



# Bid User's Guide

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## AASHTOWare Project Bids™

Version 1.0

Prepared by



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# 1. Introduction to the Bid Component

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The Bid component of the AASHTOWare Project Bids™ software allows bidders to complete and submit bids securely over the Internet. It also allows them to manage their Info Tech Digital IDs.

When you open the Bid component, you may briefly see a message about updates. The Bid component automatically checks for updates and will upload them if any are available.

Once any updates are applied, you will see the AASHTOWare Project Bids start-up screen for the Bid component.

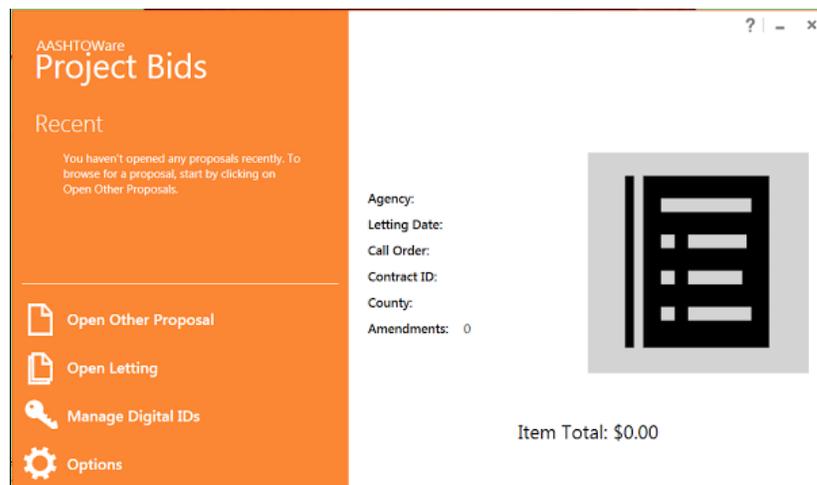


Figure 1-1. Project Bids Bid Start-up Screen

The Recent heading contains an informational message if you haven't yet opened any proposal files. Once you do, those files will appear instead of the message.

The right side of the screen displays information about the currently selected .ebx file and its item total.

Use the options on the left side to navigate around the component.

<b>Open Other Proposal</b>	Allows you to select an .ebsx file not listed on the screen.
<b>Open Letting</b>	Allows you to open a letting (.zip or .ebsx) file.
<b>Manage Digital IDs</b>	Opens the page for Digital IDs (see Chapter 2).
<b>Options</b>	Displays profile information and other Bid settings such as how to customize item list formats and proxy configuration for running the component in a network environment (see Chapter 3).

## 2. Manage Digital IDs

An Info Tech Digital ID is an electronic tool that allows contractors to digitally sign bids and submit them over the Internet.

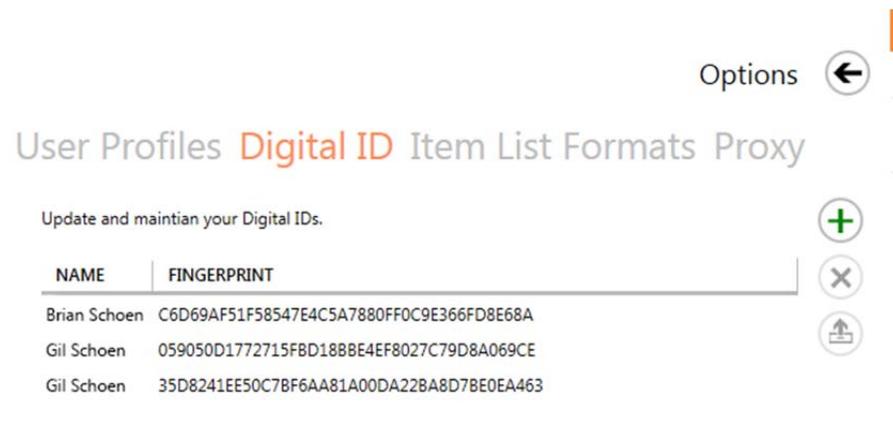


Figure 2-1. Manage Digital IDs

### 2.1 Import a Digital ID

When you have a Digital ID, you can import it into the Bid component.

You must know the Digital ID password in order to import the ID. It is not possible to recover your Digital ID password. If you forget your password, a new Digital ID must be created and you will need to pay the associated fees.

1. If you just opened the Bid component, select Manage Digital IDs from the opening screen. If not, select **Manage Digital IDs** from the **Tools** menu.
2. Click the plus sign. The Bid component displays the Import Digital ID window.

Figure 2-2. Import Digital ID Window

3. Click **BROWSE** and navigate to the location of your Digital ID.
4. Select the ID and click **OPEN**.
5. Enter the Digital ID password in the Password field.
6. Click **IMPORT**.

The Bid component imports the Digital ID and returns you to the Manage Digital IDs window. You can now use this Digital ID to submit bids.

## 2.2 Export a Digital ID

You can export your Digital ID. This is helpful if you change computers or want to create a backup of your ID. If you are using the export function to back up your ID, you should save it to a file location that is separate from your current computer location, such as a memory stick, the company network, or a CD.

It is highly recommended that you do not change the filename of your Digital ID.

You must know the Digital ID password in order to export the Digital ID. It is not possible to recover your Digital ID password. If you forget your password, a new Digital ID must be created and you will need to pay the associated fees.

1. If you just opened the Bid component, select Manage Digital IDs from the opening screen. If not, select **Manage Digital IDs** from the **Tools** menu.
2. Select the ID to export and click the up arrow icon. The Bid component opens the Export Digital ID window.

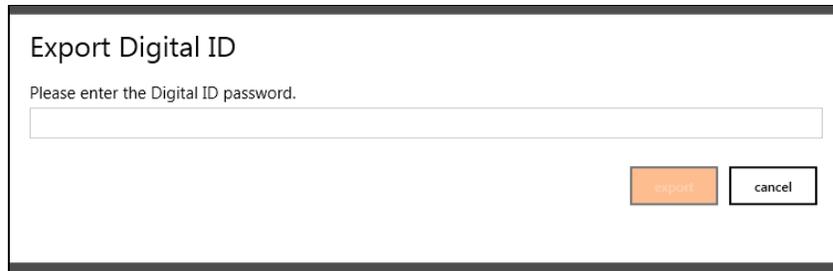


Figure 2-3. Export Digital ID Window

3. Enter the Digital ID password in the Password field.
4. Click EXPORT.
5. Navigate to the location of where you want to export the ID and click SAVE.

The Bid component exports the Digital ID to the specified location and returns you to the Manage Digital IDs window.

