

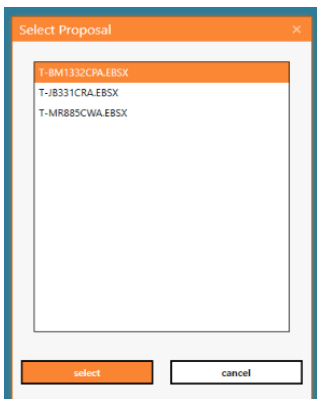
AASHTOWare Project Bids™ Bid Component File Download and Bond Verification

Prior to submitting a bid via the Internet, the proposal .ebsx bid file must be downloaded from the Lettings tab on the Bid Express® website so that it may be opened by the Bid component of the AASHTOWare Project Bids™ software. When the agency changes a proposal, it must issue an amendment file for you to download to keep your proposal current. You must also have an active Infotech® Digital ID and an approved request to bid with the agency in order to bid to that agency.

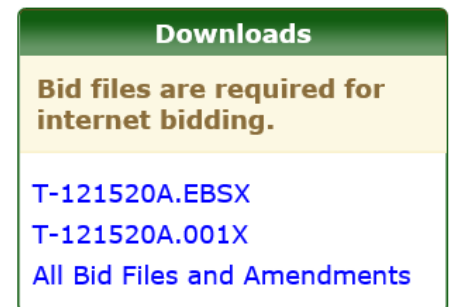
Download the .ebsx File

The .ebsx file is a proposal file that contains all the information included on the proposal page. It's used with the Bid component for filling out and submitting your bid.

All proposal and amendment files for a letting can be downloaded as a zip file into the Bid component. You can download files for only one proposal, or you can download the bid and amendment files separately. If this is your first time downloading proposal files, select all the **All Bid Files and Amendment files** link in the Downloads section to create a zip file of the current bid file and any amendments.



1. Click the **Lettings** tab.
2. Click the desired Letting Date.
3. Click the proposal to download files for that specific proposal.
4. In the Downloads section of the letting or proposal, click **All Bid Files and Amendment Files**. For a proposal, you can also click the .ebsx file. Save the resulting .zip or .ebsx file in your Bids directory.



5. Open the AASHTOWare Project Bids Bid component and select **Open Proposal** (or **Open Other Proposal**) for an .ebsx file or **Open Letting** (for a .zip file).
6. Navigate to and select the .ebsx or .zip file, then click **Open**. The Bid component lists the file's proposal and any amendments.
7. Choose the proposal and click **Select**.

After the proposal is selected, the Bid component displays a window of any amendments that were loaded with the proposal. Click **Close** to close the window and open the proposal.

Amendments

When the agency changes a proposal, it must issue an amendment file for you to download to keep your

PREPARED BY

infotech®

Support hours: 7:00 am - 8:00 pm ET // 1-888-352-2439 Option 1 // customer.support@bidx.com
Copyright © 2020, Info Tech, Inc., DBA Infotech.
Information is subject to change without notice. All rights reserved

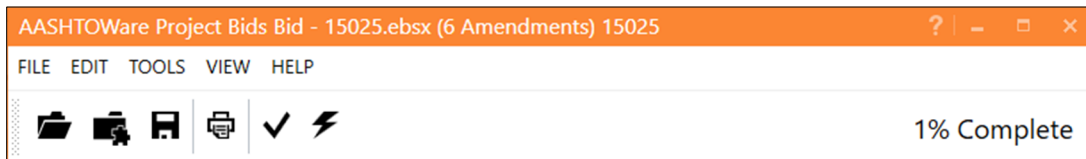
infotechinc.com

20191014

proposal current. Once the file is downloaded and saved in your Bids directory, the Bid component automatically applies the amendment when you open your bid.

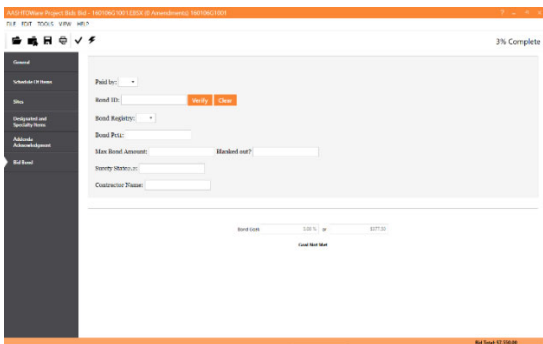
An amendment count is listed in the title bar of the Bid component. Your bid file should always reflect the same number of amendment files as the Bid Express site to complete a bid submission.

The Bid component is set to automatically apply an amendment file when you open your bid. The amendment files must be saved in the same location on your computer as your bid files.



1. Start this process with the Bid component closed.
2. From the Bid Express service, open the proposal and select the amendment files posted under the original .ebsx file in the Downloads section. They will have file extensions of .001x, .002x, etc.
3. Save each amendment file to the same location on your computer as the original bid file.
4. Open your bid in the Bid component. The auto-load feature applies each amendment.
5. Once each amendment is loaded, an amendment window will appear with a description of the changes contained in each file, and the correct number of amendments should appear in parentheses at the top of the software. Click **Close**.

Bid Bond Verification



It is the agency's decision to include the Bid Bond form as part of the proposal when using the Bid component of the AASHTOWare Project Bids software. If using Bid Bonds, the tab will display in the left side of the window. It is possible this tab is not available.

The Bid Bond window contains information 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 optional or required.

After the bond is submitted, the Bid component verifies the bond electronically and a successful message is displayed. If the bond could not be verified, the Bid component provides you with a detailed error message.

1. After the .ebsx file has been opened, click on the **Bid Bond** tab in the Bid component.
2. Fill in the required fields including Bond ID.
3. Click **Verify**.
4. Follow the Verification Wizard.