

Electronic Bid Creation/Submission

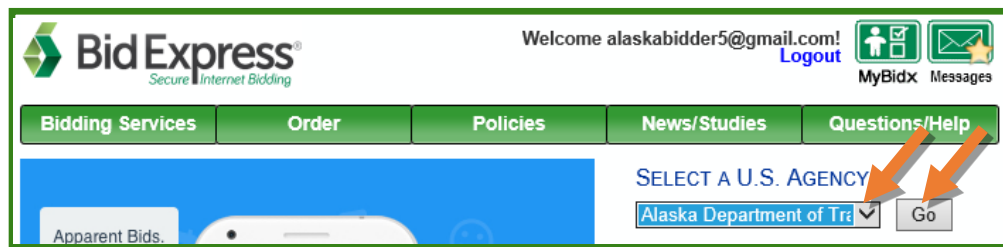
This guide assumes you have:

- ✓ Registered on the Alaska DOT&PF AASHTOWare Project Vendor List and have your Bidder/Vendor ID.
- ✓ Subscribed to the Bid Express Service.
- ✓ Secured your Digital ID.
- ✓ Installed the AASHTOWare Project Bids software.

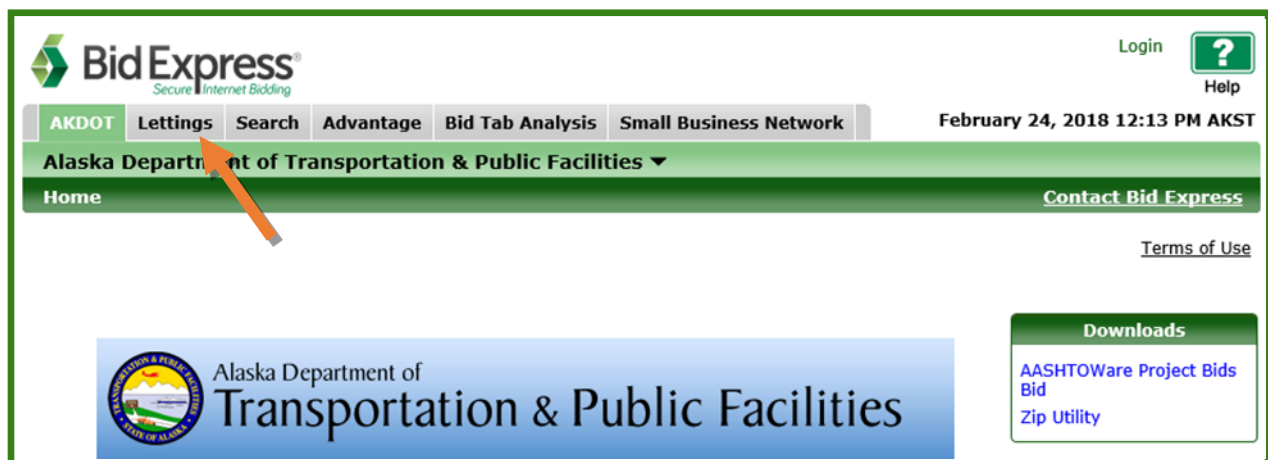
For more information on subscribing to the Bid Express service or getting your Digital ID, please contact the [Bid Express Team](#).

NOTE: You do not need to log onto Bid Express to access everything you need to create your bid. Reference the AWP Manual (ebsx) Bid Creation Guide for further information if you do not have an account.

1. Log onto Bid Express and select Alaska DOT&PF from the **Select a U.S. Agency** dropdown and click **Go**.



2. Click the **Lettings** tab.



- Find the letting in the List of Lettings and click the **Letting Date** link (Letting Date = Bid Opening Date).

Letting Date	District ID	Letting ID	Proposals
March 13, 2018	NR	NFHWY00305	1

Mitchell Expressway Rehabilitation.