## 2.3 Delete a Digital ID

You can delete your Digital ID from Project Bids.

1. If you just opened the Bid component, select Manage Digital IDs from the opening screen. If not, select **Manage Digital IDs** from the **Tools** menu.
2. Select the ID you want to delete and click the **X**.
3. Click YES, DELETE in the Delete Digital ID confirmation window.

The Bid component deletes the ID and returns you to the Digital ID page.



## 3. Options

Use the Options window to set bidder options in the Bid component. This includes entering your company information into a user profile, managing your Digital IDs, configuring export and import file formats, and managing your Proxy settings.

This chapter covers user profiles, item list formats, and proxy servers. For information on Digital IDs, please see Chapter 2.

### 3.1 User Profile

Your user profile helps identify you and your company and is included with your bid submission to the agency. You must designate a default user profile before you can submit a bid.

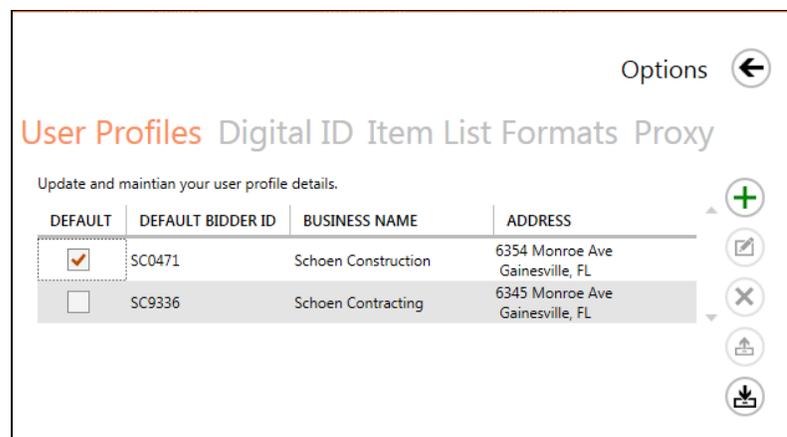


Figure 3-1. User Profiles Tab

If you open an .ebsx file that has a user profile that is not yet in your User Profiles list, you will have the option to import it. You must have a user profile before you can bid.

### 3.1.1 Add User Profile

Your user profile helps identify you and your company in the submitted bid.

1. If you just opened the Bid component, select Options from the opening screen. If not, select **Options** from the **Tools** menu.
2. Select USER PROFILES if the tab is not already displayed.
3. Click the plus sign. The Bid component displays the New User Profile window.

The screenshot shows a window titled "User Profile Entry". It contains the following fields and controls:

- Company: [Text Input]
- Address 1: [Text Input]
- Address 2: [Text Input]
- City: [Text Input]      State: [Dropdown Menu]
- Zip: [Text Input]
- Phone: [Text Input]      Fax: [Text Input]
- Cell: [Text Input]      Pager: [Text Input]
- Email: [Text Input]
- Add/Remove Bidder ID: [Text Input] [Dropdown Arrow]
- Select Default Bidder ID: [Dropdown Menu]
- Save: [Orange Button]
- Cancel: [White Button]

Figure 3-2. New User Profile Window

4. Enter your company name, address, and contact information in the available fields.
5. Enter any bidder IDs associated with the profile in the Add/Remove Bidder ID field and press the TAB key.
6. The first bidder ID you add is assigned as the default bidder ID. You can enter more than one ID in the Add/Remove Bidder ID field.
7. Use the drop-down menu to change the default bidder ID. You can also change the default bidder ID by selecting the check box for the ID on the USER PROFILES tab.
8. When you are finished, click SAVE.

The Bid component returns to the USER PROFILES tab and displays your company information.

### 3.1.2 Change Your Default User Profile

When you set up your user profile, the first bidder ID you enter is set as the default. You can change this from the USER PROFILES tab.

1. Select **Options** from the **Tools** menu.
2. Select USER PROFILES if the tab is not already displayed.
3. Select the check box for the user profile you want as the default.

You will also be able to change the profile for the bid during the submission process.

### 3.1.3 Edit User Profile

You can edit your company information in your user profile.

1. If you just opened the Bid component, select Options from the opening screen. If not, select **Options** from the **Tools** menu.
2. Select USER PROFILES if the tab is not already displayed.
3. Select the profile you want to edit and click the icon with a square and pencil. The Bid component opens the User Profile window.
4. Update your company information and click SAVE.

The Bid component updates the information and returns you to the User Profiles tab.

### 3.1.4 Delete User Profile

You can delete a user profile if you no longer need it.

1. If you just opened the Bid component, select Options from the opening screen. If not, select **Options** from the **Tools** menu.
2. Select USER PROFILES if the tab is not already displayed.
3. Select the profile you want to delete and click the X icon.
4. Click YES, DELETE in the delete confirmation window.

The Bid component deletes the user profile and returns you to the User Profiles tab.

### 3.1.5 Export User Profile

You can export your user profile. This is helpful if you change computers.

1. If you just opened the Bid component, select Options from the opening screen. If not, select **Options** from the **Tools** menu.
2. Select USER PROFILES if the tab is not already displayed.
3. Select the profile you want to export and click the up arrow icon.
4. Navigate to the location where you want to save the exported profile. If you wish, you can change the name of the file to make it more identifiable.
5. Click SAVE.

The Bid component exports your user profile to the specified location and returns you to the User Profiles tab.

### 3.1.6 Import User Profile

You can import an exported user profile. This is helpful if you change computers.

1. If you just opened the Project Bid component, select Options from the opening screen. If not, select **Options** from the **Tools** menu.
2. Select USER PROFILES if the tab is not already displayed.
3. Click the down arrow icon.
4. Navigate to the location of the exported profile.
5. Select the exported profile and click OPEN.

The Bid component imports the selected user profile and returns you to the User Profiles tab.

## 3.2 Item List Formats

You can set the default format from which the proposal's schedule of items will be exported. Acceptable formats are column separated, comma separated, and tab separated. You will be able to change the format when you export the proposal.

