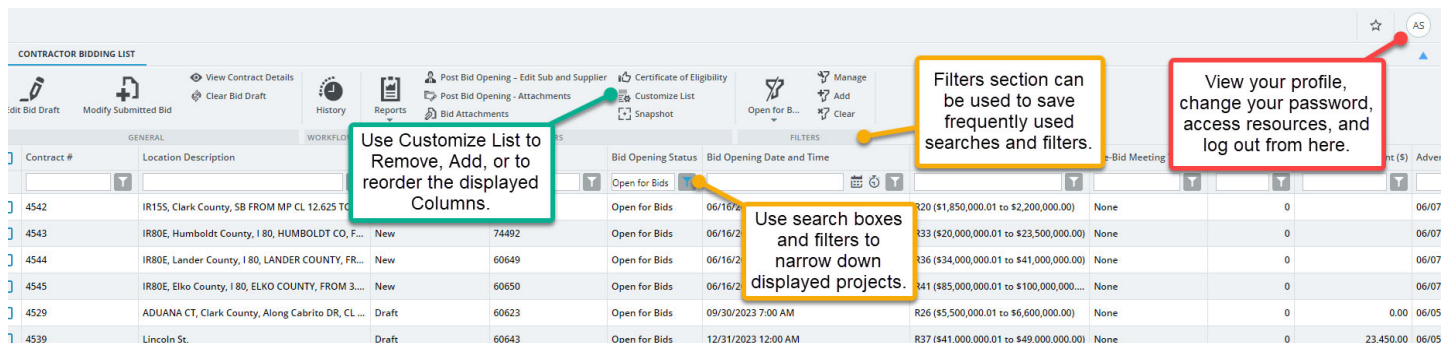
## Accessing MasterWorks:

To access the MasterWorks System, visit [NDOT.Masterworkslive.com](https://NDOT.Masterworkslive.com) and enter your User Name and Password. If you have not yet received login information, you can request access from the New User section of the webpage. MasterWorks is a bidding system; a valid prequalification is required to obtain user accounts.



## Customizing the Contractor Bidding List:

Once logged in, you will be taken to the Contractor Bidding List. On this page you can find out more information on NDOT contracts, view your user profile, and personalize the list page based on your preferences. MasterWorks will display information on all projects advertised by NDOT, past and present. You can customize your list page to increase or reduce the information displayed by using the Customize List or Filter Options. Use "Customize List" to add/remove columns and rearrange the display order of project information. Use the "Filters" options to add/remove specialized filters to reduce the number of projects displayed.





Use the attachment section to view / download contract documents.

ATTACHMENTS

File View Status	Document Name	Title	Uploaded By	Uploaded Date	File Size	Signed Copy
Ready	<a href="#">Special Provisions - Sample.pdf</a>	4542 Special Provisions	Cori Brennan	06/07/2023 1:42 PM	1195.53KB	
Ready	<a href="#">Plans - Sample.pdf</a>	4542Plans	Cori Brennan	06/07/2023 1:45 PM	11162.43KB	
Ready	<a href="#">Invitation to Bid - Sample.pdf</a>	4542 Invitation to Bid	Cori Brennan	06/07/2023 1:46 PM	4309.65KB	
Ready	<a href="#">Estimate of Quantities - Sample.pdf</a>	4542 Estimate of Quantities	Cori Brennan	06/07/2023 1:46 PM	138.94KB	
Ready	<a href="#">QPL - Sample.pdf</a>	4542 QPL	Cori Brennan	06/07/2023 1:47 PM	1002.24KB	
Ready	<a href="#">Wages - Sample.pdf</a>	4542 Wages	Cori Brennan	06/07/2023 1:48 PM	5284.86KB	

## PART 2: Bidding

### Creating a Bid Draft/Submitting a Bid:

After selecting a contract and clicking “Create Bid Draft” you will be redirected to the Contract Information tab for the selected project. Navigate through the bidding tabs, located across the top of the page, to complete all required fields for bid submission. Use the save buttons to save your work for later, or to backup what you have already completed. Once your bid is ready, use the “Submit Bid” button to submit to NDOT.

