

GUIDE TO USING THE DIGITAL PLANROOM AS A BASIC USER

VISITING MSD'S DIGITAL PLANROOM

From the MSD homepage, click on the “*Engineering, Construction, Other*” link under Current RFP’s, RFQ’s, Bids



OR go to www.msdbids.com

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Click on the Engineering/Construction/Other Bids and Requests for Proposals/Qualifications link



The screenshot shows the MSD Planroom website. At the top left is the MSD logo with the text "MSD" and "Louisville / Jefferson County Metropolitan Sewer District" below it. To the right, the text "BIDS / RFPs / RFQs" is displayed in a blue, cloud-like graphic. Below the logo is a navigation menu titled "MSD's Planroom Options" with links for "MSD Home", "Eng/Const/Other Bids Instructions", "Purchasing Bids", "Procurement Regulations", "DiverseWorks Program", "Privacy Notice", and "Mailing Lists". The main content area has a blue header "Louisville/Jefferson County Metropolitan Sewer District Planroom" and a welcome message: "Welcome to the 'MSD Planroom' where the Louisville and Jefferson County Metropolitan Sewer District (MSD) advertises all procurements for construction, services and various purchasing related commodities that are required to be publicly advertised in accordance with MSD's Procurement Regulations and Kentucky Revised Statutes. MSD splits the display of the ads into two areas of interest (with links):". Below this are two links: "Engineering/Construction/Other Bids and Requests for Proposals/Qualifications" (highlighted in red) and "Purchasing Bids and Requests for Proposals/Qualifications". A third link, "MSD's Email List Management", is also present. A paragraph follows: "Follow the links above to see current bids available, and bids summaries for those procurements whose bids have been opened." Another paragraph at the bottom states: "Use the links on the left side of the page to find out more about MSD's procurement process, our DiverseWorks Program for minority and women owned businesses, instructions for using this site and other links of interest."

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You will see the listing of projects out for bid.

The screenshot shows the MSD Digital Planroom website. At the top left is the MSD logo with the text "Louisville / Jefferson County Metropolitan Sewer District". To the right, there are navigation links: "BIDS / RFPs / RFQs" and "ENGINEERING / CONSTRUCTION / OTHER". Below the logo is a blue sidebar with the following links: "MSD Home", "Eng/Const/Other Bids Instructions", "Purchasing Bids", "Procurement Regulations", "DiverseWorks Program", "Privacy Notice", "Current Projects Out for Bid Calendar", and "Log On". The main content area has a search bar with a "Job" dropdown and a "Search" button. Below the search bar is a table of current projects. The table has three columns: "Project Name Description Company Name", "Document Avail Date", and "PreBid Date / Time Bid Opening Date / Time". The table contains three rows of project data. At the bottom of the page, there is a footer with "eDistribution V4.0.0" and "Copyright Lynn Imaging 2001-2004". The browser status bar at the bottom shows "Done" and "Internet".

MSD
Louisville / Jefferson County Metropolitan Sewer District

BIDS / RFPs / RFQs
ENGINEERING / CONSTRUCTION / OTHER

Current Engineering/Construction/Other Bids and Requests for Proposals/Qualifications

To search, please enter a partial job name. Enter an asterik, percent, or leave empty to return all records.

Job Search

Project Name Description Company Name	Document Avail Date PreBid Date / Time Bid Opening Date / Time
Login to view Order Morris Forman Wastewater Treatment Plant	2/14/2005
(MFWTP) Fume Incinerator Replacement Project	2/7/2005 9:00 am
LOUISVILLE & JEFFERSON COUNTY MSD	2/17/2005 12:00 noon

eDistribution V4.0.0
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You will also see links on the left side of the page that will always be of option to you while in the Digital Planroom. They consist of the following:

“**MSD Home**”—Link to MSD Homepage www.msdlouky.org

“**Eng/Const/Other Bids**” - Link to the page you are currently viewing.

“**Instructions**” – Link to the instructions you are viewing now.

“**Purchasing**” – Link to the purchasing bid listing.

“**Procurement Regulations**” – Link to MSD’s procurement policy

“**DiverseWorks Program**” – Link to MSD’s DiverseWorks site

“**Privacy Notice**” – Link to MSD’s privacy policy

“**Current Projects Out for Bid**”—Links you to the page you are currently viewing.

