



CARVER
COUNTY

**CARVER COUNTY PUBLIC WORKS
GUIDE TO BIDDING ON CARVER COUNTY
HIGHWAY PROJECTS**

January 2026

Carver County Guide to Bidding

This guide has been created to help contractors with the process of bidding on Carver County projects. It covers all the steps needed from creating an account to submitting a bid. Its intent is to make the process easy and equal for anyone who wants to bid on a Carver County project.

For a list of projects that are currently advertised for bids, see the following:

- County Website: <https://www.carvercountymn.gov/government/requests-for-bids-and-proposals>
- MnDOT eAdvert site: <https://connex.rtvision.com>

This guide pertains only to projects that are administrated by Carver County.

In the case of any discrepancies, the project bid documents supersede information in this guide.

Carver County has no prequalification requirements for submitting a bid but it is the bidder's responsibility to determine if their company is able to meet the requirements of the project before submitting a bid. After the bid is opened, the low bidder may be required to provide a written statement before award of the bid, stating their experience and the amount of capital and equipment available to do the proposed work.

Procedure to bid on Carver County Projects

1. Login/Signup through ConneX.

If your company or any employee has never been issued a ConneX User ID and Password, you must sign up through the ConneX system to download plans, be added to plan holder list, and bid on projects. In the ConneX system you will be able to set up a company User ID and Password for each employee you want access to the system. Follow the following steps if you need to sign up for a new account.

- a. Go to the ConneX website: <https://connex.rtvision.com>
- b. Click on "Sign up".
- c. Click the box to accept the Disclaimer and Waiver and click on "Next".
- d. Select your company out of the list or select none if your company is not listed and you would like to add your organization.
- e. Fill out Organization Details and click "Next".
- f. Fill out your Name and click "Next".
- g. Fill out your Login Credential and click "Next".
*The PIN is if you need the ability to sign documents or approve electronic bid submittals. ** Also make sure your email is correct as this is the email you will receive important information about your bids and PIN numbers.
- h. Fill out your Address and Phone Number and click "Finish".

When you log into ConneX, you will be sent to the ConneX Dashboard (homepage).

Under User at the top are “My Account” and “My Organizations. Here you can edit user details and organization details.

Under Organization at the top are “Users”, and “Credits”.

“Manage Users” is where you can accept/deny requests for employees to join your organization and manage user access rights. The first person to set up the company in ConneX is the Administrator and has control over setting employee access rights and setting who has authority to sign for the company.

“Credits” is where you can purchase credits through RT Vision to place a bid on projects. You can still view plans without buying credits.

2. Go to the Carver County OneOffice website and download the Plans, Proposal, etc.

Carver County OneOffice website:

<https://mn-co-carver.app.rtvision.com/oneoffice/bidding>

1. Go to the above website where you can see projects in bidding, construction and planning.
2. Click on bidding, and the “details” button of the project that you are interested in.
3. At the project page you can view the advertisement of bid, current plan holders and messages.
4. Under Project files on the left are the documents for download. Download all files.
5. After downloading all plans, specs, addendums, etc., the Contractor will be added to the Plan Holder list on the project page under Plan Holders. Registered Plan Holders will be notified by email of any addendums that are issued.
* This is important, as any addendum unapproves/unsigneds ALL bids already submitted by electronic bidding. The contractor must acknowledge the addendum and resign the bid before resubmitting. If the bid remains “unapproved” and “unsigned it will **NOT** be accepted.

3. Bid on Carver County Projects

Paper bids are no longer accepted. You must submit bids electronically.

There are two ways to get to the bidvault site to submit your bid.

1. **Connex**, click the “Start Bid Online Via Bidvault” button in the top right corner.
2. **OneOffice bidding site**, Click the “Bid Online Via BidVault” button in the top right corner

Electronic Bidding:

Bidders shall note that there are several bid submittal documents that must be downloaded and signed (in addition to the bid submitted electronically through BidVAULT).

a. Bid Submittal Documents

Fill out, sign and submit (electronically) the signed documents that are “Bid Submittal Documents” prior to the bid opening time. To find out what documents are “Bid Submittal Documents” see the project proposal. These documents will not be opened before the bid opening but are required before the bid opening time to confirm that all bid requirements are met.

