MasterWorks Bidding Guide

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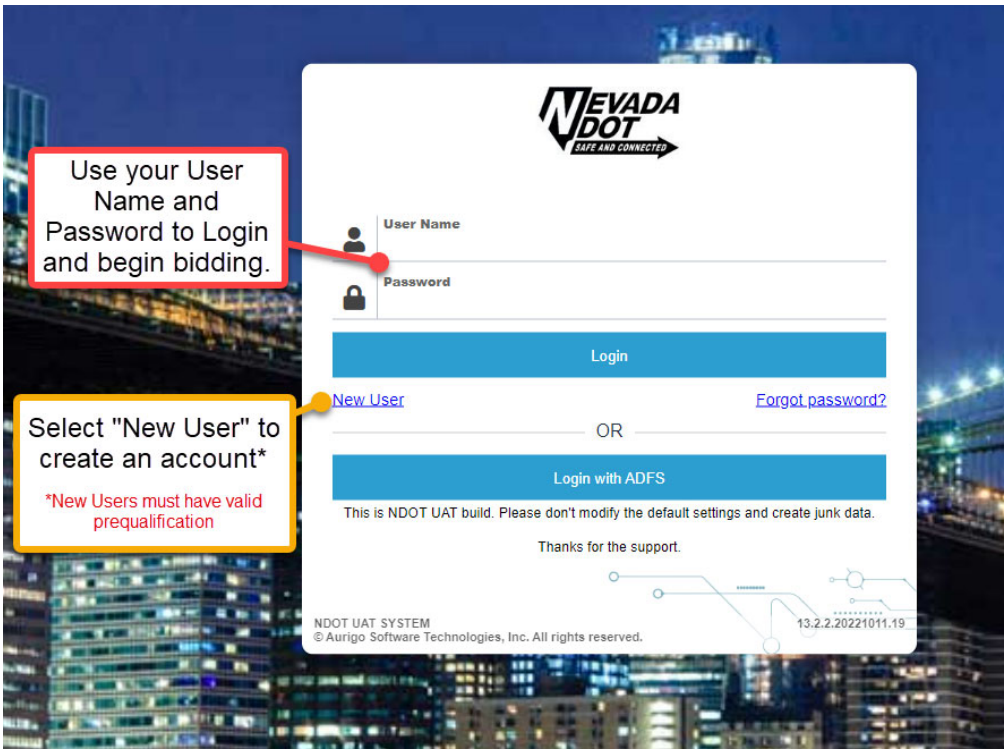
Part 1: Navigating MasterWorks

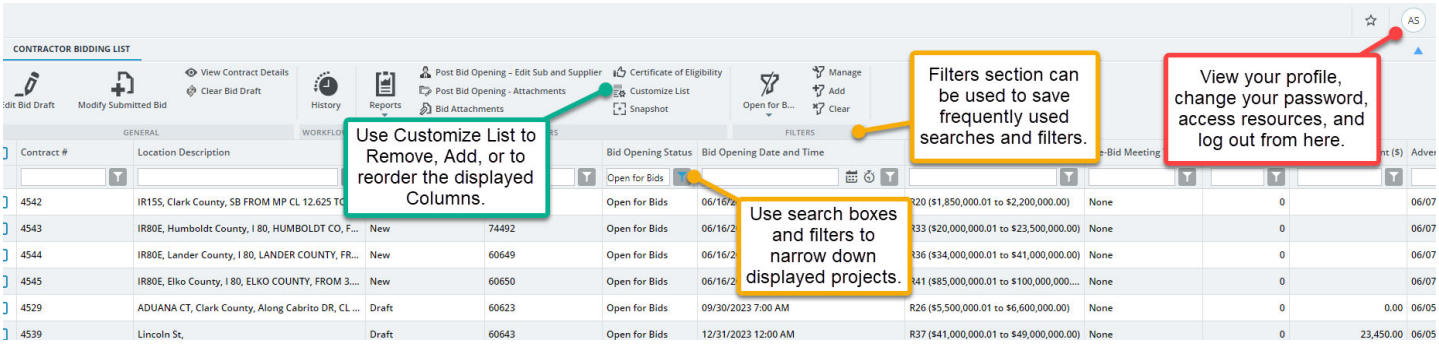
Accessing MasterWorks:

To access the MasterWorks System, visit 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.



