



Contractor Guide to Bidding with the University of Missouri System

Revision History			
Rev #	Reason	Date	Revised By
0	Initial Release	4/29/2025	Bill Copeland

Guide Overview |

This guide is intended to assist contractors interested in bidding on construction projects for the University of Missouri System, including **MU**, **UMKC**, **Missouri S&T**, and **UMSL**. It provides step-by-step instructions for navigating and using two key platforms:

1. **Bid Advertisement Website**
2. **Bidder's Portal (Unity Construct)**

While Unity Construct enables **electronic bidding**, the **advertisement of projects** is managed through the **Facilities Planning and Development (FPD)** website. Contractors will access bid opportunities via the FPD site and, depending on the project type, will be directed to either:

- The **Bidder's Portal** (Unity Construct)
- The **Contractor's Portal** (for MCA-designated projects)

FPD Bid Advertisement Website – Categories Overview

The FPD site organizes project listings into the following categories:

- **Current Advertisements: Design/Bid/Build**
Active bidding opportunities for traditional Design/Bid/Build projects.
- **Current Advertisements: Prequalified Health Care Contractor Projects (MU Only)**
Bids available only to General Contractors prequalified for healthcare-related projects at MU.
- **Current Advertisements: Construction Manager at Risk (CMR)**
Active opportunities under the CMR delivery method.
- **Recently Opened Bids**
Projects for which bids have been opened recently. Useful for reviewing recent activity and pricing.
- **Projects in Design**
Upcoming construction opportunities that are currently in the design phase.
- **Prequalified Health Care Contractor Projects in Design (MU Only)**
Future MU healthcare projects in design that will require prequalified contractors.

If You Need Assistance?

If you have any questions or encounter issues with the **Bid Advertisement Website** or the **Bidder's Portal**, please reach out to the **Project Manager** or **Construction Project Manager** associated with the advertised project. They can provide guidance and support to help you navigate the process smoothly.

Bid Advertisement Website

1. Navigating the UM System Bid Advertisement Website

Follow these steps to access current construction bid advertisements for all University of Missouri System campuses:

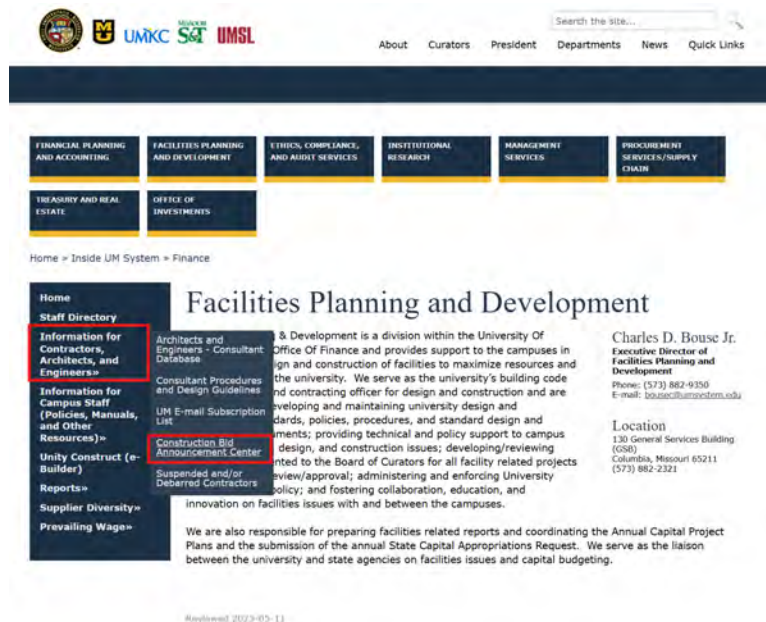
1.1 Visit the FPD Website

Go to the UM System **Facilities Planning and Development (FPD)** website by clicking the following link: https://www.umsystem.edu/ums/fa/facilities/fpd_forms_page

