



Bid Express Service Training Manual

For Local and State Agencies

Student Edition

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Prepared By



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1. Getting Started With the Bid Express Service

By the end of this section, you will be able to:

- Use the Student Guide
- Understand the Bid Express Service
- Subscribe to the Bid Express Service
- Navigate the Bid Express Home Page
- View the Agency Home Page
- View the Lettings Tab
- View a Contract
- Perform a Search
- Access Help, FAQs, and Customer Support

Using the Bid Express Service Training Manual

This training manual is divided into sections called learning modules. Each learning module consists of:

Objectives

Multiple Topics

Exercises

Review

Each section begins with the objectives for the module. The module is divided into topics roughly corresponding to the objectives of the module. Each topic has a short description of the Bid Express service and the AASHTOWare Project™ Expedite® Bid and Expedite Bid software functions, one or more general procedures about how to perform an action on the Bid Express website or in the Expedite Bid software, and an exercise for the topic. Exercises are easy to spot on each page. They are identified by the arrow graphic illustrated below and are numbered sequentially.

 **Note:** Both Project Expedite Bid software and Expedite Bid software will be referred to as Expedite Bid throughout this document.



Figure 1-1. Exercise Arrow

Each module ends with a review. The review summarizes the main points and all of the Bid Express services or the Expedite Bid software functionality covered in the module. The review pages may serve as a work aid for use back at the office when you are trying to reconstruct what you did in class.

When implementing the Bid Express service, each participating agency configured the terminology on its Bid Express agency page to match the terminology and business processes of the agency. Therefore, the terminology used in this training manual may not match the terminology seen on the agency's website. For example, some agencies have changed the words "Letting" to "Bid Opening" and "Contract" to "Proposal."

The Bid Express Service Training Manual is only one of many sources of documentation regarding the Bid Express software and the Expedite Bid software. Additional resources are available on the Bid Express website and include the following:

- **Bid Express Online help**
- **FAQs on www.bidx.com**
- **Bid Express training videos**
- **The Expedite Bid User's Guide**
- **Expedite Bid Online help**
- **Agency-specific documentation**

Understanding the Bid Express Service

The Bid Express service is a secure information service that allows subscribers to submit bids to participating agencies directly over the Internet and provides access to a database of historical bid data, proposal information, and bid letting schedules.

The Bid Express service saves the time needed for preparing bids on paper and the travel time and expense involved in attending lettings and submitting bids in person.

Understanding the Bid Express Basic Service

Basic Service allows you to view and download bid information from all agencies using the Bid Express service. A search function allows you to quickly find information. The Bid Express service also provides a complete schedule of items for each contract and the eligible bidders and plan holders lists. A subcontractor quote form makes it easy to work and communicate with your subcontractors. Select the items you want to sub-out and print the form with just a few clicks.

When you subscribe to the Basic Service, you'll also gain access to the Expedite Bid application that allows you to prepare your bids electronically. With the Expedite software, you just need to enter unit prices because the quantities come across automatically and the computation is done for you. The Expedite software has built-in error checking functions that make your bids virtually error-free. With Basic Service, you can save your bid to a storage media, such as a CD or flash drive, or print it for submission.

Understanding the Bid Express Internet Bidding Service

When your bid is prepared in the Expedite software, you can use the Bid Express Internet Bidding service to submit it over the Internet. This convenient service means that you no longer need to travel to submit bids; no more time away from the office, miles of travel or expensive hotel stays just to deliver bids. When you use Internet Bidding Service, your bid is encrypted, signed by your unique Digital ID, and held in a lockbox until the bid opening by the agency. Your Digital ID, available through the Bid Express service, is considered your legal signature and your unique identifier. You can withdraw or replace your bid up to the last minute – making it easy to accommodate last minute price changes. The Bid Express Internet Bidding service also has additional error checking features to help you submit complete and accurate bids. Redundant power sources, file back-ups and duplicate hardware set-ups help ensure that your bid is secure. The Bid Express service uses the latest digital signature and encryption technology. The system is built, maintained, and constantly monitored to ensure the reliability you would expect for this critical service.

The service also conducts online verification of bid bonds through surety agencies. With this feature, you no longer have to worry about getting a paper bid bond. You can obtain a bid bond verification code from your surety agency. When preparing your bid in the Expedite software, enter the surety code with your bid submission. The code is embedded in the bid and backed by a participating surety bond processing agency. This feature means less paper and less hassle in meeting the bid bond requirement.

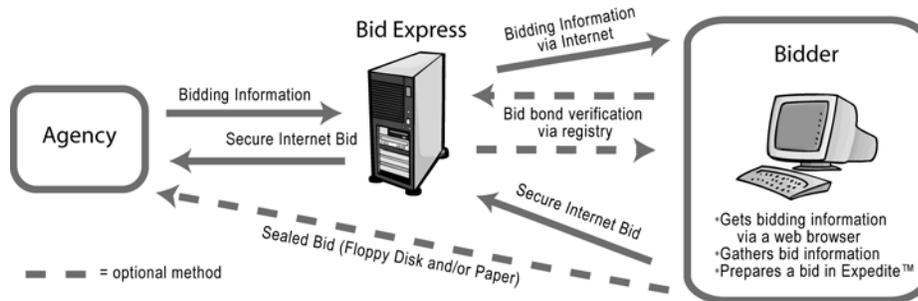


Figure 1-2. Internet Bidding Diagram

For additional descriptions of all the services offered on the Bid Express web page, refer to the bidding services area on www.bidx.com.

The Bid Express Subscriber's Training Manual's primary focus is for users to understand the function of Bid Express and to submit bids via the Internet.



Exercise 1-1

In the following exercise, you will navigate to the Bid Express website.

1. Go to <http://www.bidx.com>.

Subscribing to the Bid Express Service

To subscribe to the Bid Express service, go to the homepage at www.bidx.com. Click Order (located at the top of the menu) and then Subscribe Now! We recommend that before signing up, you view the Bid Express service and fee schedule by clicking Order from the homepage and then Fee Schedule. Viewing the fee schedule and services page will help you determine the type of services to which you would like to subscribe.

To request an account with the Bid Express service, you must enter a valid email address, enter a password, verify the password, select the agency you were referred by, and agree to the Terms and Conditions of the Bid Express Service Subscriber Agreement. Click Submit when done. The Bid Express service sends a confirmation email to the address provided. Navigate to your email account and locate the email. Click the link found in the email and enter your account password to activate the account.

Once the account is active, it will allow you to subscribe to services. Select the services you would like to have (please remember the Internet bidding service is applied with the creation of a digital ID). Enter your company name, contact, address, and credit card information. Select a security question and provide an answer. Click Save. You should then receive an email welcoming you to the Bid Express service and another email from billing containing the receipt of payment for the subscription.

Subscription fees are billed in advance on a monthly basis and are not prorated. Monthly payments may only be made by major credit cards (Visa, MasterCard, American Express or Discover).



Figure 1-3. Subscribing to the Bid Express Service

To submit bids via the Internet, you must have both the Bid Express service account and a digital ID.

Some email systems automatically send the Bid Express welcome email to the Junk or Spam folder. Be sure to check these folders for the email containing the Bid Express service login ID and password.



Exercise 1-2

In the following exercise, you will subscribe to the Bid Express service.

1. Go to **<http://www.bidx.com>**.
2. Select the **Order** menu and choose **Fee Schedule**.
3. Review the available services and associated fees.
4. Select the **Order** menu and choose **Subscribe Now!**
5. Click the links for the Subscriber Agreement and Acceptable Use Policy and review each document.
6. Enter a valid email address, password, select the referring agency, and agree to the terms and condition of the Bid Express Subscriber Agreement and Acceptable Use Policy. Click **Submit**.

7. Locate the email sent to the email address entered and click on the link in the email. Enter the **password** to activate the account.
8. Complete the Bid Express Service Form.
9. Click the **Save** button.
10. The information entered is saved and you are then automatically logged in to the site.

Navigating the Bid Express Home Page

The Bid Express service is designed for you to view proposal and bid files, as well as to download those files to your computer. Although each agency has different workflow and business rules, there are many common functions that apply to all participating agencies.

Viewing the Bid Express Website

The Bid Express Service home page is divided into sections for easier navigation. There are five main menus in the top portion of the home page.

Bidding Services	This menu provides descriptions of the different bidding services offered by Bidx.com.
Order	This menu provides a link for ordering a Bid Express account, a Fee Schedule, and contact information for Bidx.com and agencies using the Bid Express service.
Policies	This menu provides policy information such as the Subscriber Agreement and also provides links to policy statements for Digital IDs and Bid Bond partners.
News	This menu provides links to various news articles regarding electronic bidding.
Questions/Help	This menu provides a list of Frequently Asked Questions (FAQ).

You can select an agency to view the agency specific website. However, you must be logged into the Bid Express service with your ID and password to be able to view and download files.

Logging Into the Bid Express Website

Before you can use the Bid Express service, you must log in. Enter the email address you entered when you registered for the Bid Express service in the Email field on the Bid Express home page and press the Tab key. Enter your password in the password field and click the Log In button. This lets the Bid Express website recognize you as a valid user of its services. Your password is case-sensitive, meaning it must be typed the exact same way each time.

Without a Bid Express account, users may view limited amounts of agency specific information but will not be allowed to download proposal information.



Exercise 1-3

In the following exercise, you will log in to the Bid Express website.

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **password** field, type your password.
4. Click the **Log In** button.

Viewing the Agency Home Page

The Agency's home page is the first one you see after you select the agency on the Bid Express home page. The title bar of the Agency's page displays the name of the agency and the agency's current time. The browser must be refreshed to keep the time current.

The Agency's home page is usually divided into three sections. Each section is agency specific and may not be used by all agencies. The first section displays any messages or information created for the contractors by the agency. The second section, What's New, lists any new information uploaded by the agency in the last 30 days for any of the lettings. The third section is called Downloads and it is located on the top right side of the page. This section allows you to download the Expedite Bid Software. Expedite Bid software helps a subscriber with Internet bidding. Agencies can post proposals and amendments as Expedite Bid files to the Bid Express website. Click the Expedite Bid link to download Expedite for use. Downloading the software is free but there are costs involved with using digital IDs.

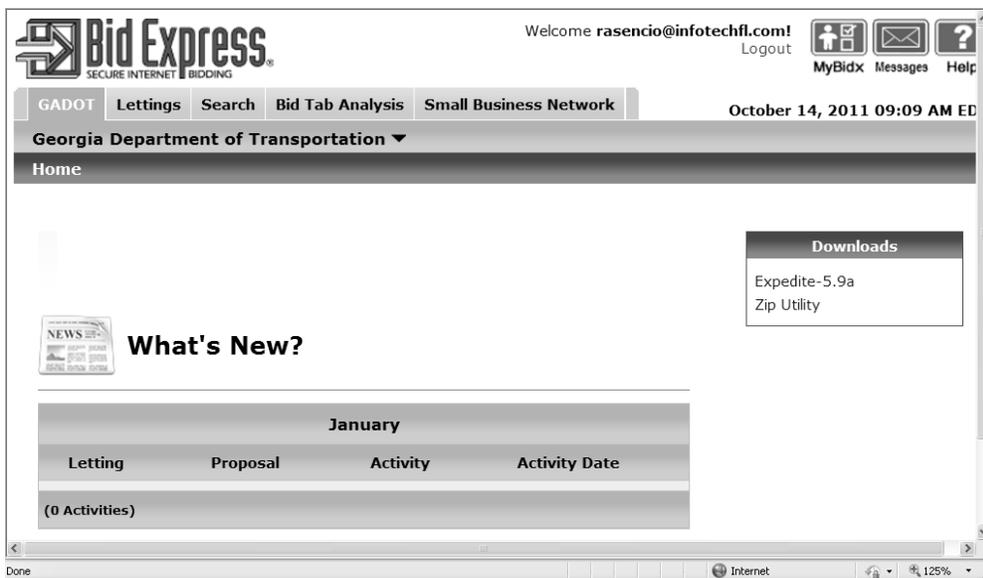


Figure 1-4. Agency Home Page

The information posted on the What's New section is anything that the agency uploaded to the site in the last thirty days. This may include amendments as well as new proposal information.



Exercise 1-4

In the following exercise, you will navigate to an agency's home page.

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. In the **Select an Agency** drop-down list, click the expand arrow and click the desired agency.
6. Click the **Go** button.

Navigating the My Bidx Page

Once successfully logged into the Bid Express web pages, you will automatically be routed to the last page you were working previously on the site (if this is the first time login in you will remain on the Home page until you select an agency). Most pages in the Bid Express service have icons to help you manage your account.

At the top right corner of the page are the My Bidx icon, where you can reset your account preferences and billing information, and the Messages icon, where you can manage messages from your bidding agencies. The Help icon takes you to the online help for the Bid Express page you are viewing.

The MyBidx Icon

The MyBidx icon is located at the top right corner of every page you navigate to on the site. The My Bidx page is divided into sections: Account Settings, Account Services, Billing Information, and SBN. Click on the My Bidx icon.

Account Settings

From the account settings section of the My Bidx page you will be able to change your Bid Express email address, password, and contact information.

- Email – Allows you to change your email address.
- Password – Allows you to change your password. Please remember this password must be at least eight characters in length, it must contain one capital letter, a numeric digit, and a special character.
- Contact Information - You can change the account contact information. The contact information section is available to other Bid Express users if you choose to publish your information.
- Challenge Question – Allows you to change the challenge questions used if you forget your password.

Account Services

The account services section allows you to manage your Bid Express account, create a digital ID and view billing information.

- Bid Express services – Allows you to subscribe and unsubscribe to Bid Express website features.

- Digital IDs – Allows you to apply for a digital ID, needed for internet bidding, or check the status of an ID already created.
- Cancel my Bid Express account – Allows you to cancel your Bid Express account. Canceling an account also cancels all associated features and digital IDs.

Billing Information

The billing information section allows you to update your billing information as needed.

- Credit Card Information – Allows you to update your credit card information.
- Billing Address – Allows you to update your billing address.

SBN

The SBN section is used to set up your Bid Express Small Business Network preferences.

- DBE – Allows you to set if you are a disadvantaged business enterprise
- SBN Work Types – Allows you to select the work types for the Bid Express SBN notification.

Additional Links

The links at the bottom of the page provide you with additional resources for using the Bid Express service.

- Contact – provides you with a list of contacts for all participating agencies as well as the contact information for the Bid Express service.
- Training Center – provides you with the training manual for how to use the website.
- Privacy Policy – displays the Bid Express privacy policy.
- Product Updates – Lists updates for the product.

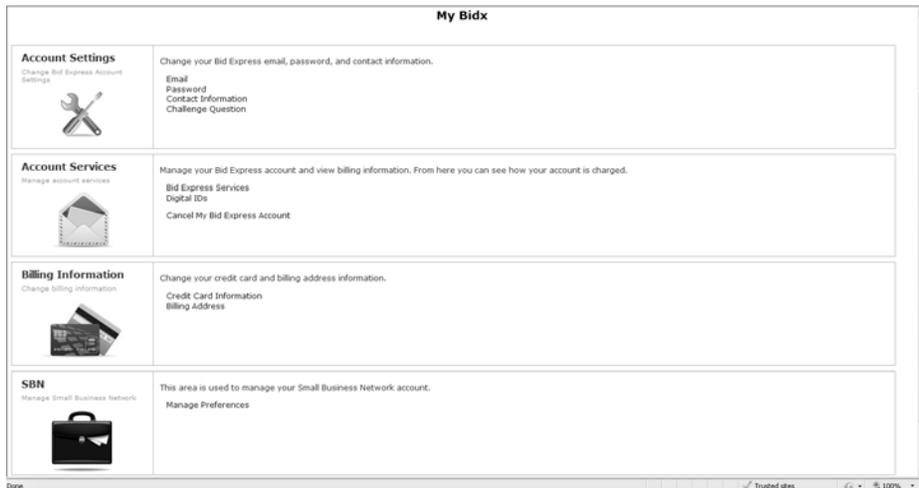


Figure 1-5. My Bidx Page

Accessing the Training Center

The Training Center for Bid Express subscribers can be accessed by clicking the training center link at the bottom of every page on the site. The training center currently contains the User Guide for the website.



