



minnesota builders exchange
mbex.org

My Reminders

Today:
none

Tomorrow:
none

Add Reminder



Bid Calendar

14	15	18	19	20
Thu	Fri	Mon	Tue	Wed

INSIDE THE *Online Plan Room*

EMAIL MULTIPLE COMPANIES AT ONCE



My Nightly Emails Today Last 5 Days



New Filter Results
20 projects, 20 unseen



Tracked Project Changes
0 changes, 0 projects



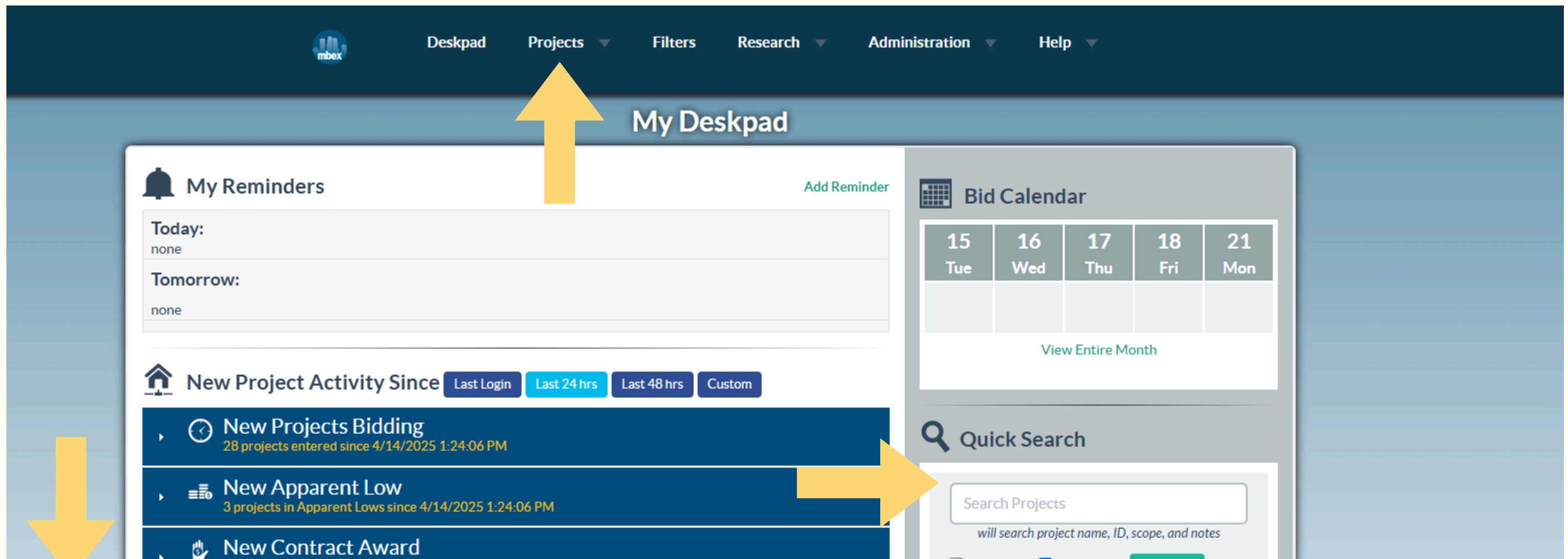
My Tracked Projects
0 projects

HERE'S HOW

STEP ONE

Find your project by:

- Typing the Project ID into the Quick Search bar;
- Selecting it from My Tracked Projects; or
- Navigating to Projects > All Projects Out For Bid, and locating it in the list.



Under 'My Nightly Emails' (in red)

STEP TWO

Click on the Bidders tab.

The screenshot displays the MBEX project interface. At the top, a dark blue navigation bar contains the MBEX logo and menu items: Deskpad, Projects, Filters, Research, Administration, and Help. Below this, a light blue banner displays the project title: "2025-055E -- 2025 LIFT STATION AT PONDS 1 AND 2 AT THE MINNEAPOLIS-ST PAUL INTERNATIONAL AIRPORT, 106-1-298, 160400306".

A horizontal tab bar with red tabs is positioned below the banner. The tabs are labeled: Details, Bidders (22), Plans (23), Specs (62), Addenda & Memos (1), and Notes. A large yellow arrow points directly to the "Bidders (22)" tab.