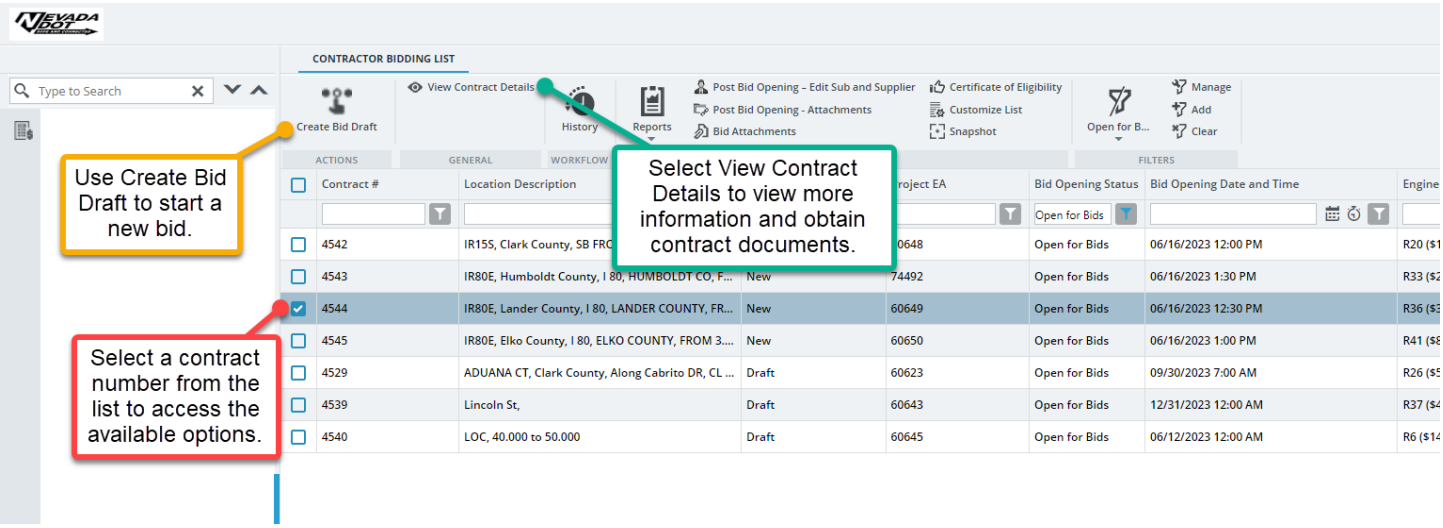
Customizing the Contractor Bidding List:

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.