Exercise 1-5

In the following exercise, you will change your password.

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. Click the **My Bidx** icon in the right corner.
6. Click the **Password** link in the Account Settings section.
7. Enter your current password in the Current password field.
8. In the **New Password** field, type the desired new password. It must be at least eight characters long and contain at least one number and one letter and a special character.
9. In the **Re-type New Password** field, type the new password.
10. Click the **Save** button.

Viewing the Lettings Tab

The Lettings tab displays every letting date since the Bid Express service has been in production in that agency. It also shows the local time for the agency. The browser must be refreshed to keep the current time. Each date corresponds to the letting information for that date. There may be other information on this page, such as the number of proposals, a letting ID, and a description, but this information depends on the agency.

To view a letting, click the desired letting date. The Lettings page displays details specific to the letting, including the letting ID, and the number of proposals. The Time Remaining section features a clock that counts down the time until the letting ends.

The letting details page contains Also Available and Downloads sections. The Also Available section lists additional information specific to the letting, such as the eligible plan holders and bid tabulations. The Downloads section contains all the proposals and amendments for the letting.

The screenshot shows a web page titled "Proposal ELigibleBidderA2". At the top, there is a navigation bar with "List of Lettings > July 27, 2014 > ELigibleBidderA2" and "Contact Bid Express". Below the navigation bar, the page content is organized into several sections:

- Metadata:** "Helloworld1234", "Date Generated: 08/02/2012", "Date Revised:", "Call Order: 001", "Items: 6".
- Summary:** "Sections: 1", "Amendments: 0", "Highway Number:", "Counties: Info Tech, Inc.".
- Export Options:** "Export (csv) | Export (tab)".
- Table:** A table with columns: Line, Item, Quantity, Unit, Description, Price. It lists 6 items under "Section 1: Default Section".
- Also Available:** A box containing links: "Plan Holders / Eligible Bidders", "Questions and Answers", "Create Sub-quote Request", "Woot Me".
- Downloads:** A box containing a link: "EBLib File".
- Footer:** "© Items" and a row of links: "Contact", "Training Center", "Privacy Policy", "Product Updates".

Line	Item	Quantity	Unit	Description	Price
Section 1: Default Section					
0001	150-5010	2.000	LBS	CalvinHobbes	
0002	150-9000	4.000	EA	TRAFFIC CONTROL, CELLULAR TELEPHONE AT&T sucks123	
0003	151-1000	5.000	LS	MOBILIZATION - CM-TS(28) 01	
0004	163-0502	7.000	EA	CONSTRUCT AND REMOVE SILT CONTROL GATE, TP 2	
0005	165-0088	8.000	EA	MAINTENANCE OF SILT CONTROL GATE, TYPE 2	
0006	202-1000	1.120	AC	CLEARING AND GRUBBING	

Figure 1-6. Proposal Information for a Specific Letting

The Time Remaining section displayed on the right side of the page is the official clock used to determine the amount of time remaining in the letting/bid opening. This time is synchronized with the Naval Atomic Clock.

The terminology on the Lettings tab may differ by agency. For example, some agencies refer to the Letting as the Bid Opening and the Proposal ID as the Contract ID.

The documents listed in the Also Available section and the Download section are determined by the agency.



Exercise 1-6

In the following exercise, you will navigate to the Lettings tab and open a specific letting.

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.

Viewing a Contract

The Contract page displays more detailed information about a Contract than is displayed on the list of lettings, including the item numbers and descriptions of the items. A Contract page may also contain several links that allow access to online reports such as the specific Expedite information for the proposal or the eligible plan holders list. These online reports are contract-specific.

To view details regarding a specific contract, click the contract ID. A new page appears containing specific contract information.

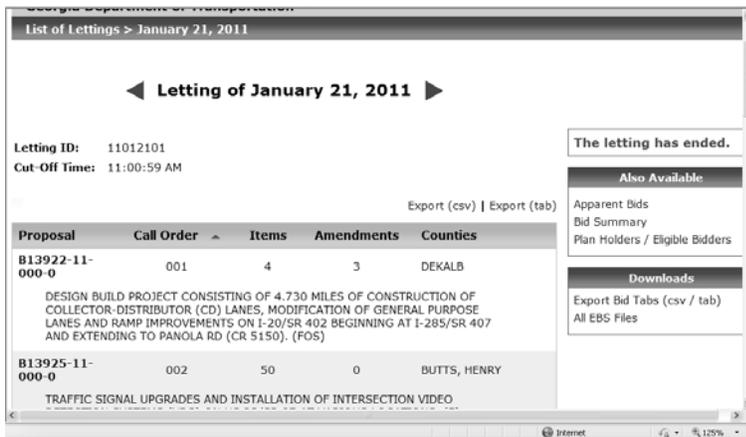


Figure 1-7. Contract Information

Contract specific information is available on the Contracts page. The Expedite files and the Amendment files are of particular interest to bidders who are bidding via the Internet. These files are located in the Download section.



Exercise 1-7

In the following exercise, you will view contract-specific information.

1. Go to **<http://www.bidx.com>**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.
8. Click the desired **Proposal ID** link.

Performing a Search

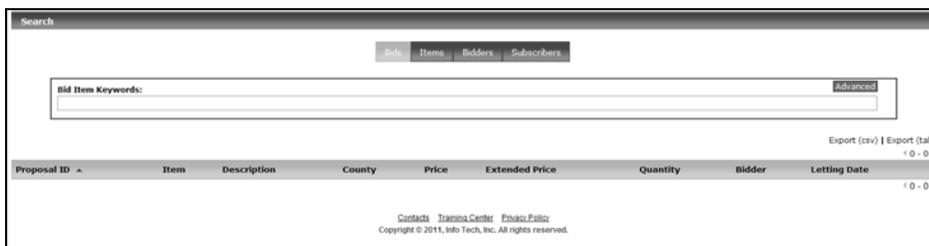
The Search tab allows you to search the entire Bid Express services database for bid tabulation, items, bidders, and Bid Express services subscribers.

The Bids Search provides the ability to find a bid price, item number, description, proposal ID, quantity, unit of measure, bidder, and letting date. You are able to sort by any of these headings. There is also the option to export these result by clicking the Export tab on the top right corner. The results are displayed by 20 items per page and it is paginated.

The Item Search provides a search for an item description from a contract, including the contract ID, item number, description, quantity, and letting date. The Item Search results can be sorted by any of the headings. There is also the option to export these result by clicking the Export tab on the top right corner. The results are displayed by 20 items per page and it is paginated.

The Bidders Search searches the bidder ID, address, phone number, or other information related to a bidder. The Bidders search results can be sorted by Bidder ID, Name , Address, City or State.

The Bid Express Subscribers Search can find information about a subscriber, including the name of the subscriber, name of the company, and address. This search only yields information about subscribers who agreed to have their contact information published. Search results can be sorted by Organization, Name, or Address.



The screenshot shows a web interface for a search function. At the top, there are four tabs: "Bids", "Items", "Bidders", and "Subscribers". Below the tabs is a search input field labeled "Bid Item Keywords:" with an "Advanced" button to its right. To the right of the input field, there are links for "Export (csv)" and "Export (tab)". Below the search area is a table header with the following columns: "Proposal ID", "Item", "Description", "County", "Price", "Extended Price", "Quantity", "Bidder", and "Letting Date". At the bottom of the page, there is a footer with the text: "Contacts Training Center Privacy Policy Copyright © 2011, Info Tech, Inc. All rights reserved."

Figure 1-8. Search Tab

To use the search function, click the type of search desired: bids, items, bidders, or subscribers. Click in the Keywords field for that search. Enter the keyword. Upon entering the keyword the results automatically populate. The Bid Express website displays 20 results per page. You can download the results as a CSV file as well.

All searches in the Search Tab provide you the capability of performing an advance search. To perform an advance search, first select the type of search then click the advance button at the top right side of the page. The advance search allows you to search with more options including date ranges and items description.

Search

Bid Item Keywords:

Export (csv) | Export (tab) | 1 - 20 of 4328

Proposal ID	Item	Description	County	Price	Extended Price	Quantity	Bidder	Letting Date
B10001-00-000-0	690-1000	ELECTRONIC AXLE LOAD TRUCK STATIC SCALE SYSTEM, TWS - TWS NO SE, 1-95 SB	MCINTOSH	\$166,413.23	\$166,413.23	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	690-1000	ELECTRONIC AXLE LOAD TRUCK STATIC SCALE SYSTEM, TWS - TWS NO SE, 1-95 NB	MCINTOSH	\$166,413.23	\$166,413.23	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	691-1000	WEIGH IN MOTION SCALE SYSTEM, TWS - SE, 1-95 SB	MCINTOSH	\$310,919.84	\$310,919.84	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	691-1000	WEIGH IN MOTION SCALE SYSTEM, TWS - SE, 1-95 NB	MCINTOSH	\$333,567.31	\$333,567.31	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	692-1000	AUTOMATIC VEHICLE IDENTIFICATION SYSTEM, TWS NO - SE, 1-95 SB	MCINTOSH	\$234,511.09	\$234,511.09	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	692-1000	AUTOMATIC VEHICLE IDENTIFICATION SYSTEM, TWS NO - SE, 1-95 NB	MCINTOSH	\$234,511.09	\$234,511.09	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	693-1000	TRUCK WEIGH STATION OPERATIONS SYSTEM	MCINTOSH	\$142,387.27	\$142,387.27	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	751-0501	MODIFY EXISTING WATER SUPPLY SYSTEM, TWS NO - SE	MCINTOSH	\$19,716.49	\$19,716.49	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	751-0501	MODIFY EXISTING WATER SUPPLY SYSTEM, TWS NO - SE	MCINTOSH	\$187,438.14	\$187,438.14	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	753-5000	WASTE WATER TREATMENT SYSTEM - TWS NO 6E NB - SE SB	MCINTOSH	\$65,855.67	\$65,855.67	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	777-1000	TRUCK WEIGH STATION COMMUNICATION SYSTEM, TWS NO - SE, 1-95 SB	MCINTOSH	\$60,803.09	\$60,803.09	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	777-1000	TRUCK WEIGH STATION COMMUNICATION SYSTEM, TWS NO - SE, 1-95 NB	MCINTOSH	\$60,803.09	\$60,803.09	1.000 LS	APAC-SOUTHEAST, INC.	01/21/2000
B10001-00-000-0	690-1000	ELECTRONIC AXLE LOAD TRUCK STATIC SCALE SYSTEM, TWS - TWS NO SE, 1-95 SB	MCINTOSH	\$92,871.00	\$92,871.00	1.000 LS	ANGELO IAPRATE CONSTRUCTION COMPANY	01/21/2000

Done

Figure 1-9. Item Search Results



Exercise 1-8

In the following exercise, you will perform an item search.

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
6. Click the **Search** tab.
7. Select the type of search you wish to perform.
8. Enter the keyword in the field provided or click the **Advance** button to search with more detail.

Accessing Help, FAQs, and Customer Support

In addition to the Training Center, assistance with the Bid Express service is available through FAQs, online Help, and Bid Express customer support.

Frequently Asked Questions

The FAQs cover questions in several categories. Each category covers the frequently asked questions that relate to the heading. FAQs can be accessed from the Bid Express home page by clicking Questions/Help.

Bidding Services Order Policies News Questions/Help

Frequently Asked Questions (FAQs)

- ▶ General Questions
- ▶ The Expedite Bid Software
- ▶ Digital IDs
- ▶ Replacement Digital IDs
- ▶ Local Agency Digital IDs
- ▶ Joint Ventures
- ▶ Internet Bidding
- ▶ Bid Bonds
- ▶ Bid Express Small Business Network™
- ▶ Error Messages

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Figure 1-10. FAQs Page

The FAQs page is accessed from the Bid Express home page.



Exercise 1-9

In the following exercise, you will access the Frequently Asked Questions area button.

1. Go to **http://www.bidx.com**.
2. Click **Questions/Help**.
3. Click the desired link.

Online Help

The Help button appears in the form of a question mark on all the Bid Express services pages. Clicking the Help button (a question mark) displays a help section specific to that particular page in a new browser window.

When you are finished viewing the help, you can close the browser or use the table of contents to find help on another topic.



Figure 1-11. Help Button

The Help page displays information specific to the current page of the Bid Express website.



Exercise 1-10

In the following exercise, you will access the online help.

1. Go to **http://www.bidx.com**.
2. Select an agency from the drop-down list and click **Go**.
3. Click the **Help** button.
4. Close the help browser.

Accessing Customer Support

Customer support for Bid Express services is available from 7:00 a.m. until 7:00 p.m., EST. During those hours, a Customer Support Specialist can be reached by dialing (352) 381-4888 or (888) 352-BIDX (2439). After 7:00 p.m., a voice message can be recorded for customer support. A support specialist will receive the message the morning of the next business day and processes the call.

Bid Express Customer Support Contact Information:

By Mail:

Bid Express

5700 SW 34th St., Suite 1235

Gainesville, FL 32608-5371

By Phone or Fax:

Tel: (352) 381-4888

Toll Free: (888) 352-BIDX (2439)

Fax: (352) 381-4444

By email:

Support: customer.support@bidx.com

Feedback: feedback@bidx.com

Review for Section 1

To navigate to the Bid Express website:

1. Go to **http://www.bidx.com**.

To subscribe to the Bid Express services:

1. Go to **http://www.bidx.com**.
2. Click **Order** and then click **Fee Schedule**.
3. Review the available services and associated fees.
4. Click the **Order Tab** then click **Subscribe Now!**
5. Enter a valid email address.
6. Enter a password, select the agency you were referred by and agree to the Bid Express Subscriber agreement and Acceptable Use policy. Click **Submit**.
7. Go to the email account entered to subscribe and locate the email sent to activate the account.
8. Click the link in the email and enter the account password.
9. Complete the Bid Express Service Form.
10. Click the **Save** button.

To log on to the Bid Express website:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.

To navigate to an agency's home page:

1. Go to **http://www.bidx.com**.
2. In the **Select an Agency** drop-down list, click the expand arrow and click the desired agency.
3. Click the **Go** button.

To access the My Bidx page:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.

4. Click the **Log In** button.
5. Click the **My Bidx** icon on the top right corner.
6. Click the desired link to perform any change needed.

To change your password:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. Click the **My Bidx** icon on the top right corner
6. Click the **Password** link.
7. In the **Current Password** field, type your password.
8. In the **New Password** field, type the desired new password.
9. In the **Re-type New Password** field, type the new password.
10. Click the **Save** button.

To access the Training Center:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. Click the training center link at the bottom of any of the webpages.

To view the Lettings page:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.

To view the proposal page:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.
8. Click the desired **proposal** link.

To perform a Search:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.

5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Search** tab.
7. Select the type of search.
8. Enter the search word in the **Keywords** field.

To access **Frequently Asked Questions**:

1. Go to **http://www.bidx.com**.
2. Click the **questions/help** link.
3. Click the desired topic link.

To access Online Help:

1. Go to **http://www.bidx.com**.
2. Navigate to the desired area.
3. Click the **Help** button.
4. Close the browser to exit the help.

2. Managing a Digital ID

By the end of this section, you will be able to:

- Understand the Purpose of the Digital ID
- Download the Expedite Bid Software
- Configure the Expedite Bid Software
- Create a Digital ID for Bidding With a State or Local Agency
- Check the Status of Your Digital ID
- Export and Import a Digital ID

Understanding the Purpose of the Digital ID

A digital ID is a signature that is the legal equivalent of a written signature, thus allowing for the digital signing of files. If you wish to submit bids via the Internet, you will need to obtain a digital ID. There is a processing fee for each digital ID issued. One digital ID is required for each individual submitting bids over the Internet and each digital ID works for only one state transportation agency. Individuals must register a digital ID for each state transportation agency to which they bid. If the individual is interested in bidding in a local agency rather than with a Department of Transportation (DOT), then only one digital ID is needed.