**CONTRACTOR BIDDING LIST**

Save & Exit | Save & Continue | Cancel | Export to Excel | Import from Excel | History | Submit Bid | Addenda

Bid Opening Time Countdown : 7d, 17h, 29m | Two Hours Submission Countdown : 7d, 19h, 29m | Next Business Day Submission Countdown : 10d, 23h, 29m

Contract Information | Bid Items/Guaranty | Subcontractors/Suppliers | DBE/SBE Commitment | Project Workforce | Contractor Information | Suspension Or Debarment | Prime Contractor Statement Of Performance | Uniform Affidavit of Certification

**BID SUBMISSION CHECKLIST**

- Bid Items :
- Bid Guaranty :
- Subcontractor/ Suppliers :
- DBE/SBE Commitment :
- Project Workforce :
- No of Addenda : 1
- Contractor Information :
- Suspension or Debarment :
- Prime Contractor Statement of Performance :
- Uniform Affidavit of Certification :

Please Acknowledge all the Addenda before Bid Submission.

Use Save & Exit to save your progress and return to the project list page. Use Save & Continue to save your progress and continue working on your bid.

Once all required fields are complete, use Submit Bid to submit your bid draft to NDOT.

Navigate the tabs across the top of the page and complete all required information. You can use the Bid Submission Checklist to track your progress.

### Using the Bid Submission Checklist:

While preparing your bid, use the bid submission checklist to track your progress. The bid submission checklist updates each time you save, and checks when all required information has been completed. Each check box is listed in the order completed and denotes a tab or section that has required fields. Below the check boxes are the number of addenda for this contract. You must select the Addenda button from the menu bar to view/acknowledge addenda.

## Bid Items/Guaranty:

The second tab is for entering bid item information and submitting your bid guaranty information. Enter unit prices directly in the system while navigating through bid items using the up and down arrow keys. Bid items can also be exported and imported to use excel or third-party bidding software. Navigate to the bid guaranty section to validate bid bonds or enter other bid guaranty information.

Sequence Number	Item Number	Item Description	Unit	Quantity	Unit Price(\$)	Amount(\$)	Addendum Number	Additive Number
1	6240130	UNIFORMED TRAFFIC CONTROL OFFICER	FA	1.000	17,500.00	17,500.00		
2	6250490	RENT TRAFFIC CONTROL DEVICES	LS	1.000	10.00	10		
3	6280120	MOBILIZATION	LS	1.000	12.00	12		
4	6321150	POLYUREA PAVEMENT STRIPING (8-INCH BROKEN WHITE)	MILE	111.820	0.00	0.00		
5	6321200	POLYUREA PAVEMENT STRIPING (8-INCH SOLID WHITE)	MILE	208.000	110.00	22,880		
6	6321220	POLYUREA PAVEMENT STRIPING (12-INCH SOLID WHITE)	MILE	1.000	0.00	0.00		
7	6321270	POLYUREA PAVEMENT STRIPING (8-INCH SOLID YELLOW)	MILE	165.000	85.27	14,069.55		
8	6370110	TEMPORARY POLLUTION CONTROL	LS	1.000	0.00	0.00		
						54,471.55		

## Subcontractors and Enterprise Goal:

The Subcontractor/Supplier tab allows you to enter your sub information and track your Enterprise contribution by both dollars and percentage. Add subcontractors and suppliers from the NDOT library or add new subs manually. Once all data has been entered, you can associate bid items to your subs with the Edit/View Bid Items button. Along with entering your sub information, you can track the Enterprise goal requirements and your actual enterprise commitment.

The first column shows the enterprise's goal percentage and the dollar amount needed to reach that goal.

Enterprise Required Amount (\$) : 5,991.87

SBE Enterprise Required Amount % : 11.00

Enterprise Actual Amount (\$) : 0.00

Enterprise Actual Amount % : 0.00

I do not intend to use Subcontractors or Suppliers :

The second column shows the amount committed toward the Enterprise goal.

Subcontractor or Supplier	Enterprise Type	From Library	Suppli...	Used	Bid Amount (\$)	Total Bid	Non-Enterprise Bid Amount (\$)	License Not Required	License Number	License Unlimit
No records to display.										

Add Existing subcontractors and suppliers or add new ones to your bid here.

Manage the bid items associated to subcontractors and suppliers.  
\*Pop up appears below.

Add from Library Add New Delete Edit/View Bid Items

## Acknowledging Addenda:

To view or acknowledge addenda, select the Addenda button from the menu bar at the top of the screen. On the addenda page you can view addenda details and acknowledge already reviewed ones from inside the addenda or the select actions drop down.

Once an Addenda is selected, go to "Edit" to view or acknowledge the addenda.

Addenda show on the list page. Select the addenda you would like to review or take action on.

Use the "Select Action" drop down menu to acknowledge addenda you have already reviewed.