NOTE: On the Letting Page is a Time Remaining box with an hourglass and countdown time to the Bid Opening time. This countdown will go from Days & Hours, to Hours & Minutes, to Minutes & Seconds. If you are using this countdown to monitor the cutoff time for bid submission, **ALWAYS refresh your browser by hitting the Control key + the F5 key**. If you use the refresh function on your browser window, the refreshed time may be incorrect.

Time Remaining

12 Days 2 Hours

- Click the **Proposal Link**.

Proposal	Call Order	Project ID	Items	Amendments	Counties
NFHWY00305	1	06559874	17	0	Fairbanks North Star

Rehabilitate the Mitchell Expressway from the Parks Highway to the Richardson Highway.

(1 Active Proposal)

Time Remaining
17 Days 0 Hours

Also Available
[Questions and Answers](#)

Subscribers will see a list of the items on the proposal, non-subscribers will not see the item list.

Proposal NFHWY00306

Replace Jenny M Creek Bridge on Chena Hot Springs Road.

Date Generated: 05/09/2018	Sections: 1
Date Revised: 05/09/2018	Amendments: 1
Call Order: 1	Highway Number:
Items: 19	Counties: Fairbanks North Star
Project ID: 00069564	

Line	Item	Quantity	Unit	Description
Section 1: Basic Bid				
10	201.0007.0000	1.000	LS	Clearing
20	203.0006.0000	609,281.000	TON	Borrow
25	301.0001.0001	2,500.000	TON	Aggregate Base Course, Grading D-1
30	615.0001.0000	56.340	SF	Standard Sign

Proposal NFHWY00306

Replace Jenny M Creek Bridge on Chena Hot Springs Road.

Date Generated: 05/09/2018	Sections: 1
Date Revised: 05/09/2018	Amendments: 1
Call Order: 1	Highway Number:
Items: 19	Counties: Fairbanks North Sta
Project ID: 00069564	

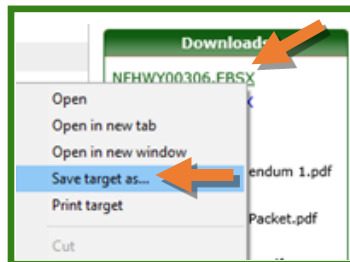
You must be logged in to view item data.

In the Downloads box, subscribers who are logged in will have a duplicate EBSX file (Bid Forms file). This is the exact same file that is available to all potential bidders in the Bid Forms EBSX zip file.

Downloads

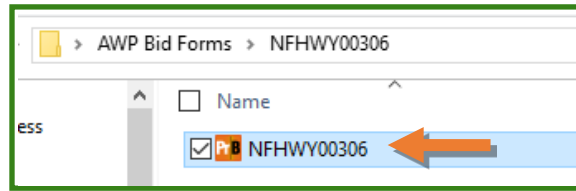
NFHWY00306.EBSX	←
Zip File	
Bid Packet	
NFHWY00306 Bid Packet.pdf	
Plans	
NFHWY00306 Plans.pdf	
Specifications	
NFHWY00306 Specs.pdf	
Bid Forms EBSX File	
NFHWY00306zip.zip	

