

Using Connex

Last updated: [Dec 20, 2024](#)

With an update on December 20th, all contractor facing sites (including [eAdvert](#) and [BidVAULT](#)) will be consolidated into an updated ConneX site. (The new ConneX URL will be <https://connex.rtvision.com>)

Contractors, consultants, suppliers, and other agencies will be able to utilize a single site, ConneX, to find publicly available contracts managed in OneOffice. Contractors can also still access contract information directly from the project owner's OneOffice public dashboards but will now also have the benefit of accessing the same information from ConneX.

After the update, agencies can continue to access the ConneX organization, user accounts, and bids without needing to make any changes or create new passwords or logins. Usernames are no longer used; please be sure to enter the email address tied to the account when logging in. The login is found by clicking on the person icon in the upper right corner of the ConneX site.

ConneX accounts are still free of charge and agencies do not need an account to be able to search for projects. However, an account will still be required to download plans, bid via BidVAULT, and interact as the winning contractor. [Learn more](#) about creating a ConneX account and how it can be used.

Planning

Searching for publicly available contracts/projects in planning: These contracts/projects do not have a bid date set yet but information about upcoming projects was made available to the public for potential future plan holders.

- [Search and view potential upcoming contracts with anticipated bid dates](#)

Upcoming Contracts

Controls

State

Bid Opening Between

Work Types Agencies

Only show contracts that are visible on the map

Show contracts with no location available

ZOOM TO ALL CONTRACTS

Currently Showing 1-11 of 11 Contracts

Purposed Bid Opening	Agency	Name	Number	Work Types	Location
No Data Available	Demo City	tbq20122-3	tbq20122-3		

Bidding

Searching for publicly available contracts/projects in bidding: These contracts have a bid date set and vendors can search by agency, location, items, work type, and other filters. Click on 'Details' next to the contract to see more information about the project, including plans for many contracts. If the contract is being bid within ConneX, click to start your online bid after downloading plans.

- [Search for contracts out for bid](#)
- [Download plans and view plan holder information](#)
- [Electronic bidding access](#)
- [View list of contracts actively being bid on](#)

CONNEX MS

Upcoming Contracts
Out for Bid Contracts
Awarded Contracts

Out For Bid Contracts

Controls

State: ALL REGISTERED PLAN HOLDER

Bid Opening Between: _____

Contract Type: _____

Item Numbers: _____ Item Descriptions: _____

Work Types: _____ Agencies: _____

Only show contracts that are visible on the map
 Show contracts with no location available

[ZOOM TO ALL CONTRACTS](#)

Currently Showing 1-16 of 16 Contracts

	Bid Opening	Bid Status	Agency	Name	Number	Type	Work Types	Location
DETAILS	10/7/2024, 1:00 PM	Not Started	Demo City	test 1001	test 1001			
DETAILS	10/31/2024, 6:30 AM	Not Started	Demo City	jtest	jtest			No Location Available
DETAILS	10/31/2024, 6:31 AM	Not Started	Demo City	Contract By Project	tbq202222			No Location Available
DETAILS	11/1/2024, 6:30 AM	Not Started	Demo City	272831	272831			No Location Available
DETAILS	11/4/2024, 9:30 AM	Not Started	Demo City	154917	154917			
DETAILS	11/7/2024, 1:00 PM	Not Started	Demo City	161070	161070	Bridges	Bituminous	
DETAILS	11/8/2024, 12:30 PM	Not Started	Demo City	228886	228886			No Location Available
DETAILS	11/18/2024, 10:00 AM	Complete	Demo City	Yes, by Project and Category	tbq110724			

Awarded/Construction

Viewing contract/projects that have been awarded or are in construction: These contracts are filtered by all, those your agency bid on, and those your agency was awarded. For consultants using the site, any contracts that your agency has access to will be found under 'My' filter.

- [View bid abstract reports](#)
- [View your historical bid information](#)
- [View and link to documents that require your approval](#)
- [Create RFIs and Submittals](#)
- [View Punch Lists](#)
- [View Messages](#)

The screenshot displays the CONNEX web application interface. At the top, the header shows the CONNEX logo and the user's initials 'MS'. Below the header, the main content area is titled 'Contract SAP 234'. The contract details are as follows:

- Agency: Test2 Alpha
- Name: SAP 234
- Number: SAP 234
- Author: Johnson, Josh
- Contractor: Melissa Contracting [115 2nd Street Northeast, 1, Little Falls MN 56345]
- Actual Start Date:

The 'Projects' section contains a table with the following data:

Project Number	Project Title	Author	Manager
RTV 000-00-001	My Project		

The 'Correspondence' section lists the following items:

- Owner Messages: 1 Total
- RFIs: 2 Total
- Submittals: 1 Total
- Punch List: 1 Total

The 'Bid Abstract Summary' section shows the following data:

Bid Name	Total
Engineer's Estimate	\$810,294.65
* Melissa Contracting	\$918,476.82

The 'Plan Holders' section shows the following information:

- Contractor name: Melissa Contracting
- RTV/ision: RTV/ision

The 'Documents' section shows a document titled 'Change Order v122023' with a status of 'Approved'.

