



**CITY OF ROSEVILLE, MINNESOTA
ENGINEERING DEPARTMENT**

**GUIDE TO ELECTRONIC BIDDING
FOR CITY PROJECTS**

It is the City of Roseville's policy to provide all contractors and subcontractors with equal access to procurement opportunities.

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Purpose of this Guide

This Guide to Electronic Bidding is designed to lead contractors and subcontractors through the City of Roseville's electronic online bidding process for construction and maintenance projects and answers questions such as: What is required? How do I bid on projects? What happens once the bids are opened? Where can I find online information?

This guide covers only projects that are advertised as electronic bidding and administered by Roseville Engineering Department. The City of Roseville's construction projects identified as electronic bidding **must** utilize the "electronic bidding" method described in this guide.

Ad for Bid Locations

The City advertises its construction projects:

- In Pioneer Press Newspaper,
- On the City's RTVision website: <https://mn-ci-roseville.app.rtvision.com>,
- On the ConneX website: <https://connex.rtvision.com>

Other government agencies (federal, state, and municipal) also advertise their highway construction and maintenance projects through some of the same resources. These government agencies have their own bidding processes.

Access to Plans and Bidding

The City of Roseville utilizes the following web sites for bidding:

1. **RTVision:** <https://mn-ci-roseville.app.rtvision.com> – where plans, specifications, plan holder lists, addendums, messages, and bid results are posted by the City. Basic information about the project is public without a login. Most documents are only visible after logging into ConneX. In addition, the City may provide a schedule of tentative future projects.
2. **ConneX:** <https://connex.rtvision.com> – where contractors create and manage the company and authorized employee accounts and where bids and required bid documents are submitted. Links back to RTVision exist as needed for access to project documents for downloading.
 - a. To create a ConneX account, click on the person icon in the upper right corner of ConneX, then click on 'Sign Up'.
 - b. Add contractor details under 'My Organization' –If a similar organization already exists, then suggested organization(s) to join will be shown. Select New Contractor or pick an existing contractor. It is not recommended to create multiple or duplicate organizations as this creates conflicts with access rights.
 - c. Edit user details and save.

- d. The **Administrator** (first person to set up an organization in ConneX) has control over employee access rights and who has the authority to sign bids for the company. The Administrator can be changed if the Administrator goes into "Founder's Option" and makes the change to another person.
- e. Select 'City of Roseville' as one of the agencies you wish to access.
- f. Once connected, contractors will be able to access and download project documents.
- g. NOTE: It is the Contractor's responsibility to ensure that only authorized employees have access to ConneX for the company. If anyone leaves employment, it is up to the company to remove employee access in ConneX.
- h. Visit the ConneX website for more information and updates
<https://rtvision.atlassian.net/wiki/spaces/BID/pages/3444867078/Using+Connex>

How to Bid

1. Log into ConneX <https://connex.rtvision.com>
 - a. Download specifications, plans, and addendums. The contractor will then be added to the **Plan Holders List** and be able submit a signed bid through the ConneX website.
 - i. Those on the Plan Holder's list will be notified via email of addendums.
 - ii. Bidders should log in under their own names because you are only allowed to bid if you have downloaded all plans, specifications, and addendums.
 - b. An **authorized signer** for a bid will need a user account, password, and PIN (to conform to MN Statute § 161.32, subd. 1b). All other employees who need access to ConneX should get a user account and password.
 - c. ConneX will issue a **Bid Key** that is unique to each contractor and each project. All employees will need your project specific Bid Key to access your company's project specific bid form. If you lose your Bid Key and must request a new one, your bid associated with the previous Bid Key is deleted.
 - d. Bid documents:
 - i. Any required bid documents can be filled out, signed and submitted through the ConneX site electronically.
 - ii. **Bid Security** (bid bond or certified check) is required.
 1. The bid bond is ten percent of the contract amount or per the project specifications.
 2. Contact Surety2000 or SuretyWave/Tinubu Surety to obtain bid bond I.D. Bonding agents can contact <http://www.surety2000.com> or <https://www.tinubu.com/surety> for accounts or questions.
 3. Submit an electronic bid bond with your electronic bid for a project using Surety2000 or SuretyWave/Tinubu Surety; or
 4. Submit the original paper bid bond or certified check. It must be received in the City of Roseville's Engineering Department prior to the bid opening time and date; or
 5. Email a copy of your original paper bid bond or certified check prior to the bid opening time and date if you are unable to upload the bid bond to ConneX. The copy must be emailed to engineering@cityofroseville.com, and, your original signed bid security must be received in the City of

Roseville's Engineering Department within three (3) days after bid opening.