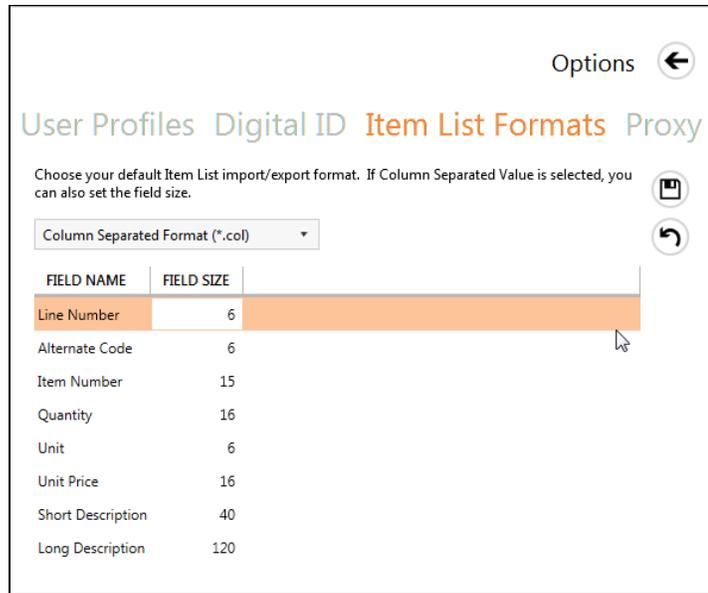


Figure 3-3. Item List Formats

If you choose column separated, you will be able to adjust the character length of each field.

1. If you just opened the Bid component, select Options from the opening screen. If not, select **Options** from the **Tools** menu.
2. Select ITEM LIST FORMATS.
3. Click the down arrow in the field to select your default export format.
4. Click the SAVE icon. The component displays a message stating your field definitions have been saved.
5. Click OK.
6. Click the Options arrow to return to the Bid component.

### 3.3 Proxy

The PROXY tab is required when the Bid component is run in a network environment where a proxy server or firewalls are used. Bid submission will not work if you do not fill in the proxy information.

If your organization does not use a proxy server, do not enable the proxy and leave all the fields for this option empty.

Figure 3-4. Proxy Option

Your network administrator determines the proxy settings.

By default, the proxy is disabled and the Enable Proxy option is displayed next to the proxy switch. You will not be able to enter any information into the available fields when the proxy is disabled.

To set up your proxy information:

1. Contact your network administrator for the host and port, plus your proxy username and password.
2. Select **Options** from the **Tools** menu and choose the PROXY tab if you are not already there.
3. Select the Enable Proxy switch.
4. Enter the information given to you by your network administrator.
5. Click the TEST PROXY SETTINGS icon. If the information entered is correct, the Bid component displays a confirmation message. If it is incorrect, you will see a message stating the connection could not be initialized. Recheck the settings and try again. If it is still unable to initialize, contact your network administrator.
6. When your proxy settings are correct, click the SAVE icon.
7. Click OK in the Save confirmation message.
8. Click the arrow at the top of the tab to close the Options page.

## 4. Manage Proposals and Lettings

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Agencies distribute files containing letting and proposal information. Download these files to a file folder location on your computer. From there, you can open them in the Bid component, where you can prepare your bid.

Do not rename the proposal files. The original file and any future amendments must be downloaded and saved under the file name assigned by the agency in order to successfully load amendments (see Section 4.1).

When you open an .ebsx file, you may see a warning that you need to select a default user profile or the user profile in the bid file does not exist in your list of user profiles.

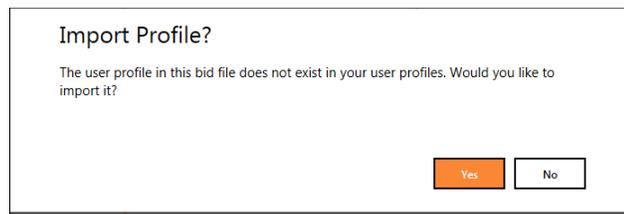


Figure 4-1. Import Profile Warning

You do not have to import the user profile, but you must designate a default user profile before you can open an .ebsx file (see Section 3.1).

While you can download individual proposal files, you can also download all the proposals in a letting as a zip file. You have the option when you open the zip file of selecting the proposals to open.

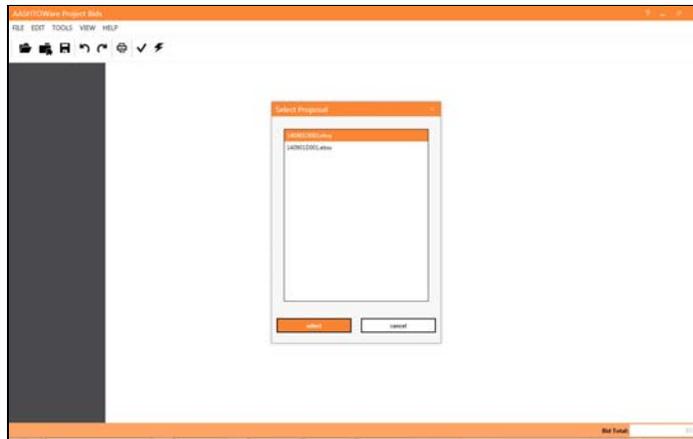


Figure 4-2. Select Proposal

When you first open an .ebsx file, select the proposal that you want to bid on from the list that displays and click **SELECT**. The Bids component opens the proposal details. To open a proposal when the Bid component is already open, select **Open Proposal** or **Open Letting** from the **File** menu. The Bid component opens the proposal details.

## 4.1 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, 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.

You can also set the Bid component to manually load the amendments.

When an amendment is applied, the component removes the values in any field affected by the amendment and displays a list of changes contained in the amendment. If you wish to print the list of the changes, click **PRINT** and select the options for your printer. If not, click **CLOSE**.

### 4.1.1 Auto Load Amendments

The Bid component is set to automatically apply an amendment file when you open your bid. If you change this option to manually load the files, you can change it back by selecting **Auto Load Amendments** from the **Tools** menu.

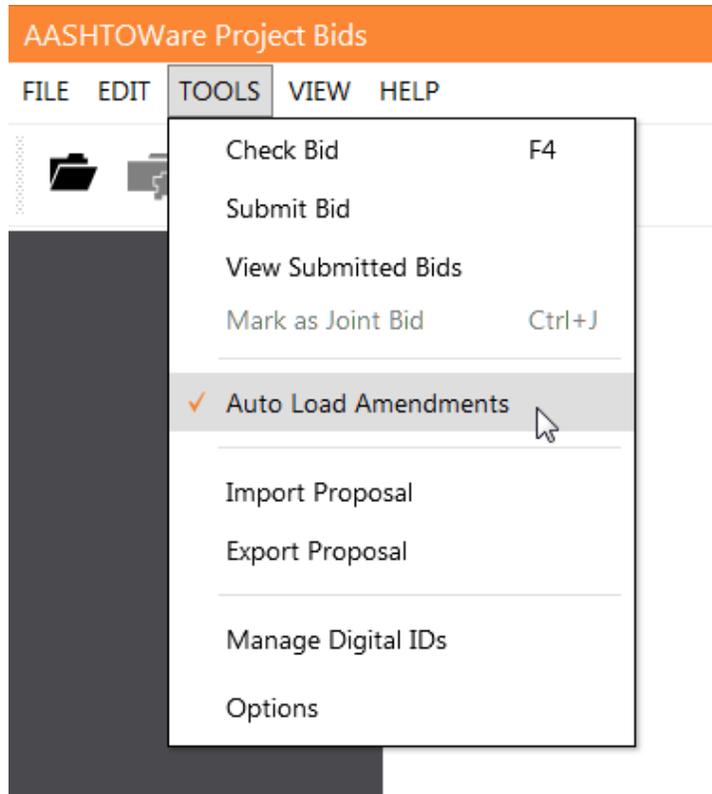


Figure 4-3. Auto Load Amendments Option

If you download an amendment when the proposal is already opened or if you keep your amendment files and proposal file in different directories, you will have to load the amendments manually.

