



My Deskpad

MBEX Plan Room Guide

Emailing Contacts Directly

How to email GCs and other contacts directly from a project bidders list.

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Bid Calendar

26 Tue	27 Wed	28 Thu	29 Fri	2 Mon

[View Entire Month](#)



Quick Search

will search project name, ID, scope, and notes

- Planning Bidding
 Postbid Archived

[Search](#)

Current Weekly Bulletin

Daily Plans Received

Daily Addenda Received

[Get Oncenter Plan Viewer](#)



Deskpad

Projects ▾

Filters

Research ▾

Administration ▾

Help ▾

My Deskpad

My Reminders Add Reminder

Today:
none

Tomorrow:
none

New Project Activity Since Last Login Last 24 hrs Last 48 hrs Custom

New Projects Bidding
2 projects entered since 3/8/2026 10:21:52 AM

New Apparent Low
0 projects in Apparent Lows since 3/8/2026 10:21:52 AM

New Contract Award
0 projects in Contract Awards since 3/8/2026 10:21:52 AM

New Projects in Planning
0 projects in Planning since 3/8/2026 10:21:52 AM

My Nightly Emails Today Last 5 Days

New Filter Results
385 projects, 381 unseen

Tracked Project Changes
0 changes, 0 projects

My Tracked Projects
4 projects

Bid Calendar

9 Mon	10 Tue	11 Wed	12 Thu	13 Fri

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PROJECT PLANS

- Daily Plans Received
- Daily Addenda Received

PUBLICATIONS

- Weekly Bulletin - Updated March 4

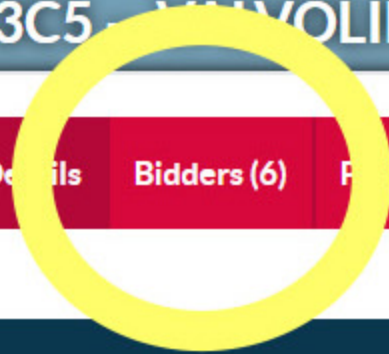
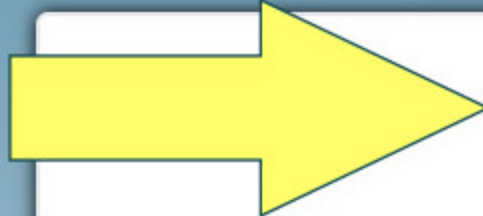
UPCOMING EVENTS

STEP 1

Login to the Online Plan Room and open a project.

2026-03C5 VALVOLINE OIL CHANGE- LINO LAKES, 764442

- Details
- Bidders (6)**
- Plans (72)
- Specs (113)
- Addenda & Memos (1)
- Notes



STEP 2

Click on the Bidders tab.

- Envelope icon
- Chart icon
- Trash icon
- Printer icon
- Calendar icon
- Mail icon
- Share icon

Bid Date: 3/13/2026 **Bid Time:**

Scope
Construction of a valvoline oil change

Project Notes
Per GM NORTHROP Division 1 is for generals only and not included

Your Notes

Document Information

Plans: 72	Specs: 113
Physical Copies available at the following locations:	Addenda: none
	Amendments: none
Obtain Plans From: BIDDING GENERAL	Memos: 1
Deposit: \$0.00 - Not Refundable	

Owner/Design Team

Project Vitals

Project ID: 2026-03C5
 Contract #:
 Bid Info: NONE
 Bid Security:
 Phase: ACTIVE
 Category: RETAIL FACILITY
 Type: NEW CONSTRUCTION
 Funding: Public
 First Report: 2/20/2026
 Last Updated: 2/23/2026
 Est Cost:
 NOT RELEASED** \$0.00
 Sq Footage:

Project Location

7685 LAKE DR
 LINO LAKES, MN 55014 (MN-ANOKA)
 Approximate Distance From You: 26 miles

Total Visitors: 1186
Unique Visitors: 202
Project Rank: 17 of 476

2026-03C5 -- VALVOLINE OIL CHANGE- LINO LAKES, 764442

Details Bidders (6) Plans (72) Specs (113) Addenda & Memos (1) Notes



CONCRETE

IDC-AUTOMATIC M

ELECTRICAL

BLUESKY ELECTRIC COMPANY M

GENERAL

G M NORTHRUP CORPORATION

MECHANICAL

PIONEER POWER INC M

MFR/REP/MAT SUP/DISTRIB

LE RIBAR COMPANY INC M

Bidder Types on this Project

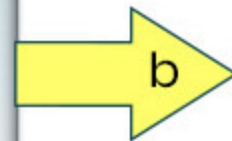
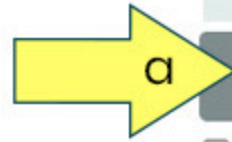
- CONCRETE
- ELECTRICAL
- GENERAL
- MECHANICAL
- MFR/REP/MAT SUP/DISTRIB