Individuals may not share a digital ID; each one identifies a particular person for a particular company. However, any number of people at your business can each have their own digital IDs, and if they are authorized to sign for the company, any of them can digitally sign bids. If you change your company name, add a joint venture, or become a subsidiary company, you will need to obtain a new digital ID and pay the associated fees. If your backup digital ID file becomes corrupted and you lose your digital ID or forget the password, you will need to obtain a new digital ID to replace the one lost and pay the associated fees.

To begin bidding over the Internet using the Bid Express services, your digital ID must be approved and activated by the Bid Express Administration and the agency. To register and activate a digital ID, you must mail the original printouts, signed and notarized, to Bid Express administration at Info Tech, Inc. Once your paperwork has been received and approved by Bid Express administration and the agency (if applicable), the digital ID will be activated. You will be notified via email that your digital ID can be used to sign and submit your bids using the Expedite Bid software and the Bid Express service.

You should allow five business days for processing the digital ID once Bid Express administration receives the correct and complete application. Please note that there are no exceptions to this policy and there is no way to expedite this process.

Downloading the Expedite Bid Software

The Expedite Bid Manager program (BID) allows bidders to create electronic bid documents and back up their digital IDs.

The Expedite Bid software can be downloaded from the Bid Express home page of the agency with which you bid. The link to the software is located on the right hand side of the agency home page in the provided Download section. Prior to downloading the Expedite Bid software, you must complete a form regarding the software's export restrictions. Expedite Bid software contains underlying program code that incorporates strong encryption technology and therefore is subject to export restrictions. Its distribution may be regulated by 15 CFR Parts 730-774, published by the U.S. Department of Commerce, Bureau of Export Administration, as the Export Administration Regulations (EAR), and probably other laws and regulations. If you do not meet the requirements set forth on this page, you may not be eligible to download Expedite Bid software.

Please fill out the form below:

* Name	
* Address	
* City	
* State/Province	- Select a State/Province -
* Zip/Postal Code	- -
* Country	United States
Phone	- - -
Email	
* Please check at least one of the following:	
<input type="checkbox"/>	I am a citizen of the United States.
<input type="checkbox"/>	I am a lawful permanent resident of the United States.
<input type="checkbox"/>	I am a citizen of Canada.
<input type="checkbox"/>	I am a lawful permanent resident of Canada.
<input type="checkbox"/>	None of the above (I am not a citizen or lawful permanent resident of the United States or Canada).

* Fields marked with a red * are required.

Download Expedite Bid:
Please click 'Download Expedite Bid' to continue.

Figure 2-1. Expedite Export Control Form

Once the form is complete, click the Download Expedite Bid button and select the agency to which you would like to bid.

If bidding over the Internet in multiple agencies, you should verify the version of the Expedite Bid software used by each agency. It is possible to have multiple versions of the Expedite Bid software as long as they are installed in different directories on your computer.



Exercise 2-1

In the following exercise, you will download the Expedite Bid software.

1. Go to **http://www.bidx.com**.
2. In the **username** field, type your user name.
3. In the **password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Expedite Bid** link listed under the Download section on the right side of the page.
7. Enter the required information in the Expedite Export Control form.
8. Click the **Download Expedite Bid** button.
9. Scroll to the desired agency and click the **Download Expedite Bid** link. This step downloads the Expedite Bid software to your computer.
10. Click the **Run** button twice.
11. Complete the steps in the Installation Wizard. The download is complete when you click the **Finish** button.

Configuring the Expedite Bid Software

The first time you enter the Expedite Bid software, the program will ask you to enter the appropriate bidder and agency information. These configuration options can be changed at any time by clicking the Tools menu and then clicking the Options choice. The configuration options that are available in the Expedite Bid software are described in the table below:

Tab	Description
Bidder Information	Allows you to maintain the basic bidder information, i.e., name, address, and telephone number of the organization.
Agency ID	Allows you to maintain the Bidder IDs (Vendor IDs).
Unit Conversions	Allows you to process English to Metric and Metric to English unit conversions.
Export Format	Allows you to designate the export file format type and maintains the fields and associated details. You can return to system defaults at a later point, if necessary.
Import Format	Allows you to designate the expected import file format type and maintains the fields and associated details. You can return to system defaults at a later point, if necessary.
Miscellaneous	Allows you to maintain assorted system indicators. For example: Save the bid before printing, Check the bid before printing, Display the splash screen at logon, and Ask to save to floppy when saving.
Proxy	The Proxy tab is required when the Bid program is run in a network environment where a proxy server is used. You must fill in the Proxy tab in the BID Options window in order for the Internet bid submission to work properly in a network environment.

Table 2-1. Bid Options

The image shows a dialog box titled "BID Options" with a close button (X) in the top right corner. The dialog has several tabs: "Bidder Information", "Agency/ID", "Units", "Export Format", "Import Format", "Misc.", and "Proxy". The "Bidder Information" tab is selected. It contains the following fields:

- Company Name:
- Address line 1:
- Address Line 2:
- City: State:
- Phone: Zip:
- Fax: Pager:
- Email:

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

Figure 2-2. Bid Options

To use the Expedite software for bidding, the Bidder Information and the Agency/ID folder tabs must be complete.



Exercise 2-2

In the following exercise, you will configure the Expedite Bid software.

1. Double-click the **Expedite Bid** software.
2. Click the **OK** button in the New Installation window.
3. In the Bid Options window, on the **Bidder Information** folder tab, enter your company information (this information must match what the agency has on file).
4. Click the **Agency/ID** folder tab.
5. In the **Agency** field, type the agency name unless otherwise specified (if you are not sure, please check the Bid Express website). Enter the agency's name entirely, no abbreviations.
6. In the **Bidder ID** field, type your Bidder ID. This may be either a number given to you by your bidding agency or your Bidx account number, which you can call Customer Support to obtain.
7. Click the **APPLY** button.
8. Click the **OK** button.

Creating a Digital ID for Bidding With a State or Local Agency

You should know the following information before creating your digital ID:

- The Bid Express service uses the Bid Express KeyLab™ to generate the key. In order to use this program, you will need to update your computers .NET framework to version 4.0.
- The agency and Bidder ID for which the digital ID will be used. If you are bidding with a local agency, your bidder ID is the same as the Bid Express services account login; for example, bidx1234. If you are bidding with a state agency, your bidder ID is the one assigned to your company by that agency.
- The name of the person eligible to sign bids as listed in the prequalification paperwork for the agency (if applicable).
- A password that will be used in conjunction with the digital ID. This password will be needed to submit and withdraw bids. Once created, the password cannot be changed or retrieved.

Choose your password carefully. It is not possible for the Bid Express service to determine, recover, or change your digital ID password. If you forget your password, a new digital ID must be created and you will need to pay associated fees.

The digital ID is not registered and activated until all paperwork has been approved by Bid Express administration and the agency (if applicable).

When you are finished creating the digital ID, print the Digital ID paperwork. Instructions and contact information as to where to mail the paperwork are included on the printed page.



Figure 2-3. Digital IDs Page

When you bid with more than one local agency, you need only one digital ID. If you bid with more than one state agency, you will need a unique digital ID for each agency.



Exercise 2-3

In the following exercise, you will create a digital ID. Remember the digital ID is not registered and activated until all paperwork has been approved by Bid Express administration and the agency.

1. Login to the Bid Express service.
2. Click the **MyBidx** button in the top right corner of the page.
3. Click **Digital IDs** in the Account Services section.
4. Click **Create New**.
5. Click **Generate ID**.
6. If you need to, click **Run** to start the Bid Express KeyLab™.
7. Click **Next** in the Bid Express KeyLab pop-up window.
8. Enter your name in the **Your Name** field.
9. Enter your company in the **Company** field.
10. Select the agency with which you are bidding from the drop down list.
11. Enter your bidder ID (also known as the vendor ID) in the **Bidder ID** field.
12. Click **Next**.
13. Select the check box indicating you agree to the one-time \$100 charge for the creation of the ID and the \$15.00 monthly charge to keep the ID active once it is enabled.
14. Select the check box indicating you have downloaded the Expedite Bid software and updated your company information in the **Options** window.
15. Click **Next**.
16. Enter a password for your digital ID in the **Password** field of the Digital ID Generator in the Bid Express KeyLab.
17. Enter the password again and click **Create Digital ID**.
18. Start the back up of your digital ID by clicking **OK**.

19. Navigate to the specific file location to where you would like your digital ID backed up. It is highly recommended you choose a file location external from your current computer location. Examples are: A memory stick, the company network, a CD, etc.
20. Click **Save** after choosing the file location for your back up.
21. Click **Continue** in the Bid Express KeyLab.
22. Click **Next** in the Create A Digital ID window.
23. Click **Print Registration**.
24. Click **Print** to print the digital ID paperwork.
25. Close the print window.
26. Click **Next** in the Create A Digital ID window
27. Click **Finish**.

Once completed and notarized, the forms should be sent to the following address:

Info Tech, Inc.
Attn: Bid Express Administration
5700 SW 34th St., Suite 1235
Gainesville, FL 32608-5371

The person who submits the digital ID request (the applicant) must be authorized by the agency to legally submit a bid for the company. Additionally, the company must have a valid Bid Express account. Once the completed notarized original forms are received by Info Tech, Inc., it may take up to five business days to process and enable the digital ID. You can check your digital ID status on the Bid Express website and an email will be sent to the address provided on the Applicant Page when the digital ID is enabled. Once the digital ID is enabled, bids may be submitted over the Internet to the agency for which the digital ID was created.

To enable your digital ID, ensure the following:

- **The company has a valid Bid Express account.**
- **The submitter of the digital ID is authorized to legally submit a bid for the company.**
- **Your paperwork is filled out completely and accurately.**
- **The paperwork is mailed to the Bid Express administration at Info Tech, Inc.**

Checking the Status of Your Digital ID

You can check the status of your digital ID to see if the Bid Express service or your agency has approved it. Log into www.bidx.com. Click the MyBidx button in the top right corner of the page. Under Account Services click Digital IDs. From the Manage Digital ID console click the status that appears for your digital ID.

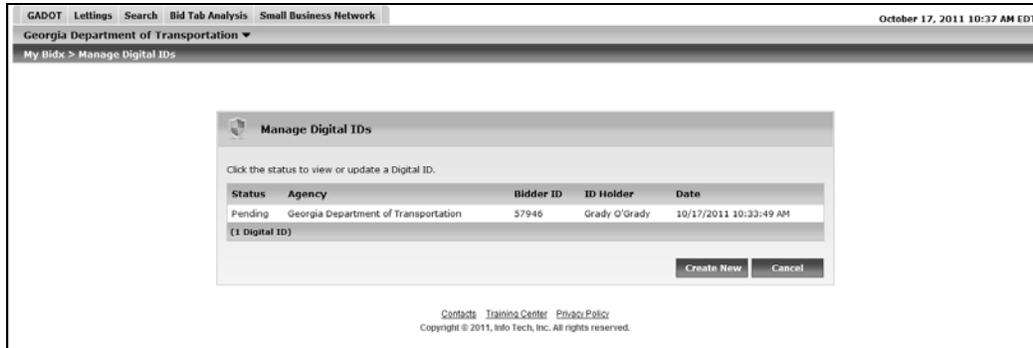


Figure 2-4. Digital ID Status Page

There are several statuses for your ID:

- Enabled** Your digital ID has been approved by both the agency and Bid Express administration and you can begin using it.
- Holding** Read the explanation. If there is something you need to do, such as submit additional paperwork to the agency, complete this action.
- Incomplete** You did not finish the digital ID creation process. Continue the process by clicking Continue ID Generation or remove the digital ID by clicking Remove Digital ID.
- Pending** Neither Bid Express administration nor the agency have approved the ID.
- Rejected** Read the explanation and correct the information. Click Update Digital ID to access the Edit a Digital ID page.

If your digital ID is incomplete, rejected, or held, do not create a new ID. Fix what is incorrect in your current ID and resubmit it.



Exercise 2-4

In the following exercise, we will change information on the digital ID and resubmit it.

1. Log in to the Bid Express service.
2. Click the **My Bidx** button in the top right corner of the page.
3. Click **Digital IDs** in the Account Services section.
4. From the Manage Digital ID page, click the status of your digital ID.
5. Click **Update Digital ID**.
6. From the Create a Digital ID generator, click **Update ID**.
7. The Bid Express KeyLab utility opens. Click **Next**.
8. Make the necessary changes to the applicant name, the company name, the agency with which you bid, and your Bidder ID.
9. Click **Next**.
10. Select the check box verifying you updated the information in the Expedite Bid software and click **Next**.
11. Enter your digital ID password in the Password field and click **Update Digital ID**.
12. Start the back up of your digital ID by clicking **OK**.
13. Navigate to the specific file location to where you would like your digital ID backed up. It is highly recommended you choose a file location external from your current computer location. Examples are: A memory stick, the company network, a CD, etc.
14. Click **Save** after choosing the file location for your back up.
15. Click **Continue** in the Bid Express KeyLab.
16. Click **Next** in the Create A Digital ID window.

17. Click **Print Registration**.
18. Click **Print** to print the digital ID paperwork.
19. Close the print window.
20. Click **Next** in the Create A Digital ID window
21. Click **Finish**.

Once completed and notarized, the forms should be sent to the following address:

Info Tech, Inc.
Attn: Bid Express Administration
5700 SW 34th St., Suite 1235
Gainesville, FL 32608-5371

Exporting and Importing a Digital ID

The digital ID can be exported from and imported into the Expedite Bid software. Exporting the digital ID allows each person working on multiple PC machines to create one digital ID per agency and not per computer.

Digital IDs are exported and imported by entering the Expedite Bid software and selecting Manage Digital IDs from the Tools menu. All digital IDs that are available display in the Digital IDs window.

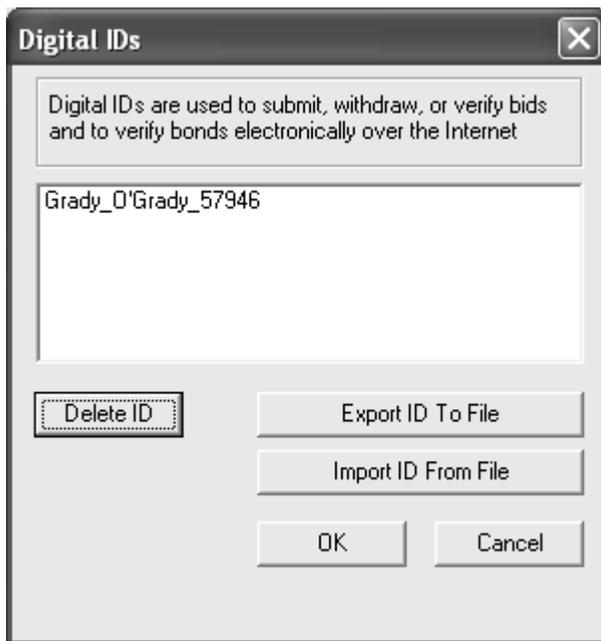


Figure 2-5. Exporting a Digital ID

To export a digital ID, select the digital ID to be exported and then click the Export ID To File button. When exporting a digital ID, the Expedite Bid software will request a location in which the Digital ID will be saved. It is recommended that the digital ID be saved on a device external to the PC in case the digital ID is accidentally deleted or if the computer stops responding. If a CD is selected, the digital ID must first be saved to the desktop before it can be saved to a CD.

It is highly recommended the digital ID be backed up by exporting the ID in case it is accidentally deleted from the PC or if the PC becomes disabled.

To import a digital ID, click the Import ID From File button and then select the ID from the media where it was saved. If the ID was saved to a CD, insert the CD and transfer the ID to the desktop by right-clicking on the ID, selecting the down arrow next to the send

to field, and choosing the desktop. Once this step is completed, you will then be able to click on Import ID From File, select the ID from the desktop, and click Open.



Exercise 2-5

In the following exercise, you will export a digital ID.

1. Double-click the **Expedite Bid** software.
2. Select the **Tools** menu and then choose **Manage Digital IDs**.
3. Click the desired **digital ID**.
4. Click the **Export ID To File** button.
5. Navigate to the location you wish to save the digital ID.
6. Click the **Save** button.



Exercise 2-6

In the following exercise, you will import a digital ID.