Below the tabs, the main content area is divided into three sections:

- Left Sidebar:** A vertical stack of five icons: an envelope (communications), a document with an exclamation mark (alerts), a trash can (deletion), a printer (printing), and a circle with the number 0 (notifications).
- Center Content:**
 - Bid Date:** 4/17/2025 Bid Time: 1:00 PM
 - Scope:** This project at MAC Ponds 1 and 2 consists of excavation, soil retention systems, site restoration, electrical improvements, communications improvements, lift station construction, lift station equipment, existing utility structure modifications, and storm sewer modifications.
 - Project Notes:** A pre-bid conference will be held in the Stapp Conference Room at the Metropolitan Airport Commission General Offices. 6040 28th Avenue South, Minneapolis, MN 55450 on Tuesday March 25th 2025 at 1:00 PM.
- Right Sidebar:** A dark blue box titled "Project Vitals" containing the following information:
 - Project ID: 2025-055E
 - Contract #:
 - Bid Info: \$22 (DIGITAL)
 - Bid Security: 5%
 - Phase: ACTIVE
 - Category: AIRPORT
 - Type: IMPROVEMENTS
 - Funding: Public
 - First Report: 3/18/2025

STEP THREE

Note the white square boxes next to both the division headers and each company name.

2025-055E -- 2025 LIFT STATION AT PONDS 1 AND 2 AT THE MINNEAPOLIS-ST PAUL INTERNATIONAL AIRPORT, 106-1-298, 160400306

DetailsBidders (22)Plans (23)Specs (62)Addenda & Memos (1)Notes

+

ELECTRICAL

KILLMER ELECTRIC CO INC

M

5141 LAKELAND AVE N
CRYSTAL, MN 55429-3556

Contact:MATT PETTIT
Phone: (763) 425-2525
Fax: (763) 424-1258

PREMIER ELECTRICAL CORP

M

4401 85TH AVE N
BROOKLYN PARK, MN 55443-1937

Contact:CHAD ALDRICH
Phone: (763) 424-6551
Fax: (763) 424-5225

MUNT ELECTRIC

7900 CHICAGO AVE S
BLOOMINGTON, MN 55420

Contact:ERIC HAGERT
Phone: (651) 643-6675
Fax: (651) 646-2911

ENVIRONMENTAL

RAIN FOR RENT

9550 156TH AVE NW

Contact:KAYLEE ENRIGHT
Phone: (763) 323-2085

Bidder Types on this Project

ELECTRICAL

ENVIRONMENTAL

FENCES AND GATES - DIV 2

GENERAL

LANDSCAPING

MECHANICAL

MFR/REP/MAT SUP/DISTRIB

SIGNAGE/IDENTIFICATION DEVICES

SITWORK

STEP THREE

CONTINUED

To email all companies in a division (e.g., Electrical, General, Mechanical), check the box next to the division title. This will automatically check all companies under that division.



☒ GENERAL	
☒ NEW LOOK CONTRACTING INC ☐ M 14045 NORTHDAL BLVD, STE 1 ROGERS, MN 55374-4628	Contact: ESTIMATING DEPARTMENT Phone: (763) 241-1596 Fax: (763) 241-9196
☒ P C I ROADS LLC ☐ M 14123 42ND ST NE ST MICHAEL, MN 55376-9564	Contact: KIM MICHELS Phone: (763) 497-6100 Fax: (763) 497-6101
☒ PARK CONSTRUCTION COMPANY ☐ M 1481 81ST AVE NE MINNEAPOLIS, MN 55432-2111	Contact: Phone: (763) 786-9800 Fax: (763) 717-6237
☒ SHEEHY CONSTRUCTION COMPANY ☐ M 360 W LARPENTEUR AVE, STE 200 ST PAUL, MN 55113-6782	Contact: ESTIMATING Phone: (651) 488-6691 Fax: (651) 488-4992
☒ URBAN COMPANIES ☐ M 3781 LABORE RD VADNAIS HEIGHTS, MN 55110-4129	Contact: GREG URBAN Phone: (651) 248-9830 Fax: (651) 426-3554
☒ GEISLINGER & SONS INC 511 CENTRAL AVE S WATKINS, MN 55389	Contact: JEFF GEISLINGER Phone: (320) 764-2006 Fax: (320) 764-2007
☒ HENTGES, S M & SONS INC 650 QUAKER AVE, STE 200	Contact: ESTIMATING DEPARTMENT Phone: (651) 488-6691 Fax: (651) 488-4992

STEP THREE

CONTINUED

To email specific companies, check the box next to individual company names.