These documents must be submitted electronically through BidVault.

b. Bid Security

Bid Security (bid bond or certified check) is required. Here are your options for submitting the bid security:

- Submit an electronic bid bond with your electronic bid on bidVAULT for this project using Surety 2000 or InSure Vision; OR
- Submit the original paper bid bond or certified check to Carver County Public Works, 11360 Highway 212, Suite 1, Cologne, MN 55322. It must be received in the Carver County Public Works office prior to the bid opening time and date; OR
- Email a copy of your original paper bid bond or certified check prior to the bid opening time and date. The copy must be emailed to CarverCountyPW@co.carver.mn.us, and your original signed bid security must be received in the Carver County Public Works office within three (3) days after bid opening.

The subject line of the email or paper bond/certified check should state “Required submittals of PR # _____” (enter the 4 digit project ID number found on the OneOffice site).

The bid bond is five percent (5%) of the contract amount or per the project specifications.

c. Submit Electronic Bid on bidVAULT bidvault.uccs.com

Procedure to submit an electronic bid

Note: You are only allowed to bid if you have downloaded **all** plans, proposals, specifications, and addendums.

After making sure all plans, specs, addendums, etc. have been downloaded from OneOffice and you are listed as a Plan Holder and you are ready to bid.

Follow Bidder Instructions.

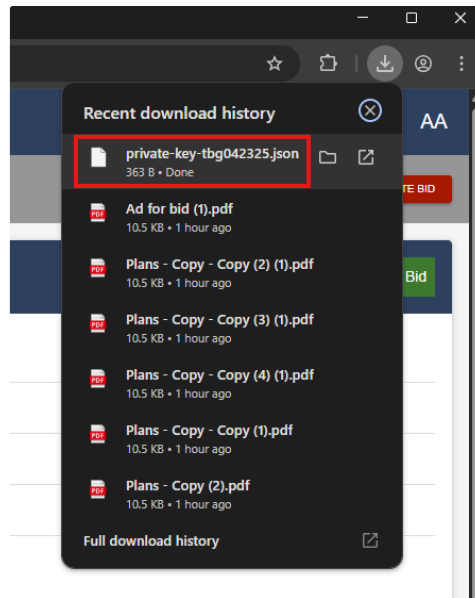
Bidder Instructions

Starting a Bid

You must first be a plan holder before you can begin bidding on a project. To become a plan holder, click on the 'Full Ad and Plan's or click on the Files. This will bring you to the project dashboard where the plans are located. You will be able to see other project information, including the plan holder list from the project dashboard. You will need a [Connex](#) login in order to become a plan holder.

Encryption Key

After beginning a bid, an encryption key will be generated and downloaded to your browser default download folder.



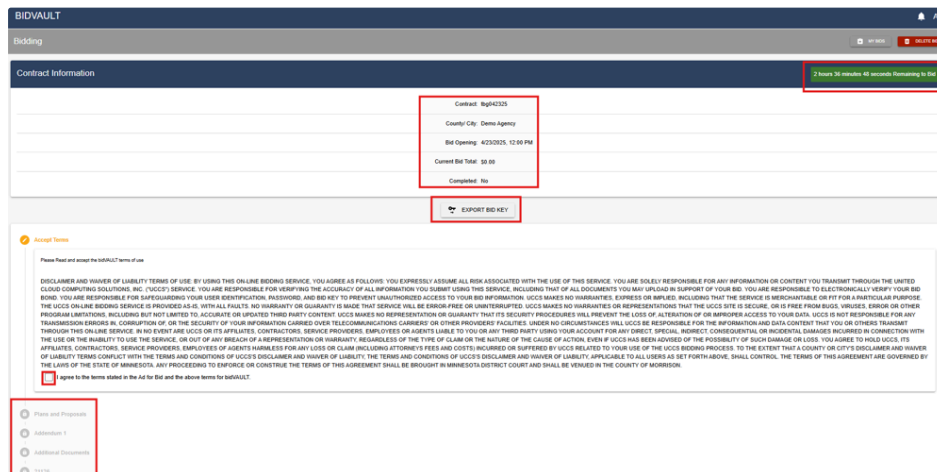
This key will be needed to access your encrypted bid. It will be saved to your browser cache to make it easier to access the bid from your computer. However, you will want to save the bid key to keep until the project opening is complete.