1. Locate the location of the saved digital ID.
2. Double-click the **Expedite Bid** software.
3. Select the **Tools** menu and then choose **Manage Digital IDs**.
4. Click the **Import ID From File** button.
5. Navigate to the location where the digital ID was saved.
6. Click the **Open** button.
7. Click **OK** in the successfully imported key confirmation window.
8. Click **OK**.

Review for Section 2

To download the Expedite Bid software:

1. Login to the Bid Express service.
2. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
3. Click the **Expedite** link on the agency home page.
4. Enter the required information in the Expedite Export Control form.
5. Click the **Download Expedite Bid** button.
6. Scroll to and click the desired agency.
7. Click the **Expedite** link. This step will download Expedite Bid to your computer.
8. Click the **Run** button twice.
9. Complete the steps in the Installation Wizard. The download is complete when you click the **Finish** button.

To configure the Expedite Bid software:

1. Double-click the **Expedite Bid** software.
2. Click the **OK** button in the New Installation window.
3. In the Bid Options window, on the **Bidder Information** folder tab, enter your company information.
4. Click the **Agency/ID** folder tab.
5. In the **Agency** field, type the agency's abbreviation.
6. In the **Bidder ID** field, type your Bidder ID.
7. Click the **OK** button.

To create a digital ID for a state or local agency:

1. Click the **My Bidx** button in the Bid Express service.
2. Select **Digital IDs**.
3. Click **Create New**.
4. Click **Generate ID**.
5. Click **Next** in the Bid Express KeyLab utility.
6. Read the Digital ID and fee information.
7. Enter the ID holder's name in the **ID Holder** field.
8. Enter your company in the **Company** field.

9. Select the agency to which you are bidding from the drop down list.
10. Enter your **bidder ID** (also known as the vendor ID) in the Bidder ID field.
11. Click **Next**.
12. Select the check box authorizing Info Tech, Inc. to charge your credit card.
13. Go to the **Expedite Bid** software.
14. Update your company information on the **Options** window.
15. Select the **Update Information** check box on the Bid Express website.
16. Click **Next**.
17. Click **Create Digital ID**.
18. Enter a password for your digital ID in the **Password** field of the Digital ID Generator in the Bid Express KeyLab.
19. Enter the password again and click **Create Digital ID**.
20. Click **OK**.
21. Save your backup digital ID.
22. Click **Continue**.
23. Click **Next**.
24. Click **Print Registration** and print your digital ID registration paperwork.
25. Close the print window.
26. Click **Next**.
27. Click **Finish**.
28. Follow the instructions on the paperwork.

To submit the digital ID paperwork:

1. Ensure the company has a valid Bid Express account.
2. Ensure the submitter of the Digital ID is authorized to legally submit a bid for the company.
3. Mail the original Digital ID Certificate Page, Applicant Page, Billing Page, and notarized Signature Page to Info Tech, Inc.

To update information in your digital ID:

1. Login to the Bid Express service.
2. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.

3. Click **MyBidx**.
4. Select **Digital IDs**.
5. Click the status of your digital ID.
6. Click **Update Digital ID**.
7. Click **Update ID**.
8. In the Bid Express KeyLab, click **Next**.
9. Fix any incorrect information.
10. Open the **Expedite Bid** software and update any correct information.
11. Select the **Update Information in Expedite Bid** check box in the Bid Express KeyLab.
12. Click **Next**.
13. Enter your password.
14. Click **Update Digital ID**.
15. Click **OK**.
16. Save your back up.
17. Click **Continue**.
18. Click **Next**.
19. Print the updated paperwork.
20. Click **Next**.
21. Click **Finish**.
22. Follow the instructions on the paperwork.

To export a digital ID:

1. Open the **Expedite Bid** software.
2. Click the **Tools** menu.
3. Click **Manage Digital IDs**.
4. Click the desired Digital ID.
5. Click the **Export ID To File** button.
6. Navigate to the location you wish to save the digital ID.
7. Click the **Save** button.

To import a digital ID:

1. Locate the location of the saved digital ID.
2. Open the **Expedite Bid** software.
3. Click the **Tools** menu.
4. Click **Manage Digital IDs**.
5. Click the **Import ID From File** button.
6. Navigate to the location which the digital ID was saved.
7. Click the **Open** button.

3. Submitting Bids Via the Internet

By the end of this section, you will be able to:

- Understand the Process of Submitting Bids Via the Internet
- Download the Proposal
- Open the Proposal in the Expedite Bid Program
- Prepare a Bid
- Verify a Bid is Complete
- Submit a Bid
- Withdraw a Bid

Understanding the Process of Submitting Bids Over the Internet

A bid can be submitted to an agency through the Expedite Bid software, but you must have an active digital ID and an Internet connection. The digital ID encrypts the bid so that only the intended agency may decrypt and read it. Bids are held in a locked box and are not read until the bid opening date and time.

A bid can be submitted multiple times before the deadline as only the last submission will be kept and passed on to the agency. If a bid is withdrawn before the deadline, it will not be available for downloading.

No one but the submitter can view the bid until the public bid opening. Until the bid is deliberately submitted to the service, it stays on the PC and there is no way for anyone else to see it. When a bid is submitted, the Expedite Bid software encrypts it using the agency's key. The Bid Express system cannot read the bid and the bid sits in a lock box until the official bid opening.

In order to submit a bid via the Internet, you must have the following:

- **A Bid Express account**
- **The Expedite Bid software**
- **An Internet connection**
- **A digital ID**

Downloading the Proposal

Prior to submitting a bid via the Internet, the proposal must be downloaded from the Letting Tab on the Bid Express website so that it may be opened by the Expedite Bid software.

Once you select a letting date, the Letting page displays information specific to the letting, including the letting description (if there is one), the letting ID, the number of proposals, and the time the bids are due. It also has a section called Also Available, which lists information specific to the letting, such as the eligible bidders, plan holders lists, and bid tabulations. The section called downloads provides you with the electronic files needed for internet bidding. Above this information is a clock that counts down the time until the letting. This is the official clock used to determine the time remaining before the letting ends. Last, there is a list of Contract IDs, the call orders for those Contract IDs, and the county and description of the Contract IDs.

Letting Date	Letting ID	Proposals
September 27, 2011	SS27B09GA-09	1
September 26, 2011	SS27B09G	1
September 26, 2011	SS27B09GA	1
September 26, 2011	SS27B09-GA	1
September 23, 2011	SS27B09EJ-GA	1
September 22, 2011	GA-SS27B09EJ	1
August 19, 2011	11081901	25
July 22, 2011	11072201	21
June 17, 2011	11061701	25
May 20, 2011	11052001	22
April 22, 2011	11042201	29
March 18, 2011	11031801	46
February 18, 2011	11021801	32
January 21, 2011	11012101	19

Figure 3-1. Lettings Tab

Downloading the EBLIB File

While on the Letting page, all proposal files for a letting can be downloaded into the Expedite Bid program using the EBS and Amendments Files as an EBLIB file option. Click the EBLIB file hyperlink. A window opens asking to save the file or open it. Save it to the location of your choice (we recommend that you also save it in a media other than the PC in case the computer stops working). Once the file is saved, open the

Expedite Bid software. Select the File menu and then click Open Proposal. The Expedite Bid programs opens an Open Proposal window. Find the location of the saved file and click it once. When the file name appears in the File Name window, click Open.

 **Note:** Downloading the EBLIB file from the Letting page downloads all the proposals for that letting.

Downloading the EBS File

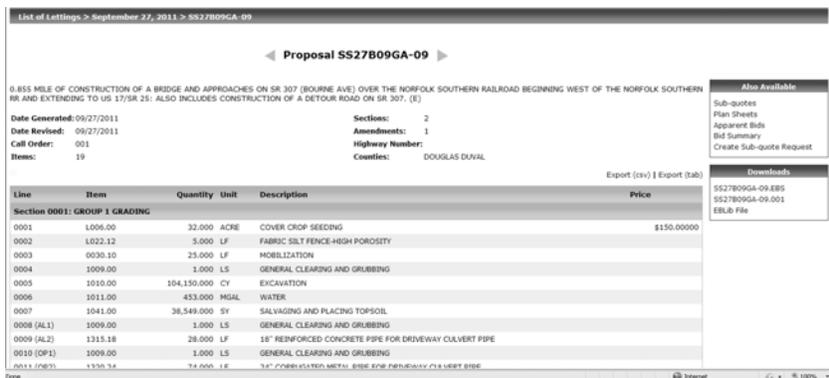
The Contracts page is accessed by clicking on the desired Contract ID. The EBS file is located in the Download area on the Contracts page.

The EBS file is a proposal file that can be opened with the Expedite Bid software. It contains all the information included on the proposal page in an .ebs file format. Although using the Expedite Bid program is not necessary in order to use the Bid Express service for informational purposes, it is required for Internet submission.

Click the Expedite Data File (the .ebs file) hyperlink. The file download window opens with options for saving or opening the file. We recommend that you always save rather than open the file in case the agency posts an amendment to the file and it needs to be updated. In order to attach an amendment to an EBS file with added bid information, the amendment needs to be saved in the exact location as the EBS file. Do not change the file name as this was created by the agency. When the agency downloads the file after the letting has ended, the system verifies the file name.

Once the file has been saved to the desired location, open the Expedite Bid program. Select the File menu and then select Open Proposal. Find the location of the saved file, click it once, and then click Open.

The .ebs file displays the items in the call order that appear on your screen when you click the call order on the Bid Express website. You can enter the necessary information in the proposal in Expedite Bid and use the bid submission process to send the bid to the agency.



Line	Item	Quantity	Unit	Description	Price
Section 0001: GROUP 1 GRADING					
0001	1006.00	32.000	ACRE	COVER CROP SEEDING	
0002	1022.12	5.000	LF	FABRIC SILT FENCE-HIGH POROSITY	\$150.00000
0003	0030.10	25.000	LF	MOBILIZATION	
0004	1009.00	1.000	LS	GENERAL CLEARING AND GRUBBING	
0005	1010.00	104.150	CY	EXCAVATION	
0006	1011.00	453.000	MGAL	WATER	
0007	1041.00	38.549	SY	SALVAGING AND PLACING TOPSOIL	
0008 (AL1)	1009.00	1.000	LS	GENERAL CLEARING AND GRUBBING	
0009 (AL2)	1315.18	28.000	LF	18" REINFORCED CONCRETE PIPE FOR DRIVEWAY CULVERT PIPE	
0010 (OP1)	1009.00	1.000	LS	GENERAL CLEARING AND GRUBBING	
0011 (OP2)	1320.34	74.000	LF	14" CORRUGATED METAL PIPE FOR DRIVEWAY CULVERT PIPE	

Figure 3-2. Proposal Page With EBS Files and Amendments

Downloading Amendment Files

To download an amendment file, click the amendment for the call order on the Bid Express website. A window opens asking if you want to open the file or save it. Since amendment files have to be added to the Expedite Data File you will need to save the file in the exact location where the proposal file was previously saved. If you click Open, you will receive an error message since the only way to view the amendment is by opening the proposal with the amendment.

Once the file has been downloaded, open the original proposal in the Expedite Bid software. Since the amendment was saved in the same location as the EBS file, it will automatically attach and update the proposal. Amendment files are always denoted by a *.00n file extension (e.g. 17jun041.003 would be the third amendment for Call Order 41 to be let on June 17). Upon opening the proposal in the Expedite Bid program, a window appears denoting what changes were made. Print the changes then click OK to apply those changes automatically to the proposal file.

If there is more than one amendment for a call order, you must sequentially download and apply each amendment to the call order.

Downloading an EBLIB File From the Proposal Page

An EBLIB file will always be generated when the agency creates an amendment. Unlike the EBLIB file found on the Lettings page, this EBLIB file only contains the EBS file and all the amendments for the selected project/proposal. It is recommended that you download the EBLIB file only if no work has been done on the EBS file in the Expedite Bid software. Downloading the EBLIB file automatically replaces the EBS file, so don't use this option if you've already started working on the EBS file or you will lose your work.

To download the proposal EBLIB file, click the hyperlink. A download window appears. Select Save and the location where you would like to save the file. Remember not to change the file name. Click Save.

All proposals and amendments for a letting may be downloaded as an EBLIB file from the Lettings page.

One proposal may be downloaded as an ebs file from the Contracts page. If an Expedite Data File (.ebs) is downloaded, each amendment must also be sequentially downloaded and loaded into the Expedite Bid program.



Exercise 3-1

In the following exercise, you will download an Expedite Data File (.ebs).

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **password** field, type your password.
4. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
5. Click the **Lettings** (or **Projects**) tab.
6. Click the desired **Letting Date** or **Project**.
7. Click the desired **proposal**.
8. In the **Downloads** section, click the **Expedite** file.
9. Save the EBS file to the desired location.

Opening the Proposal in the Expedite Bid Program

Each proposal can be opened individually in the Expedite Bid Program or all the proposals in a letting can be opened at once. Additionally, amendments can be merged into a proposal.

To open a single electronic proposal, select the File menu in the Expedite Bid Program, then select Open Proposal. An open proposal window appears. Navigate to the location where you saved the file, select the EBS file, and then click Open. The Expedite Bid software displays the proposal and identifies it in the title bar.

To open all the proposals in a letting, select the File menu then select Open Letting. A browse for folder window opens. Navigate to the location where the letting was saved, highlight the desired file and click OK. The Expedite Bid program displays the letting and identifies it in the title bar. All the proposals in the letting are displayed in a tree view in the left pane of the window. Detail information about the letting is displayed in the right pane. Click a proposal folder in the tree view to open the proposal. The Expedite Bid software displays the Proposal window with the name of the proposal in the title bar and detailed information about the proposal in the right pane of the window. Only open one proposal in the letting at a time. The folders for the proposal that is currently open are red or green, depending on the completeness of the bid. All other proposal folders in the letting remain yellow.

After an Expedite Bid proposal/bid has been opened in the Expedite Bid software, you can load and incorporate Expedite amendment files. The Expedite Bid software ensures that amendments are loaded in order or it will refuse to load the amendment. Amendments can change general proposal data (such as descriptions and amendment notes) and item data (such as quantities), as well as add or delete items. Changes to item data will cause only those item prices previously entered to be erased and turn the folder red. The bidder will need to review those items that were changed by the amendment and add prices again.

After downloading the amendment file from the Bid Express website, save the new amendment file (it will have the same name as the proposal file, except for an extension of 001, 002 or so on) in the same directory with the proposal file. Open the Expedite Bid program. Select the File menu and then select Open Proposal. An Open Proposal window appears. Navigate to the directory where the proposal was saved, click the file, and click Open. If the amendment was saved in the same directory, opening the EBS file automatically attaches the amendment to the proposal. A Select Proposal window appears. Click the proposal and then click OK. An Amendment Changes window displays, indicating all the changes that will be applied to the proposal. At this point you can print the page or click OK to apply the amendment.

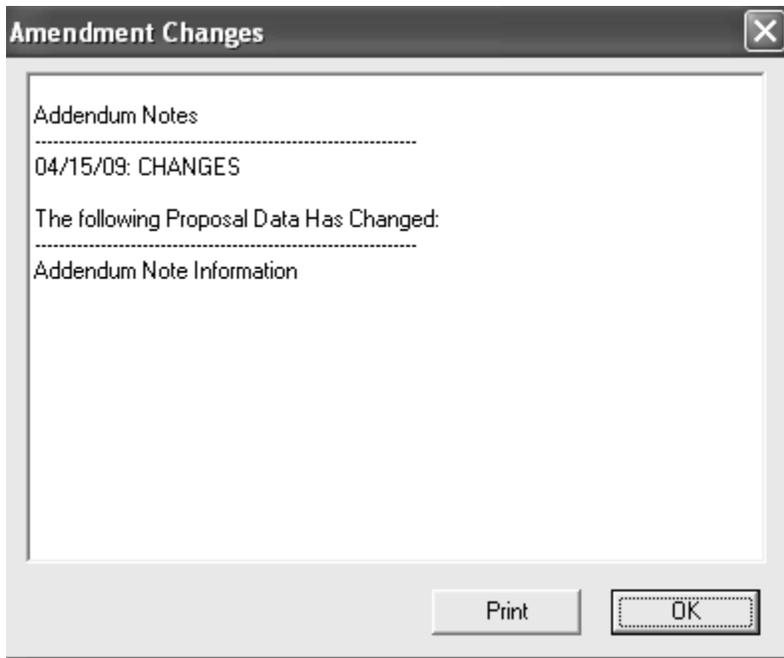


Figure 3-3. The Amendment Changes Window

An EBS file contains only the information for a particular proposal in a letting.