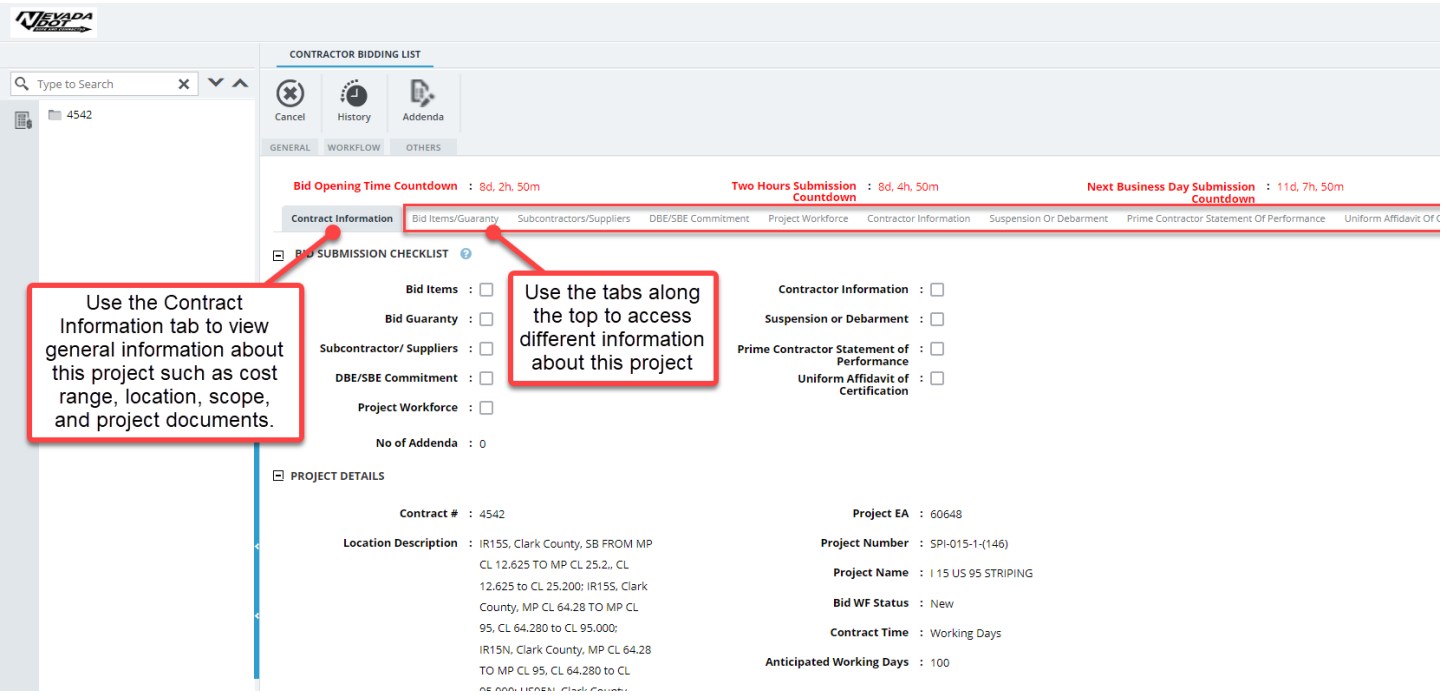
Accessing Contracts:

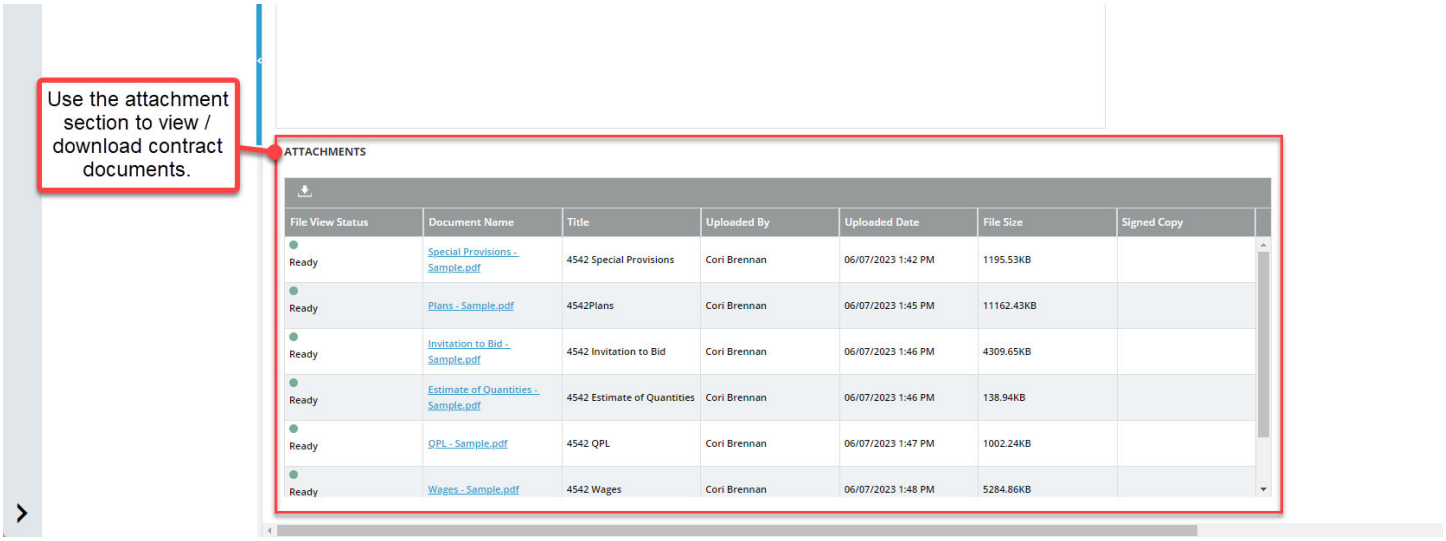
From the Contractor Bidding List, you can access contracts that are open for bidding to; view contract details, view/download plan documents, and create a bid draft.