4542

ADDENDA

Back Edit Show Pending On User(s) Customize List Excel Export Manage Add Clear

History Select Actions

GENERAL WORKFLOW OTHERS FILTERS

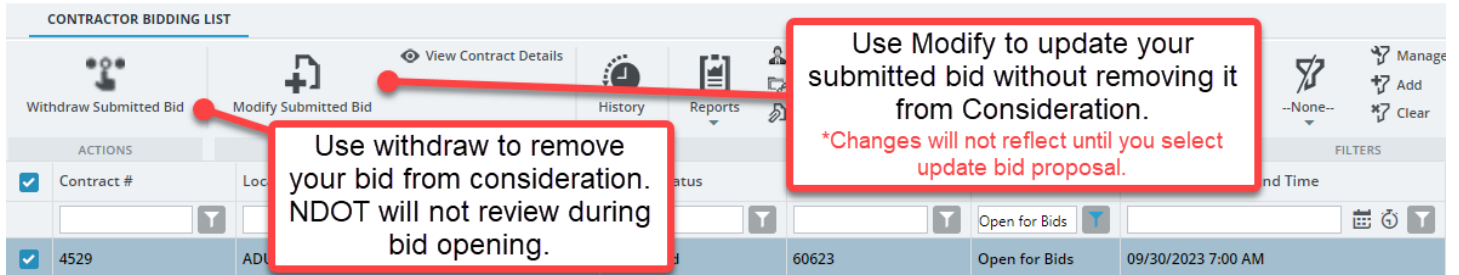
Addendum Number Addendum Type

001 Bid Open Date Change

## PART 3: Post Bid

### Modify or withdraw a bid:

After submitting your bid, you can modify or withdraw your submission until the scheduled bid opening time. Modify allows you to edit the information within your bid without removing the previous submission. Withdraw removes the submission from NDOT and marks the bid as withdrawn.



CONTRACTOR BIDDING LIST

Withdraw Submitted Bid    Modify Submitted Bid    View Contract Details    History    Reports

ACTIONS

Contract #    Location    Status    Open for Bids    End Time

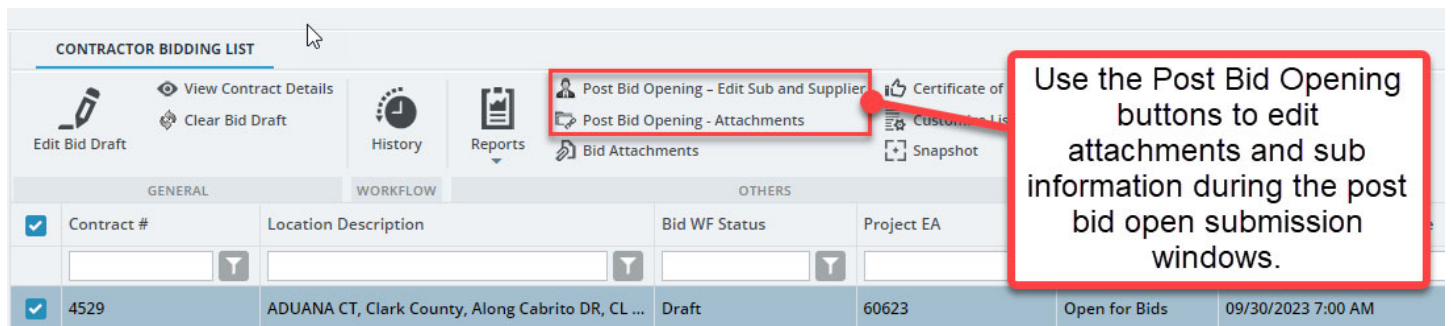
Contract #	Location	Status	Open for Bids	End Time
4529	ADUANA CT, Clark County, Along Cabrito DR, CL...	Draft	Open for Bids	09/30/2023 7:00 AM

Use withdraw to remove your bid from consideration. NDOT will not review during bid opening.

Use Modify to update your submitted bid without removing it from Consideration. \*Changes will not reflect until you select update bid proposal.

### Post bid open submissions:

Once the bid opening has occurred, the post bid open submission windows will begin. During these periods you can submit any of your post bid open submissions via the Post Bid Opening buttons in the menu bar. For more information, please refer to the contract specific information regarding post bid opening submissions.



CONTRACTOR BIDDING LIST

Edit Bid Draft    View Contract Details    Clear Bid Draft    History    Reports    Post Bid Opening - Edit Sub and Supplier    Post Bid Opening - Attachments    Bid Attachments    Certificate of    Customer Lis    Snapshot

GENERAL    WORKFLOW    OTHERS

Contract #	Location Description	Bid WF Status	Project EA
4529	ADUANA CT, Clark County, Along Cabrito DR, CL...	Draft	60623

Use the Post Bid Opening buttons to edit attachments and sub information during the post bid open submission windows.