An EBLIB file from the Lettings page contains all proposals and amendments for a letting.



Exercise 3-2

In the following exercise, you will open a proposal in the Expedite Bid program.

1. Double-click the **Expedite Bid** icon on your desktop (a small yellow triangle).
2. Click the **File** menu and then click **Open Proposal**.
3. Navigate to the location where the EBS file is saved.
4. Click the desired EBS file.
5. Click the **Open** button.

Preparing a Bid

The left pane of the Proposal window displays a tree view of the proposal and the right pane displays general information about the proposal. When a single proposal is opened, the folders in the tree view are red until all the information has been entered properly for that proposal, at which time the folders turns green.

The number and type of folders available on the left side of the proposal window will vary due to the type of Contract (e.g. State or Federal) and the Expedite Bid options chosen by the agency. Folders could include the following:

- Schedule of Items
- Bid Bonds
- DBE Goals
- Agency Forms

Entering Item Prices

After you have started the Expedite Bid software and selected an electronic proposal, begin entering item bid prices in the Schedule of Items. To enter item prices, click the plus sign [+] to the left of the Proposal number in the left pane of the Proposal window so the tree view expands. (You are also able to change the view of the proposal by selecting the Grid View from the View menu.)

Click the Schedule of Items folder on the left side of the window. The Expedite Bid program displays the Schedule of Items in grid form on the right pane. Type the amount you want to bid and then press the Tab key or click the next empty field. The Expedite Bid software computes the Extension, the Section Total, and the Bid Total immediately. Repeat this step to bid the remaining line items. Once an item price has been entered for each item, the folder turns green.

Line	Item	Quantity	Unit	Unit Price	Extension
Section 0001					40.00
BITUMINOUS SURFACING ETC					
0010	2021501/0001	LUMP	LS	5.00000	5.00
MOBILIZATION					
0020	2031501/0004	1.000	EACH	35.00000	35.00
FIELD OFFICE TYPE D					
0030	2031503/0004	1.000	EACH		
FIELD LABORATORY TYPE DX					
0040	2051501/0001	LUMP	LS		
MAINT & RESTORATION OF HAUL ROADS					
0050	2101501/0001	1.000	ACRE		
CLEARING					
0060	2101502/0001	25.000	TREE		
CLEARING					
Bid Total:					40.00

Figure 3-4. Schedule of Items Window (Grid View)

A price must be entered for each item before the Schedule of Items folder will turn from red to green.

If desired, the Schedule of Items can be exported from the Expedite Bid software, the item prices entered in another program, and then imported back into the Expedite Bid software.



Exercise 3-3

In the following exercise, you will enter item prices in the Expedite Bid program.

1. Click the **plus** sign [+] to the left of the Proposal number in the left pane of the Proposal window
2. Click the **Schedule of Items** folder.
3. Click the **Unit Price** field for the desired item and type the desired unit price.
4. Repeat step 3 until unit prices are entered for each item.
5. Click the **Save** button.

Entering Bid Bond Information

It is the agency's decision to include the Bid Bond form as part of the proposal. If using Bid Bonds, it will display as a folder in the left side of the window. It is possible that this screen is not available.

The Bid Bond window contains information that the agency would like the bidder to read and possibly record. The agency can customize this form to collect bid bond information. Some agencies use this screen to collect information about the surety company and the surety state of incorporation as well as the bidder's bond ID and maximum bond amount allowed.

The agency can make any field it creates optional or required. If the agency has designated a field as required and it is not filled in, a <BOND RECORD IS INCOMPLETE> warning appears at the top of the screen. Once all the required fields are filled in, the warning disappears and the folder turns green.

The agency may also provide options with which a bidder can handle bid bonds:

- The agency can set a default function to handle all bid bonds as a set percentage of the bid, usually a whole number. For example, an agency might set 15 percent which the Expedite Bid software would calculate into a bond amount. The set percentage and the calculated bond amount would display below the separator at the bottom of the Bid Bond window.
- The agency might allow bidders to pay their bid bonds by certified check (or another form of payment) by selecting the designated payment option check box. If this option is active and a bidder selects it, the Expedite Bid program disables all other fields on the Bid Bond window since the information in those fields would no longer be necessary. The <BOND RECORD IS INCOMPLETE> warning at the top of the screen will also disappear.
- The agency might request the maximum bond amount set by a surety company for a bidding contractor. The Expedite Bid program will compare the maximum bond amount entered in the Max Bond Amt field with the calculated bond amount displayed at the bottom of the Bid Bond window. If the calculated bond amount exceeds the maximum bond amount, the bidder will receive a warning when the Check Bid button is clicked.

The agency may also customize the Bid Bond form to allow bidders to verify their bid bond via the Internet. To have a bidder verify a bid bond this way, the Verify and Clear buttons will be available. Only bonds secured through Insure Vision and Surety 2000 may be verified over the Internet.

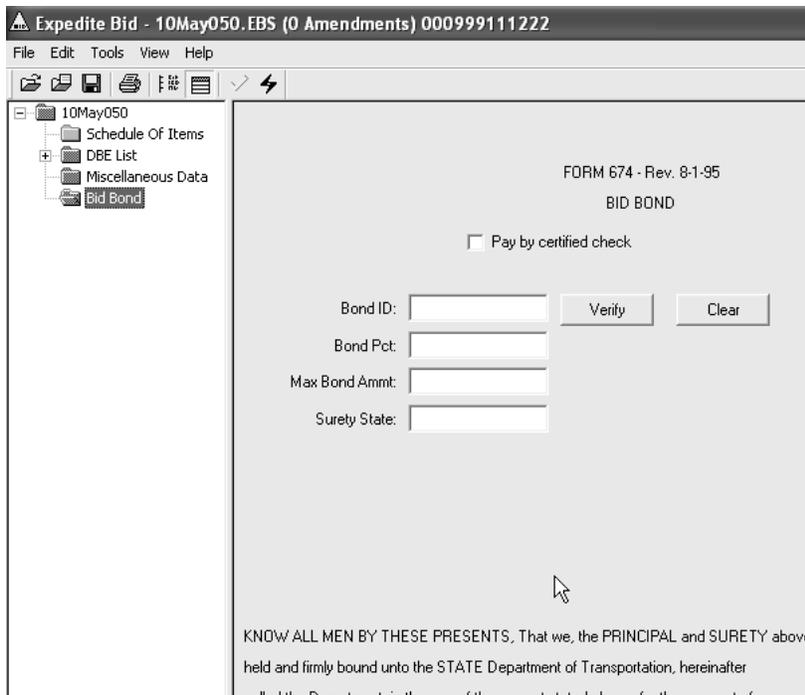


Figure 3-5. Bid Bonds Window

Refer to your agency specifications regarding how Bid Bonds will be handled.

Registration is required with Insure Vision or Surety 2000 to use Internet bid bond verification. The bidders as well as their bonding agents will need to sign up with either company to be able to verify their bid bonds via the Internet.



Exercise 3-4

In the following exercise, you will enter bid bond information in the Expedite Bid program.

1. Click the **Bid Bond** folder.
2. Select the **Pay by Certified Check** check box.
3. Click the **Save** button.

Downloading the DBE.bin File

If a DBE.BIN file is provided by the agency, it appears for a letting in the Also Available section. To download the DBE.BIN file, click the file and save it to the same location where the bid file is saved. The DBE.BIN file attaches to your bid file when the bid file is opened. From there, you can add DBEs from the drop down menus.

Entering DBE Commitments

It is the agency's decision to include tracking line item DBE commitments as part of the proposal. If using this option, a DBE folder will display in the left side of the window. It is possible that this screen is not available.

A bidder can add a DBE subcontractor to the proposal by clicking the Add DBE button. Depending on agency options, the contractor's name and address can be typed into the fields or it can be selected from a predetermined list. If a DBE list has been created by the agency, you will need to download that file and save it in the exact location of the proposal in order to be able to add any contractors from the list. To download the DBE BIN file, access the Bid Express website and select the date of the letting in the Downloads section on the Letting Page. Click the DBE BIN file link, click Save, select the location where you saved the proposal, and click Save again. In order to be able to select from the list provided by the agency you will need to reopen the proposal (if it was already open) and the DBE file will automatically attach to the proposal.

Expedite Bid - 20Mar005.EBS (0 Amendments) B13189-09-000-1

File Edit Tools View Help

20Mar005

- Schedule Of Items
- DBE List
 - <Unknown>
- Miscellaneous Data
- Bid Bond

< DBE RECORD IS INCOMPLETE >

Name: <Unknown> ID:

Addr1: Addr2:

Type Of Work: Work Code: Used As:

DBE Participation: Bid Quote:

DBE total entered: 0.00% or \$0.00

DBE Requirement: 10.00% or \$160.00

<GOAL NOT MET>

Prev DBE Next DBE

Bid Total: \$1,600.00

Figure 3-6. DBE Window

Once the DBE has been entered, items can be associated to that subcontractor (if the agency requires it) by clicking the yellow folder that appears on the left hand side of the window under the name of the DBE. The DBE Items window appears in the right side of the window. This window is divided into two sections (see Figure 3-7):

- The upper section of the window contains a scrollable list of all the items in the contract. The list is organized by section and line numbers.
- The lower section of the window contains information about the item currently selected in the list as well as editable fields for Quantity, Unit Price, Total, and Notes.

The bidders should select the items that should be associated to the subcontractor, complete the bottom part of the window for each item as needed and then save. The Quantity field can be changed at any time. The Unit Price is initially populated with the proposal item unit price. This field can also be edited. If the field value is changed, then the Total is recalculated by multiplying the new unit price by the quantity. The Extension amount field is calculated as the product of the quantity and the unit price. This field can also be edited. If the field value is changed, then the quantity is recalculated by dividing the new extension by the unit price.

If more than one DBE file needs to be created, click ADD DBE at the bottom of the page to create a new entry. If the agency does not require that the proposal state the items then enter the quote amount on the DBE entry as provided by the agency. This process should be repeated for all DBEs. Once the DBE goal has been fulfilled, the folder will turn green.

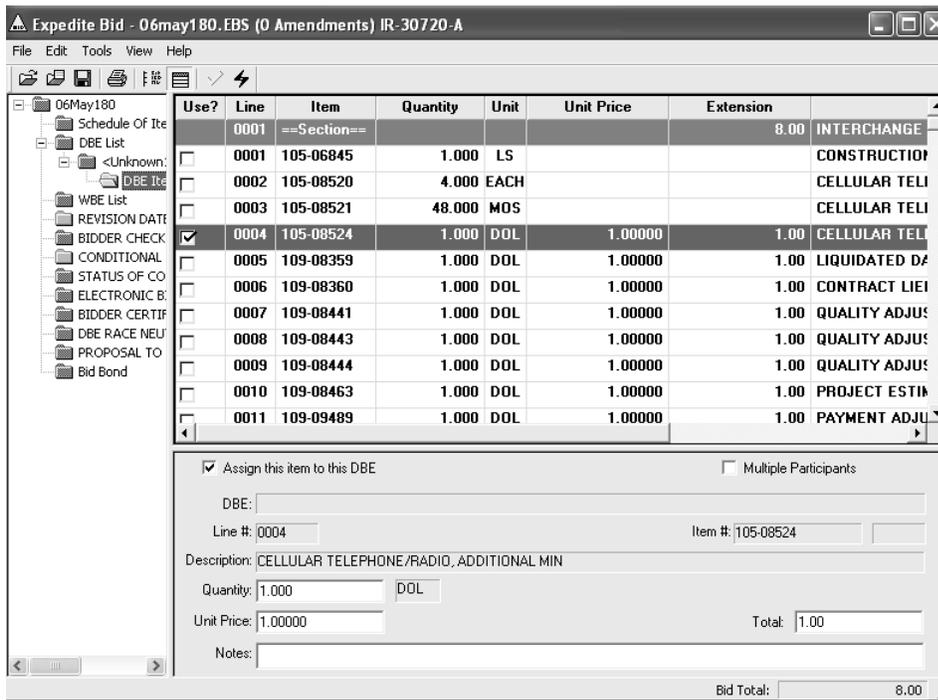


Figure 3-7. DBE Items Window

Refer to your agency specifications regarding how DBEs will be handled.



Exercise 3-5

In the following exercise, you will enter a DBE and item commitments in the Expedite Bid software.

1. Click the **DBE List** folder.
2. Click the **Add DBE** button.
3. In the **Name** drop-down list, click the expand arrow and click the desired DBE.
4. Click the **Save** button.
5. Click the DBE items list on the left hand side just under the name of the contractor.
6. Select the check box for the desired items and complete the information requested.
7. Click the **Save** button.
8. Repeat steps 2-7 until all DBEs and items are listed.

Entering Agency Data Entry Screens

It is the agency's decision to include the data entry folders as part of the proposal. If using miscellaneous folders, they will display in the left side of the window. It is possible that these screens are not available and it is possible to have multiple folders.

Any type of form for gathering miscellaneous information can be created. Some agencies use these screens to display contractual information or use it as a checklist to ensure that all elements of the bid process have been completed. To view the data entry screen, click the desired miscellaneous Data Entry folder option on the left side of the window. The selected Data Entry window appears. The Data Entry window contains information that the agency would like recorded.

The agencies have complete control over customizing the entry screens. The bidder should enter all the required fields in the Data Entry folder, moving through the form from top to bottom using the Tab key or scroll bars on the side of the window. Once all the required fields are filled in, the folders turn green.

After all the Data Entry window fields are entered, click the Save button on the Tool bar to save the bid. Then select the next Data Entry folder in the left pane and repeat the process.

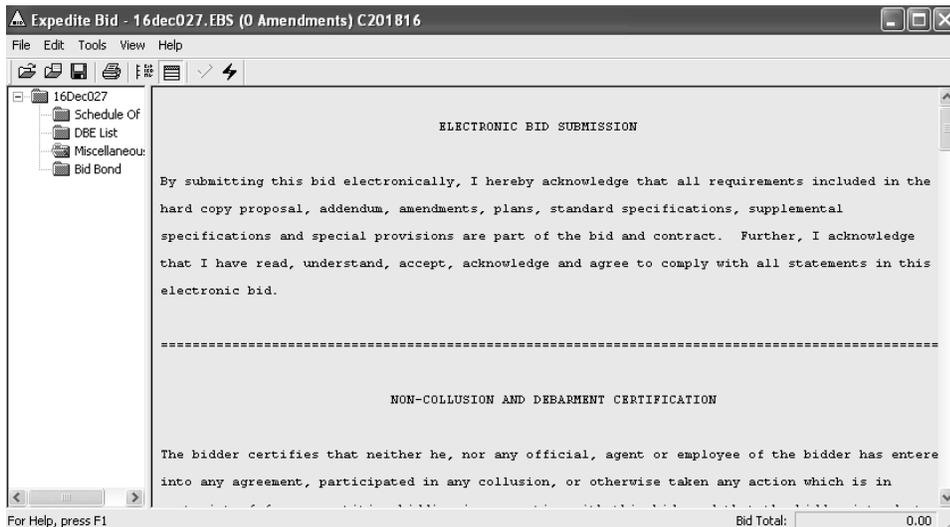


Figure 3-8. Data Entry Window

Refer to your agency for information regarding what Data Entry folders will be used.

All required information must be entered in the Data Entry folder for it to turn green.



Exercise 3-6

In the following exercise, you will enter information in a Data Entry folder in the Expedite Bid program.

1. Click the desired **Data Entry** folder.
2. Enter the required information.
3. Click the **Save** button.
4. Repeat steps 1-3 until all Data Entry folders are complete.