STEP 3

Either:

a.) Check the box next to the Divisonal header so all companies under that header will also automatically be checked, or

b.) Check boxes next to individual companies.



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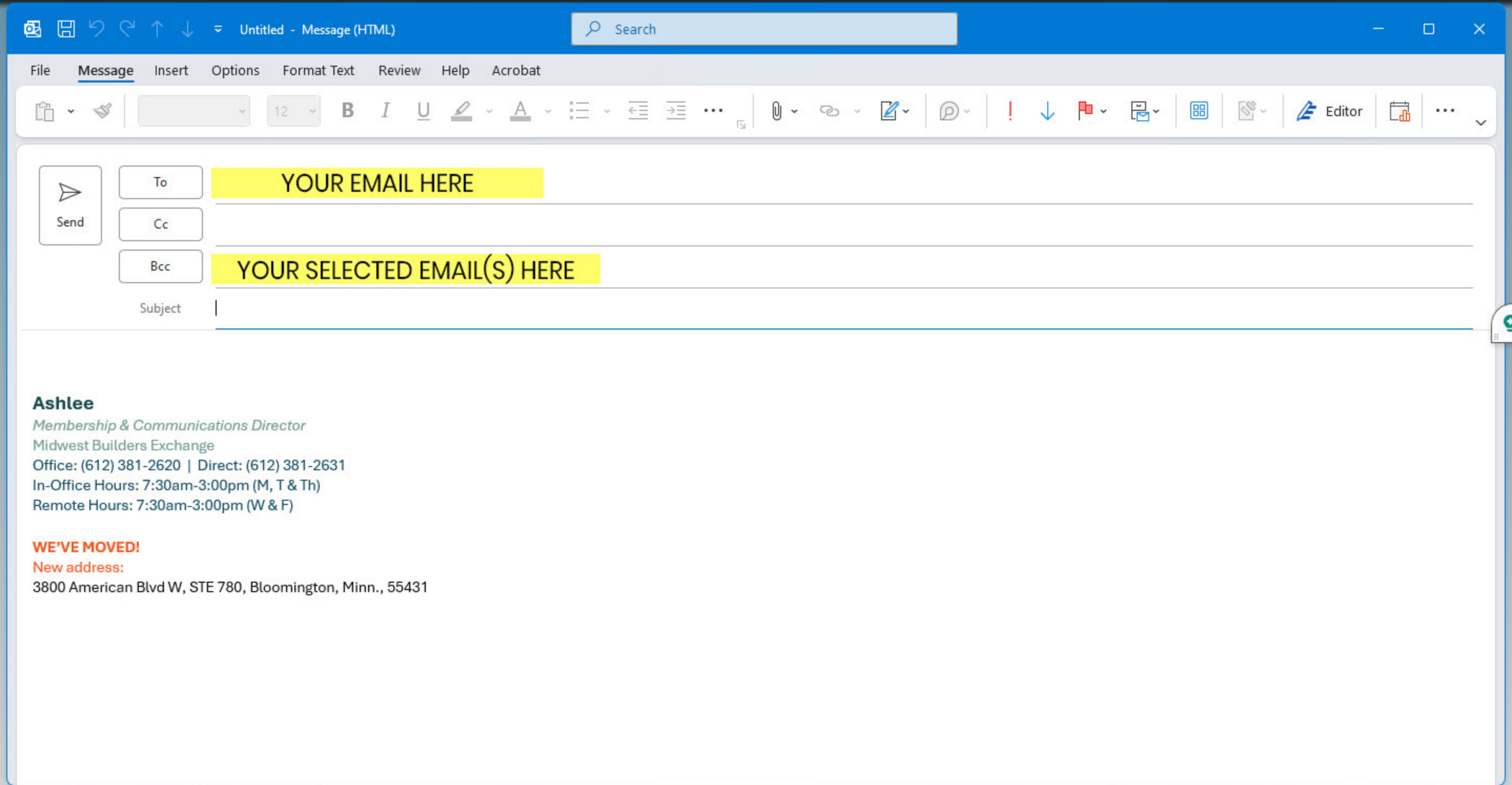
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Bidder Types on this Project