Viewing Contract Details/Accessing Bid Documents:

After selecting a contract and clicking "View Contract Details" you will be redirected to the Contract Details page for the project. The Contract Information tab provides you with information about the selected project, such as the location, scope, estimate range, bid items, and more. You can also view and download plans, specs, and other bidding documents from the Attachments section at the bottom of the page.

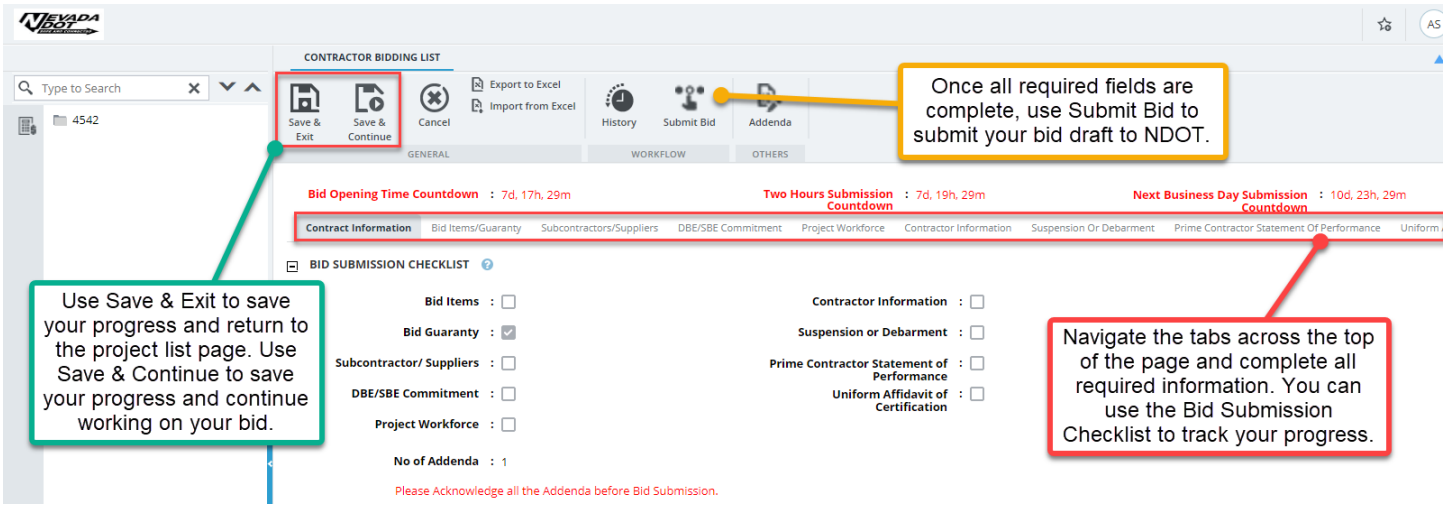




PART 2: Bidding

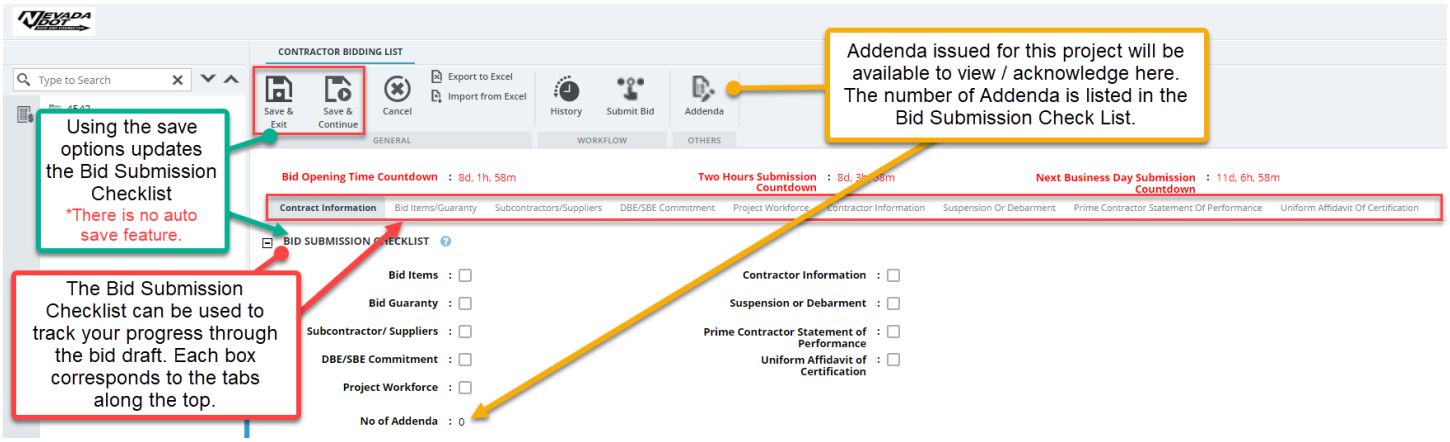
Creating a Bid Draft/Submitting a Bid:

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.