Verifying a Bid is Complete

Prior to submitting the bid, the bidder should verify that all sections of the bid have been completed. The Expedite Bid software automatically turns the folders from red to green when all required information has been entered. The bidder can also select to view the Bid Errors window by selecting Check Bid from the Tools menu or clicking the yellow check mark found on the right hand side of the tool bar. The Bid Errors window lists any errors that the proposal contains.



Figure 3-9. Check Bid Button

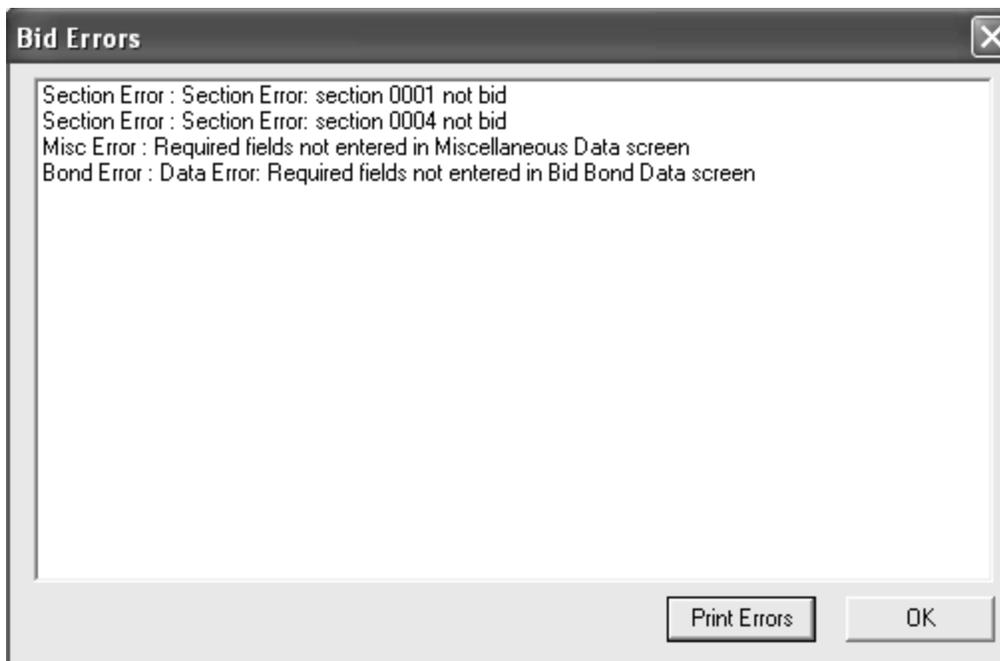


Figure 3-10. Bid Errors Window

The Expedite Bid software and the Bid Express service allow a bid to be submitted with red and yellow folders. Refer to your agency for policy information regarding incomplete bids and bids with errors.



Exercise 3-7

In the following exercise, you will verify a bid.

1. Click the **Check Bid** button.
2. View the **Bid Errors** window.
3. Click the **OK** button.

Submitting a Bid

Before a bid can be submitted via the Internet, the bidder must have a digital ID and an active Bid Express account.

Depending on the agency, you may have the option of conditionally withdrawing a bid if bidding on more than one proposal for the same letting to prevent you from acquiring more work than you are able complete. By setting a conditional withdrawal of the bid, the last bid submitted will automatically be withdrawn if you are the apparent low bidder in any of the previous bids submitted. The bid that gets withdrawn is the last one submitted regardless of the call order number. Therefore, if you submit a bid because better prices were obtained, and that is not the bid you would like withdrawn, then you will need to resubmit the proposal that you would like withdrawn after you submit the bid with better prices. The bid that is automatically withdrawn is never seen by the agency or any other third party.

After completing the necessary bid submission information, submit the bid by selecting Submit Bid from the Tools menu or the black lightning bolt located on the right hand side of the tool bar. The Bid Submission Wizard asks if you want to use automatic bid withdrawals. Select Yes or No depending on your preference, and click the Next button. The printed bid submission receipt for a submitted bid contains information describing what automatic bid withdrawal conditions exist, if any, for that proposal.



Figure 3-11. Bid Submission Wizard

Bidders can make modifications to the bid after it has been submitted to the agency at any time before the Bid Opening. To resubmit a bid, open the existing bid in the Expedite Bid program, make the necessary modifications and then resubmit the bid using the Bid

Submission Wizard. This process overwrites the bid on the Bid Express servers. Only the last bid submitted is available for the agency.

The Bidder must have a Digital ID and an active Bid Express account to submit a bid via the Internet.

The bidder must complete all the steps in the Bid Submission Wizard including printing the Bid Submission Receipt in order for the bid to be submitted.

If the Bid does not have all the posted amendments, the bid submission will be rejected.

Bidders are encouraged to submit bids as early as possible as they can be updated with new quotes and amendments up until the bid opening.



Exercise 3-8

In the following exercise, you will submit a bid.

1. Open the **Expedite Bid** software and click the **Bid Submission** button.
2. The **Bid Submission Wizard** opens. Make sure you are connected to the Internet and a printer then click the **Next** button.
3. Select the **Agency ID** in the **Agency** drop down list.
4. Enter your **digital ID** password in the **Password** field.
5. Click the **Next** button.
6. Once the password has been verified, the bid will be signed, encrypted and sent to the Bid Express server. Click the **Next** button.
7. Print the **Bid Submission Receipt** as documentation that a bid has been submitted.
8. Click the **Next** button.
9. Click the **Finish** button.

Withdrawing a Bid

Once a bid has been submitted, it may be withdrawn as long as it is prior to the Bid Opening. If a bid is withdrawn, it is never seen by the agency.

To withdraw a bid, click the Tools menu and select View Submitted Bids. A wizard opens. Follow all directions of the wizard to withdraw the desired bid.



Figure 3-12. Withdrawing a Bid

A bid can be withdrawn up until the time of Bid Opening. A withdrawn bid is never viewed by the agency.

You do not need to withdraw a bid to submit an updated bid.

Refer to your agency procedures for information regarding conditional withdrawing of bids.



Exercise 3-9

In the following exercise, you will withdraw a bid.

1. Open the **Expedite Bid** software .
2. Click the **Tools** menu and then click **View Submitted Bids**.
3. The **Bid View Wizard** opens. Make sure you are connected to the Internet and a printer, then click the **Next** button.
4. Select the **agency digital ID** from the drop down list.
5. Enter your **digital ID** password in the **Password** field.
6. Click the **Next** button.
7. Once the password has been verified you will see a list of proposals submitted by your ID for that agency. Select the proposal you wish to withdraw by clicking on it.
8. Click the **Withdraw Bid** button.
9. Click the **Yes** button on the confirmation pop-up window.
10. Click the **Print** button to obtain the receipt documenting that a bid has been withdrawn.
11. Click the **Finish** button.

Review for Section 3

To download an Expedite data file:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your user name.
3. In the **Password** field, type your password.
4. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
5. Click the **Lettings** tab.
6. Click the desired **Letting Date**.
7. Click the desired **proposal**.
8. In the **Downloads** section, click the **Expedite** file link.
9. Save the **EBS** file to the desired location.

To download an Expedite Amendment file:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
5. Click the **Lettings** tab.
6. Click the desired **Letting Date**.
7. Click the desired **proposal**.
8. In the **Downloads** section, click the **Expedite** amendment file link.
9. Save the **Amendment** file to the desired location.

To download an EBLIB file for the letting:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your user name.
3. In the **Password** field, type your password.
4. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
5. Click the **Lettings** tab.
6. Click the desired **Letting Date**.
7. In the Downloads section, click the **All EBS Files** link.
8. Save the files file to the desired location.

To download an EBLIB file for a contract:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. If necessary, click the desired agency in the **Select an Agency** drop-down list and click **Go**.
5. Click the **Lettings** tab.
6. Click the desired **Letting Date**.
7. Click the desired **Contract ID**.
8. In the **Downloads** section, click the **All of the above as one EBLib File** link.
9. Save the **EBS** file to the desired location.

To open a proposal in the Expedite Bid program:

1. Double-click the **Expedite Bid** software.
2. From the menu click **File** then click the **Open Proposal** choice.
3. Navigate to the location which the ebs file is saved.
4. Click the desired **EBS** file.
5. Click the **Open** button.

To enter item prices in the proposal in the Expedite Bid program:

1. Click the plus sign [+] to the left of the Proposal number in the left pane of the Proposal window
2. Click the **Schedule of Items** folder.
3. Click the **Unit Price** field for the desired item and type the desired unit price.
4. Repeat step 3 until unit prices are entered for each item.
5. Click the **Save** button.

To enter bid bond information in the Expedite Bid program:

1. Click the **Bid Bond** folder.
2. Enter the desired bid bond information.
3. Click the **Save** button.

To enter a DBE and item commitments in the Expedite Bid program:

1. After downloading the DBE BIN file click the **DBE folder**.
2. Click the **Add DBE** button.
3. In the **Name** drop-down list, click the expand arrow and click the desired DBE.
4. Click the **Save** button.
5. Click the yellow **item** folder created under the DBE folder.
6. Select the **check box** for the desired items and enter all information needed per item.
7. Click the **Save** button.
8. Repeat steps 2-7 until all DBEs and items are listed.

To enter information in a Data Entry folder in the Expedite Bid program:

1. Click the desired **Data Entry** folder.
2. Enter the required information.
3. Click the **Save** button.
4. Repeat steps 1-3 until all Data Entry folders are complete.

To verify a bid in the Expedite Bid program:

1. Click the **Check Bid** button.
2. View the **Bid Errors** window.
3. Click the **OK** button.

To submit a bid in the Expedite Bid program:

1. Open the **Expedite Bid** software.
2. Click the **Bid Submission** button.
3. Complete the steps in the Bid Submission Wizard. The Bid Submission Receipt is printed as documentation that a bid has been submitted.
4. Click the **Finish** button.

To withdraw a bid in the Expedite Bid program:

1. Open the **Expedite Bid** software.
2. Click the **Tools** menu and then click the **View Submitted Bids** choice.
3. The Bid View Wizard opens.
4. Select the **agency** from the drop down list.
5. Enter your **digital ID** password.
6. Click the **Next** button.
7. Once the password has been verified you will see a list of proposals submitted by your ID for that agency. Select the proposal you wish to withdraw by clicking on it.
9. Click the **Withdraw Bid** button.
10. Click the **Yes** button on the confirmation pop-up window.
11. Click the **Print** button to obtain the receipt documenting that a bid has been withdrawn.
12. Click the **Finish** button.

4. Understanding Additional Bid Express Services

By the end of this section, you will be able to:

- Analyze Bids With the Bid Tab Analysis Service
- Download Plans From the Online Plan Sheets Service
- Navigate the Bid Express Message Center
- Use the Small Business Network

Analyzing Bids With the Bid Tab Analysis Service

The Bid Tab Analysis service allows you to view past bid prices and low, average, and high prices for items in a variety of formats including by proposal, items, and bidder. With this service, you can perform many different analyses quickly and easily and access bid tab data from most Bid Express agencies.

To use the Bid Tab Analysis feature, enter search criteria for an item, description, proposal items, county, units, or number of low bidders. You can provide a specific date range, quantity range, or price range. The Bid Express website displays additional information about the specifics you have requested.

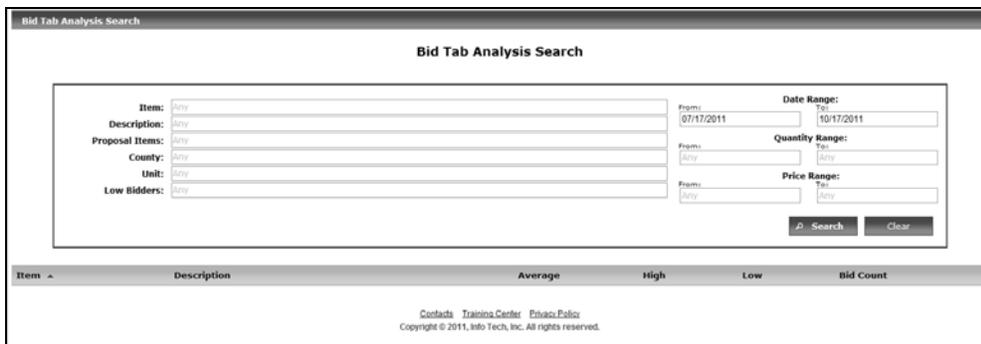


Figure 4-1. Bid Tab Analysis Tab

Once the search has been completed, the Bid Express website displays the results in a table. Most of the table column headings include a definition or description of the column when the mouse is placed over the title of the column. Each line in the table can be expanded to see more information about the item and the item bid information. To see this additional information, click the plus sign (+) for the item number in the Item Number column. The columns displayed on the Bid Tab Analysis tab are as follows:

Field Name	Description
Item	The identifying number of the item.
Description	The description of the item.
Average Bid	The average of all the bids for that item per unit quantity.
High Bid	The highest unit price of the item based on the total number of bids.
Low Bid	The lowest unit price of the item based on the total number of bids.
Bid Count	The number of proposals in which this item appears.

Table 4-1. Bid Tab Analysis Tab Column Definitions

Bid Tab Analysis Search

Bid Tab Analysis Search

Item:

Description:

Proposal Items:

County:

Unit:

Low Bidders:

Date Range: From: To:

Quantity Range: From: To:

Price Range: From: To:

Item	Description	Average	High	Low	Bid Count																
+ 167-1000	WATER QUALITY MONITORING AND SAMPLING	\$393.28	\$1,500.00	\$50.00	98 Bids																
+ 167-1500	WATER QUALITY INSPECTIONS	\$564.94	\$2,200.00	\$50.00	94 Bids																
- 445-0500	WATERPROOFING PJMT JOINTS AND CRACKS - 18 INCH WIDTH	\$2.04	\$2.58	\$1.51	2 Bids																
	<table border="1"> <thead> <tr> <th>Letting Date</th> <th>Proposal</th> <th>County</th> <th>Proposal Average</th> <th>Proposal High</th> <th>Proposal Low</th> <th>Quantity</th> <th>Proposal Bid Count</th> </tr> </thead> <tbody> <tr> <td>11/19/2010</td> <td>B13888-10-500-0</td> <td>COBB, FULTON</td> <td>\$2.04</td> <td>\$2.58</td> <td>\$1.51</td> <td>42,240.00000 LF</td> <td>2 Bids</td> </tr> </tbody> </table>	Letting Date	Proposal	County	Proposal Average	Proposal High	Proposal Low	Quantity	Proposal Bid Count	11/19/2010	B13888-10-500-0	COBB, FULTON	\$2.04	\$2.58	\$1.51	42,240.00000 LF	2 Bids				
Letting Date	Proposal	County	Proposal Average	Proposal High	Proposal Low	Quantity	Proposal Bid Count														
11/19/2010	B13888-10-500-0	COBB, FULTON	\$2.04	\$2.58	\$1.51	42,240.00000 LF	2 Bids														
+ 610-2365	REMOVE WATER MAIN, 6 IN	\$8.09	\$20.00	\$2.00	18 Bids																
+ 611-8140	ADJUST WATER VALVE BOX TO GRADE	\$388.39	\$619.50	\$100.00	7 Bids																
+ 670-1060	WATER MAIN, 6 IN	\$28.12	\$42.89	\$13.09	21 Bids																

Figure 4-2. Bid Tab Analysis Search Results

If the information is expanded and a letting date or proposal number is selected, the Bid Express website displays the letting or proposal information.

Select the bid count to see the item bid history for the selected item

Bid Tab Analysis Search > Item Bid History

Item Bid History for 610-2365

REMOVE WATER MAIN, 6 IN

Bidder	Unit	Quantity	Unit Price	Total
B13917-10-000-0				
BALDWIN PAVING CO., INC.	LF	40.00000	\$12.60000	\$504.00
G.P.S ENTERPRISES, INC.	LF	40.00000	\$20.00000	\$800.00
C. W. MATTHEWS CONTRACTING CO., INC.	LF	40.00000	\$20.00000	\$800.00
PITTMAN CONSTRUCTION COMPANY	LF	40.00000	\$20.00000	\$800.00
E. R. SNELL CONTRACTOR, INC.	LF	40.00000	\$20.00000	\$800.00

Search Parameters

Description: water

Start Date: 10/01/2010

End Date: 10/18/2011

Bidders All | None

BALDWIN PAVING CO., INC.