“**Calendar**”—Links you to a monthly calendar view of jobs on their corresponding bid date.

You may view the job by simply clicking the job title from this calendar.

“**Log On**”— Click here to enter your User ID and Password to view Project Detail or place an order or you can click on the Login to View next to the project you would like to view.

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VIEWING CURRENT PROJECTS

Click “Login to View” on a specific project or “Log On” and enter your current MSD ID and PASSWORD. Your name will appear in the bottom of the box to the left, verifying your log in is complete. If you do not have a password, click on “Create New Company” to set up an account. **See page 7 for full login instructions

The screenshot shows a Microsoft Internet Explorer browser window displaying the MSD Planroom website. The address bar shows the URL: http://www.msdbids.com/construction/viewJobs.asp?action=view&job_id=3175. The page features the MSD logo and the text "Louisville / Jefferson County Metropolitan Sewer District" and "BIDS / RFPs / RFQs".

Current Engineering/Construction/Other Bids and Requests for Proposals/Qualifications

- [MSD Home](#)
- [Current Projects Out for Bid Calendar](#)

Administration

- [Edit My Jobs](#)
- [Track My Orders](#)
- [Edit My Company](#)
- [Edit Company's Contacts](#)
- [Contact Management](#)
- [Log Off](#)

Security Level: Company Admin
Logged in as: Kristy Southard
Version: 4.2.4

Project Details

Morris Forman Wastewater Treatment Plant [Printer Friendly](#)
(MFWTP) Furnace Incinerator Replacement Project [View Log](#)

[Display Planholders](#) [View Plan Images](#) [Place Order](#)

MSD
Louisville / Jefferson County Metropolitan Sewer District

Bid Invitation #: [Blank]
Contact: Don Szymansky
502-540-6000
Project Location: LOUISVILLE & JEFFERSON COUNTY MSD
Company: [Blank]

PreBid Date: 2/7/2005 9:00 am
PreBid Information: A non-mandatory pre-bid meeting will be held at the Morris Forman Wastewater Treatment Plant, 4522 Algonquin Parkway, Louisville, KY 40211 at 9 A.M. Local Time, Monday February 7, 2005. The requirements of MSD's DiverseWorks (MBE/WBE Participation) Contractor Compliance Program (CCP) will be fully explained at this meeting. The deadline for a Waiver Request on this Contract is 5:00 P.M. Local Time, Thursday February 10, 2005.
Bid Opening Date: 2/17/2005 12:00 noon

The Contract will be awarded on the basis of the lowest responsive, responsible Bid, subject to the approval of the Board of MSD. MSD reserves the right to reject any or all Bids or waive any informality in any Bid.

You will then see information regarding this job including, but not limited to:

1. Bid Date & Time
2. Pre-Bid Date & Time
3. Location of Job Site
4. Contact Name for Project
5. Project Notes that may include job scope, relevant and pertinent bid info, notes specific to General Contractors and/or Sub Contractors, etc.
6. Purchase and/or Refundable Deposit amounts, as well as shipping costs and any other related fee schedules.

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“**View Plan Images**” Link—Click here to view an index of all the drawings in the job. **Note: When viewing plan images, they are reduced in size to increase the speed of which they are viewed and cannot be sent to your printer.

The screenshot shows a web browser window with the following content:

- MSD Logo:** Louisville / Jefferson County Metropolitan Sewer District
- Navigation Menu (Left):**
 - Current Engineering/Construction/Other Bids and Requests for Proposals/Qualifications
 - MSD Home
 - Current Projects Out for Bid Calendar
 - Administration
 - Edit My Jobs
 - Track My Orders
 - Edit My Company
 - Edit Company's Contacts
 - Contact Management
 - Log Off
 - Security Level: Company Admin
 - Logged in as: Kristy Southard
 - Version: 4.2.4
- Main Content:**
 - BIDS / RFPs / RFQs**
 - Morris Forman Wastewater Treatment Plant**
 - To view TIF files you must have Java installed. Also, it is recommended that you add us to your trusted sites list, especially if you are using Windows XP or later.*
 - | # | Sheet # | Sheet Name | Image Name (Click To View)
File Size / Approx. Download Time (56k Modem) | Download (if available) |
|-----|---------|------------|---|-------------------------|
| 002 | A.1 | Test One | 002-a.1_test_one.tif
93 Kb / 13s | |
- Footer:**
 - eDistribution V4.0.0
 - Copyright Lynn Imaging 2001-2004