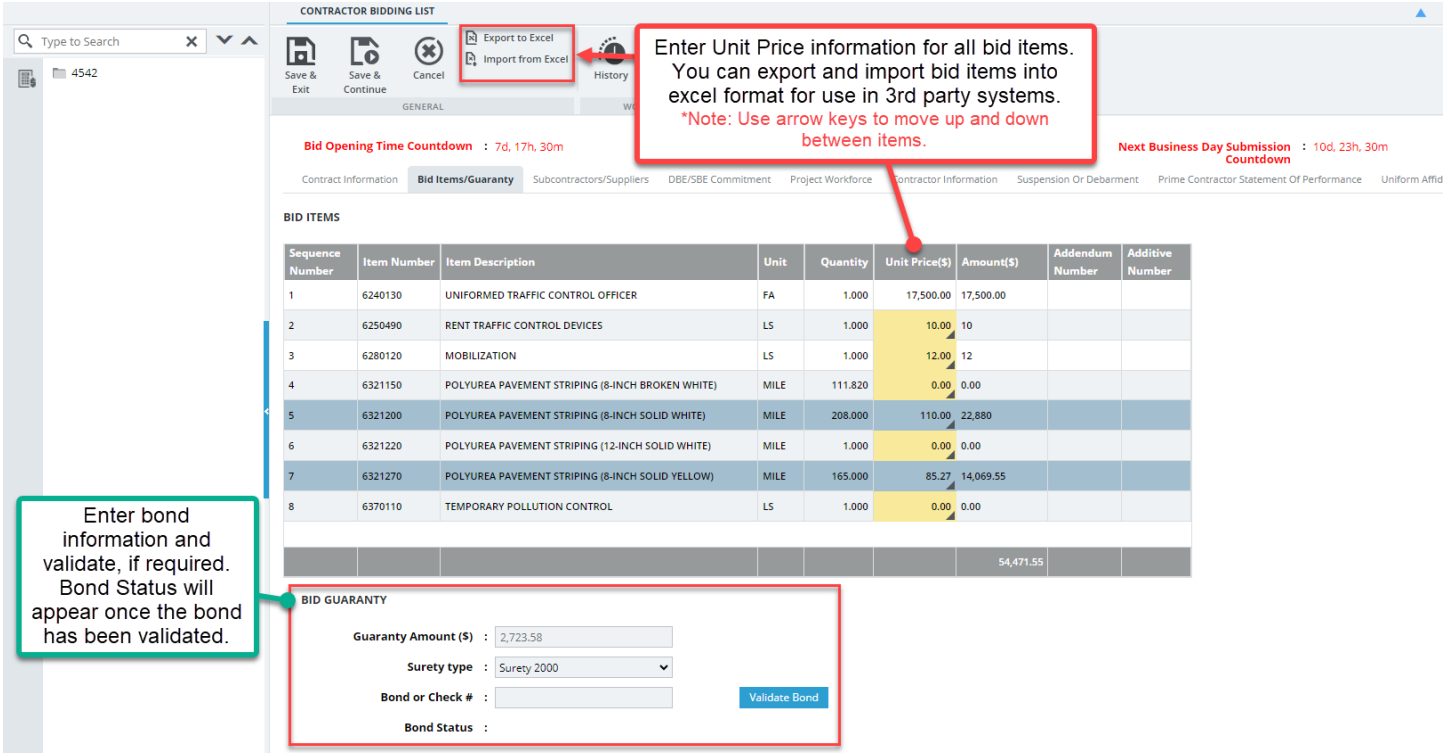
Using the Bid Submission Checklist:

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.