Details

Bidders (22)

Plans (23)

Specs (62)

Addenda & Memos (1)

Notes

ELECTRICAL

☐ KILLMER ELECTRIC CO INC M

5141 LAKELAND AVE N
CRYSTAL, MN 55429-3556

Contact: [MATT PETTIT](#)
Phone: (763) 425-2525
Fax: (763) 424-1258

☐ PREMIER ELECTRICAL CORP M

4401 85TH AVE N
BROOKLYN PARK, MN 55443-1937

Contact: [CHAD ALDRICH](#)
Phone: (763) 424-6551
Fax: (763) 424-5225

☒ HUNT ELECTRIC

7900 CHICAGO AVE S
BLOOMINGTON, MN 55420

Contact: [ERIC HAGERT](#)
Phone: (651) 643-6675
Fax: (651) 646-2911

ENVIRONMENTAL

☒ RAIN FOR RENT

9550 156TH AVE NW
ELK RIVER, MN 55330

Contact: [KAYLEE ENRIGHT](#)
Phone: (763) 323-2085
Fax: (763) 323-1329

FENCES AND GATES - DIV 2

☐ MAUER COMPANY LLC M

Contact: [NATE MAUER](#)
Phone: (651) 260-0077

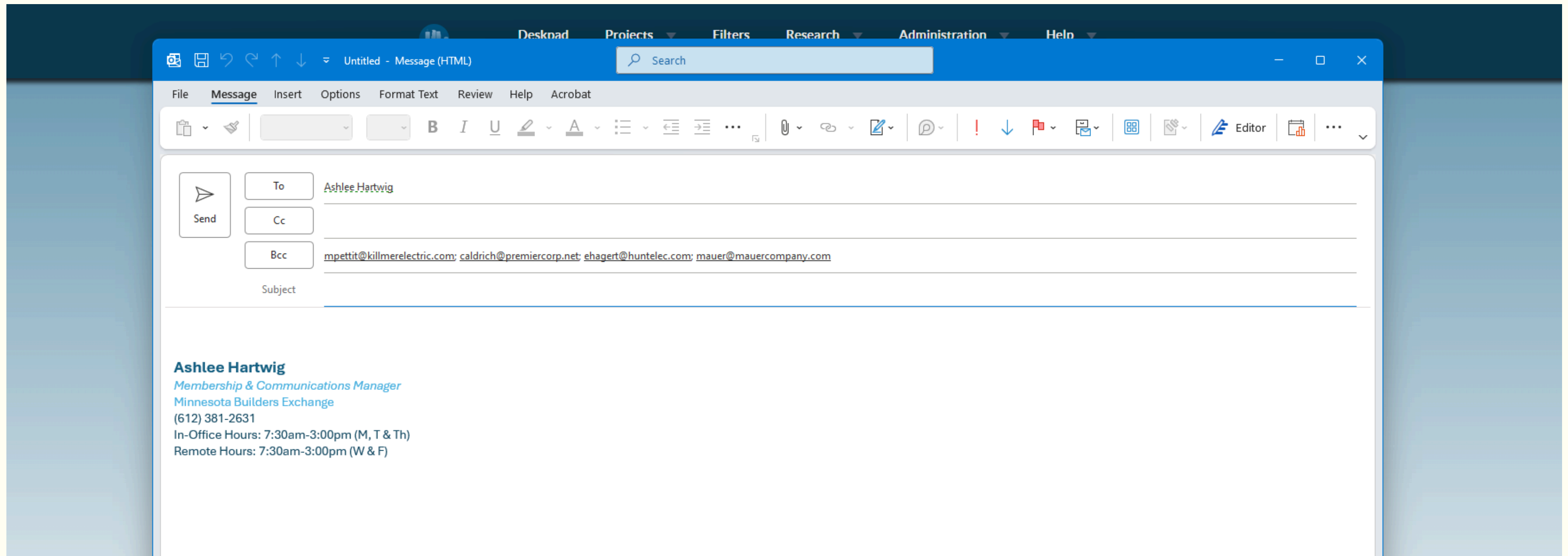
Bidder Types on this Project

[ELECTRICAL](#)
[ENVIRONMENTAL](#)
[FENCES AND GATES - DIV 2](#)
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[MECHANICAL](#)
[MFR/REP/MAT SUP/DISTRIB](#)
[SIGNAGE/IDENTIFICATION DEVICES](#)
[SITEWORK](#)

STEP FIVE

A blank email will open automatically with the selected companies' addresses in the BCC line. Write your message and hit 'Send'.

Repeat Steps 1-5 as needed for other projects.





minnesota builders exchange
mbex.org

INSIDE THE *Online Plan Room*

Thanks for checking out this how-to guide!

**You can also visit our YouTube
channel for video tutorials:**

