

South Dakota Electronic Bidding System

(SDEBS Web)

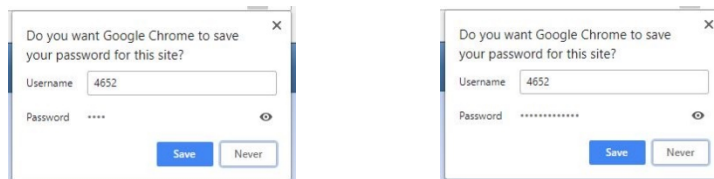
User Manual for Rail Proposals

General Overview

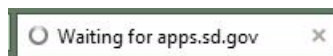
SDEBS Web operates completely in a web-based environment. SDEBS Web was designed for desktop and laptop hardware; however, it will also work on tablets.

In order to use SDEBS Web, Proposers must have completed the Bidding Administrator Authorization Form and mailed it to the SDDOT Bid Letting Office.

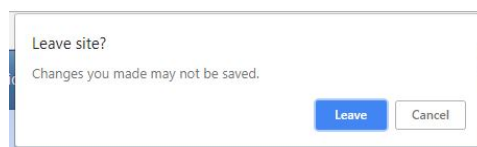
The Bid Letting Office recommends using **Google Chrome** as your internet browser as the system will perform slightly faster. The first time you log in to the system you may get a pop-up message asking if you want Google Chrome to save your password for this site. For security and functionality reasons, click “Never” on these messages.



The various webpages used in the program may take a few seconds to load the first time they are accessed. If you feel the page is taking too long to load, look for the following message on the tab of your internet browser:



The program will automatically log you out if you have been inactive for more than 15 minutes.



Starting/Logging in to the Program

To access SDEBS Web, go to <https://apps.sd.gov/HC65BidLetting/ebslettings1.aspx>. From this page, select the **November 21, 2019 Proposal to Purchase RR Lines** letting from the list of Lettings Currently Advertised for Bids.

SOUTH DAKOTA DOT
DEPARTMENT OF TRANSPORTATION

Careers | Contacts

HOME TRANSPORTATION DOING BUSINESS TRAVELERS PROGRAMS/SERVICES INSIDE THE DOT RESOURCES SITE MAP

Bid Letting Information

- SDEBS Lettings
- Regional Lettings
- Bidding Information
- Electronic Bidding
- Contractor Information
- Bid Letting Staff

SDEBS Lettings

Home > Doing Business > Contractors > Bid Letting > SDEBS Lettings

Anticipated Bidding Schedule:

- March 21, 2018 through April 4, 2018

Lettings Currently Advertised for Bids:

- May 3, 2018 University Class
- May 30, 2018 Test Letting
- June 13, 2018 Test Letting
- 8/1/18 Test Letting
- October 10, 2018
- November 21, 2019 Proposal to Purchase RR Lines**

This will bring up the Letting Detail page where you can select “SDEBS Log In”.

SOUTH DAKOTA DOT
DEPARTMENT OF TRANSPORTATION

Careers | Contacts

HOME TRANSPORTATION DOING BUSINESS TRAVELERS PROGRAMS/SERVICES INSIDE THE DOT RESOURCES SITE MAP

Lettings

- February 21, 2018
- May 3, 2018 University Class
- May 30, 2018 Test Letting
- June 13, 2018 Test Letting
- 8/1/18 Test Letting
- October 10, 2018
- November 21, 2019 State-Owned Rail Lines
- March 21, 2018 through April 4, 2018
- Completed
- Regional

Letting Detail

Home > Doing Business > Contractors > Bid Letting > Lettings > 11/21/2019 Letting

You will need the free Adobe Acrobat Reader to view these files. [Adobe Website](#)

If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in.
Thank you for your patience.

SDEBS Log In
Log in to SDEBS to place your company on the plan holders, to access bid files, and to prepare/submit your bid.

Item #	Contract Information	Plans
7525	P.OENH (152) -- PCN - OOC3 D - addendums for this contract 1 - questions for this contract Plan Holder List JEP Project O&A View Addenda	AttachmentA.pdf AttachmentB.pdf AttachmentC.pdf AttachmentD.pdf AttachmentE.pdf

* Indicates Combo Bids

On the Log In screen, enter your Company ID and Password and click the “Log In” button. If you do not currently have a Company ID and Password, click on the “Register As A New User” link below the “Log In” button to request them.