5. **Right click** on the EBSX file and select **Save target as....**

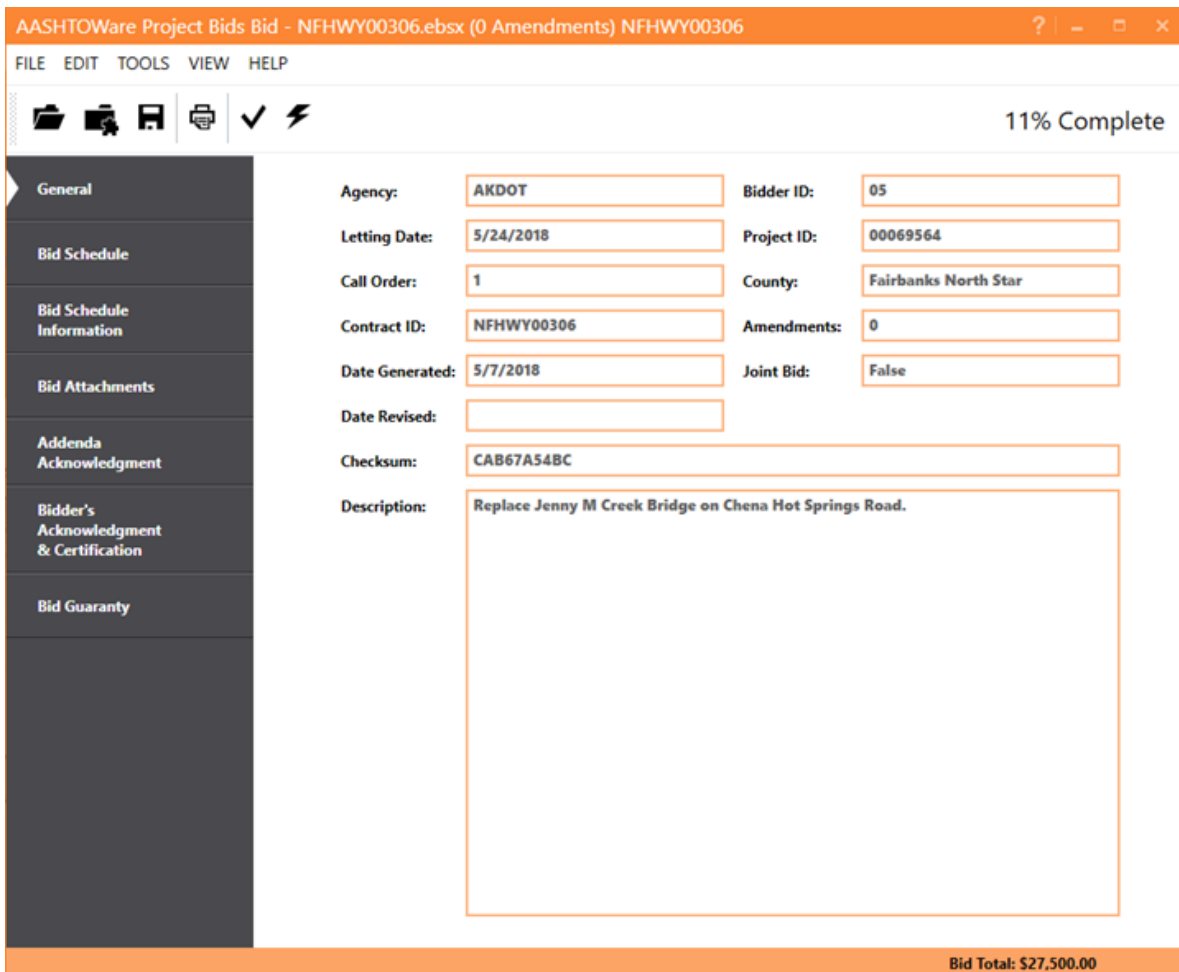


- Navigate to the location on your computer where you want to save your file. You may have a folder for AWP Bid Forms files or folders for each proposal you bid on.
- Click **Save**.

8. Double click on the proposal Bid Forms file.



9. The proposal Bid Forms file will open to the **General** tab with your Bidder/Vendor ID, company information and the proposal information.
NOTE: Notice the tabs down the left. *On state-funded proposals only*, there will also be a Bidder Preferences tab. The bidder preferences tab has attachment locations for electronic bidders to attach certifications for the preferences they are claiming.



Field	Value
Agency	AKDOT
Bidder ID	05
Letting Date	5/24/2018
Project ID	00069564
Call Order	1
County	Fairbanks North Star
Contract ID	NFHWY00306
Amendments	0
Date Generated	5/7/2018
Joint Bid	False
Date Revised	
Checksum	CAB67A54BC
Description	Replace Jenny M Creek Bridge on Chena Hot Springs Road.