If other users need to access the bid, please share this encryption key with those users as well. To see more about bid encryption and why it is necessary, click [here](#).

▼ Bid Site Interface

Use the guided interface to fill out the required sections. As each section is completed, a check mark will be shown. The bid will automatically save every minute, but you can also click on 'Save'.

The bid opening date/time is noted. The total bid value also is shown. If you need to download your bid key again, you can click on 'Export Bid Keys'.



▼ Addendum

You must check that you have received an addendum, in bidVAULT, even if you have already completed your bid and/or downloaded the file.

The screenshot shows a bid management interface with a sidebar on the left containing a progress list: 'Accept Terms', 'Plans and Proposals', 'Addendum 1', and 'Additional Documents'. The 'Additional Documents' section is highlighted in orange. Below it, a yellow box contains the text 'There need and accept this addendum'. A red box highlights a download icon and the text 'ADDENDA.PDF'. The 'Affected Items' section contains a table with the following data:

Item	Line Number	Item Number	Description	Units	Quantity
add	1	2021-0012040	FIELD OFFICE TRUCK 0	BUCK	1
add	2	2021-0012040	FIELD OFFICE TRUCK 0	BUCK	1
add	3	2021-0012040	FIELD OFFICE TRUCK 0	BUCK	1
add	4	2021-0012040	FIELD OFFICE TRUCK 0	BUCK	1
add	5	2021-0012040	FIELD OFFICE TRUCK 0	BUCK	1
add	6	2021-0012040	FIELD OFFICE TRUCK 0	BUCK	1

Below the table, a sidebar lists additional documents with IDs: 21126, IMPORT/20211213162041, Responsible Contractor, Equal Opportunity Clause, Job Reference List, and IMPORT/20211213162041.

A notification will be sent to make you aware of any posted addendum. If items are impacted by the addendum, you will see those items noted on the addenda and will also see any edited or added items hi-lighted in the bid entry section. Items in blue have been added or modified, while items in red have been removed so you will not be able to enter a unit price for that item.

Electronic Documents and Document Attachments

Project owners can request documents to be filled out and approved electronically, or they can request documents to be uploaded.

To upload information, click on the 'Add documents here' and browse to select a file. You may add multiple files. Last, click on 'Upload' to attach the documents. The necessary documents will be listed under 'Required Documents'.

The screenshot shows the BIDVAULT interface with a sidebar on the left containing a progress list: 'Accept Terms', 'Plans and Proposals', 'Addendum 1', and 'Additional Documents'. The 'Additional Documents' section is highlighted in orange. Below it, a yellow box contains the text 'Upload required documents'. The 'Required Documents' section is titled 'invoice' and contains a red box with the text 'Click or drag to upload your files here or capture an image by clicking/tapping on the camera's'. Below this, a red box highlights a file named 'Template_Project.txt'. Below the file, a sidebar lists additional documents with IDs: 21126 and IMPORT/20211213162041.

To fill out an electronic document, enter information into the hi-lighted field entry areas, before clicking the 'Sign' button.

*Please note that required fields (hi-lighted in orange) must be entered before you can sign the document. Fields in yellow are optional to populate and will not require entry.