#### 4.1.2 Manually Load Amendments

You can choose to manually load the amendment each time one is issued by the agency. Open any proposal and select **Auto Load Amendments** from the **Tools** menu to clear the option check mark.

If you keep your amendment files and proposal file in different directories, you will have to load them manually.

Amendments must be uploaded in order, so the first amendment file has to be applied to the proposal before the second amendment file (for example, amendment file \*.001 must be loaded before \*.002). Each amendment can be loaded only one time.

1. With the proposal open, select **Load Amendment** from the **File** menu.
2. Navigate to the location of the saved amendment and select the file.
3. Click **OPEN**. The Bid component displays a list of changes contained in the amendment.

4. If you wish to print the list of the changes in the amendment, click PRINT and select the options for your printer. Otherwise, click CLOSE.

## 4.2 Export and Import Proposal

You can export the proposal's schedule of items in order to calculate and determine item prices outside of the Bid component. When you are ready, you can import your calculated unit prices back into the Bid component.

This is helpful if you want to estimate your bid prices using a third-party software.

### 4.2.1 Export a Proposal

The file is exported with the format you selected for the Item List Formats option (see Section 3.2), but you can change this during the export if you wish.

1. With your proposal open, select **Export Proposal** from the **Tools** menu. The Bid component opens a Save As window.
2. Navigate to the location where you want the schedule of items saved and click SAVE. Do not change the name of the file. You can change the type of file if necessary.
3. Click OK in the Export Successful window.

### 4.2.2 Import a Proposal

When you import unit prices, the Bid component determines what to update in the proposal based upon the line numbers. It does not check if the contract ID you are importing matches the contract ID of the proposal.

The unit prices in the proposal will be overridden by unit prices in the import file. To successfully import your proposal's pricing information, the line numbers and item numbers must match the original exported file. If they don't, these item prices will not import. The Bid component will not override a unit price if the line number or item number is missing.

The file is imported with the format you selected for the Item List Formats option (see Section 3.2), but you can change this during the import if you wish.

1. With your project open, select **Import Proposal** from the **Tools** menu.
2. Navigate to the location of the file and click OPEN. You can change the type of file if necessary.

When the import is complete, the Bid component displays a message stating how many items were imported successfully.

3. Click OK in the Import Successful window.

## 4.3 Joint Bid

If you are working on the bid with another contractor, the agency may want you to select **Mark as Joint Bid** from the **Tools** menu. This indicates to the agency that it is a joint bid.

## 4.4 General Tab

The GENERAL tab of a proposal displays details about the proposal such as the letting date, contract ID, and the number of uploaded amendments. You cannot edit any of these fields. The general information section displays information associated with the proposal file and the bidder ID associated with your default user profile.

The screenshot shows the 'General' tab of a proposal in the AASHTOWare Project Bids software. The window title is 'AASHTOWare Project Bids - T488Z05.rtf'. The interface includes a sidebar on the left with navigation options: General, Cover Page, Schedule of Items, Sites, Bid Board, Signature Page, and BDR List. The main area displays the following information:

- Agency: TEST
- Letting Date: 6/30/2014
- Contract ID: T488Z05
- Date Generated: 12/16/2014
- Checksum: FFQSTDC3E
- Description: GRADING, SURFACING (14,684 sqm) BR NO 49-11-5-47(121)  
2-4 inch 1.5 GRADE Base (9,791 sqm) 27.00m- 20m- 27.00m- (WCC);  
11.07(11.812m- 11m- 12m- RCHS; PROJECT LOCATION IS  
US-60/40; 104.1CTE N 105.1N OF BRIDGE 400 N WYANDOTTITE RD, IN  
CHEROKEE COUNTY. NET LENGTH OF THE PROJECT IS 14.81 km2.

The 'Bid Total' is displayed as \$,498,000. The progress indicator shows '25% Complete'.

Figure 4-4. General Tab of a Proposal

The Checksum field displays a unique marker used to distinguish between different versions of the same bid. The field updates every time you save your bid.

## 4.5 Schedule of Items

The SCHEDULE OF ITEMS tab lists the items of the proposal. Items are grouped into sections by the agency and include the quantity and the unit.

Enter the unit price for each item. The Bid component calculates the extended price by multiplying the unit price and the quantity.

The agency can set up items and sections to be alternate or optional. It can set minimum and maximum limits on item prices or set a items at a fixed price.

LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
<b>SECTION 001</b>					
<b>CONCRETE</b>					
0010	00025	1.000	SQYDS		
PV1	04894				
0020	04894	400.000	LF		
PV1	04894				
0030	2043E5835	751.000	LF	10.00000	\$7,510.00
PV2	04894				
0050	2326E5717	120.000	LF		
PV2	04894				
0060	23270E5717	132.000	EACH		
<b>SECTION 002</b>					
<b>ASPHALT</b>					
0070	00028	2,200.000	TON		
DB1	00028				
0080	00214	3,850.000	TON		
DB2	00214				
0090	00215	1,650.000	TON		
DB2	00215				
0100	00336	825.000	TON		
DB2	00336				
0110	04830	1,900.000	LF		
DB2	04830				
0120	04895	950.000	LF		
DB2	04895				
<b>SECTION 003</b>					
<b>ROADWAY</b>					
					<b>\$0.00</b>
Item Total: \$7,510.00					Bid Total: \$7,510.00

Figure 4-5. A Proposal With Alternate Items and Option Sections and Fixed Price Items

#### 4.5.1 Alternate and Optional Items and Sections

The agency can designate alternate or optional items and sections. Alternate and optional items and sections are marked with an ALT or OPT tag on the Schedule of Items.

The agency can group together any number of alternate or optional sections and items. Sections or items marked with the same letters and numbers are considered part of a group.

##### Alternate

You must bid on every alternate item group or section, but only the one with the lowest extended amount will be included in the bid total.