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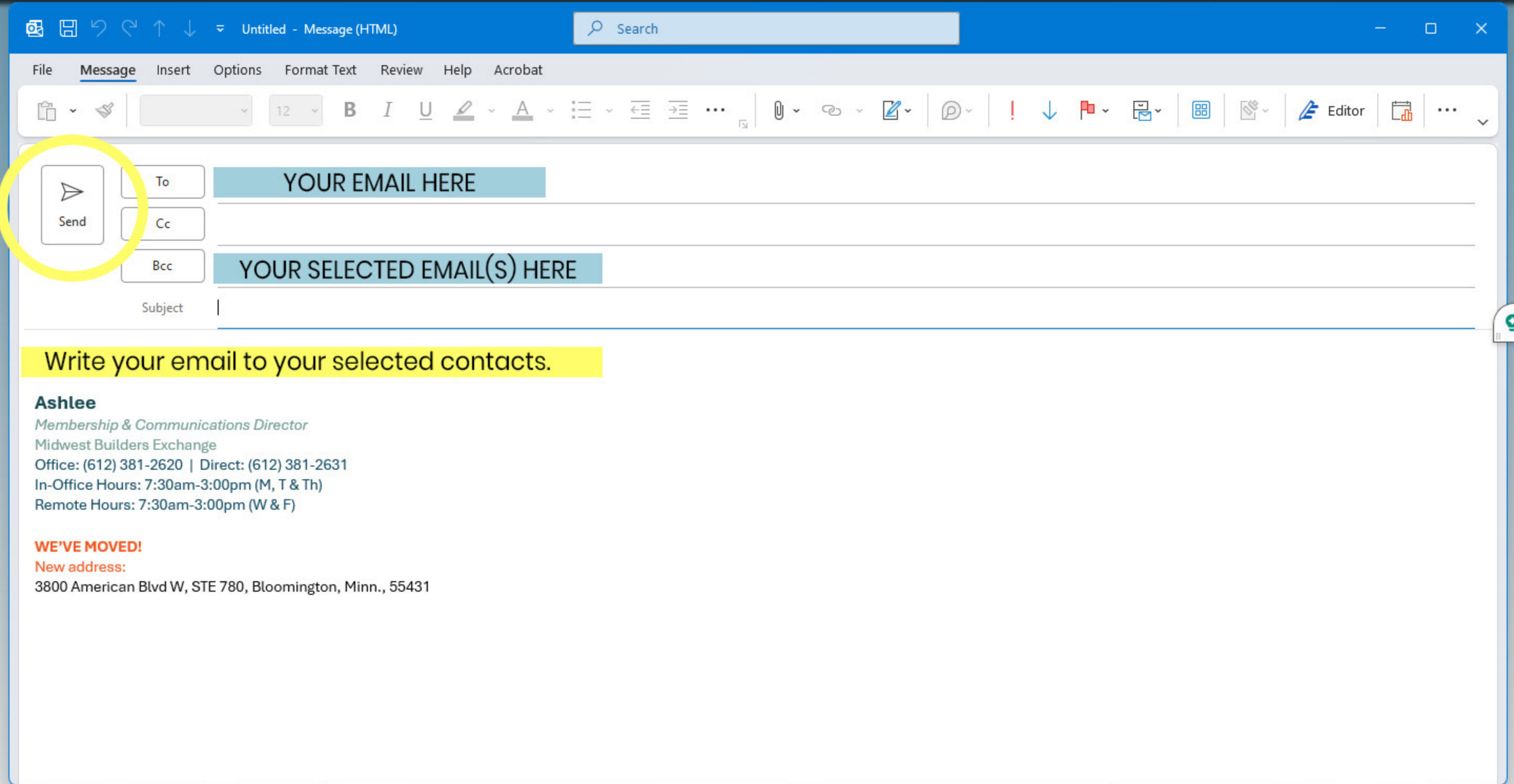
STEP 4

Click on the orange button with the envelope icon.



