

E-GRAM INSTRUCTIONS

E-Gram is a site to find information about construction projects at the City of Maple Grove. There are two levels of information available – public data and data available with a username and password.

ACCESSING E-GRAM

Go to: <https://egram.maplegrovern.gov>

- There will be four categories of projects: *Project in Bidding*, *Projects in Construction*, *Construction Status*, and *Planning Projects*.
- Select the project from the list to be directed to that project page.

PUBLIC DATA (no username or password needed)

Please note: You may need to click on the arrow on the right hand side of the header to see information in that section.

- AD FOR BID: View the Ad for Bid by clicking on 'Ad for Bid Data.' Please note the ad used for publication is included in the message section as a PDF.
- PLANHOLDER LIST: Any bidders who download plans or obtain paper bid documents from the City of Maple Grove Engineering will be listed as plan holders on this list.
- BID SUMMARY AND BID ABSTRACT: Click on Contract Bid Abstract or Contract Bid Summary to see information about an entire contract that contains multiple projects. This information will be available after the Council awards a project.
- MESSAGES: Information pertinent to the project will be included here.

DATA AVAILABLE WITH A USERNAME AND PASSWORD

- Sign up or Log in at: <https://connex.mn.uccs.com/>.
- All Plans, Specifications, Contracts, Proposals, and Addendum documents are available in PDF format and must be downloaded (saved) to view them. Once plans have been downloaded, your company name will appear on the Planholders List.
- PLANS: On the left side of the project screen under Project Files and Released Plans.
- SPECIFICATIONS: On the left side of the project screen under Project Files and Specifications.
- CONTRACT & PROPOSAL FORM: On the left side of the project screen under Project Files and Proposal.
- ADDENDUMS: All planholders will receive email notification of addendums. On the left side of the project screen under Addendum Files.
- SCHEDULE OF BIDS: When you log in there will be a section titled 'Project Item List.' By clicking on the blue, underlined item numbers you can see a history of bids for past City of Maple Grove projects.