I, _____

→ [Redacted]
, do state under penalty of
(name of person signing this affidavit)
perjury under 28 U.S.C. 1746 of the laws of the United States:
(1) that I am the authorized representative of

→ [Redacted]

(name of person, partnership or corporation submitting this proposal)
and that I have the authority to make this affidavit for and on behalf of said bidder;

(2) that, in connection with this proposal, the said bidder has not either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding;

(3) that, to the best of my knowledge and belief, the contents of this proposal have not been communicated by the bidder or by any of his/her employees or agents to any person who is not an employee or agent of the bidder or of the surety on any bond furnished with the proposal and will not be communicated to any person who is not an employee or agent of the bidder or of said surety prior to the official opening of the proposal, and

(4) that I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: missing signature

(bidder or authorized representative)

SIGN ←

▼ Entering Item Unit Values

Line Number	Item Number	Description	Unit	Quantity	Unit Price	Item Total
1	2021.50100010	MOBILIZATION	LUMP SUM	0.00	\$	\$ 0.00
2	2021.50100010	MOBILIZATION	LUMP SUM	1	\$	\$ 0.00
3	201.54100040	REMOVING TYPE II	EQ/CT	0	Contingency price 3.0000	\$ 0.00
4	2104.50100021	REMOVE GROUTED REPAIR (P)	CU YD	10000		\$ 0.00
5	2401.50100043	STRUCTURAL CONCRETE (3143)	CU YD	80		\$ 0.00
6	2401.51200023	BRIDGE SLAB CONCRETE (3133)	SG FT	10040		\$ 0.00
7	2401.51300140	TYPE F (FL) RAILING CONCRETE (3146)	LN FT	1133		\$ 0.00
8	2401.54100011	REINFORCEMENT BARS (EPOXY COATED)	POUND	10700		\$ 0.00

1. Alternates/Base Items

Alternate bid items do not require a bid. You may bid '0' for alternate bid items but you may not bid '0' on base bid items

2. Item Sections

Sections will divide the Base Bid items (which must be bid on) from the Alternate Bid Items (which do not require a non-zero entry). Click on each section to open.

Items may also be separate by item category (such as 'Bridge' and 'Road' noted above).

3. Search/View

Search for an item at top. Use the column headers to resort items. View more or less items at one time using the 'rows per page' selection at the bottom of the item list

4. Historical Bid Prices

Access historical bid prices by clicking on the item number

5, Number of Items View per Page

You can change the number of items you view on each page by click on the drop down by 'Rows per Page'. If you do not want to use paging, select 'All' to view all items at once.

6. Contingency Items

These items will not allow a unit price entry as that has been set for all bidders by the project owner.

Item Export and Item Unit Value Import

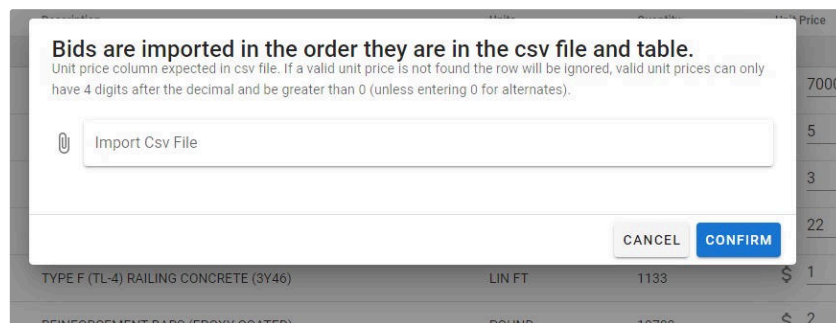
The item list can be exported into a csv/excel file by clicking on the 'Export' button at the top of the item list.



If you wish to import bid prices, rather than manually enter values, you can optionally enter the value into the 'Unit Price' column on the spreadsheet, then click on 'Import' to select and import the values into bidVAULT.