1. Click on any one of the drawings to view.
2. Your computer will open a basic viewer in a new window. Prior to the viewer opening, you may get a dialogue box that asks if it is okay to open this viewer, click “Yes” or “OK”.
3. The displayed plan image will be displayed as a full sheet on your screen.
4. A toolbar is located at the top of the viewer to help you view more detailed areas of the drawing. For example, by choosing the “magnifying tool with the plus sign”, then clicking your left mouse button on any area of the drawing, you will zoom in to view the drawing in closer detail. Additionally, by choosing the “hand” tool, you may hold down your left mouse button and drag the image to view other areas while zoomed in.
5. Located near the top of the viewer, you will find a drop down box of the list of drawings to choose from. Click the drop down box and highlight another drawing that you would like to view. You may also choose to click “Previous Image” or “Next Image” to view the immediate drawing before or after, respectively.
6. When you have completed viewing drawings, you may click the “x” in the top right hand corner to close the viewer.
7. You will return to the original index of drawings.
8. To go back to the Job Details, click your Back Button.

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“Place An Order” Link—Click here to place your order for the job. **A User ID and Password will be required for this action. Setting up your User ID and Password is described on page 7.

MSD Planroom: Construction - Microsoft Internet Explorer

Address: http://www.msdbids.com/construction/order.asp?action=order&job_id=3178

Current Engineering/Construction/Other Bids and Requests for Proposals/Qualifications

MSD Home
Current Projects Out for Bid Calendar
Track My Orders
Edit Profile
Log Off

Security Level: Basic User
Logged in as: Justin Carter
Version: 4.2.4

Start Order - Cawood Drive DIP

Company: Lynn Imaging
Contact: Justin Carter
Trade: Test Trade
MBE/WBE Certified:
Send Me A Copy Of this Order via Email:

Qty.	Name	Description	Cost
0	Plans & Specs	Complete Set	\$20.00

Delivery Method: - Select One -
Payment Method: - Select One -

Verify Shipping Address:
Care Of: _____ If not the contact above.
Address Line 1: 328 Old Vine St
Address Line 2: _____
Country: United States
City / State / Zip: Lexington KY 40507

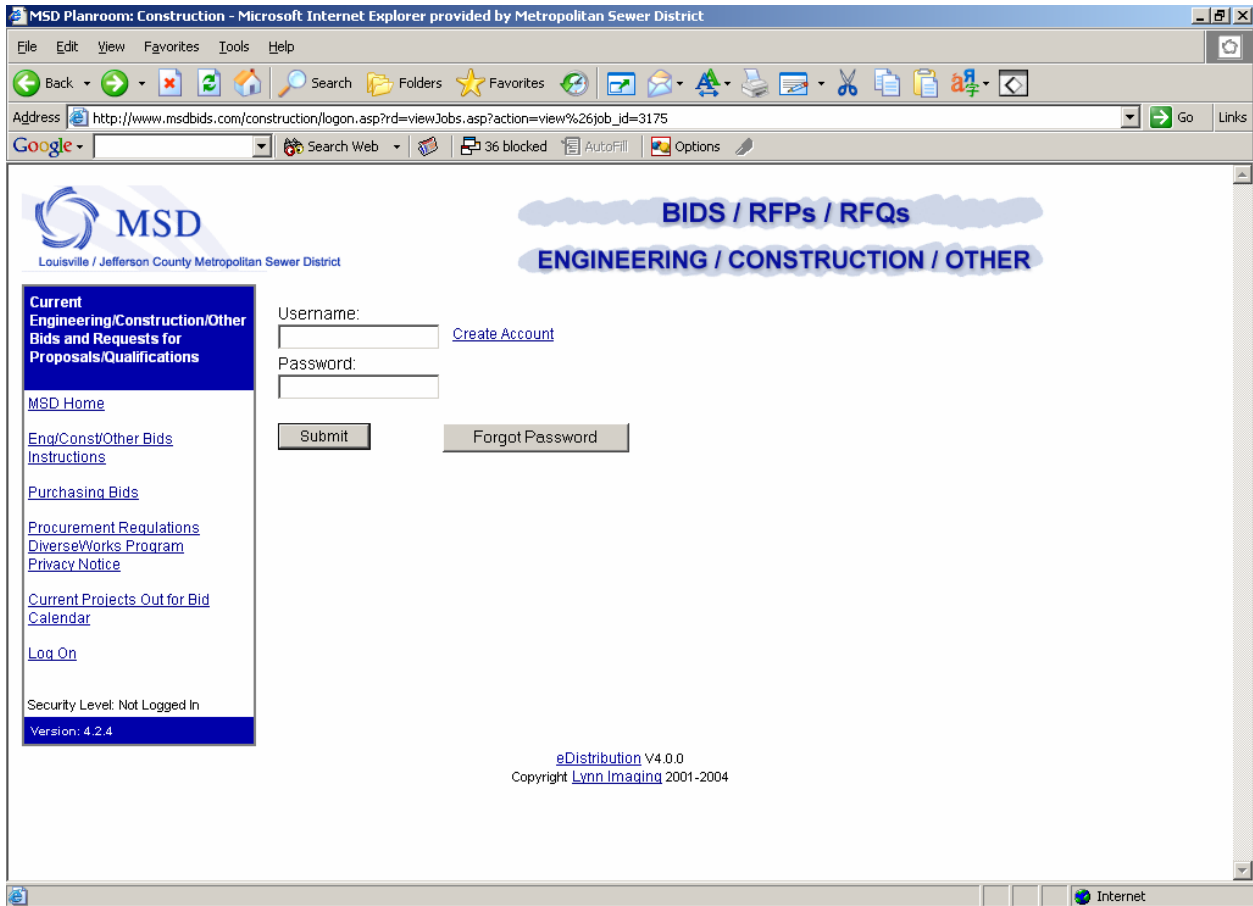
Verify Billing Address:
Address Line 1: 328 Old Vine St
Address Line 2: _____
Country: United States
City / State / Zip: Lexington KY 40507