- e. Sign and submit:
 - i. An authorized signer needs to download all plans and specifications, acknowledge all addenda, and sign the bid to make an official bid submittal.
 - 1. You can make changes to your bid (and save it) as you are developing your bid. Your Bid is not officially submitted until you sign your bid.
 - 2. Release of an addendum 'unsigns' all bids already submitted. Each bidder must acknowledge the addendum and resign the bid to resubmit. Failure to do so will cause the rejection of your bid. The City of Roseville is not responsible for bidders receiving addenda.
 - 3. Changing your bid 'unsigns' the bid. The bid must be resigned to be submitted. **If a bid is unsigned, it will not be submitted nor available at the Bid Opening.**
 - ii. You may withdraw by deleting the bid prior to bid opening.
 - iii. Electronic bids are date and time stamped when signed and submitted.
 - iv. Only authorized signers and the contractor's employees with the Bid Key can see your bid until the bid opening.

Bid Opening & Next Steps

1. The bid time and date on the ConneX website is the official time.
2. Bid openings are typically hybrid as noted in the ad for bid. Bid openings are open to the public by attending in person at City Hall and virtually via a Teams link provided upon request.
3. At bid opening, the authorized signers who signed a bid will receive an email that their bid has been opened. The bid is then closed and no further changes can be made.
4. Bid totals are read aloud and the apparent successful bidder will be identified.
5. Bid tabulations are posted within 24 hours on the project's RTVision site.
6. City staff will verify the bids and follow up with the successful bidder on next steps.

Questions?

Bidding, document, and specification questions should be submitted to the City of Roseville at 651-792-7004, engineering@cityofroseville.com, or in person at City Hall – Engineering Department at 2660 Civic Center Drive; Roseville, MN 55113.

Software or account questions for RTVision and ConneX websites can be addressed at <https://rtvision.atlassian.net/wiki/spaces/BID/pages/3444867078/Using+Connex> or at 320-201-7680 weekdays from 8:00 AM and 4:30 PM.

Before Bidding

The City of Roseville requires that contractors meet certain requirements to make sure that their bids are acceptable and legitimate.

NOTICE

Businesses debarred under Part 20, Title 49 Code of Federal Regulations are ineligible to bid on, subcontract for, or supply materials or services for any state, county, maintenance, or municipal project. Check the Web site: <http://www.dot.state.mn.us/pre-letting/prov/sequence.html> to determine if there are any debarred businesses.

Business Registration

All businesses must comply with the requirements of doing business in Minnesota as directed by the Office of the Secretary of State.

Out-of-state businesses must obtain a "Certificate of Authority" from the Office of the Secretary of State to conduct business in Minnesota.

Necessary forms and other information can be obtained from the Minnesota Secretary of State: <http://www.sos.state.mn.us> or 651-296-2803

Federal Tax ID #

All contractors doing business in Minnesota must have a Federal Tax Identification Number. To obtain a number, contact the Internal Revenue Service at: <https://www.irs.gov/forms-pubs/about-form-w-9>

MnDOT's Standard Specifications for Construction

Contractors should be familiar with the Minnesota Department of Transportation (MnDOT) Standard Specifications for Construction and Project Special Provisions prior to submitting a bid. The Plan and Proposal will indicate which edition of the Minnesota Department of Transportation's Standard Specifications for Construction will govern the project. The Standard Specifications for Construction can be viewed at: <http://www.dot.state.mn.us/pre-letting/spec/index.html>

Wage Rates

Both the federal government and State of Minnesota require contractors who are awarded government funds for public works projects pay their employees the prevailing wage for the locality where the project is located. See project specifications for more information.

Prevailing wage rate is defined as the hourly basic rate of pay plus the employer's contribution for health and welfare, vacation, pension, and other economic benefits paid to workers engaged in the same class of labor in the same geographic area.

If a project is financed with both state and federal funds, workers must be paid the higher of the two wage rates. You must comply with the most current wage rates.

State prevailing wage information can be found at:

<http://www.dli.mn.gov/business/employment-practices/prevailing-wage-residential-rates>