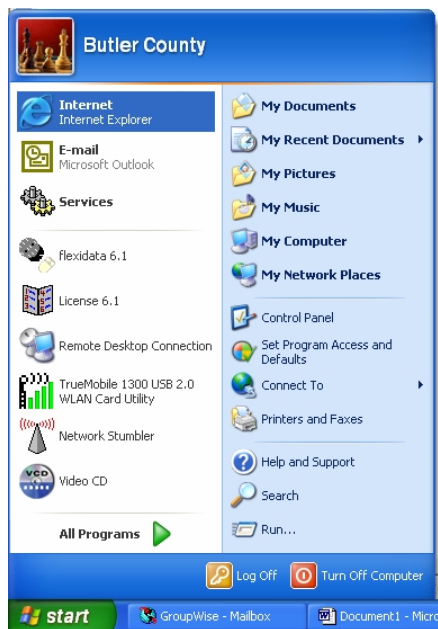


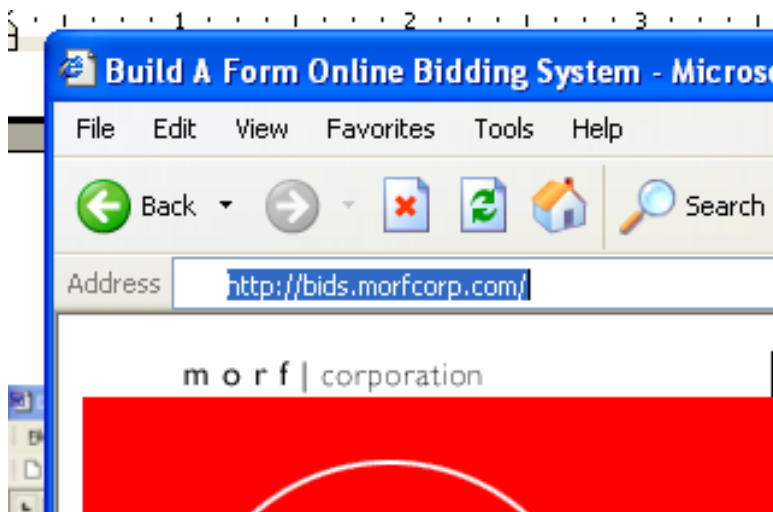
Online Bid Form Instructions for Butler County Projects

- **Note:** All potential bidders may look at the bid info online but will still be required to pick up a bid packet at the Butler County Engineer's Office. If you choose to complete the Bid Form online, you will first need to contact Tom Simpson at the BCEO for a login name and password. Upon completion, your online Bid Form will need to be printed and submitted along with the other items in your bid packet to the Butler County Commissioners by the appointed date.

To utilize the online Bid Form, open your browser, e.g., Internet Explorer, by selecting the "Start" button, then choosing "Internet Explorer"



- 1) Enter <http://bids.morfcorp.com> into the browser bar, or click the "Login: Online Bid Form" link on the BCEO Bids and Contracts page.



- 2) Enter **Bce** in the first line, followed by your username and password (these will be provided to you by the Butler County Engineer’s Office). Then click the “Sign On” button.

Build A Form Online Bidding System Login

Company	Bce
User Name	Tim
Password	*****
<input type="button" value="Sign On"/>	

- 3) Choose the job you will be bidding on from the list under “Available Projects.”

Project Selection

[Current Bids](#)

[Available Projects](#)

[Intersection Imp. to Allen Rd. at Muhlhauser Rd.](#)

- 4) You are now able to input the “Unit Price” into the fields for the corresponding items.

Request for Bid Details

Project # 1012601.24904A
Description Intersection Imp. to Allen Rd. at Muhlhauser Rd.
Date Required 3/14/2006 10:30:00 AM

Item #	Description	Long Description	UOM	Bid Quantity	Unit Price	Total
06	MISCELLANEOUS			0	0.0000	\$0.00
202E23000	PAVEMENT REMOVED		SY	1280	0.0000	\$0.00
202E35100	PIPE REMOVED, 24" AND UNDER		FT	68	0.0000	\$0.00
202E53100	MAILBOX REMOVED	RELOCATE MAIBOX IF NOT DAMAGED DURING REM...	EACH	1	0.0000	\$0.00
202E58200	INLET REMOVED		EACH	1	0.0000	\$0.00
202E75300	PULL BOX REMOVED		EACH	5	0.0000	\$0.00

- 5) Once you have finished inputting all “Unit Prices” you will need to click on the “Update Totals” button at the bottom left of the page. This should update all of your totals and upload your bid to the database. Note: **Your prices will not be uploaded until you have clicked on the “Update Totals” button.** Make sure you see your total in the “Project Total” line.

Project Total: \$0.00

- 6) You will be able to modify your entries at a later date until the closing of the Bid. You can do this by following the above steps, then re-input the new price and click the “Update Totals” button.

Project Total: \$0.00

Update Totals

Print Bid

- 7) You will then print your Bid Form by clicking on the “Print Bid” line. This will convert your Bid Form into a PDF file displayed in your browser. You can then print the PDF to your local printer.



- 8) After printing your Bid Form, please fill out and sign the last page.
- 9) The Bid Form must be turned in to the Butler County Commissioners along with the other forms in your bid packet.

General Notes:

- You must click the “Update Totals” button for your bid to be updated.
- If you remove a bid, that bid is gone. You will have to re-submit your bid by starting over.
- A login and password will be provided to you by the BCEO. Please contact Tom Simpson for your individual login and password.
- Your printed Bid Form must still be submitted along with the other items in your bid packet to the Butler County Commissioners by the appointed date.
- For questions or concerns please contact Tom Simpson at 513-867-5744 or 513-424-9144.