Creating a ConneX Account

Last updated: [Nov 27, 2024](#)

ConneX accounts are free and provide access for organizations/users to interact with all OneOffice agencies for use with the following functions:

- [Download plans](#)
- [Bid online via BidVAULT](#)
- [Approve documents](#)
- [Submit and access RFIs](#)
- [Submit and access Submittals](#)
- [Review and complete Punch Lists](#)

To create a ConneX account, click on the person icon in the upper right corner of ConneX, then click on 'Sign Up'. You will be brought to a guided interface to create an organization and user account. If a similar organization already exists, then suggested organization(s) to join will be shown. It is not recommended to create multiple or duplicate organizations as this creates conflicts with access rights.

Searching for Contracts Out for Bid (Authenticated User)

Dec 03, 2024

If logged in with your ConneX account (authenticated user), you have access to all the same areas as a public user, but with the added benefit of being able to see which contracts you have been registered as a plan holder.

To view the list where your organization is a registered plan holder, click on the 'Registered Plan Holder' button on the list of contracts that are Out for Bid.

Here you will also be able to see the bidding status for each contract where bidding is available electronically through BidVAULT.

Becoming a Plan Holder

Last updated: [Dec 03, 2024](#)

In order to become a plan holder, you must [first login to ConneX](#).

Click on the person icon in the upper right corner to login.

1. After logging in, click on 'Details' next to the contract for which you would like to download plans.
2. Click on the plans available to download, this will automatically add your organization to the Plan Holder List.

3. Your default designation and contact information from ConneX will be visible on the Plan Holder List. You can modify what is shown for the specific contract by clicking on 'My Plan Holder Information'.

Once you are registered as a plan holder for a contract, you can find the list of the contracts where you are already a plan holder by clicking on the 'Registered Plan Holder' button.

Controls

State

ALL REGISTERED PLAN HOLDER

Bid Opening Between

Bidding on a Contract

Last updated: [Dec 11, 2024](#)

After becoming a plan holder, your organization can start the bidding process if you see a 'Start bid online via BidVAULT' button in the top right corner. Not every project owner uses BidVAULT for online bidding, so please be sure to check how the project owner is choosing to bid the contract.

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 Key'.

Contract Information 4 days 4 hours 2 minutes 30 seconds Remaining to Bid

Contract: 120490

County/ City: Demo City

Location:

Description: 120490

Bid Date: 11/26/2024, 2:00 PM

Current Bid Total: \$27,810.00


EXPORT BID KEY

Accept Terms

Please Read and accept the BidVAULT terms of use

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.

 Addendum 1

Download addendum Documents

I have read and accept this addendum

Download the files below for more information


 BID-ITEM-LIST.XLSX

Affected Items

You may want to find these items on step Items and adjust your prices accordingly

Action	Line Number	Item number	Description
lock	1	2011.601/00003	CONSTRUCTION SURVEYING
edit	1	2102.502/00020	PAVEMENT MARKING REMOVAL-PERMANENT
add	2	2531.603	CONCRETE CURB DESIGN V

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.

 Items 1-10

Base Bid

Search by Item Number

Item number	Description	Units	Quantity	Unit Price	Item Total
— Bridge					
2104.502/02700	SALVAGE STEEL LIGHT FOUNDATION	EACH	1	\$ _____	0.00
2360.501/24500	TYPE SP 12.5 WEARING COURSE MIX (4,E)	TON	530	\$ 4.23	2,241.90
2412.511/12160	12X16 PRECAST CONCRETE BOX CULVERT	LIN FT	4856	\$ 7	33,992.00
2545.511/06540	LIGHTING UNIT TYPE 60X-40	EACH	452	\$ _____	0.00
— Road					
2016.621/00010	CONTRACT TIME	DOL	1000	Contingency price \$50	50,000.00
2200.601/00010	BASE CONSTRUCTION	LUMP SUM	500	\$ _____	0.00
2211.502/00010	AGGREGATE BASE (LV) CLASS 1	CU YD	0		0.00
2365.501/26800	TYPE SM 12.5 WEARING COURSE MIX (6,H)	TON	2515	\$ _____	0.00

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 or drag your file to the 'Additional Documents section'. You may add multiple files. The necessary documents will be listed under 'Required Documents'.



Additional Documents

Upload required documents

Required Documents:

example



Click or drag to upload your files here or capture an image by clicking/tapping on the camera

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, _____

_____, 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

 (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: _____
 (bidder or authorized representative)

SIGN

Entering Item Unit Values

Items 1-347

SAVE IMPORT BIDS

Last Saved 66 seconds ago

SECTIONS EXPERT TO CSV

Line Number	Item number	Description	Units	Quantity	Unit Price	Item Total
1	2011.601/00003	CONSTRUCTION SURVEYING	LUMP SUM	1	\$ 5	\$ 5.00
1	2011.601/00003	CONSTRUCTION SURVEYING	LUMP SUM	1	\$ 5	\$ 5.00

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 or click on 'Sections' at top to open all sections at once.