1.2 Access Bid Information

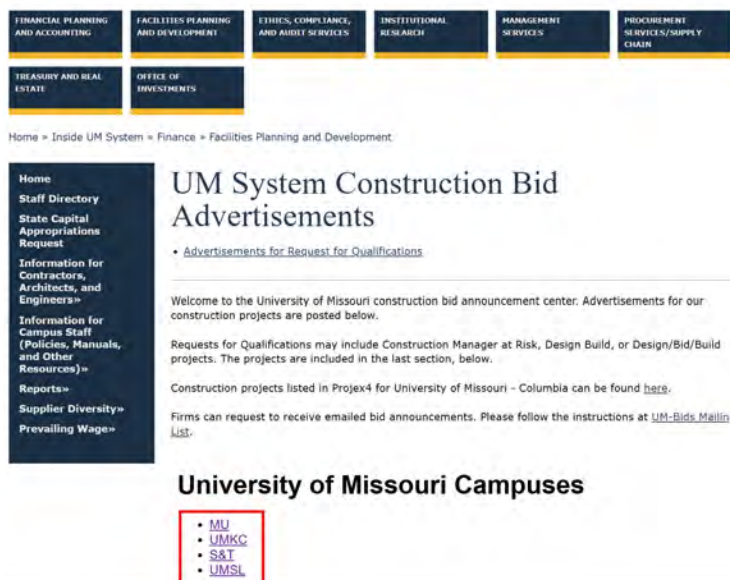
On the FPD page, click on **Information for Contractors, Architects, and Engineers.**

Then, select **Construction Bid Announcement Center** to access the links for the various campuses.



1.3 Select Your Campus

You will be redirected to the **UM System Construction Bid Advertisements** page. From there, select the desired campus to view construction bid opportunities specific to that location.



1.4 Explore categorized advertisement listings: Once on your selected campus's bid advertisement page, scroll down to view categorized listings, which includes:

- Current Advertisements – Design/Bid/Build
- Prequalified Health Care Contractors (MU Only)
- Construction Manager at Risk (CMR)
- Recently Opened Bids
- Projects in Design
- Prequalified Health Care Contractors in Design (MU Only)
- MCA Projects in Design

Home
Staff Directory
Information for Contractors, Architects, and Engineers»
Information for Campus Staff (Policies, Manuals, and Other Resources)»
Unity Construct (e-Builder) Reports»
Prevailing Wage»

UM System Construction Bid/RFQ Advertisements

- [Advertisements for Request for Qualifications](#)

Welcome to the University of Missouri construction bid/RFQ announcement center. Advertisements for our construction projects are posted below. Requests for Qualifications may include Construction Manager at Risk, Design Build, or Design/Bid/Build projects are listed in the last section.

Construction projects listed in Projex4 for University of Missouri - Columbia can be found [here](#).
Construction projects listed for Missouri University of Science and Technology can be found [here](#).

Firms can request to receive emailed bid announcements. Please follow the instructions at [UM-Bids Mailing List](#).

University of Missouri - MU Campus

Current Advertisements Design/Bid/Build

The following is a list of construction projects out for bid. Click for project information.

Project Name	Project Number	Pre-Bid Meeting Date	Bid Open Date	Estimated Construction Cost	Plan Holders
Various Locations - FY25 Summer Paving - Concrete	CP250202	03/12/2025	03/13/2025	\$500,000	
Various Locations - FY25 Summer Paving - Asphalt	CP250203	N/A	N/A	\$137,000	

Showing 1 to 2 of 2 results Previous **1** Next

2. Current Advertisements Design/Bid/Build

2.1 From the **Current Advertisements Design/Bid/Build** section, locate the project you are interested in and click the **Project Number** in the left-hand column.

2.2 This will take you to the **Bid Advertisement Details** page for that specific project, where you will find:

1. Project Name and Number
2. Bid Package Description *(This is where you'll find the link to the Bid Portal)*
3. Key Dates
4. Documents
5. Additional Resources



2.3 Review the **Bid Package Description** and any associated documents to determine whether you are interested in bidding on the project. If you decide to proceed with bidding:

- Click on the **link to the portal** provided within the Bid Package Description section. See Red Outline in the screenshot above.
- This link will direct you to the appropriate project in the bidding portal (e.g., **Unity Construct Bidder's Portal** or **MCA Contractor Portal**) based on the project type.