Section totals, however, will include the price of all alternate items.

##### Optional

Bid on exactly one optional section or item group. There may be more than one section or item in the group.

For example, one group of alternate items may be marked ALB1, ALB2, and ALB3, and another group of alternate items can be marked ALG1, ALG2, and ALG3. You would bid on each item that starts with ALB but only the one with the lowest extended amount would be included in the bid total. You would also bid on each item that starts with ALG, but only the one with the lowest extended amount would be included in the bid total.

In another example, optional items may be marked OPZ1, OPZ2, and OPZ3. You would bid on only one item that starts with OPZ.

Other items may be marked OPB1, OPB2, OPB3, and OPB3. You would bid on only one item marked OPB1 or OPB2. However, if you were bidding on OPB3, then both items would be bid.

If you do not bid on all alternate sections and item groups or more than one optional section or item group, the Bid component will display an error message when you check or submit your bid. Additionally, if you enter any value, including a zero, in an item or section for which you are not providing a bid, the Bid component will display an error message when you check or submit your bid. If the agency has set a fixed price for an item in an optional group, clear the Use this item check box if you are not bidding on the group. Bid errors do not always prevent you from submitting a bid, but the agency may reject bids that contain errors.

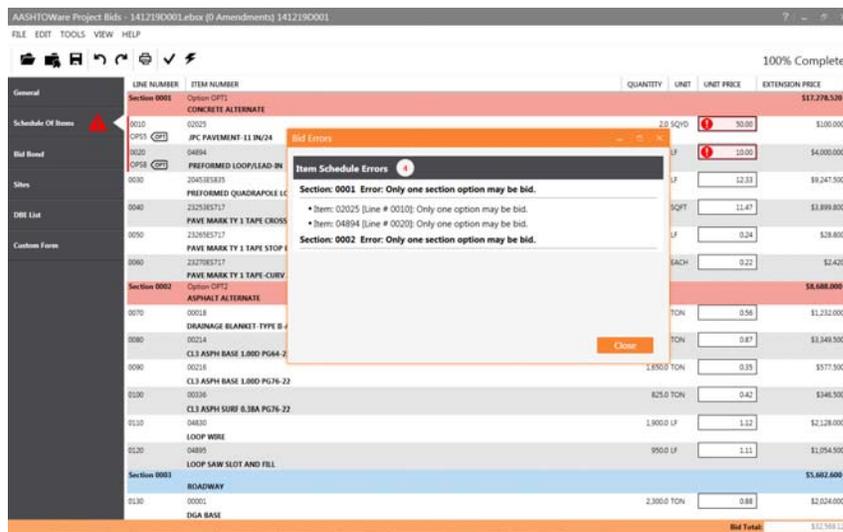


Figure 4-6. Options Errors in a Bid

In Figure 4-6, you would bid on either Section 0001 or Section 0002. If you bid on Section 0001, you would bid on either line number 10 or 20, plus the rest of the items. You would bid on every item in Section 0002.

#### 4.5.2 Minimum and Maximum Values

The agency can set limits on the prices for items. For example, the agency may not want the cost for the mobilization item to exceed five percent of the total cost of the proposal. You will not see any indication that an item has a bid limit unless you are outside of that limit when you check or submit your bid.

When you check or submit your bid, you will receive an error message if the unit price of an item with a bid limit is outside of the minimum or maximum cost. Bid errors do not

always prevent you from submitting a bid, but the agency may reject bids that contain errors.

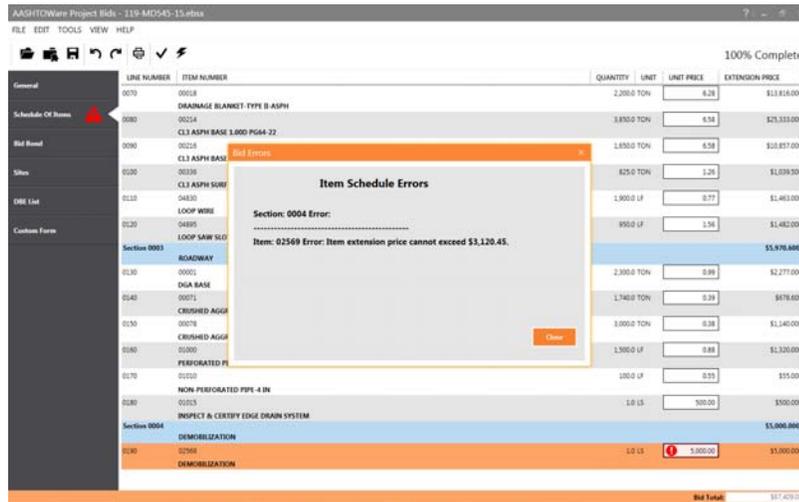


Figure 4-7. Item Schedule Error

The error message will state which item has the error and why. Once you fix the error, the error indicator is removed from the unit price field, but remains on the SCHEDULE OF ITEMS tab until you check or submit the bid again.

### 4.5.3 Fixed Price Items

The agency has the option of setting an item with a price that must be bid.

If the agency has set a fixed price for an item in an optional group, clear the Use this item check box if you are not bidding on the group. If you clear the check box for an item that is not part of an optional group, you will receive an error when you check or submit your bid.

## 4.6 Disadvantaged Business Enterprises List Tab

The DBE tab tracks outside suppliers, subcontractors, and manufacturers that are certified as disadvantaged businesses. This includes:

- DBE (Disadvantaged Business Enterprise)
- MBE (Minority Business Enterprise)
- WBE (Woman-owned Business Enterprise)

The agency chooses the text that displays on the tab, so while this guide refers to it as the DBE List tab, your tab may say something else. Unless otherwise specified, all references to DBE in this guide also include MBE and WBE.

The agency may also add fields to this page that are not reflected in this guide.