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

3. Historical Bid Prices

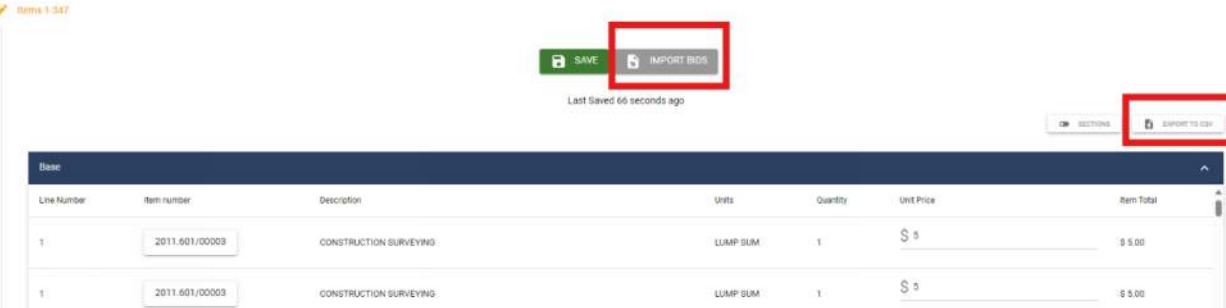
Access historical bid prices by clicking on the item number.

4. 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.



The screenshot shows a web interface for managing bid items. At the top, there are two buttons: a green 'SAVE' button and a grey 'IMPORT BIDS' button, both highlighted with red boxes. Below them, it says 'Last Saved 66 seconds ago'. On the right side, there is a 'SECTIONS' button and an 'EXPORT TO CSV' button, also highlighted with red boxes. Below these buttons is a table with the following columns: Line Number, Item number, Description, Units, Quantity, Unit Price, and Item Total. The table contains two rows of data:

Line Number	Item number	Description	Units	Quantity	Unit Price	Item Total
1	2011.601.00003	CONSTRUCTION SURVEYING	LUMP SUM	1	\$ 5	\$ 5.00
1	2011.601.00003	CONSTRUCTION SURVEYING	LUMP SUM	1	\$ 5	\$ 5.00

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 SUM	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 SUM	1	
313	2401.601/	SLOPE PRE	LUMP SUM	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 your 'Bond Number', and the 'Contract ID'. The Contract ID is the contract number you are bidding on.
3. Use Tinubu Surety. After selecting 'Tinubu Surety', 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.

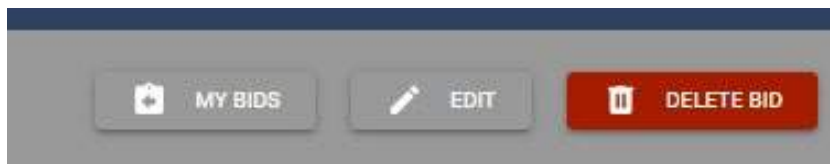


Approve Bid

Enter your ConneX password

If there are any sections noted in red (incomplete) you will not be able to approve your bid. Once your bid is approved it is considered 'complete', however you can continue to update your bid until the bid date and time, even if it was previously completed.

After approving/completing your bid, you will be able to see a view of your entire bid for reference. You can optionally print your bid by clicking on the browser settings and then printing. You can then click on 'Edit' to continue modifying your bid or click on 'My Bids' to be brought back to the list of bids you are actively bidding on.



On the 'My Bid' dashboard, you will see the bid is now noted as completed and you will receive an email notification to note it was completed. You can click on 'Details' next to the contract then 'View or Continue your Bid Online' to get back to your bid.

DETAILS	11/26/2024, 6:00 PM	Complete	Demo City
DETAILS	12/3/2024, 11:00 AM	Not Started	Demo City
DETAILS	12/25/2024, 6:30 AM	Not Started	Demo City
DETAILS	12/31/2024, 8:30 AM	In Progress	Demo City

Editing a Bid

Last updated: [Dec 03, 2024](#)

If you are editing a bid that you already started, you won't need to upload the bid key if using the same browser that you previously used to access the bid (and if that browser cache has not been recently cleared). If you are editing the bid started by another user in your organization, or started on a different computer or browser, you will need to upload the private encryption key to decrypt and access your bid data.

1. Log into ConneX.
2. Click on the icon for 'Out for Bid Contracts'.
3. You can filter to view the list of contracts where you are listed as a plan holder by clicking on the button 'Registered Plan Holder'.
4. Click on 'Details' next to the contract.
5. Click on 'Edit Bid Online via BidVAULT' in the upper right corner.
6. Upload your bid key if prompted.
7. Edit your bid.

Remember, bids can be edited, even if already completed.