Bidder's Portal – Register and Bid Submission

⚠ Important Bidder's Portal Guidelines:

1. 60-Minute Inactivity Timeout:

- The system will **automatically log you out after 60 minutes** of inactivity.
- There is **no warning** before this happens.
- **All unsaved information will be lost**, which could lead to:
 - A **non-responsive bid**, or
 - The need to **re-enter your information**.

2. Returning After Timeout:

- If you've been inactive for over 60 minutes, be sure to **log back into the portal before continuing**.
- Simply resuming activity without re-logging in will **not** allow saving or submission.

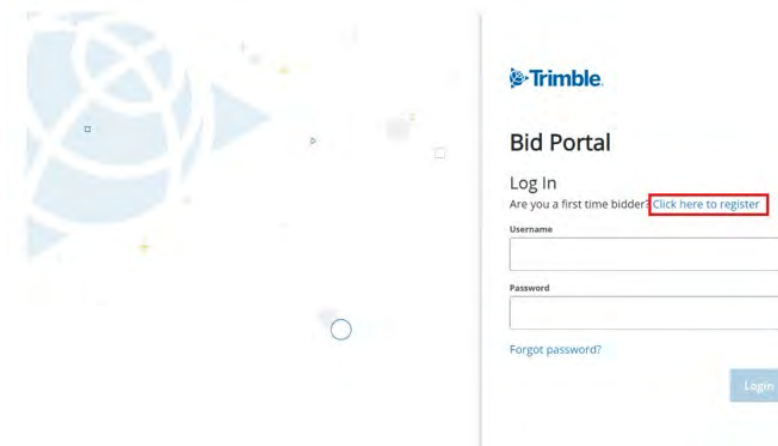
3. Submitting Your Bid:

- You must **enter your password** to finalize submission.
- Upon successful submission, you should:
 - See a **confirmation message**, and
 - Receive a **confirmation email**.
- You will not be able to submit your bid once the Bid Open date has passed.

1. Unity Construct Bid Portal Registration (If Needed):

If you don't already have an account:

1. Click to register (create a username and password).
2. Complete all required registration steps.
3. You will receive a confirmation email.
4. Follow the link in the email to finish registration.
5. You'll then be redirected to the **Bidder's Portal** login page.



2. Bid Access and Submission Process in the Unity Construct Bidding Portal

Summary of the Full Bidding Process:

1. Log in and select your project; click **“Accept”** to participate.
2. Download **Invitation Documents**.
3. Fill out the **Bid Form** with base bid and alternates.
4. Upload all **Response Documents** and additional required files.
5. Enter diversity participation % under **“Additional Information.”**
6. Submit the bid by entering your password in the **Confirm Bid** box.

2.1 Select your Project

After logging in, **choose the project** you want to bid on (if more than one is listed).

You may be prompted to **verify or update your company’s information**.

Once verified, you will see a participation screen.

Click **“Accept”** to:

- Indicate you are participating in the bid.
- Unlock access to the bid package.

The screenshot shows the 'University of Missouri System / Sample Test Project Columbia' interface. The 'Status' section indicates the bid package is 'Open', bidding is 'Pending', and no responses have been submitted. A timer shows '21 Days 7 Hours 5 Minutes Left' with a due date of '02-28-2025 at 2:00 PM (GMT-06:00) Central Time (US & Canada)'. The 'Package Invitation' section has an 'Accept' button highlighted with a red box and a 'Decline' button. Below this, the 'Bid Info' tab is active, showing 'Invitation Documents (6)' and 'Addenda'. The 'Dates & Times' section shows a bid start of '11/01/2023 9:00 PM' and 'Inv-Bid meeting required attendance' as 'X No'. The 'Details' section lists the bid contact as 'Bill Copeland' and provides a description of the project: 'Purchase and installation of certified ISO class 7 clean room, with ISO 6 containment area within that will house an ISO 5 BioAffy cabinet for the QC Microbiology group in lab 257. Lab 256 would be used as the ante room, with ISO class 8 classification at the MJ Research Reactor for room 256 and 257.' The estimated base and alternates are listed as '\$200,000'. A note at the bottom states 'If you are interested in this project, please contact the firm.'