C. W. MATTHEWS CONTRACTING CO., INC.

E. R. SNELL CONTRACTOR, INC.

G.P.S ENTERPRISES, INC.

GARYS GRADING AND PIPELINE CO., INC.

PITTMAN CONSTRUCTION COMPANY

R. J. HAYNE & ASSOCIATES, INC.

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Figure 4-3. Bid Tab Analysis Contract Specific Results

The Bid Tab Analysis tab is an optional feature of the Bid Express service. Contact your agency to determine if it is participating in Bid Tab Analysis.



Exercise 4-1

In the following exercise, you will use the Bid Tab Analysis tab to find an item's bid history.

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Bid Tab Analysis** tab.
7. In the available search fields, type the desired search criteria.
8. Select the criteria for the date range, quantity range, and price range.
9. Click the **Search** button.
10. Click the + sign for the desired item.
11. Click the bid count for the desired proposal.

Downloading Plans From the Online Plan Sheets Service

The Online Plan Sheets service provides access to a contract's plan sheets, which can be accessed from any computer. They can be viewed online, printed in the office, or ordered and shipped to a desired address. The Online Plan Sheets service offers the following services:

- Download all sheets in a set or select specific plan sheets
- View plan sheets for a job in different locations
- Pay one flat fee for viewing all plan sheets and printing them in your office
- Access plan sheets from all participating Bid Express agencies for one flat fee
- Order custom sets of printed plans in any size and have them delivered the office (via the Bid Express printing partners)

The Online Plan Sheets service is accessible from the proposal page. First, select the desired letting date on the Lettings tab. Select the desired proposal. In the Also Available section, click Plan Sheets to access the Online Plan Sheets service for that proposal.

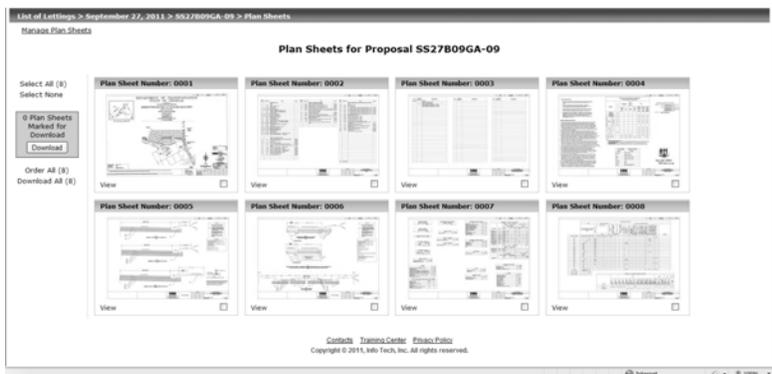


Figure 4-4. Plan Sheets

Open or save the plan sheets as in Adobe® Acrobat® PDF format. The Acrobat Reader must be downloaded in order to view plan sheets.

The plan sheets feature allows you to create a custom plan set by selecting one or more plan sheets and then clicking the Download button listed on the left hand side of the page. A customized plan set file (PDF document) is created based on the individual sheets you selected. The resulting plan set also contains interactive bookmarks that provide additional information about the current letting and proposal.

The plan sheets can be rather large in size and may take time to download. High speed Internet connections often yield the best results.

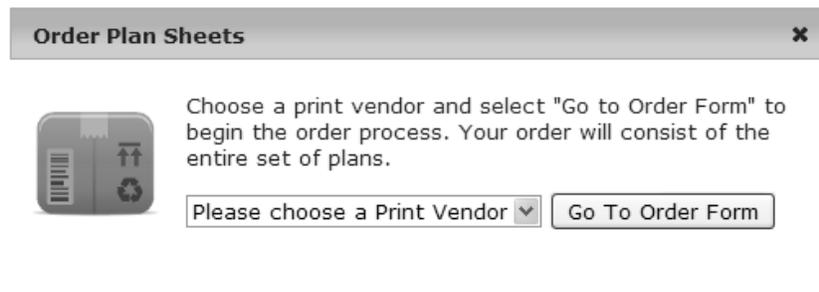


Figure 4-5. Online Plan Room

The Online Plan Sheets service is an optional feature of the Bid Express service. Check the list of agencies that currently use this feature before you add it. This list is found in the Questions/Help section of the website.

The Online Plan Sheets service allows users to view, save, and/or print all plans for a contract or specific plan sheets.



Exercise 4-2

In the following exercise, you will view a plan sheet in the Online Plan Sheets service.

1. Go to <http://www.bidx.com>.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired Letting Date link.
8. Click the desired proposal.
9. Click **Plan Sheets** in the Also Available section.
10. Select the check boxes for the plan sheets you wish to download to create your own plan set.

11. Click **Download** on left side of the page.
12. View, save, or print the plan set.

Navigating the Bid Express Message Center

You can sign up to receive messages sent from one or more agencies or sent by the Bid Express service when the agency performs a specific action, such as adding a new letting or withdrawing a proposal. When the agency sends out the type of message to which you have subscribed, your Messages icon will display a star. You can also sign up to receive emails notifications. Agency administrators can see who is subscribed to receive messages for their agency.

If you are using an agency-sponsored Bid Express Small Business Network account, you are automatically subscribed to receive message sent by the agency to its sponsored contractors.

To get to My Message Center, click the Messages icon in the upper right corner. From there, you can add, clear, or view your notification subscriptions and file and sort your messages.

Messages are sent to your inbox. From there, you can move them to different mailboxes.

To sign up for all message types, click All under the Message column heading. To sign up for all emails, click All under the Email heading.

When you subscribe to any type of notification, you are automatically signed up for the agency message as well. You must be signed up for agency messages in order to receive other notifications.

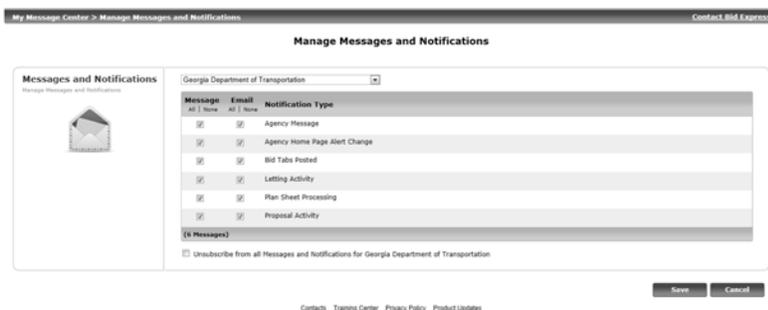


Figure 4-6. Manage Messages and Notifications

All	Home	From	Type	Subject	Date
<input checked="" type="checkbox"/>		The Bid Express service team on behalf of GADOT	Letting Available for Viewing	GADOT Letting 10/31/2012 Is Now Available	09/20/2012 09:39:25 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Letting Available for Viewing	GADOT Letting 07/27/2014 Is Now Available	09/14/2012 09:49:26 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	New Letting Added	GADOT Has Posted Letting 09/02/2012	08/30/2012 10:18:07 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Amendment Posting	GADOT Amendment Posting for Proposal B14234-12-000-0	08/28/2012 11:15:02 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Amendment Posting	GADOT Amendment Posting for Proposal 1210318K1001	08/28/2012 10:22:02 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Proposal Deleted	GADOT Deleted a Proposal from the Letting of 10/31/2012	08/28/2012 10:21:15 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Withdrawal Proposal	GADOT Withdrawal Notice for Proposal 1210318K1001	08/28/2012 10:21:02 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Amendment Posting	GADOT Amendment Posting for Proposal 1210318K1001	08/28/2012 10:20:39 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	Amendment Posting	GADOT Amendment Posting for Proposal 1210318K1001	08/28/2012 10:20:27 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	New Proposal Added	GADOT New Proposal Posted for the Letting of 10/31/2012 Proposal 1210318K1001	08/28/2012 10:19:07 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	New Proposal Added	GADOT New Proposal Posted for the Letting of 08/28/2012 Proposal 120828C001	08/28/2012 09:40:59 AM
<input type="checkbox"/>		The Bid Express service team on behalf of GADOT	New Proposal Added	GADOT New Proposal Posted for the Letting of 10/31/2012 Proposal 1210318K1001	08/28/2012 09:40:58 AM

Figure 4-7. Message Center Inbox



Exercise 4-3

In the following exercise, you will subscribe to notifications:

1. Click the Messages icon in the upper right corner.
2. Click Manage Messages and Notifications.
3. Select the agency from which you'd like to receive notifications from the drop down list.
4. Select the check box for each notification you wish to receive. If you select Email, the Message check box is also selected.
5. When all notification types have been selected, click **SAVE**.
6. Click **My Message Center** in the navigation trail.



Exercise 4-4

In the following exercise, you will unsubscribe to notifications:

1. Click the Messages icon in the upper right corner. The Bid Express service takes you to the My Message Center inbox.
2. Click Manage Messages and Notifications.
3. From the drop down list, select the agency from which you'd like to unsubscribe your notifications.
4. Clear the check box for the notifications you no longer wish to receive.

5. When you are finished, click **SAVE**.
6. Click **My Message Center** in the navigation trail.

Deleting Messages

You can delete the messages from your Message Center. An email that has been deleted cannot be recovered.



Exercise 4-5

In the following exercise, you will delete a message:

1. Click the Messages icon if your inbox is not yet open. Select the appropriate mailbox from the list.
2. Select the check box for the messages you wish to delete.
3. Click **DELETE**.
4. Click **OK**.

Using the Bid Express Small Business Network

The Bid Express Small Business Network™ (SBN) facilitates the interaction between prime bidders and subcontractors. It allows them to exchange sub-quotes and communicate about projects. The network is especially helpful in bringing prime bidders and disadvantaged business enterprise (DBE) contractors together to meet specific agency goals.

The prime bidder can request a sub-quote from the proposal details page on the Bid Express website by selecting the Create Sub-quote Request link. This provides a step-by-step process for requesting a sub-quote.

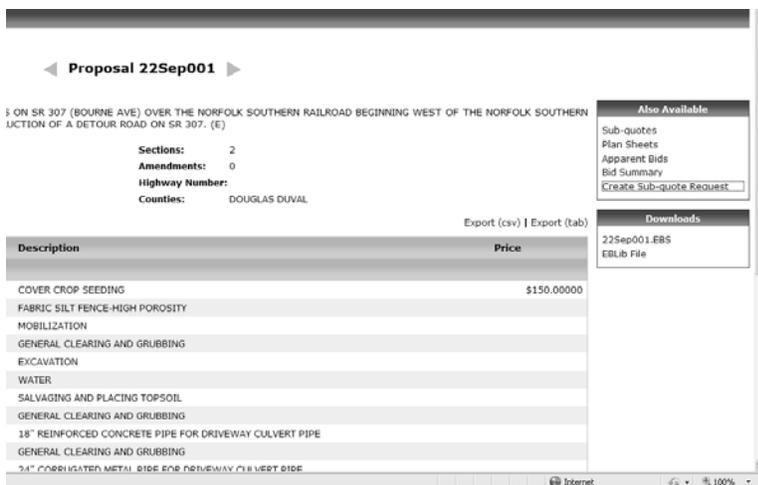


Figure 4-8. Request a Sub-quote Link

When a subcontractor responds to a sub-quote request, the number of reads and replies to the sub-quote are updated on the Prime Contractor View page.

Subcontractors can view requests put out by prime contractors or create their own unsolicited sub-quotes for items.

For more information about the Bid Express Small Business Network, please see Section 5.

Review for Section 4

To view the Bid Tab Analysis tab:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Bid Tab Analysis** tab.
7. Enter your search criteria in the item, description, proposal items, county, unit, or low bidder search fields.
8. Select the desired **date range**, **quantity range**, and **price range**.
9. Click the **Search** button.
10. Click the + sign beneath the desired Item No.
11. Click the desired **Proposal Bid Count**.

To view a plan sheet:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.
8. Click the desired **proposal**.
9. Click the **Plan Sheets** link.
10. View, save, or print the plan sheet.

To create a custom plan set to download:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.
8. Click the desired **proposal**.
9. Click **Plan Sheets**.
10. Select the check box for the desired plan sheets or click the **Select All** button.
11. Click the **Download Plan Sheets** button.
12. View, save, or print the plan set.

To order an entire plan set from a print vendor:

1. Go to **http://www.bidx.com**.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the **Lettings** tab.
7. Click the desired **Letting Date** link.
8. Click the desired **proposal**.
9. Click the **Plan Sheets** link.
10. Click **Order All**.
11. Select a print vendor and click **Go To Order Form**.
12. Fill in the requested information and click **Send Order**.

To subscribe to notifications:

1. Go to <http://www.bidx.com>.
2. In the **Email** field, type your email address.
3. In the **Password** field, type your password.
4. Click the **Log In** button.
5. If necessary, select your agency from the **Select an Agency** drop-down list, and click **Go**.
6. Click the Messages icon in the upper right corner.
7. Click Manage Messages and Notifications.
8. Select the agency from which you'd like to receive notifications from the drop down list.
9. Select the check box for each notification you wish to receive. If you select Email, the Message check box is also selected.
10. When all notification types have been selected, click SAVE.
11. Click My Message Center in the navigation trail.

5. Using the Bid Express Small Business Network

By the end of this section, you will be able to:

- Use the Bid Express Small Business Network as a Prime Contractor
- Use the Bid Express Small Business Network as a Subcontractor

Bid Express Small Business Network Introduction

The Bid Express Small Business Network™ (SBN) service is designed to enhance the communication process between small businesses - most notably DBEs - and the prime contracting community.

Contractors post requests for sub-quotes for items in a selected letting. Subcontractors then see the request and create a response. After the subcontractor posts the response, the contractor can view it. Subcontractors can also create unsolicited sub-quotes for items that were not requested by the contractor.

The Bid Express SBN service allows subcontractors to search for sub-quote requests through the use of items, bid tab analysis, or specific sub-quotes. Subcontractors can create sub-quotes based on the proposal documents and mail or fax their sub-quotes to the plan holders and eligible bidders.



Figure 5-1. Bid Express Small Business Network Prime Contractor Home Page

Bid Express SBN for Prime Contractors

Log in to the Bid Express service and click the SMALL BUSINESS NETWORK tab. The Bid Express Small Business Network service displays the Prime Contractor View.

- 📄 **Note:** If the heading reads **SBN - Subcontractor View**, click [SBN for Prime Contractors](#) in the upper right corner.



Figure 5-2. Bid Express SBN Prime Contractor View

Create a Sub-quote Request

You can create sub-quote requests on the SMALL BUSINESS NETWORK tab. Once you create your request, the Bid Express service sends an email to all subcontractors with pre-paid account who selected the work types used in the request.

Figure 5-3. Create SBN Sub-quote Request Page



Exercise 5-1

In the following exercise, you will create a sub-quote request using the Bid Express Small Business Network.

1. Access the **SBN** tab.
2. Make sure you are a prime contractor and click **Create New**.

 **Note:** You can also get to the Create SBN Sub-quote Request page by selecting the letting and proposal for the sub-quote request on the Lettings tab.

3. Update the header information fields with your company information if necessary.
4. Enter a date for which the sub-quote request expires in the Expiration field.
5. Enter any comments for the sub-quote request in the Comments field.
6. If a DBE is preferred, keep the DBE Preferred check box selected.
7. If the sub-quote request contains any other additional costs, select the check boxes for those costs.
8. Click **Save and Continue**.
9. Select the letting.
10. Select the proposal.
11. Click **Add Work Types**.
12. Select the check boxes for the work types that are part of your sub-quote request.
13. Click **Update**.
14. Click **Add Items** for your first work type.
15. Select the check boxes for the items you wish to include in your sub-quote request.
16. Click **Add Selected**.
17. Repeat the process until all your work types have items.
18. Click **Save and Continue**.
19. Enter any of the terms or conditions for the sub-quote request and click **Save and Continue**.
20. Click **Upload/Manage Attachments** to add any attachments to your request.
21. If you want to add any attachments, click **Browse**. Navigate to and select the file in the Select Files window. Click **Open**.
22. Click **Upload**. When the attachments are uploaded, click **Done**.
23. Click **Save and Continue**.