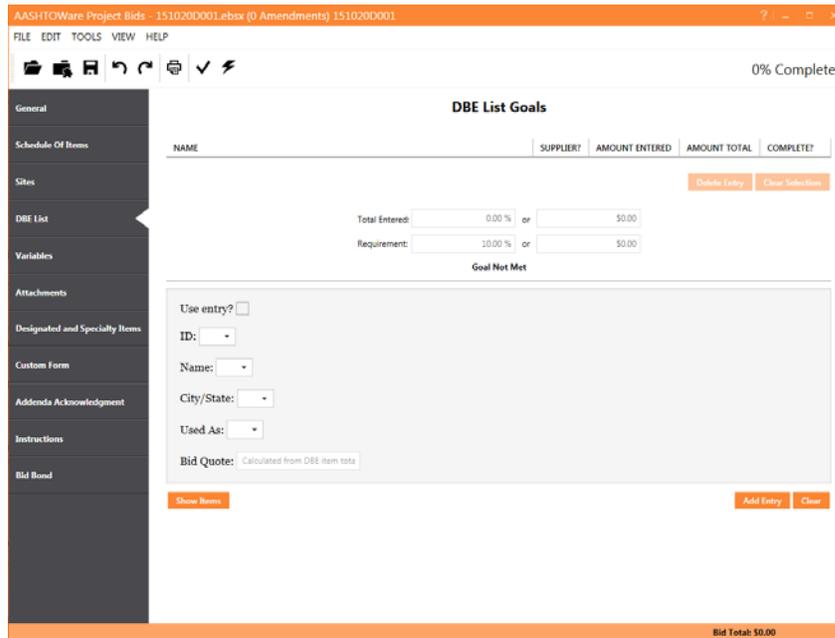


Figure 4-8. DBE List Tab

Depending on your agency's options, you can use the Bid component to track DBE commitments with subcontractors either at the DBE level, or at the MBE and WBE commitment level, and designate if an entry should be added to the goal. In addition, you can see the DBE total and if it meets the goal for the proposal.

The Bid component displays the total DBE commitment and the DBE requirement in both dollar values and as a percentage. You will see an error message if you check or submit your bid without meeting the requirement. Bid errors do not always prevent you from submitting a bid, but the agency may reject bids that contain errors.

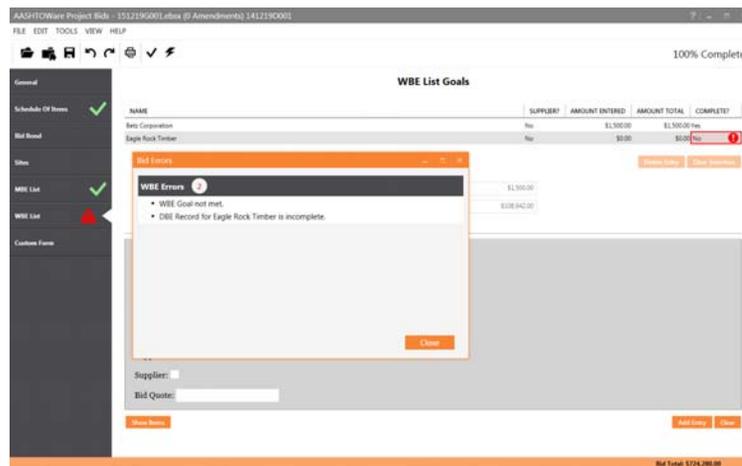


Figure 4-9. WBE Error Message

### 4.6.1 Add DBE

The agency can format the DBE section to fit its needs, so you may not see the same options described in this section.

1. Access the DBE LIST tab if you are not already there.
2. If the agency included the Use Entry or Use this Quote check box for determining if the DBE entry will be used toward your goal, select the check box as appropriate. Remember the agency may have labeled this field differently.
3. Click the down arrow next to the ID field on the bottom half of the screen and select the bidder ID for the vendor you wish to use or enter the name of the vendor in the Name field. The list of businesses was compiled by the agency. The agency has the option to allow you to enter a business that is not on the list.
4. Once you select the bidder ID, the Bid component enters its name and location.
5. Click the down arrow next to the Used As field to select the role of the DBE. Depending on the selection, you may see additional fields.
6. Depending on your agency's setting, enter the DBE's quote in the Bid Quote field or click SHOW ITEMS to use the DBE item entry (see Section 4.6.2). If the agency is using the Show Items entry, the Bid Quote field will be unavailable.
7. If you are using the Bid Quote field, click ADD ENTRY when you are finished adding the DBE vendor information. The Bid component adds the DBE information to the table. If the entry is not complete, the Bid component will indicate there is an error.
8. Repeat the process to add another DBE.

If there is already an entry selected in the list on the top half of the screen, click CLEAR SELECTION so the new DBE information doesn't override the information for the DBE in the list.

There may be some entries where the total amount does not equal the amount entered. In this case, the agency has set an option to calculate a percentage of the amount entered as the total. This could be used, for example, when a supplier provides materials.

If you decide not to add the DBE information, click CLEAR to remove the information from the input section. Click YES, CLEAR in the confirmation window. Clearing an entry from the input section does not remove an entry that has been added from the DBE list.

## 4.6.2 Show Items

If your agency is using the Show Items feature, you will assign specific items to the DBE.

If an amendment is issued due to a change in an item, the item quantities and prices assigned to a DBE do not change. However, if the change results in the quantity or price being overcommitted for the DBE, an error will be reported when you check your bid or upon returning to the DBE Item list. If you clear the selection of an item for a DBE, the values will reset to match the change in the schedule of items.

1. Add the DBE (see Section 4.6.1) and fill in all necessary fields.
2. Click SHOW ITEMS. The Bid component goes to the DBE List Items window.

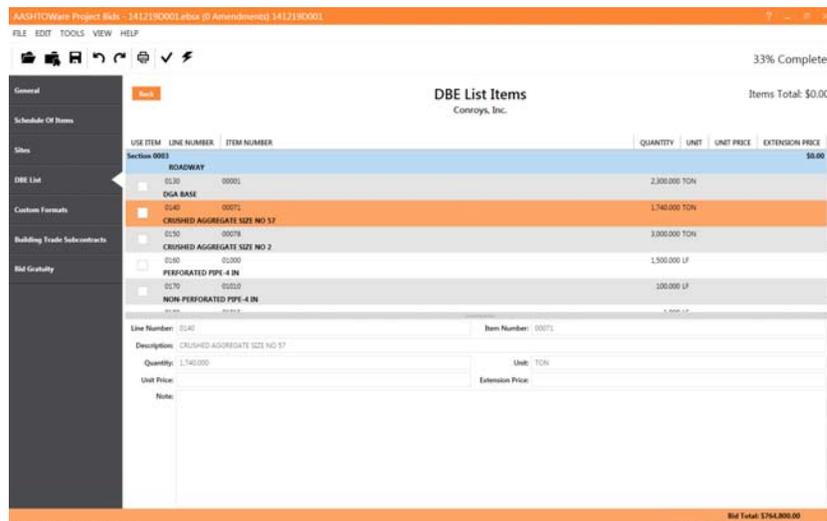


Figure 4-10. Show Items Screen

The Items Total field displays the total dollar amount committed to the selected DBE.