11% Complete

Bid Total: \$27,500.00

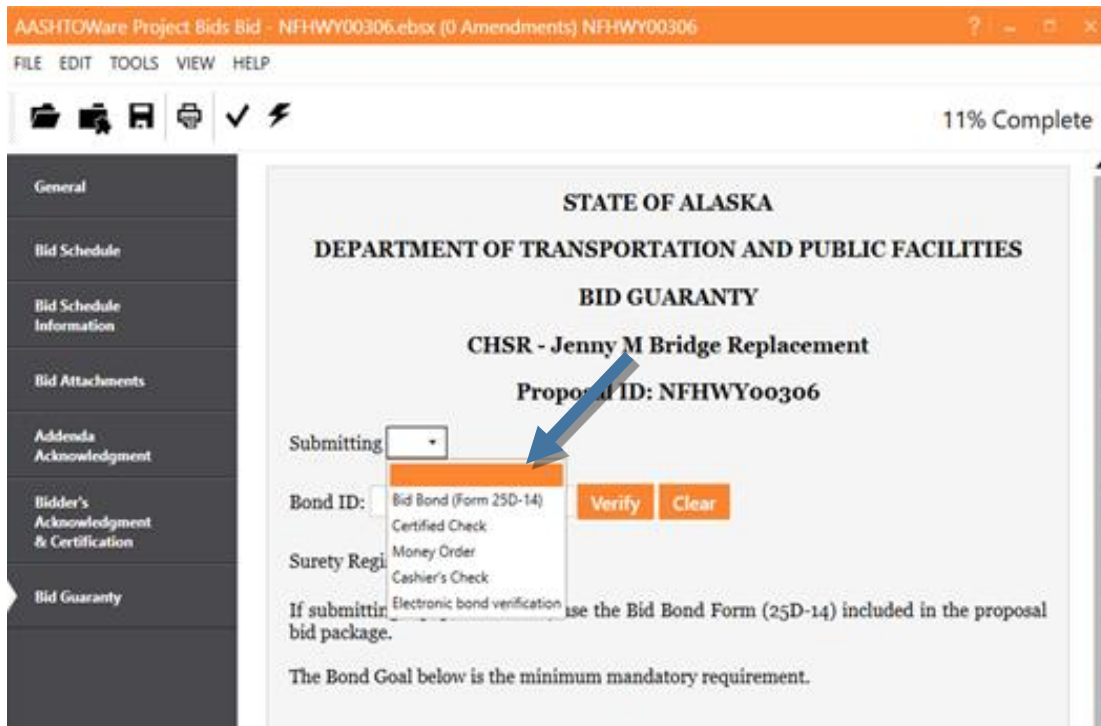
10. Click the **Bid Schedule** tab.
11. Enter in your bid unit prices. When you hit Tab to go to the next field, the extended amount will automatically calculate.

NOTE: As you enter unit prices and the extended amounts calculate, the Item Total and Bid Total amounts will calculate at the bottom of the screen. Section totals will calculate at the top of each section.

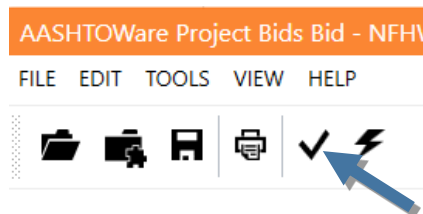
LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT BID PRICE	AMOUNT BID
Section 1					\$5,034,829.00
Basic Bid					
10	201.0007.0000 Clearing	1.000	LS	12,500.00	\$12,500.00
20	203.0006.0000 Borrow	609,281.000	TON	8.00	\$4,874,248.00
30	615.0001.0000 Standard Sign	56,340	SF	150.00	\$8,451.00
40	615.0005.0000 Delineator, Flexible	14,000	EACH	95.00	\$1,330.00
50	618.0002.0000 Seeding	60,000	LBS	180.00	\$10,800.00
60	640.0001.0000 Mobilization and Demobilization	1.000	LS		\$100,000.00
70	641.0001.0000 Erosion, Sediment and Pollution Control Administration	1.000	LS		
80	641.0003.0000 Temporary Erosion, Sediment and Pollution Control	1.000	LS		
90	641.0005.0000 Temporary Erosion, Sediment and Pollution Control by Directive	7,500.000	CSUM	1.00	\$7,500.00
100	641.0006.0000 Withholding	0.000	CSUM	1.00	\$0.00
110	641.0007.0000 SWPPP Manager	1.000	LS		
120	642.0001.0000 SWPPP Manager	1.000	LS		
Item Total: \$5,034,829.00					Bid Total: \$5,034,829.00