Log In

Home > Doing Business > Contractors > Bid Letting > 11/21/2019 Letting / Log In

If you have a Company ID and Password, enter them below and click the "Log In" button. If not, click "Register as a New User" link. (Passwords are case sensitive and need to be lower case.)

If you experience any problems logging in, please contact our Bid Letting Office at 605-773-3275.

CompanyId:	<input type="text"/>
Password:	<input type="password"/>

Log In ←

[Register As A New User](#)

The next screen will give you the option to “Continue to SDEBS”.

Continue to SDEBS

Home > Doing Business > Contractors > Bid Letting > Continue to SDEBS

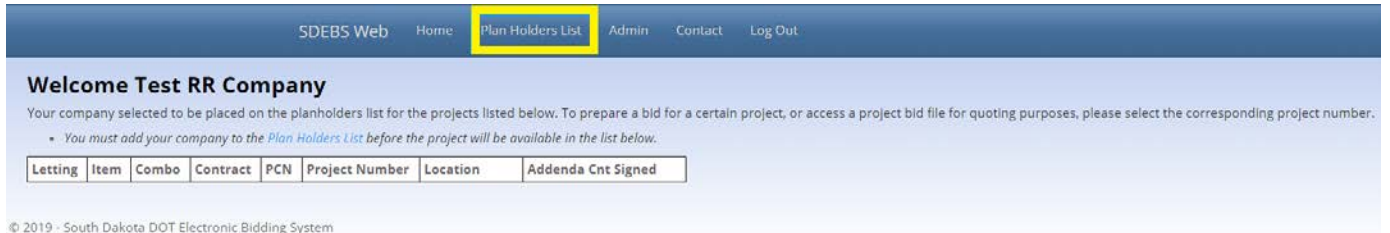
Continue to SDEBS ←

If you need to change your contractor information and/or password, click on the link below.
[Update Contractor Information](#)

Home Screen

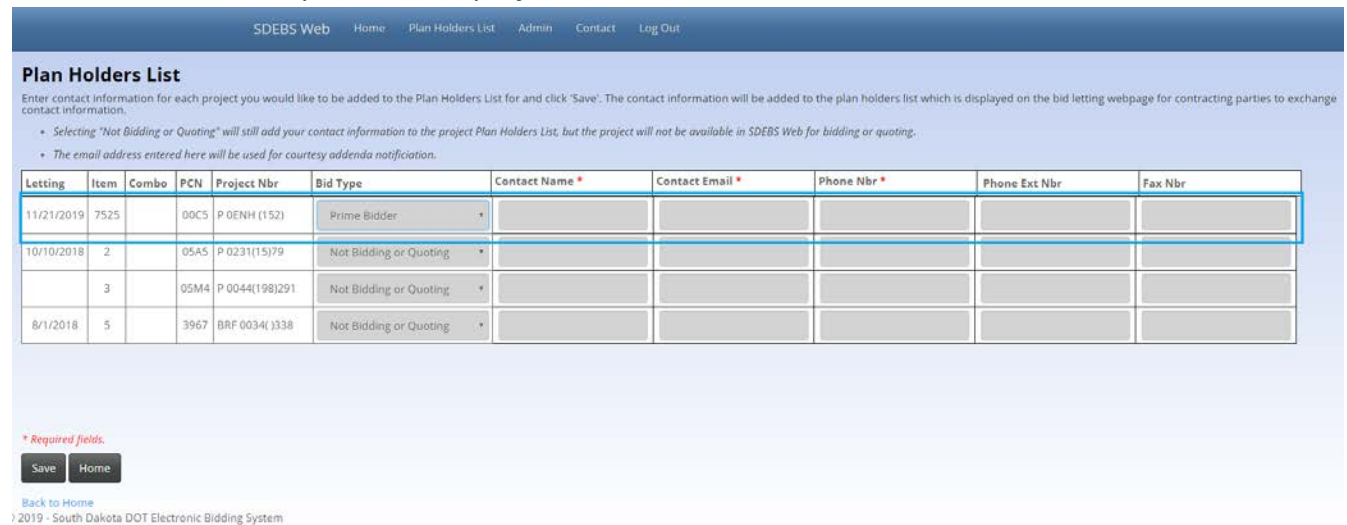
Once you've logged in, you'll be taken to the Home screen. From here you will be able to navigate to the Plan Holders list. No projects will display on the Home screen until you add your company to the Plan Holders List.