1. User ID and Password is requested here. Enter your User ID and Password and click “Submit”. Your contact info will automatically come up.
2. Contact Person—If you are not the contact for this job, you will have the option of choosing the appropriate person within your company, assuming that they are listed in the database.
3. Number of Sets Needed—You may enter the number of complete sets that you are ordering.
4. Bid Category—Select the drop down box and choose the bid categories that you are bidding by highlighting the bid category and selecting “Add”. You may choose more than one. This allows MSD to know which bid categories you will be representing. This is an optional feature for projects listed, so you may not see this option on all jobs.
5. Delivery Method—Delivery is free and offered in the areas of Southern Indiana, Louisville, Frankfort and Lexington. If you are not located in the delivery area, you can have the bid set (s) mailed to you at cost.
6. Payment Method—all payments may be made by cash, check, account or credit card through the web site. All Refundable Deposits must be paid by check payable to the appropriate entity as described in the Invitation to Bid.
7. Comments—Any comments or notes regarding the project order may be placed here.
8. Click “Submit”.
9. Your order will not be complete at this point. Review your order and information and click “Continue” to complete your order.
10. You will receive a confirmation number and the order will be emailed to appropriate staff for immediate processing. Your order will be ready within 24 hours..

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USER SECURITY

Once you select a project, you will be directed to the login screen. To create a new login business or individual login account, click on “Create Account”.



The following instructions on the next page are also shown on the web site:

Purchasing/Construction Bids/RFPs/RFQs and General E-Mail Lists

New Login Account Setup

MSD's e-mail lists are used to automatically notify vendors, bidders, engineers and contractors of upcoming bids, Requests for Proposal (RFPs), and other information. In addition, MSD uses the same system to notify individuals of Board Meetings, Job Opportunities, and other announcements that may be of general interest. In order to receive notices of pending procurements and general notices, users must sign up for an account. You will be required to enter a valid e-mail address, a password and other information.

Each user is required to maintain their own profile and to periodically check their profile to keep up-to-date on changes MSD may make to e-mail lists. Users may subscribe or unsubscribe to as many e-mail lists as they desire. There are two types of accounts – one for businesses (Option 1) and one that can be used for individuals (Option 2). Please follow the instructions for one of the two options listed below:

Option 1 - Businesses

1. There is a single company record and one or more contacts for each company. To verify if your company is in our database by entering any part of the company name in the box below and hit search. The search results are limited to 5 record(s).