12. Click and read the **Bid Schedule Information** tab.
13. Click the **Bid Attachments** tab. Attach any documents required at the time of bid submission per the Required Documents form for your proposal (i.e. Buy American Certification for FAA proposals).
14. If addenda have not been issued, skip the **Addenda Acknowledgment** tab. For information on applying and acknowledging addenda, see to the **Addendum** section.
15. Click the **Bidder's Acknowledgement & Certification** tab. Read the contents and fill out the required information at the bottom.

16. Click the **Bid Guaranty** tab.
17. Select which type of bid guaranty you are submitting.
NOTE: You do NOT have to submit and electronic bid bond if you are bidding electronically. You may submit any of the forms of Bid Guaranty listed. You will mail in or hand deliver your Bid Guaranty if submitting other than an electronic bid bond. You will still use Bid Bond Form (25D-15) if submitting a paper bid bond.



Once you have finished entering your bid information, click the **Checkmark** on the tool bar.



Tabs in which all **required fields** have been filled out will have a green checkmark next to them. Any tabs that are missing information in **required fields** will have a red caution icon.

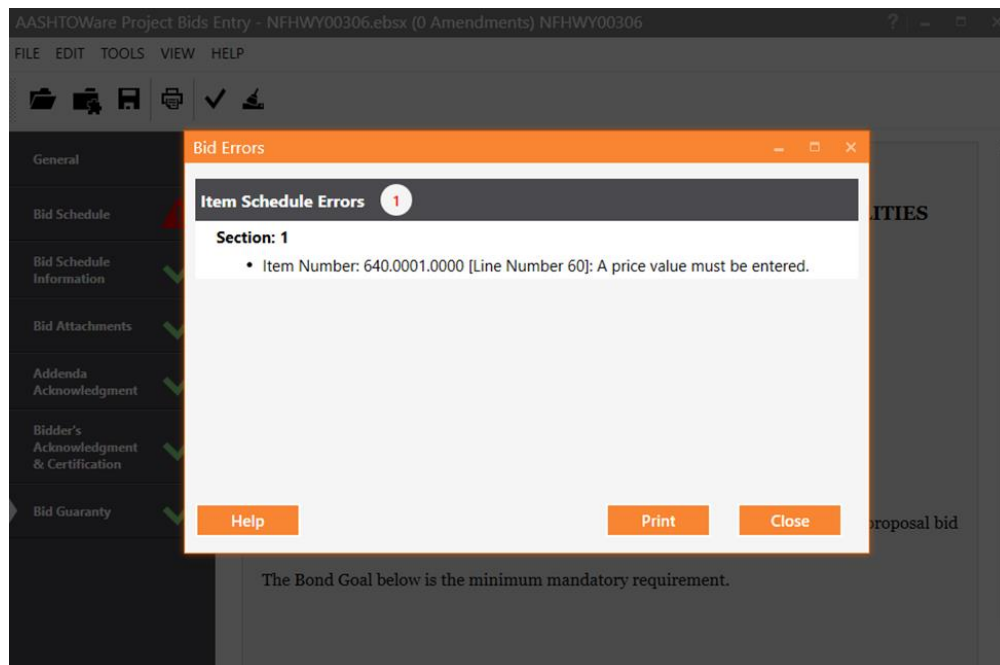
NOTE: Green checkmarks do NOT mean that the information entered in the Bid Forms file is correct.

They indicate that information has been entered in all **required fields**. Be sure to verify that the information you've entered is correct and that all necessary non-required fields are also filled out.