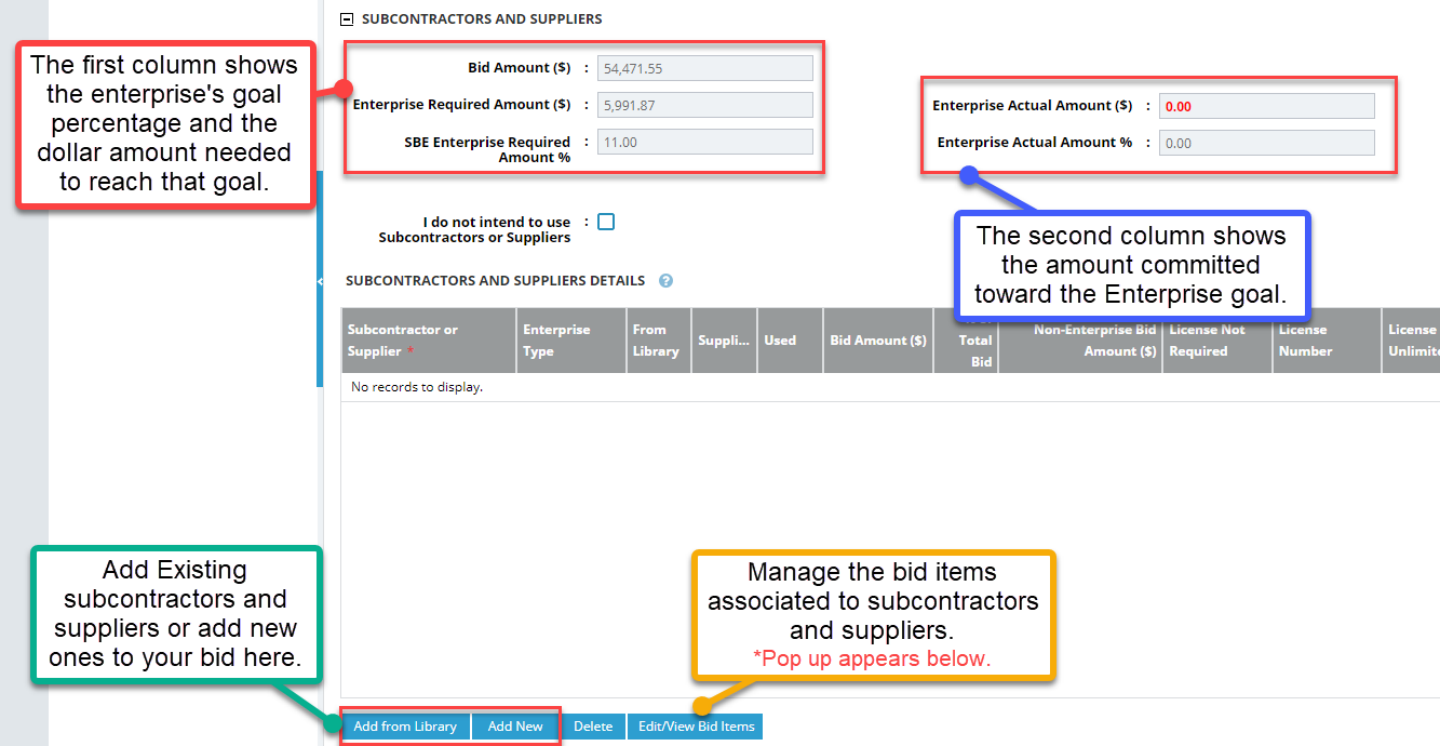
Bid Items/Guaranty:

The second tab is for entering bid item information and submitting your bid guaranty information. Enter <u>unit prices</u> 