Line Num	Item num	Description	Units	Quantity	Unit Price
305	2021.501/	MOBILIZA'	LUMP SUN	0.05	
306	2031.501/	FIELD OFFI	EACH	1	
307	2401.501/	STRUCTUF	CU YD	60	
308	2401.512/	BRIDGE SL	SQ FT	10649	
309	2401.513/	TYPE F (TL	LIN FT	1133	
310	2401.541/	REINFORC	POUND	19780	
311	2401.541/	REINFORC	POUND	760	
312	2401.601/	STRUCTUF	LUMP SUN	1	
313	2401.601/	SLOPE PRE	LUMP SUN	1	
314	2402.590/	ELASTOME	EACH	4	
315	2402.590/	ELASTOME	EACH	8	
316	2405.603/	PRESTRES'	LIN FT	46	
317	2405.603/	PRESTRES'	LIN FT	183	
318	2405.603/	PRESTRES'	LIN FT	46	
319	2406.553/	BRIDGE AF	SQ YD	154	
320	2433.516/	ANCH TYP	EACH	30	
321	2452.510/	STEEL H-PI	LIN FT	320	
322	2452.511/	STEEL H-PI	LIN FT	320	
323	2452.520/	STEEL H-TI	EACH	2	

Select the file, then click on 'Confirm' to complete the upload. Please note, the order of the csv file should not be changed.



Bid Bond

There are three options for submitting a bid bond:

1. Upload a bid bond document by clicking on 'Attach'. Click on the space 'Attach bid bond'. Browse to select the file and click on 'Upload bid bond'.
2. Use Surety 2000. After selecting 'Surety 2000', enter the Contract ID and the Bond Number. Click on 'Submit Bid Bond' to verify accuracy and ensure there are no entry errors.
3. Use SuretyWave. After selecting 'SuretyWave', enter your bond ID.

Bid Bond

Attach Surety 2000 Tinubu Surety

Bond Number _____

Contract Id _____

SUBMIT BID BOND

✓ Approving and Completing a Bid

When you approve your bid, the application will verify that all required information is complete. You can also use the check marks next to each section to ensure each section is complete. If there are missing sections, a message will state that you need to complete the missing sections. Those sections without a check mark will need to be completed.

Country/ City: Demo Agency
Bid Opening: 4/23/2025, 12:00 PM
Current Bid Total: \$54,199.01
Completed: No

EXPORT BID KEY

- ✓ Accept Terms
- ✓ Plans and Proposals
- ✓ Addendum 1
- ✓ Additional Documents
- ✓ 21126
- ✓ MPF08T/02011215102641
- ✓ Responsible Contractor
- ✓ Equal Opportunity Clause
- ✓ Job Reference list
- ✓ MPF08T/02011215103219
- ✓ Alternative Action 02
- ✓ Human Rights
- ✓ Items 1-454
- ✓ Bid Bond

Export Bid
Enter your current password

FINISH

*Please note, you can continue to update your bid up until the bid date and time, even if it was previously completed. Be sure to click on Finish after updates are made, or click on 'Save' to save updates.

d. Bids open at Bid Opening

- Only the contractor's authorized personnel can see the bid information before the bid opening time. BidVAULT has an encryption code and security methods to insure that no one other than the contractor personnel can read or modify your bid before the bid opening time.
- When the bid opening time is reached, the county will proceed to open the bid and you will receive an email that the bids are opened. No more changes can be made after the bid opening time. The server time on the BidVAULT server will be shown.
- Bid totals will be posted within 24 hours on the OneOffice site under Bid Abstract/Project Bid Summary.
- The detailed bid abstract will not be posted until the project is awarded.

Support

Bidding questions should be submitted to Carver County via Email pworks@carvercountymn.gov or via telephone 952-466-5200.

Presently support is provided between the hours of 7:30 AM to 4:00 PM.

Carver County Public Works
11360 Highway 212, Suite 1 Cologne,
MN 55322-8016

Web page questions and problems should be submitted to the service provider.

ConneX questions should be directed to RT Vision by an IT Ticket submission at <https://rtvision.atlassian.net/service desk/customer/portal/10>

between the hours of 8:00 AM and 5:00 PM

Public Works <pworks@carvercountymn.gov>