Please Note: Once you have added your company to the Plan Holders List, your company name and contact information will display on the website which is viewable to all.



In the Plan Holders List, select a bid type of Prime Bidder from the Bid Type drop down menu and fill in your contact information for the Rail Line Project in the 11/21/2019 Letting. Once all required information has been entered select the “Save” button. Now select the “Home” button to return to the Home screen.

Please note that if you do not place your company on the Plan Holders List you will not be able to submit a Proposal for the project.



The Home screen will now display the project(s) you are a signed in for which allows you to select the project from the Home screen and move towards Proposal submission.

SDEBS Web Home Plan Holders List Admin Contact Log Out

Welcome Test RR Company

Your company selected to be placed on the planholders list for the projects listed below. To prepare a bid for a certain project, or access a project bid file for quoting purposes, please select the corresponding project number.

- You must add your company to the [Plan Holders List](#) before the project will be available in the list below.

Letting	Item	Combo	Contract	PCN	Project Number	Location	Addenda Cnt Signed
11/21/2019	7525		7525	00C5	P 0ENH (152)	Various railroads in SD	0

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As noted above, your company and contact information will now be displayed on the Website under the plan holders list.

SOUTH DAKOTA DOT
DEPARTMENT OF TRANSPORTATION

HOME TRANSPORTATION DOING BUSINESS TRAVELERS PROGRAMS/SERVICES INSIDE THE DOT RESOURCES SITE MAP

Lettings

- February 21, 2018
- May 3, 2018 University Class
- May 30, 2018 Test Letting
- June 13, 2018 Test Letting
- 8/1/18 Test Letting
- October 10, 2018
- November 21, 2019 Proposal to Purchase RR Lines

Planholder List

Home > Doing Business > Contractors > Bid Letting > Lettings Detail > Planholder List

[Printer Friendly Version](#)

Planholder List: Item 7525 - P 0ENH (152)

DBE	Contractor	Contact Name	Bid Type	Sign In Date	Company Phone Nbr	Company Fax Nbr	Email
	DOT	Sam	Prime Bidder	08/13/2019	(605)773-8386		sam.weisgram@state.sd.us
	Test RR Company	Becky Hoffman	Prime Bidder	08/15/2019			becky.hoffman@rr.sd.us

Proposal Submittal Process

Please note in order to submit a Proposal you must have completed and submitted a Bidding Administrator Authorization Form for Rail Proposers. After completing and submitting this form the designated bidder administrator(s) will be issued a Bidder ID and Bidder Password.

To select a project to prepare a Proposal for, click on the project number from the list of projects on the Home screen.

Welcome Test RR Company

Your company selected to be placed on the planholders list for the projects listed below. To prepare a bid for a certain pro

- You must add your company to the [Plan Holders List](#) before the project will be available in the list below.


Letting	Item	Combo	Contract	PCN	Project Number	Location	Addenda Cnt Signed
11/21/2019	7525		7525	00C5	P 0ENH (152)	us railroads in SD	0

To submit your proposal, click “Prepare bid in SDEBS Web” and log in with your Company ID, Bidder ID, and Bidder password. You will need to check the box certifying that you are a current employee of the company and authorized to prepare bids before the “Log In” button will become active.

SDEBS Web Home Plan Holders List Admin Contact Log Out

PCN: 00C5
 Project #: P 0ENH (152)
 Letting Date: 11/21/2019

What would you like to do with the selected project?

[Prepare bid in SDEBS Web](#) 

** Requires Company ID, Bidder ID, and Bidder Password*

[Export project to text file for quoting purposes](#)

** File may be imported into Excel or other bidding software.*

[Back to Home](#)

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Submit Proposal

Once logged in, you will be taken to the project screen where you will have the ability to submit your proposal in Portable Document Format (.pdf). No other form or method of submittal will be accepted. Only one Proposal may be submitted from each Proposer. Proposers may propose to purchase a single Line, a portion of a Line, or any combination of the Lines. SDEBS offers Proposers the ability to submit, withdraw or replace a Proposal any time prior to the Proposal submission deadline.