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 <u>bid guaranty section</u> to validate bid bonds or enter other bid guaranty information.



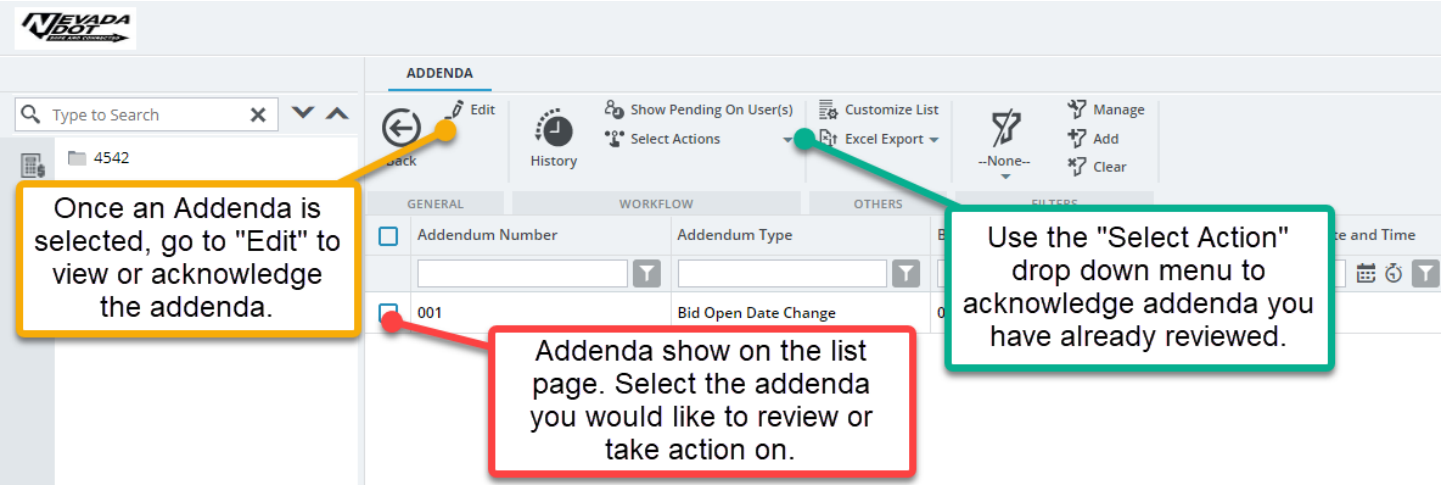
Subcontractors and Enterprise Goal:

