

# EXPEDITE AND ELECTRONIC BIDDING INSTRUCTIONS

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## DEFINITIONS:

**AGENCY** - The State Transportation Agency the vendor/contractor is doing business.

**AMENDMENT** - Addendum.

**BID EXPRESS™** - An on-line bidding exchange Web site where bids are held until bid opening.

**BID SUBMISSION RECEIPT** - A printed receipt of proof that a bid has been submitted to Bid Express. Bid receipts are digitally signed by Bidx.com using the same technology a contractor uses to digitally sign their bid.

**BIDDER ID** - Contractor Code/Vendor ID uniquely assigned by MDOT. A 5-digit number.

**DIGITAL ID** - A computer-generated legal signature equivalent of a handwritten signature thus allowing for the digital signing of files.

**EBL/EBS** - **E**lectronic **B**idding **L**ibrary file containing individual electronic proposal (**E**lectronic **B**idding **S**ystem) files.

**EXPEDITE® BID** - (aka Expedite) a software application and an electronic bidding system that allows contractors to prepare construction bids. Expedite Bid is the source used to submit a bid to Bid Express.

## **ESTABLISHING ELECTRONIC BIDDING TAKES APPROXIMATELY 4-6 DAYS!**

### **I. SUBSCRIBE TO BID EXPRESS™ (BidX):**

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1. GO TO [www.bidx.com](http://www.bidx.com)
2. CLICK on **JOIN NOW!**.
3. FOLLOW the instructions to subscribe.

Upon subscribing, Bid Express will notify you by e-mail once an User ID and Password are activated.

Note: subscription to Bid Express is not to be confused with creating a Digital ID.

### **II. OBTAIN AND INSTALL EXPEDITE® BID SOFTWARE**

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1. DOWNLOAD Expedite Bid software from MDOT's Contractors Service Center, Bid Letting Information Website at <http://www.mdot.state.mi.us/bids>.
2. CLICK the Download FREE Expedite Software hyperlink located on this webpage.
3. READ and complete the required installation instructions.
4. CLICK Download Expedite Software once again.
5. DOUBLE-CLICK "save and install Expedite Bid." Keep the recommended directory name and location to be set up on your computer hard drive. After the file has downloaded,
6. GO TO your computer's File Manager.
7. GO TO the Expedite directory/folder.
8. DOUBLE-CLICK the INSTALL.EXE file. This produces a file called SETUP.EXE.
9. DOUBLE-CLICK the file SETUP.EXE from the same directory. This will begin an installation Wizard program.
10. FOLLOW the Wizard prompts through to the FINISH button. Expedite's install Wizard program places a yellow yield sign icon on your computer's desktop.
11. DOUBLE-CLICK the yellow yield Expedite icon on your desktop.
12. GO TO TOOLS/OPTIONS and SELECT,
  - a. **BIDDER INFORMATION tab.**
    - COMPLETE your company information.
  - b. **AGENCY/ID tab.**
    - COMPLETE the AGENCY as **MIDOT**.
    - The BIDDER ID as the contractor's 5-digit contractor code assigned by MDOT. Apply leading zeros to your code to arrive at 5 digits. (Example: 02553, 00087, etc.)

c. **MISC. tab.**

- ACTIVATE "Automatically Load Amendments" if it is not already.
- CLICK "APPLY", then "OK."

### **III. CREATE A DIGITAL ID**

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For Digital ID creation and certificate handling instructions,

1. GO TO [www.bidx.com](http://www.bidx.com).
2. LOGIN as a member with the user name and password provided to you from InfoTech customer support.
3. **IMPORTANT:** Before beginning to create a Digital ID from Bid Express, obtain an authorized name from the "Persons Authorized to Execute Contracts" page of your prequalification application. Type a name exactly how the signature appears on this page when prompted to enter a name for the Digital ID. If the name is typed incorrectly, this will greatly slow up the approval process.
4. The link titled [Create or Manage your Digital IDs](#) from Bid Express will walk you through creating a Digital ID. Paperwork will generate when the Digital ID is created. Submit the required paperwork along with the notarized certificate to InfoTech, Inc. in Florida as instructed from the paperwork. InfoTech, Inc. will notify you when your Digital ID is activated for use.