2.2 Download Bid Documents

Click on **Invitation Documents** tab to access and download all relevant bid documents.

- These may include drawings, specifications, project requirements, and instructions to bidders.

The screenshot shows the 'University of Missouri System / Sample Test Project Columbia' interface. The 'Status' section indicates the bid package is 'Open', bidding is 'Will Bid', and no responses have been submitted. A timer shows '3 Days 1 Hours 36 Minutes Left' with a due date of '06-14-2024 at 11:00 AM (GMT-07:00) Mountain Time (US & Canada)'. The 'Summary' section shows a 'Base Bid Total' of '0.00' and an 'Alternates Total' of '0.00'. The 'Package Invitation' section has an 'Accepted' button highlighted with a red box and a 'Decline' button. Below this, the 'Invitation Documents (3)' tab is active, showing a list of documents. The 'Bid Info' section shows the date '06/11/2024 9:23 AM (GMT-07:00) Mountain Time (US & Canada)'. The document list includes '45/01 Bid Documents (2)' uploaded on '06/18/2023 2:47 PM' and 'Cap Plan.pdf' uploaded on '11/02/2023 4:55 PM' with a size of '1.04 MB'. A note at the top of the document list says 'Click this icon to download files. Clicking this icon next to a folder will download all files and subfolders within it.'

2.3 Enter Bid Amounts

After estimating the work:

- Go to the **Bid Form** section under the **Response Form** tab.
- Enter your **Base Bid** and any required **Alternates**.

University of Missouri System / Sample Test Project Columbia
↳ Mole Mgmt.

Status

Bid Package	Opens
Bidding	Will Bid
Response Submitted	No

3 Days 1 Hours 36 Minutes Left

Due on 06.14.2024 at 11:00 AM
(GMT 07:00) Mountain Time (US & Canada)

Summary **1,301,100.00**

Base Bid Total	1,100,000.00
Alternates Total	201,100.00

Package Invitation **Response Form** Q&A Board

Submit [Download] [Upload]

Last Saved 06.11.2024 10:26 AM (GMT-07:00) Mountain Time (US & Canada)

STEP 1: Bid Form STEP 2: Response Documents STEP 3: Additional Info

Base Bid

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Base Bid - Mole Mgmt Building Extension			1.0000	LS	1,100,000.00	1,100,000.00

Base Bid Subtotal 1,100,000.00

Alternates

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Alternate #1 - Add Trailers			1.0000	LS	30,000.00	30,000.00
2	Alternate #2 - Install Traps			1.0000	LS	12,000.00	12,000.00
3	Alternate #3			1.0000	LS	55,000.00	55,000.00
4	Alternate #4			1.0000	LS	62,000.00	62,000.00
5	Alternate #5			1.0000	LS	13,500.00	13,500.00
6	Alternate #6			1.0000	LS	28,600.00	28,600.00

Alternates Subtotal 201,100.00

2.4 Upload Required Documents:

Under the **Response Form** tab, upload your **Response Documents**, which may include:

- Bid bond
- Subcontractor list
- MBE/WBE forms (if applicable)

Also upload any **Additional Documents** specifically requested in the bid package.

University of Missouri System / Sample Test Project Columbia
↳ Mole Mgmt.