STEP 5

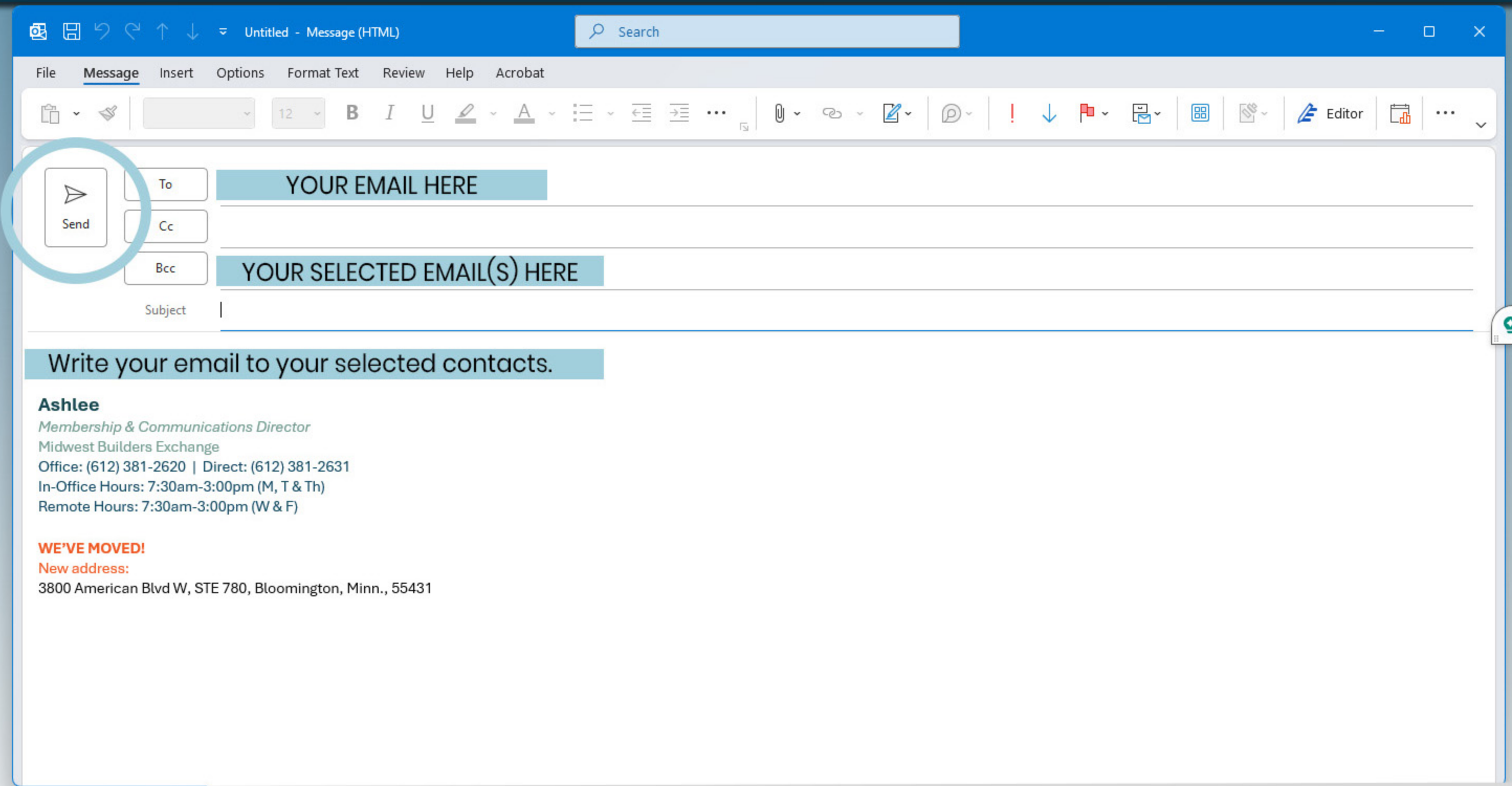
A blank email will automatically open with your email populated in the 'To' field and those selected in the 'BCC' field.



STEP 6

Write your email to your selected contacts (don't forget the subject line!).

When putting your message together, hit 'Send'.



STEP 7

Repeat these steps as many times as needed!



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Thank You for Viewing our Guide!

For more tutorials and step-by-step assistance, visit our YouTube channel:

www.youtube.com/c/MinnesotaBuildersExchange/videos

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