# Trimble Unity Construct (Formerly e-Builder) Bid Portal Instructions

The Texas Parks and Wildlife Department (TPWD), uses the platform Trimble Unity Construct (formerly e-Builder) for accepting solicitation responses. This brief instruction document is intended to demonstrate the platform's bid portal.

General Note: Google Chrome is the preferred browser, though any current browsing platform should work.

1) Using the project and contract specific link provided in the TPWD solicitation document should bring you to a landing page that looks like the page below:
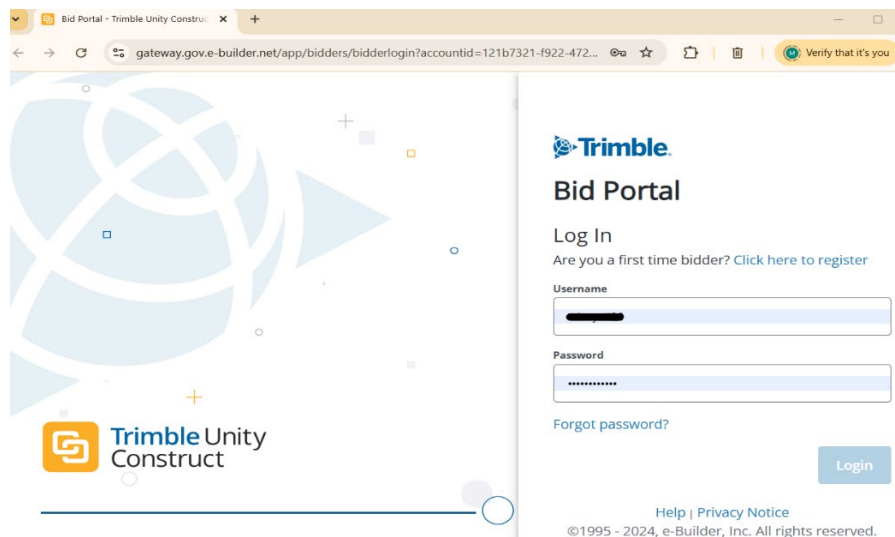
2) For new users:

   a. Choose "Click here to register" located under "Log In" and complete the required fields.
      i. Username: should be unique, and something you can remember – please note that TPWD staff are not able to assist with password recovery or username recovery.

b. After filling out all of the required fields, click the blue "Register" link located at the top or bottom of the page.

> ▶ Register   ⊘ Cancel

c. You will receive an email from bounces@e-Builder.net with your username and password. You will be prompted to change your password after your first login with this account information.

3) For existing users, enter your Username and Password, then click "Login."
4) Once you've logged in, the system will require you to confirm your Bidding Status by reviewing your profile information.
    a. Review your Company Name and Contact Information. Once confirmed, click Save.
5) The Project Bidding Details page for the solicitation will be displayed. Here you can review the package invitation.
    a. The Bid Package view contains key package information at the top of the screen.
        i. **Title**: The project name, and bid package name are listed at the top of the page.
        ii. **Status**: Displays whether the package is Open or Closed, whether you have accepted or declined the bid, and whether you have submitted a response yet.
        iii. **Timeframe**: Displays how much time is left before the bid due date / time, and the bidding time zone.
    b. The Package Invitation tab contains the following descriptive information published by TPWD:
        i. **Bid Info**: The information on this tab varies depending on what the Contract Manager provided for the project such as a bid package description, contact person, pre-bid meeting details and bid instruction documentation.
        ii. **Invitation Documents**: Drawings, specifications and other documentation for the bid are published here. The file/folder name, the version and the date/time it was uploaded are also displayed on this tab.
            1. To download a file or folder, click ⬇ beside the file name. To download all the files and sub-folders in a folder, click ⬇ beside the folder name. A folder containing multiple sub-folders or files will be automatically downloaded as a .zip file. A confirmation message will be displayed if the download is successful.
            Note: This feature will not be available if the Invitation Document folder provided to you does not have a file for download.
        iii. **Addenda**: If addenda are published for the bid package, the documentation will be listed here. Prior to submitting your response, you will be required to acknowledge your receipt of every addendum with a check mark on the Additional Information tab. If addenda are published after you have submitted a bid response, your bid will be set back to Draft status and you will need to resubmit your response.

      c. When you decide whether you will bid on this project, you can notify the Contract Manager of your intentions.

6) To accept or decline the invitation, click **Accept** or **Decline**.
      a. In the Status box, the **Bidding** field is updated to either Will Bid or Will Not Bid.
            i. Selecting a response for your firm will automatically notify the Contract Manager whether your firm is interested, or not, as well as adds the solicitation to your Bid Packages page.

7) Submitting your response.
      a. Save each .pdf document as a PC readable, labeled and not password protected file to a folder you are able to access for uploading to the portal.
      b. Click the **Response Form** tab.
            i. On the **Step 1: Bid Form** tab, enter your pricing on the bid form line items.
            ii. Ensure that you provide pricing at the level of detail required by the bid manager. Some line items may be lump sum, and others may require quantities and unit prices.
      c. Click 🖫 (Save) and ensure that your work is saved periodically. It is recommended that you save every 15 minutes.
            i. On the **STEP 2: Response Documents** tab, click **Attach Documents**, and upload any supporting document needed to support your bid. All uploaded documents will be displayed in a table at the bottom of the tab for you to review.
            ii. On the **STEP 3: Additional Required Info** tab, complete any additional questions or qualification statements that have been established by the Contract Manager. If any addenda have been issued, you are required to acknowledge receipt of the addenda on this page before submitting your bid.
      d. Review the entire Response Form and click **Submit**.
      e. When prompted, enter your Trimble Unity Construct (formerly e-Builder) portal password and click **Submit Bid**.
            i. The date and time that you submitted your bid is stamped on your Response Form. You will also receive an email confirmation.
            ii. It is recommended that you submit your quote at least 15 minutes before the due time so that you can rectify any errors. To submit the quote, you must complete all the fields and acknowledge the addenda items.

8) You're done! Your Bid Packages page will now reflect your submitted bid.

9) Please note that if the submittal requirements change, or an addenda is issued, your submittal will revert to a saved draft and you will need to log back on to acknowledge the addenda and re-submit.

For additional assistance with navigating the Bid Portal, please click ❓ Help the link at the top of your screen. This will take you to the Trimble Unity Construct (formerly e-Builder) User Guide where you can find more information on the Bid Portal.