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.



Acknowledging Addenda:

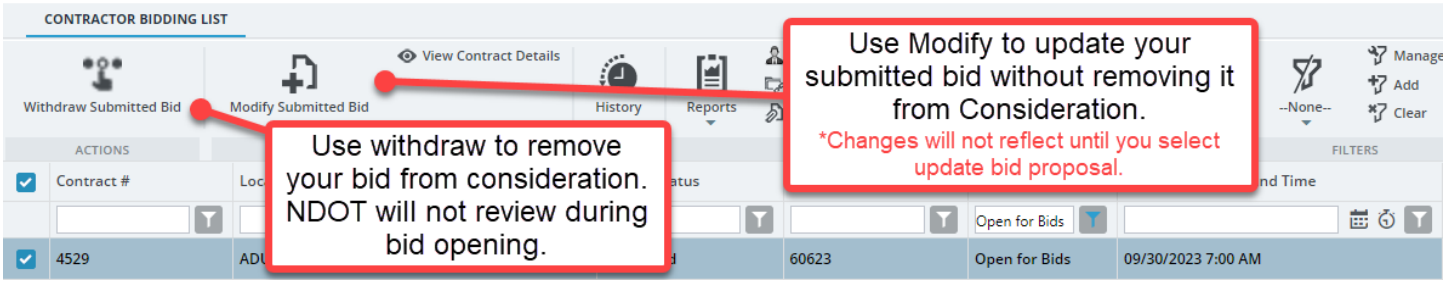
To view or acknowledge addenda, select the Addenda button from the menu bar at the top of the screen. On the addenda page you can view addenda details and acknowledge already reviewed ones from inside the addenda or the select actions drop down.

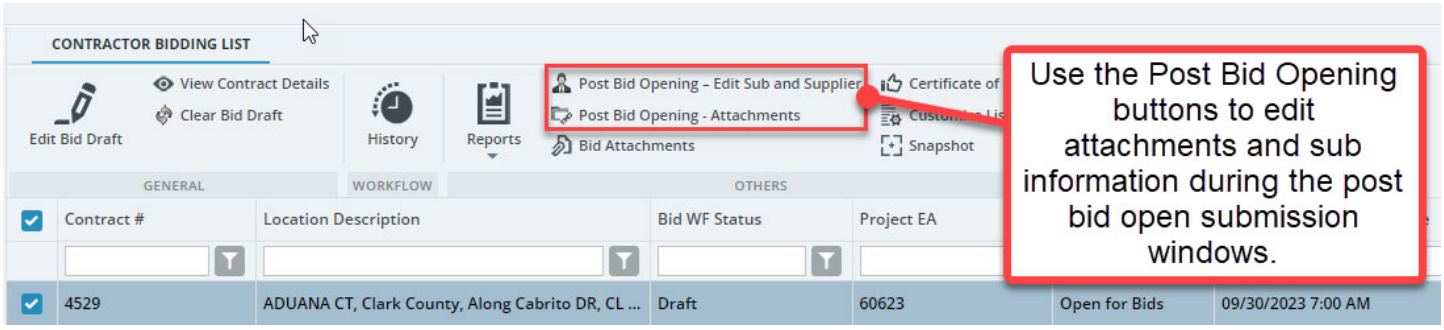


PART 3: Post Bid

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.



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.