**IT IS VERY IMPORTANT** that a copy of your Digital ID is saved on a disk, or copied to another computer for back up. Digital IDs cannot be retrieved by either MDOT or the company in Florida InfoTech, Inc. If the Digital ID .asc electronic file, or password you assigned at the time of creating the Digital ID, is lost or unable to be obtained, a new Digital ID must be created. Store the Digital ID .asc file and password in a safe location. A bid cannot be submitted without the .asc file or password.

Approvals will take place after the Digital ID is created. Allow up to 5 business days for the approval time.

### **IV. RETRIEVE EBL/EBS (Electronic Bidding Library/System) FILES**

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After successful installation of Expedite Bid, subscription to Bid Express, and approval of the Digital ID, it is now time to prepare an electronic bid.

Two options are available for retrieving the EBS (Electronic Bidding System) proposal files that are needed to load into Expedite Bid:

#### **OPTION I - RETRIEVE THE ENTIRE LETTING PROPOSAL FILE.**

An EBL file contains the entire letting electronic proposals. To obtain the desired proposals and the associated amendments, see OPTION 2 below.

To open the EBL file from MDOT's [Bid Letting Information](#) website or from the Bid Express website. Select one of the two steps below:

**MDOT'S CONTRACTOR'S SERVICE CENTER-Bid Letting Information, [www.mdot.state.mi.us/bids/](http://www.mdot.state.mi.us/bids/)**

- 1) CLICK the desired letting month.
- 2) Under the heading "BID INFORMATION" and beside the title "Expedite Bid Files", RIGHT-CLICK the EBL file link. This file is compatible with Expedite only and contains item proposal files **and amendments** issued to date of the download. This file is updated as amendments are issued.
- 3) Choose OPEN to select a proposal file.

**BID EXPRESS - [www.bidx.com](http://www.bidx.com)**

- 1) LOG ON to Bid Express.
- 2) CLICK the state of MICHIGAN in the dropdown.
- 3) CLICK the LETTINGS tab and choose a letting month. There is a file named "EBLIB" on the right side of the Web page under "ALSO AVAILABLE."
- 4) RIGHT-CLICK the EBLIB file, choose open and select a proposal file.

## OPTION II: RETRIEVE INDIVIDUAL (EBS) PROPOSAL FILES AND AMENDMENTS

### BID\_EXPRESS - [www.bidx.com](http://www.bidx.com)

- 1) LOGIN to Bid Express website.
- 2) CLICK the state of MICHIGAN in the dropdown.
- 3) CLICK the LETTINGS tab and choose a letting month.
- 4) SCROLL DOWN to the list of proposals for the letting.
- 5) CLICK the *Contract ID* project link of the desired proposal. The single EBS proposal
  - a. file (example: 07Mar001.ebs) and addendums are located to the right of the Web page. The EBLib file contains both.
- 6) RIGHT-CLICK the link of the proposal file and open or save the proposal EBS file to your hard drive. Any amendments issued on that particular proposal will be listed to the right of the webpage just under the proposal EBS file.
- 7) SAVE the amendment file(s) (example: 07Mar001.001, .002, etc.) to your hard drive. Amendment files cannot be opened directly from the webpage. Save the file to your hard drive in the same location the EBS proposal file was saved previously.

For SAVED proposals,

- 1) OPEN Expedite.
- 2) GO TO FILE/OPEN PROPOSAL.
- 3) CHANGE the "LOOK IN" directory to the directory your proposal was saved.
- 4) CHANGE the "files of type" to Expedite files (\*.EB\*), if necessary, to reveal your proposal in the directory window.
- 5) DOUBLE-CLICK the proposal file. Any amendments issued to the proposal and saved in the same location of the EBS file should appear upon opening the proposal file. PRINT the amendment information if you wish.
- 6) CHOOSE "OK" to load and apply the amendment to the proposal.