24. Review your request. If you need to make changes, click **Back** at the bottom of the page until you reach the page that needs updating.
25. Click **Publish** to publish the request and make it available to the subcontractor community.

Print

You can print a copy of your sub-quote request that includes your company name and contact information and all applicable letting and agency information. Click **Print**. Make sure your printer is the one selected and click **Print** again.

-  **Note:** If the header or footer information from your browser prints on your sub-quote request, turn off this feature by selecting **Page Setup** from the **File** menu in your browser.

CSV

CSV files can be saved and opened with a spreadsheet program such as Microsoft Excel. Click **Get CSV** to create a CSV file of your request. Click **Save** or **Open**. If you choose to save the file, enter a file name and click **Save**.

Outreach Report

An Outreach report helps you keep records of your effort to solicit DBE participation on your bids. This report is provided as a courtesy from the Bid Express service and is not an official record. Click **View Outreach report** to open a sample record. Use the **Print** function of your browser to print the report. Click the **X** in the upper right corner of the report when it is done printing to close the report.

Edit and Withdraw

If you need to make changes to your request before it is published, click **Edit**. The Bid Express SBN service brings you to the Create Request page and you can go through the steps again to fix any errors.

If you have to make changes to a published request, it must first be withdrawn. Click **withdraw**. When a request is withdrawn, the request information remains but is only visible to you. To make your request visible to subcontractors again, click **publish**.

Hide

You can display only certain sub-quote requests on your View page by hiding ones you do not wish to see. Click **Hide** for the request on the Prime Contractor View page. The Bid Express service hides the unwanted request. You cannot hide published request or requests that have not yet been published. If you wish to hide a published sub-quote

request, you must first withdraw it. You can also hide requests that are past the expiration date.

View or Respond to Subcontractor Request Replies

As a prime contractor using the Bid Express Small Business Network, you can view and respond to subcontractor replies. Subcontractors may respond more than once to a request, so while you can view all of them, you can only respond to the latest one.



Exercise 5-2

In the following exercise, you will view and respond to sub-quote replies:

1. Access the Prime Contractor View on the Small Business Network tab if you are not already there.
2. Click the Reads and Replies link for the sub-quote request you wish to view.
3. Click View Reply for the response you'd like to see.
4. Click Respond to create a response to the sub-quote reply.
5. If a response is already created, click View Response to see your response.

Unsolicited Sub-quotes

Subcontractors may create a sub-quote for items you have not requested. When they select you as a contractor for these quotes, the Bid Express service sends you an email notifying you that you have a message from the Bid Express Small Business Network and the quote displays in the Unsolicited Sub-quotes section of the SBN prime contractor view.



Exercise 5-3

In the following exercise, you will respond to an unsolicited sub-quote:

1. Access the **Prime Contractor View** on the Small Business Network tab if you are not already there.
2. Select **Respond** for the unsolicited sub-quote.
3. Enter your response in the **Body** field.

4. When you are finished, click **Send**. You cannot change the response once it has been sent.

The Bid Express Small Business Network sends the message to the subcontractor and includes the message in your Sent mailbox in the message center, then returns you to the Prime Contractor View. In addition, the Respond link changes to View Response.

Bid Express SBN for Subcontractors

As a subcontractor using the Bid Express Small Business Network, you can respond to sub-quote requests. You can also create an unsolicited sub-quote and send it to prime contractors.

To access the Bid Express SBN for subcontractors, click the SBN tab. If the heading says Prime Contractor View, click the SBN for Subcontractors link in the upper right corner.

Sponsored accounts provided by the DOT allow you to select work types from the agency and will be notified when a sub-quote request is submitted that contains that work type.

View Published Sub-quote Requests

You can view sub-quote requests in the Bid Express Small Business Network after a prime contractor publishes them.

Click View Sub-quote Request in the Sub-quote Request column for the request you wish to view. The Bid Express service displays a read-only view of the request. You can click the Letting ID, Letting Date, or Proposal to go to the details page. The request also shows the date it was created and last updated, as well as withdrawn or published.

If you have not yet responded to this request, click reply to go to the Reply to Request page. Click edit reply if you have a reply draft.

When you are done viewing the sub-quote request, click cancel or SBN Landing Page in the navigation trail to return to the SBN Subcontractor View, or click reply to go to the Create Sub-quote Request page.

Create or Edit a Sub-quote Request Reply

You can reply to contractor's sub-quote requests in the Bid Express Small Business Network. In the Subcontractor View of the SBN tab, click Reply for the request. The Bid Express service goes to the Reply to SBN Sub-quote Request page.

You have the option of downloading a CSV file of the request to enter the response in a spreadsheet program, or you can enter it in the Bid Express Small Business network. Once you click Notify at the end, you cannot change or withdraw your response. Click

Cancel to return to the list of sub-quote requests without notifying the contractor. You can also make edits to your draft at a later time if you do not notify the contractor.

You can modify your request as often as you like until the request has expired. The contractor will be able to see every request, but can only respond to the final one.



Exercise 5-4

In the following exercise, you will reply to a sub-quote request using the Bid Express SBN service:

1. Go to the Bid Express Small Business Network and select **Reply** for the request to which you are responding.
2. Verify the header information in the fields.
3. Click in the Expiration field to open a calendar. Navigate to and select the date for how long this request is valid.
4. Select any additional costs to be included in the quote.
5. Click **Save and Continue**.
6. Select the check boxes of the items to add to your response.
7. Add your price for each item. If necessary, change the quantities and add any comments.
8. Click **Save and Continue**.
9. Enter any terms or conditions regarding the sub-quote in the available space.
10. Click **Save and Continue**.
11. Click **Upload/Manage** attachments to add any attachments to your quote. Click **Browse**. Navigate to and select the file in the Select Files window. Click **Open**.
12. When you are finished adding attachments, click **Upload**.
13. Click **Save and Continue**.
14. Review your quote. If you need to make changes, click **Back** at the bottom of the page until you reach the page that needs updating.
15. Click **Notify** to send your response to the contractor.

CSV File

You can download a CSV file of the request information, enter your values in a spreadsheet program, and then upload your file back to the Bid Express Small Business Network.



Exercise 5-5

In the following exercise, you will download the CSV file:

1. Go to the Bid Express Small Business Network and select the request to which you are responding.
2. Click **Download Request CSV**.
3. Open or save the file.
4. Enter your values for the requested items. Include any comments if necessary.
5. Delete any work types or items to which you are not responding.
6. Save the file.



Exercise 5-6

In the following exercise, you will upload the completed CSV file:

1. Go to the Bid Express Small Business Network and select the request to which you are responding.
2. Click **Browse** next to the Upload CSV field.
3. Navigate to and select the CSV file containing your response.
4. Click **Open**.
5. Click Save and Continue.

To finish your sub-quote response, continue following the instructions at Step 9 in the Reply to Sub-quote Request section.

Edit your Sub-quote Request Response

You can edit your sub-quote request response provided you did not send the contractor notification.

Go to the Bid Express Small Business Network and select Edit Draft for the request to which you are responding. The Bid Express services goes to the Reply to SBN Sub-quote Request page.

Use the Save and Continue button to access the pages that need changing.

Change the reply by highlighting the incorrect information and entering in the new values.

When you are finished, click Notify to send your response to the contractor. Once you click notify, you cannot change or withdraw your response. Click Cancel to return to the list of sub-quote requests without notifying the contractor.

Create or Edit Unsolicited Sub-quote Requests

As a subcontractor, you can create sub-quotes for items in any proposal and send it to selected contractors. You can edit a request provided you have not yet sent it to a contractor.

Once your quote has been completed, you can save it or send it to vendors. If you send it to vendors, the Bid Express service notifies the selected contractors they have an unsolicited sub-quote.



Exercise 5-7

In the following exercise, you will create an unsolicited sub-quote:

1. On the Small Business Network tab in the subcontractor view, click **Create New** next to the Unsolicited Sub-quote Table heading.
2. Verify the header information in the fields.
3. Click in the Expiration field to open a calendar. Navigate to and select the date for how long this request is valid.
4. Select any additional costs to be included in the quote.
5. Enter any comments in the Comments field.
6. Click **Save and Continue**.
7. Click **Select this letting**.
8. Select the proposal for which you are creating the sub-quote.

9. Click **Add Work Types**.
10. Select the check box for the work types used in the sub-quote.
11. Once all the work types are selected, click **Add Selected**.
12. Add items to your work type by selecting **Add Items**.
13. Select the check boxes of the items to add to the work type.
14. Once all the items are selected, click **Add Selected**.
15. Add the price to your quote for each item. You can also change the quantities and add any comments.
16. Repeat the steps for adding items for your remaining work types.
17. Click **Save and Continue**.
18. Enter any terms or conditions regarding the sub-quote in the available space.
19. Click **Save and Continue**.
20. Click **Upload/Manage attachments** to add any attachments to your quote.
21. If you want to add any attachments, click **Browse**.
Navigate to and select the file in the Select Files window.
Click **Open**.
22. Add more files by clicking browse and selecting the file.
When you are finished, click **Upload**. When the attachments are uploaded, click **Done**.
23. Click **Save and Continue**.
24. Review your quote. If you need to make changes, click **Back** at the bottom of the page until you reach the page that needs updating.



Exercise 5-8

In the following exercise, you will send your unsolicited sub-quote to the vendors.

1. Select your quote in the Unsolicited Sub-quote column.
Click **Choose Vendors**.
2. Click **Add Vendors**.
3. Select the check boxes of the vendors to which you want to send the sub-quote.
4. When you are finished, click **Add Selected**.
5. Click **Notify** to send your quote to the selected vendors.

Editing the Unsolicited Sub-quote

If you have not yet notified the contractor about your sub-quote, you can make changes to it. If you do not see the Edit link for your sub-quote, it cannot be modified.



Exercise 5-9

In the following exercise, you will edit an unsolicited sub-quote that has not yet been sent to vendors:

1. In the subcontractor view of the **SBN** tab, click **Edit** for the unsolicited sub-quote you wish to change.
2. Correct any incorrect information by going through the sub-quote using the **Save and Continue** button until you reach the end.
3. There you can choose your contractors or click **Cancel** to return to the subcontractor view.

Review for Section 5

To create a sub-quote request using the Bid Express Small Business Network.

1. Access the **SBN** tab.
2. Make sure you are a prime contractor and click **Create New**.
3. Update the header information fields with your company information if necessary.
4. Enter a date for which the sub-quote request expires in the Expiration field.
5. Enter any comments for the sub-quote request in the Comments field.
6. If a DBE is preferred, keep the DBE Preferred check box selected.
7. If the sub-quote request contains any other additional costs, select the check boxes for those costs.
8. Click **Save and Continue**.
9. Select the letting.
10. Select the proposal.
11. Click **Add Work Types**.
12. Select the check boxes for the work types that are part of your sub-quote request.
13. Click **Update**.
14. Click **Add Items** for your first work type.
15. Select the check boxes for the items you wish to include in your sub-quote request.
16. Click **Add Selected**.
17. Repeat the process until all your work types have items.
18. Click **Save and Continue**.
19. Enter any of the terms or conditions for the sub-quote request and click **Save and Continue**.
20. Click **Upload/Manage Attachments** to add any attachments to your request.
21. If you want to add any attachments, click **Browse**. Navigate to and select the file in the Select Files window. Click **Open**.
22. Click **Upload**. When the attachments are uploaded, click **Done**.
23. Click **Save and Continue**.
24. Review your request. If you need to make changes, click **Back** at the bottom of the page until you reach the page that needs updating.
25. Click **Publish** to publish the request and make it available to the subcontractor community.

To view and respond to sub-quote replies:

1. Access the Prime Contractor View on the Small Business Network tab if you are not already there.
2. Click the **Reads and Replies** link.
3. Click **View Reply** for the response you'd like to see.
4. Click **Respond** to create a response to the sub-quote reply.
5. If a response is already created, click **View Response** to see your response.
6. In the following exercise, you will respond to an unsolicited sub-quote:
7. Access the **Prime Contractor View** on the Small Business Network tab if you are not already there.
8. Select **Respond** for the unsolicited sub-quote.
9. Enter your response in the **Body** field.
10. When you are finished, click **Send**. You cannot change the response once it has been sent.

To reply to a sub-quote request using the Bid Express SBN service:

1. Go to the Bid Express Small Business Network and select **Reply** for the request to which you are responding.
2. Verify the header information in the fields.
3. Click in the Expiration field to open a calendar. Navigate to and select the date for how long this request is valid.
4. Select any additional costs to be included in the quote.
5. Click **Save and Continue**.
6. Select the check boxes of the items to add to your response.
7. Add your price for each item. If necessary, change the quantities and add any comments.
8. Click **Save and Continue**.
9. Enter any terms or conditions regarding the sub-quote in the available space.
10. Click **Save and Continue**.
11. Click **Upload/Manage attachments** to add any attachments to your quote. Click **Browse**. Navigate to and select the file in the Select Files window. Click **Open**.

12. When you are finished adding attachments, click **Upload**.
13. Click **Save and Continue**.
14. Review your quote. If you need to make changes, click **Back** at the bottom of the page until you reach the page that needs updating.
15. Click **Notify** to send your response to the contractor.

To download the CSV file:

1. Go to the Bid Express Small Business Network and select the request to which you are responding.
2. Click **Download Request CSV**.
3. Open or save the file.
4. Enter your values for the requested items. Include any comments if necessary.
5. Delete any work types or items to which you are not responding.
6. Save the file.

To upload the completed CSV file:

1. Go to the Bid Express Small Business Network and select the request to which you are responding.
2. Click **Browse** next to the Upload CSV field.
3. Navigate to and select the CSV file containing your response.
4. Click **Open**.
5. Click **Save and Continue**.

To create an unsolicited sub-quote:

1. On the Small Business Network tab in the subcontractor view, click **Create New** next to the Unsolicited Sub-quote Table heading.
2. Verify the header information in the fields.
3. Click in the Expiration field to open a calendar. Navigate to and select the date for how long this request is valid.
4. Select any additional costs to be included in the quote.
5. Enter any comments in the Comments field.
6. Click **Save and Continue**.
7. Click **Select this letting**.
8. Select the proposal for which you are creating the sub-quote.
9. Click **Add Work Types**.

10. Select the check box for the work types used in the sub-quote.
11. Once all the work types are selected, click **Add Selected**.
12. Add items to your work type by selecting **Add Items**.
13. Select the check boxes of the items to add to the work type.
14. Once all the items are selected, click **Add Selected**.
15. Add the price to your quote for each item. You can also change the quantities and add any comments.
16. Repeat the steps for adding items for your remaining work types.
17. Click **Save and Continue**.
18. Enter any terms or conditions regarding the sub-quote in the available space.
19. Click **Save and Continue**.
20. Click **Upload/Manage attachments** to add any attachments to your quote.
21. If you want to add any attachments, click **Browse**. Navigate to and select the file in the Select Files window. Click **Open**.
22. Add more files by clicking **browse** and selecting the file. When you are finished, click **Upload**. When the attachments are uploaded, click **Done**.
23. Click **Save and Continue**.
24. Review your quote. If you need to make changes, click **Back** at the bottom of the page until you reach the page that needs updating.

To send your unsolicited sub-quote to the vendors.

1. Select your quote in the Unsolicited Sub-quote column. Click **Choose Vendors**.
2. Click **Add Vendors**.
3. Select the check boxes of the vendors to which you want to send the sub-quote.
4. When you are finished, click **Add Selected**.
5. Click **Notify** to send your quote to the selected vendors.
6. In the following exercise, you will edit an unsolicited sub-quote that has not yet been sent to vendors:
7. In the subcontractor view of the SBN tab, click **Edit** for the unsolicited sub-quote you wish to change.
8. Correct any incorrect information by going through the sub-quote using the **Save and Continue** button until you reach the end.
9. There you can choose your contractors or click **Cancel** to return to the subcontractor view.