3. Select the item that you want assigned to the DBE in the Use Item check box. The Bid component enters the item information.
4. Enter the correct quantity, unit price, and extension price information. You do not have to assign the entire quantity to the DBE. The Bid component calculates the values of these fields based on your entries in the other two fields.
5. Press the TAB key after each entry to enter it into the Bid component.
6. Make any notes as necessary.
7. If needed, repeat the process to add more items to the DBE.
8. When you are finished, click the Bids BACK button (not your browser's BACK button) at the top of the screen to return to the DBE List window.

9. Click **ADD ENTRY** to add the DBE and items to the DBE goals.
10. Repeat the process to add items to other DBEs.

The Bid component adds the DBE information to the Goals list and updates the goal calculation boxes with the item bid information.

### **4.6.3 Update Entry**

You can update the information for a DBE vendor already added to your bid.

On the **DBE LIST** tab, select the vendor from the list in the top half of the screen. The vendor's information displays in the lower half of the screen.

Update the incorrect information, including the items assigned to the vendor, and click **UPDATE ENTRY**.

### **4.6.4 Remove an Entry**

If you no longer need a DBE vendor that has been added to your list, you can remove it.

1. On the **DBE LIST** tab, select the vendor from the list.
2. Click **DELETE ENTRY**.
3. Click **YES** in the delete confirmation window.

The Bid component removes the selected vendor.

## **4.7 Sites Tab**

If the agency is using cost plus time bids, you will see the **SITES** tab. For each **Cost Plus Time** site, you must enter a value in the **Days** field. This will be multiplied against the **Cost Per Day** and become the time cost of your bid.

Your agency may name this tab and the columns with different names.

**Cost Plus Time** bidding consists of traditional work items along with a time component, which together represent the total contract amount typically used in low bid determination. The time component is the **Cost Per Day** multiplied by a bid of the total number of calendar or available days required to complete a milestone. Low bid determination is typically based on the sum of both the time and item components. Both the work items and the time components appear in the bid proposal.

SITE NUMBER	TYPE	COST PER DAY	DAYS	EXTENSION COST
001	Completion Date 1.0 Propalte 1	\$1,111.00	<input type="text"/>	\$0.00
002	Completion Date 2.0 Propalte 2	\$2,222.00	<input type="text"/>	\$0.00
003	Completion Date 3.0 Propalte 3	\$3,333.00	<input type="text"/>	\$0.00
004	Completion Date 4.0 Propalte 4	\$4,444.00	<input type="text"/>	\$0.00

Site Total: \$0.00      Bid Total: \$0.00

Figure 4-11. Sites Tab

You must enter the number of days you want to bid in the Days column for each Cost Plus Time site. If you are unable to edit the field, then the site is listed for informational purposes and does not require a value to be entered.

At the bottom of the grid, two totals are displayed: a Site Total and a Bid Total. The Site Total is the time component of your bid. The Bid Total is the sum of the bid items and the bid time in your bid for this proposal.

## 4.8 Bid Bond Tab

The BID BOND tab allows the contractor to verify a paper or electronic bid bond to be included with the bid submission. The agency can customize the information to be entered and choose how it is verified.

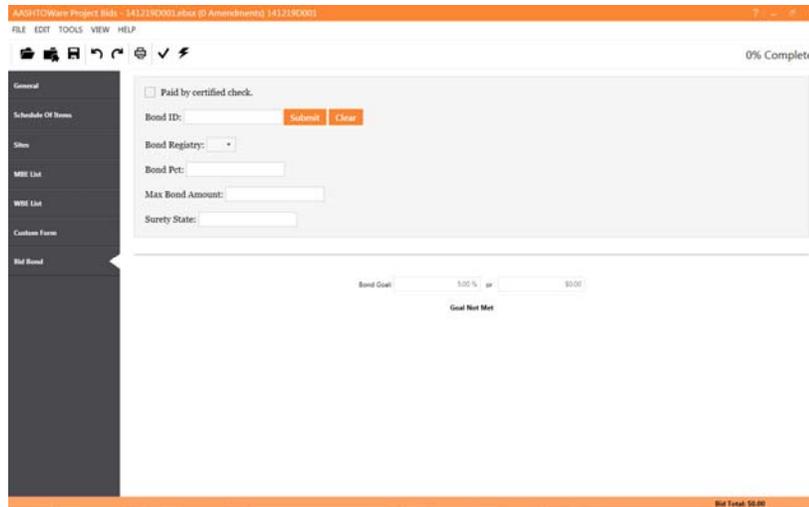


Figure 4-12. Bid Bond Tab

The bond goal at the bottom of the BID BOND tab is a percentage of the bid set by the agency and can be electronically verified with a surety agency. When a bid bond is electronically verified, the bid bond percent is compared to the bond goal to check that it has been issued for at least the set minimum percent.

If the surety company has issued a maximum bond amount, this will be compared against the calculated bond goal dollar amount when the bid bond is verified. If the bid total is changed after verification, the Bid component will recheck the maximum bond amount against the bond goal amount. When you check or submit your bid, this will cause an error if the updated bond goal exceeds the maximum bond amount. Bid errors do not always prevent you from submitting a bid, but the agency may reject bids that contain errors.

## 4.9 Attachments

When the agency requires you to attach a document to the bid, you will see a BROWSE button to use to navigate to the location of the document file.

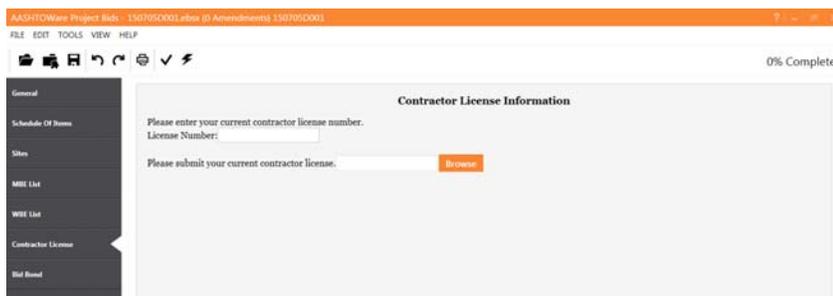


Figure 4-13. Browse Button

Select the file and click open. The Bid component securely uploads and encrypts the attachment until the agency views the bid.

If you are not submitting your bid using the Bid component, you must include the Attachments folder with your bid, whether through email or a flash drive or another type of media. The folder is located in the same directory as the ebsx file.

The attachment is not considered part of your bid until the file upload is successful.

## 4.10 Check Bid

You can check your bid for errors at any time. The Bid component also checks for errors when you submit your bid.

Click the check mark icon in the toolbar to check your bid or select **Check Bid** from the **Tools** menu. The Bid component displays a table containing the error and the section of the component where the error occurred.