Status

Bid Package	Opens
Bidding	Will Bid
Response Submitted	No

3 Days 1 Hours 36 Minutes Left

Due on 06.14.2024 at 11:00 AM
(GMT 07:00) Mountain Time (US & Canada)

Summary **1,301,100.00**

Base Bid Total	1,100,000.00
Alternates Total	201,100.00

Package Invitation **Response Form** Q&A Board

Submit [Download] [Upload]

Last Saved 06.11.2024 10:26 AM (GMT-07:00) Mountain Time (US & Canada)

STEP 1: Bid Form **STEP 2: Response Documents** STEP 3: Additional Info

Please provide response documents:

Supplier Diversity Documentation * [Browse]

Bid Bond * [Browse]

Upload Additional Files

Drag and drop files here to upload, or browse

2.5 Enter Diversity Participation

Under the **Response Form** tab in the **STEP 3: Additional Information** section, enter your company's participation percentages for the following categories (as applicable):

- **MBE** – Minority Business Enterprise
- **WBE** – Women Business Enterprise
- **VET** – Veteran-Owned Business
- **DBE** – Disadvantaged Business Enterprise
- **SDVE** – Service-Disabled Veteran Enterprise

University of Missouri System / Sample Test Project Columbia
↳ Mole Mgmt.

Status	2 Days 21 Hours 31 Minutes Left	Summary
Bid Package: Open Bidding: Will Bid Response Submitted: No	Due on 06.14.2024 at 11:00 AM (GMT-06:00) Central Time (US & Canada)	1,301,100.00 Base Bid Total: 1,100,000.00 Alternates Total: 201,100.00

Package Invitation | Response Form | Q&A Board

Submit [Download] [Print] [Refresh]

Last Saved 06.11.2024 1:28 PM (GMT-06:00) Central Time (US & Canada)

STEP 1: Bid Form | STEP 2: Response Documents | **STEP 3: Additional Info**

SDVE Participation (%)

Qualifications

Ensure these values reflect your actual commitments for subcontractor or supplier participation as required by the project bid documents.

2.6 Submit Your Bid

After completing Steps 1–5, and verifying all information, click the **“Submit”** button on the screen.

- A **Confirm Bid** dialog box will appear:
 - Enter your portal password when prompted.
 - Click **“Submit Bid”** to finalize your submission.

Confirm Bid [Close]

⚠ You are about to submit bid.

Once you click on the “Submit Bid” button below, “Bid Recall” is possible until bid due date/time. If a new addendum is added to the bid scope, you will be able to re-submit bid.

Here is the summary of bid amounts you entered:
Base Bid Total: 1,100,000.00
Alternates Total: 201,100.00

Please enter your e-Builder password to confirm your submission:

Submit Bid **Cancel**

✉ You should receive:

- An on-screen confirmation that your bid was successfully submitted.
- A confirmation email for your records.

University of Missouri System / Sample Test Project Columbia

→ Mole Mgmt.

Status	1 Days 20 Hours 28 Minutes Left	Summary
Bid Package: Open Bidding: Will Bid Response Submitted: Yes	Due on 06.14.2024 at 11:00 AM (GMT-06:00) Central Time (US & Canada)	1,301,100.00 Base Bid Total: 1,100,000.00 Alternates Total: 201,100.00

Submitted on 06.12.2024 2:31 PM (GMT-06:00) Central Time (US & Canada)

STEP 1: Bid Form **STEP 2: Response Documents** STEP 3: Additional Info

Supplier Diversity Documentation
Diverse Supplier Participation.pdf (version 4)
Bid Bond
Bonds.pdf (version 4)

Uploaded documents

Actions	Thumbnail	File Name	File Size	Date Attached
		Bonds.pdf (version 4)	52.80 KB	06.11.2024 1:27 PM
		Diverse Supplier Participation.pdf (version 4)	431.58 KB	06.11.2024 1:26 PM
		BID FORM - signed.docx (version 1)	13.13 KB	06.11.2024 1:15 PM

⚠ Final Submission Reminder

Please check the following:

- After submitting your bid:
 - Confirm that you see **“Response Submitted: Yes”** and the **“Submitted On”** date and timestamp in the portal.
 - If you do not see this confirmation:
 - You may have been timed out before submission.
 - Log back in immediately and resubmit your bid.
- You should also receive a confirmation email from Unity Construct verifying your bid was submitted successfully.

🕒 Important: University campuses cannot access, or view submitted bids until the official Bid Open Date and Time.