For OPENED proposals,

- 1) Save the EBS file and addendums to your directory. Addendum files (with extension .001, .002, etc.) must be applied to the EBS file prior to submitting a bid. Be careful when applying addendums. Addendums can contain line item changes and will remove your unit price.

## V. COMPLETE A BID

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1. OPEN Expedite Bid.
2. OPEN desired proposal.
3. CLICK the "Schedule of Items" folder containing the line items of the proposal.
4. COMPLETE the "Unit Price" column for each line item. **A unit price of \$0.0000 is acceptable; however, leaving the line item blank is not.** Please refer to the 2003 Standard Specifications for Construction Manual, Section 102.06(A)(1) which states, in part, "...a blank space is unacceptable..." for more information about this.

**NOTE:** If a line item unit price is left blank, you will receive an error when you perform the TOOLS/CHECK BID option in Expedite Bid. You DO have the option of ignoring this error, however, it is NOT recommended. Expedite Bid will allow you to submit your bid regardless of the error. A bid will be considered irregular and will be rejected if a line item is left blank.

5. Once all line items have a unit price entered, the "Schedule of Items" folder will turn **GREEN**.
6. SAVE your bid proposal at this time. Save a back up if you wish.
7. OPEN the "Designated and Specialty Items" folder and fulfill any options for this section. Once this section has been completed, your folder will turn **GREEN**.
8. OPEN the "Warranty Obligations" folder and fulfill any options of this section. Your folder will turn **GREEN** if this section has been completed.
8. The INSTRUCTIONS folder is for information about the folder/sections.
9. SAVE your completed bid proposal once again.
10. With all folders **GREEN** in color, check the bid for errors:
  - a. GO TO TOOLS/CHECK BID.
11. Your bid is complete if no errors exist and ALL folders are **GREEN**.
12. The last bid submitted is the bid MDOT will receive. You can submit as many times as you wish prior to the closing of the bid receive time which is 10:30am. It is NOT recommended that you wait until the last minute. The Internet gets busy and your bid may not make it through.

## **VI. PRINT A BID**

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1. Select FILE/PRINT within Expedite Bid, or select the print button on the toolbar.
2. SELECT desired pages of your bid to print, or print the full bid proposal.
3. CLICK "OK." Your Bid will print on the designated printer.
4. DO NOT close out of Expedite Bid after printing the bid. A check sum number is assigned to the bid each time you open the bid. Should you wish to have a hard copy of your final bid, you will want to keep Expedite Bid open after printing the bid and submitting the bid.

## **VII. SUBMIT A BID**

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1. OPEN Expedite.
2. GO TO TOOLS/SUBMIT BID.
3. FOLLOW instructions given in the Bid Submission Wizard. You will be prompted for your unique and personal password created at the time you created your Digital ID.
4. When following instructions in any Wizard, you must make it through the "Finish" button before the process is complete.
5. PRINT the Bid Submission Receipt. Your receipt will print automatically if you have Expedite Bid set up to do this automatically (in the Misc. folder). This receipt is proof your bid was submitted to Bid Express.

## **VIII. WITHDRAW A BID**

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Once your bid has been submitted, you can withdraw (TOOLS/VIEW SUBMITTED BIDS) your bid at any time prior to bid opening date/time.

You may re-submit your bid as many times as you desire up to the point bids are no longer accepted. Each time you re-submit a bid for the same proposal, the previously submitted bid will be overwritten. The last bid submitted will be the bid received by MDOT.

For questions or further instructions regarding the use of Expedite Bid or Bid Express, contact Heather Stinson at 517-335-4328 or [stinsonh@michigan.gov](mailto:stinsonh@michigan.gov).