2. A new browser window should appear with the results of your search. If your company is not shown, click on 'Create New Company'. The first user added to a new company will become the company's administrator. Follow the instructions displayed in a new browser window. If your company is shown, proceed to step 3.
3. Click on the company name in the window.
4. You will see the company administrators' names. Contact the company administrator to have an account created for you.

Note: If your company's administrator is no longer employed at your company, please call MSD at either (502) 540-6265 (for engineering or construction related users) or bids@msdlouky.org; or (502) 540-6297 (for purchasing related users) or bids@msdlouky.org to reset the company administrator. You will be contacted for further information and instructions.

Option 2 –Individuals

1. Click on the link below to create a new Login Account. You must have a valid e-mail address. [Create a new Login Account](#)

Note: If you already have a login account but have forgotten your password, click the button below and your password will be emailed to you.

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If you are an **individual** who would like to receive information about bids or order bid sets, click on [Create a new Login Account](#)

To search for a **business**, enter the business name under option 1 and click on Search.
If your company is listed at the bottom of the screen, select it to get information about who the “Company Administrator” is for your agency.

MSD Planroom: Construction - Microsoft Internet Explorer provided by Metropolitan Sewer District

Address: <http://www.msdbids.com/construction/company.asp?action=list>

MSD
Louisville / Jefferson County Metropolitan Sewer District

BIDS / RFPs / RFQs
ENGINEERING / CONSTRUCTION / OTHER

Current Engineering/Construction/Other Bids and Requests for Proposals/Qualifications

[MSD Home](#)
[Eng/Const/Other Bids Instructions](#)
[Purchasing Bids](#)
[Procurement Regulations](#)
[DiverseWorks Program](#)
[Privacy Notice](#)
[Current Projects Out for Bid Calendar](#)
[Log On](#)

Security Level: Not Logged In
Version: 4.2.4

Steps to creating a login:

1. There is a single company record and one or more contacts for each company. To verify if your company is in our database by entering any part of the company name in the box below and hit search. The search results are limited to 5 record(s).
2. A new browser window should appear with the results of your search. If your company is not shown, click on 'Create New Company'. The first user added to a new company will become the company's administrator. Follow the instructions displayed in a new browser window. If your company is shown, proceed to step 3.
3. Click on the company name in the window.
4. You will see the company administrators' names. Contact the company administrator to have an account created for you.

Note: If your company's administrator is no longer employed at your company, please call MSD at either (502) 540-6265 (for engineering or construction related users) or bids@msdlouky.org; or (502) 540-6297 (for purchasing related users) or bids@msdlouky.org to reset the company administrator. You will be contacted for further information and instructions.

msd Search

[Create New Company](#)

Name	City	State
MBE/8(a)/SDB/DBE/KMSDC	Louisville	KY
LOUISVILLE & JEFFERSON COUNTY MSD	Louisville	KY

If your company is not listed, click on the [Create New Company](#) link.

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The screenshot shows a web browser window titled "MSD Planroom: Construction - Microsoft Internet Explorer provided by Metropolitan Sewer District". The address bar shows "http://www.msdbids.com/construction/company.asp?action=new". The page content includes the MSD logo and navigation links for "BIDS / RFPs / RFQs" and "ENGINEERING / CONSTRUCTION / OTHER". A left sidebar contains a menu with "Current Engineering/Construction/Other Bids and Requests for Proposals/Qualifications" and various utility links. The main content area is titled "Company Information" with a note that an asterisk denotes required fields. The form includes sections for "Company Name", "Woman Business Enterprise", "Minority Business Enterprise", "Billing Information" (with fields for Address 1, Address 2, City, Country, State, and Zip), "Phone", "Fax", "Email", and "Shipping Information" (with a "Copy From Billing Address" button and fields for Address 1, Address 2, City, and Country).

The first contact entered with your company's name will automatically become the company's administrator. The company administrator will be responsible for administering login accounts for the employees at their agency.

Create a contact with your agency information, the construction engineering bids you are interested in being notified about, and any purchasing commodities or mailing lists you would like to be added to. Your User Id and Password will be unique to you.

If your company is listed and you have not been contacted by Lynn Imaging with an administrator's login name and password, or you have any security issues, contact the distribution department at 502-499-8400.