

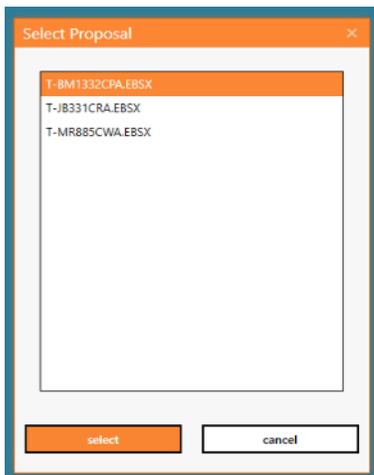
BidExpress® Bidding with the AASHTOWare Project Bids Bid Component

Prior to submitting a bid via the Internet, the proposal .ebSX 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 Digital ID and an approved request to bid with the agency.

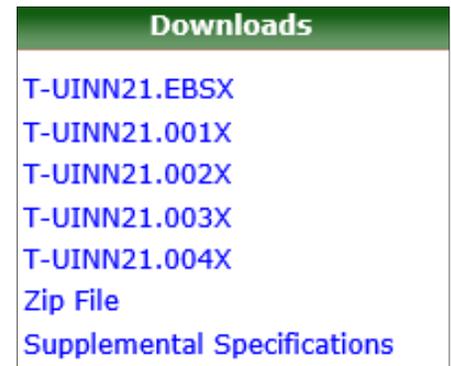
Download the .ebSX File

The .ebSX file is a proposal file that can be opened with the Bid component. It contains all the information included on the proposal page.

All proposal and amendment files for a letting can be downloaded as a zip file into the Bid component using the Zip File option. If this is your first time downloading proposal files, select the .zip. This file contains the current bid file and any amendments.



1. Click the LETTINGS tab.
2. Click the desired Letting Date.
3. Click the desired proposal.
4. In the Downloads section, click the .ebSX file. If there are amendments, click **Zip File** instead to get all the needed files. Save the file in your Bids directory.
5. Open the AASHTOWare Project Bids Bid component and select Open 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 component lists the file's proposal and any amendments.

7. Choose the proposal and click **Select**.

The Bid component displays a window of the 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 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 in order to complete a bid submission.

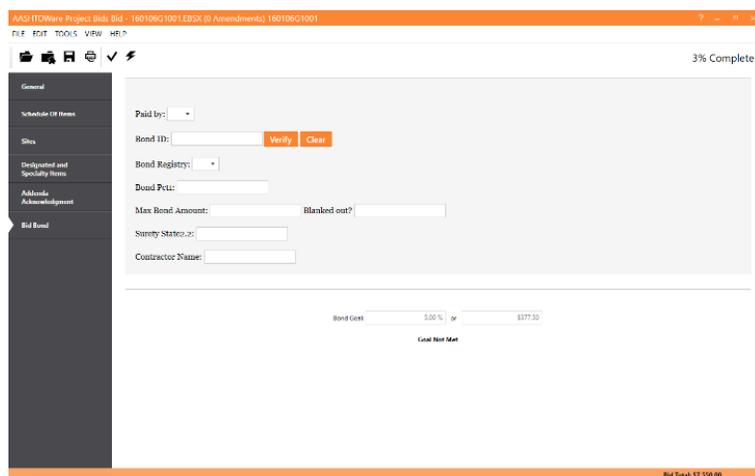
The Bid component is set to automatically apply an amendment file when you open your bid. The .ebsx and amendment files must be saved in the same location on your computer.



1. Start this process with the Bid component closed.
2. From the Bid Express service, select the amendment files posted under the original .ebsx file. They should 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 pop-up 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.