Your proposal must be in Portable Document Format (.pdf) and contain your 4-digit company id (for example: RRProposal-7323.pdf).

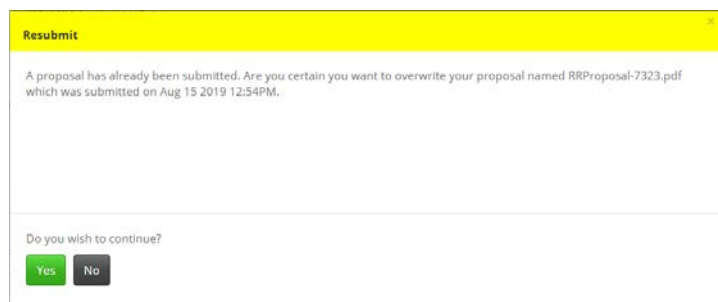
1. Select the “Choose File” button to select your proposal file. After you have selected your proposal it will display the name of the proposal file that has been selected.
Please note if you do not have your unique 4-digit bidder id number in the name of your document and the file is not in .pdf format the “Submit Proposal” button will not be active.
2. After selecting your proposal select the “Submit Proposal” button. A message will appear requiring you to verify that you have received all addenda and accounted for all information posted to the Q&A forum. Select “Continue” to acknowledge and submit your Proposal.

It may take some time for your file to be uploaded, so please be patient. Once your Proposal has been submitted a message will appear stating “Proposal successfully submitted” and you will receive an email verifying your submittal. If you do not receive the message and email confirming the successful submission of your Proposal, please contact the Bid Letting Office.



Resubmit Proposal

If you have previously submitted a Proposal and need to resubmit for any reason, follow steps 1 and 2 above. A message will appear asking if you are certain you want to overwrite your proposal. Select “Yes” to resubmit your Proposal. Once your Proposal has been submitted a message will appear stating “Proposal successfully submitted” and you will receive an email verifying your submittal. If you do not receive the message and email confirming the successful submission of your Proposal, please contact the Bid Letting Office.



Withdraw Proposal

If you wish to withdraw your Proposal select the “Withdraw Proposal” button. A message will appear asking if you are certain you want to withdraw your Proposal. Select “Continue” or “Cancel”. Once your Proposal has been withdrawn a message will appear stating “Proposal successfully withdrawn” and you will receive an email verifying your Proposal has been withdrawn. If you do not receive the message and email confirming the successful withdrawl of your Proposal, please contact the Bid Letting Office.

The screenshot shows a yellow header bar with the text "Withdraw Proposal". Below the header, the text reads: "Are you certain you want to withdraw your proposal named RRProposal-7323.pdf which was submitted on Aug 15 2019 1:06PM." Below this text is a horizontal line, followed by the question "Do you wish to continue?". At the bottom of the dialog are two buttons: a green "Continue" button and a grey "Cancel" button.

Proposal Submission History

A log of all your submission history will appear under “Proposal Submission History”.

The screenshot shows the SDEBS Web interface. At the top is a dark blue navigation bar with links for "SDEBS Web", "Home", "Contact", and "Log Out". Below the navigation bar, the page displays project information: "PCN(s): 00C5" and "Project(s): P 0ENH (152)", "Location: Various railroads in SD", and "Improvement:". Below this information is a prompt: "Choose a PDF file (which contains your company id in the name) to submit for your proposal." There is a "Choose File" button with the text "No file chosen" next to it. Below the file selection area are two blue buttons: "Submit Proposal" and "Withdraw Proposal". At the bottom of the page, there is a section titled "Proposal Submission History" which contains a table with the following data:

Proposal Submission History		
Becky Hoffman	Withdrew RRProposal-7323.pdf	Aug 15 2019 1:08PM
Becky Hoffman	Overwrote RRProposal-7323.pdf	Aug 15 2019 1:06PM
Becky Hoffman	Submitted RRProposal-7323.pdf	Aug 15 2019 12:54PM
Becky Hoffman	Submitted RRProposal-7323.pdf	Aug 15 2019 12:44PM
Becky Hoffman	Submitted RRProposal-7323.pdf	Aug 15 2019 12:43PM

Log Out

To properly log out of the system click “Log Out” on the menu bar. This will take you to the SDEBS Lettings webpage.