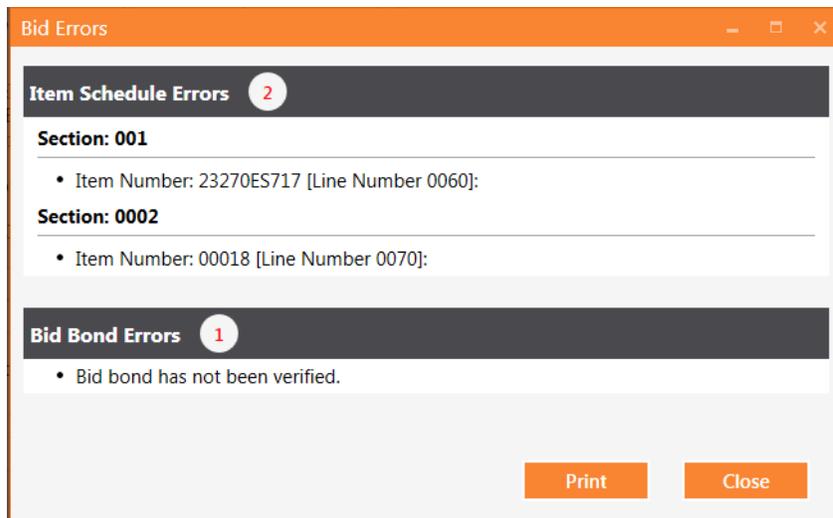


Figure 4-14. Bid Errors Window

If you wish to print the list of the errors, click PRINT and select the options for your printer. If not, click CLOSE.

In addition to the Bid Errors window, the Bid component displays an exclamation point on tabs that contain errors and highlights the specific fields on those tabs. The Bid component does not always stop you from submitting a bid with errors, but the agency may reject bids that contain errors.

## 4.11 Print Your Bid or Bid Quote

You can print your bid or a bid quote for the proposal.

When you print your bid, the entire item list is printed along with any site, DBE, bid bond information, and other folders or forms set up by the agency. Attachments are not printed. The Print Quote command prints only items that have prices, the section headers, and the section totals.

From any page in the Bid component, select **Print** or **Print Quote** from the **File** menu. The Bid component opens the print dialogue window.

Select your print options and click PRINT. The component prints your bid or bid quote and returns you to the page you were on.

## 5. Bid Submission

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When you are finished adding the information to your bid, it is time to submit it.

Follow the instructions in the Bid Submission Wizard to submit your bid electronically. You will need your bidder ID, your Digital ID, and your Digital ID password in order to submit the bid.

You can also view your submitted bids and withdraw a bid.

### 5.1 Submit a Bid

It is a good idea to check your bid for errors before going through the submission process. The Bid component also checks for errors when you submit your bid. The component does not always stop you from submitting a bid with errors, but the agency may reject bids that contain errors.

1. Click the lightning bolt icon or select **Submit Bid** from the **Tools** menu. The Bid component starts the Bid Submission Wizard.
2. If your item total is \$0 or less or if there are errors in your bid, you will see an alert. If a warning is issued for your bid, you must select the check box to acknowledge the warning and click NEXT.

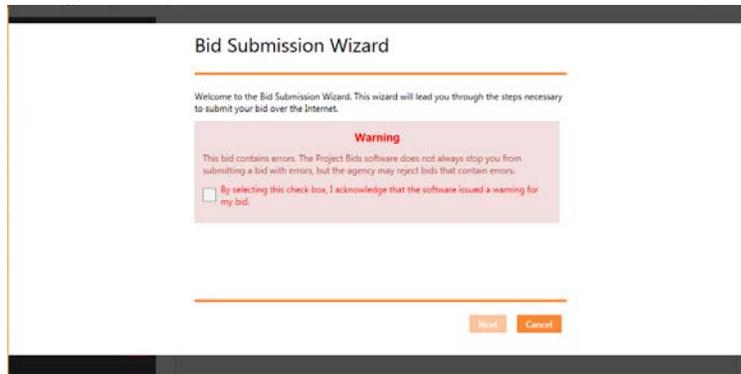


Figure 5-15. Bid Has Errors Page

3. Select the bidder ID and Digital ID you want to associate with the bid. Enter your password for the Digital ID. Click NEXT.
4. If your agency enabled the automatic bid withdrawal function, you will see the setup window. You have the option of withdrawing this bid if you are the apparent low bidder on an earlier proposal. Select if you want to use this functionality and click NEXT.
5. If you selected to use the automatic bid withdrawal function, you will see a list of the call orders to which you submitted bids. Select the call order (you can choose more than one) that, if won, will automatically withdraw this submitted bid. Click NEXT.
6. The Bid component displays a summary of your bid information. If everything is correct, click SUBMIT. If not, click BACK or CANCEL and select the correct information.
7. A submission successful message displays. Click PRINT RECEIPT to print details about the submission.
8. Click FINISH.

The Bid component returns you to your bid.

## 5.2 View or Withdraw Submitted Bids

If you have a bidder ID and Digital ID, you can view or withdraw bids submitted by any member of your company.

1. Select **View Submitted Bids** from the **Tools** menu.
2. Read the Bid View Wizard information and click NEXT.

3. Select your bidder ID and Digital ID and enter your password for the Digital ID. Click NEXT. The Bid component lists the bids submitted by the bidder and Digital ID.

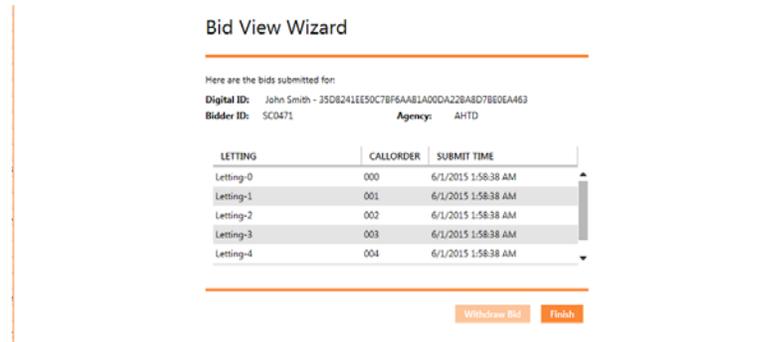


Figure 5-16. Bid View Wizard

4. Click FINISH if you are not withdrawing a bid. Otherwise, select the bid and click WITHDRAW BID.
5. Read the details about the bid you are about to withdraw. Click NEXT to withdraw your bid.
6. Click PRINT RECEIPT to print a receipt of the withdrawn bid. Click VIEW SUBMITTED BIDS to see the list of submitted bids, and click FINISH to return to your bid.

