



# 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 |

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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)

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### 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.

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### 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](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.

Home » Inside UM System » Finance

## Facilities Planning and Development

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

Architects and Engineers - Consultant Database  
Consultant Procedures and Design Guidelines  
UM E-mail Subscription List  
Construction Bid Announcement Center  
Suspended and/or Debarred Contractors

Facilities Planning and Development is a division within the University Of Office Of Finance and provides support to the campuses in design and construction of facilities to maximize resources and the university. We serve as the university's building code and contracting officer for design and construction and are developing and maintaining university design and standards, policies, procedures, and standard design and documents; providing technical and policy support to campus design, and construction issues; developing/reviewing projects to the Board of Curators for all facility related projects review/approval; administering and enforcing University policy; and fostering collaboration, education, and innovation on facilities issues with and between the campuses.

We are also responsible for preparing facilities related reports and coordinating the Annual Capital Project Plans and the submission of the annual State Capital Appropriations Request. We serve as the liaison between the university and state agencies on facilities issues and capital budgeting.

Charles D. Bouse Jr.  
Executive Director of Facilities Planning and Development  
Phone: (573) 882-9350  
E-mail: [bousec@umsystem.edu](mailto:bousec@umsystem.edu)

Location  
130 General Services Building (GSB)  
Columbia, Missouri 65211  
(573) 882-2321

Reviewed 2023-05-11

### 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.

Home » Inside UM System » Finance » Facilities Planning and Development

## UM System Construction Bid Advertisements

- [Advertisements for Request for Qualifications](#)

Welcome to the University of Missouri construction bid 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. The projects are included in the last section, below.

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

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

### University of Missouri Campuses

- MU
- UMKC
- S&T
- UMSL

**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](#)

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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	<a href="#">CP250202</a>	03/12/2025	03/13/2025	\$500,000	
Various Locations - FY25 Summer Paving - Asphalt	<a href="#">CP250203</a>	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

University of Missouri - MU Campus

ADVERTISEMENT FOR BIDS

Sealed bids for:

GANNETT HALL -

RM 88 FISHER AUDITORIUM RENOVATION

UNIVERSITY OF MISSOURI

COLUMBIA, MISSOURI

PROJECT NUMBER: CP240041      CONSTRUCTION ESTIMATE: \$324,751 - \$360,835

will be received by the Curators of the University of Missouri, Owner, through the bidding module in the University of Missouri's Unity Construct bid module, until 1:30 p.m., C.T., June 4, 2025 and then immediately opened through an online Zoom meeting (<https://umsystem.zoom.us/j/94545145022>) and publicly read aloud. Upon registration, each bidder will have their own secure key to fill out the bid form and upload the bid security and appropriate Supplier Diversity Forms.

Drawings, specifications, and other related contract information may be obtained through the University of Missouri's Unity Construct project management software at the following link: (<https://gateway.app.e-builder.net/app/bidders/landing?accountid=99802330-84d7-4310-865c-f5796a3ed00c&projectid=9cc2d6ae-9828-4213-a963-b7d2f3943e51&bidpackageid=8e09f893-5897-4842-b832-8afcd692f267>). Electronic bid sets are available through Unity Construct at no cost and may be printed as desired by the plan holders. No paper copies will be issued. If paper copies are desired, it is the responsibility of the user to print the files or have them printed.

Helpful Unity Construct bidders' portal instructional training video:

<https://resources.e-builder.net/e-builder-university-training-videos-on-demand/e-builder-bidders-portal-instructional-training-video>

Questions regarding commercial conditions and bidding policies should be directed to Emily Johnson at (573) 882-1108 or

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.

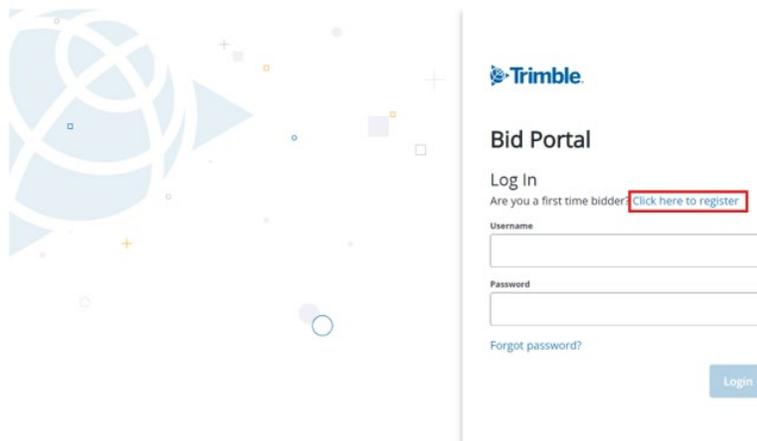
### 3. Submitting Your Bid:

- 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.

University of Missouri System / Sample Test Project Columbia  
↳ Testing

**Status**

Bid Package	Open
Bidding	Pending
Response Submitted	No

**21 Days 7 Hours 5 Minutes Left**

Due on 02.28.2025 at 2:00 PM  
(GMT-06:00) Central Time (US & Canada)

Package Invitation | Response Form | Q&A Board

**Accept** Decline

**Bid Info** Invitation Documents (6) Addenda

<b>Dates &amp; Times</b>		<b>Details</b>
Bid Start	11.01.2023 5:00 PM	Bid Contact: Bill Copeland
Pre-Bid meeting required attendance	X No	Description: Purchase and installation of certified ISO class 7 clean room, with ISO 6 containment area within that will house an ISO 5 Biosafety cabinet for the QC microbiology group in lab 237. Lab 236 would be used as the ante room, with ISO class 8 classification at the MU Research Reactor for room 236 and 237.
		Estimated Base and Alternates: \$200,000
		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.

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

**Status**

Bid Package	Open
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** 0.00

Base Bid Total 0.00  
Alternates Total 0.00

Package Invitation | Response Form | Q&A Board

Accepted Decline

06.11.2024 9:23 AM (GMT-07:00) Mountain Time (US & Canada)

**Bid Info** **Invitation Documents (3)** Addenda

Hide All | Show All

Click this icon to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
45.01 Bid Documents (2)	09.18.2023 2:47 PM	
Cap Plan.pdf Version 1	11.02.2023 4:05 PM	1.04 MB

## 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: Open  
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

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**Base Bid**

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
Base Bid	Base Bid - Mole Mgmt Building Extension			1,000.00	LS	1,100,000.00	1,100,000.00
<b>Base Bid Subtotal</b>							<b>1,100,000.00</b>

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**Alternates**

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Alternate #1 - Add Trailers			1,000.00	LS	30,000.00	30,000.00
2	Alternate #2 - Install Traps			1,000.00	LS	12,000.00	12,000.00
3	Alternate #3			1,000.00	LS	55,000.00	55,000.00
4	Alternate #4			1,000.00	LS	62,000.00	62,000.00
5	Alternate #5			1,000.00	LS	13,500.00	13,500.00
6	Alternate #6			1,000.00	LS	28,600.00	28,600.00
<b>Alternates Subtotal</b>							<b>201,100.00</b>

## 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: Open  
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 \***

Upload 1 file (max 10MB)  \* Required field (cannot be left blank)

**Bid Bond \***

Bonds.pdf (version 3)

**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    📄    📄    📄

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** [X]

⚠ 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.

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

Submitted      Recall Bid      Download

**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)	431.98 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.**