General	
Bid Schedule	⚠
Bid Schedule Information	✓
Bid Attachments	✓
Addenda Acknowledgment	✓
Bidder's Acknowledgment & Certification	✓
Bid Guaranty	✓

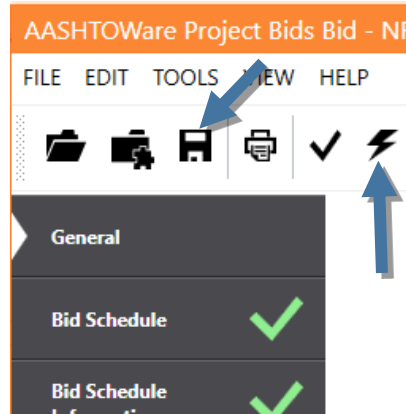
If a tab has a red caution icon, a window will also appear telling you exactly what information is missing.

18. Click **Close** and make the corrections.
19. Click the **Checkmark** again.



Once all your tabs have green checkmarks *and you have verified the information entered on each tab*, you are ready to save your proposal Bid Forms file to your computer and submit your bid via the Bid Submission Wizard.

20. Click the **Save** icon on the tool bar. This will save your bid information to the ebsx proposal file.
21. Click the **Lightning Bolt** icon on the tool bar to launch the Bid Submission Wizard.



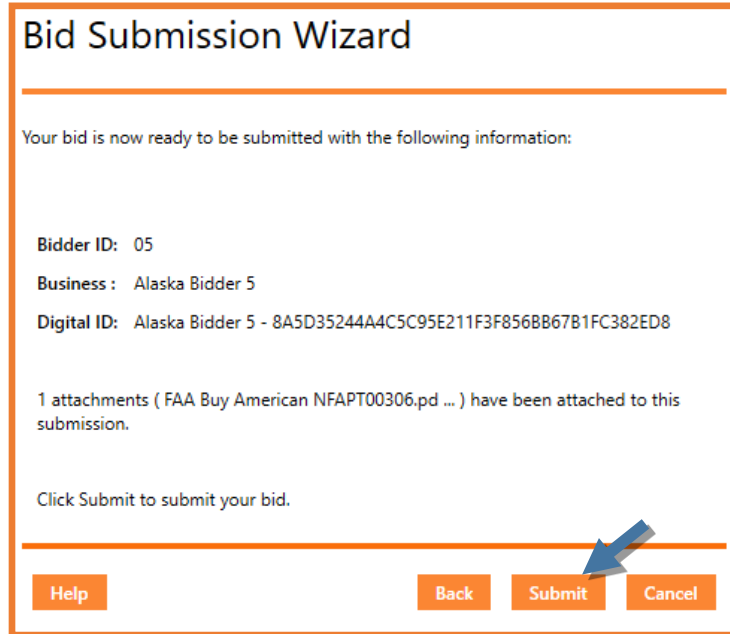
22. The Bid Submission Wizard introduction window will appear. Click **Next**.

The next window will appear requiring your Digital ID information.

23. Select your Bidder ID from the **Bidder ID** dropdown.
24. From the **Digital ID** dropdown, select your Digital ID (or your Digital ID + your Alaska Bidder ID).
25. Enter the **password** for your Digital ID.
26. Click **Next**.

The next window is a last check of your bidder (Digital ID) information, including a list of any attachments.

27. If you are ready to submit your bid, click **Submit**.



Bid Submission Wizard

Your bid is now ready to be submitted with the following information:

Bidder ID: 05
Business : Alaska Bidder 5
Digital ID: Alaska Bidder 5 - 8A5D35244A4C5C95E211F3F856BB67B1FC382ED8

1 attachments (FAA Buy American NFAPT00306.pd ...) have been attached to this submission.

Click Submit to submit your bid.

[Help](#) [Back](#) [Submit](#) [Cancel](#)

The next window is your bid submission confirmation.

28. Click **Print Receipt** and save/print your Bid Submission Receipt for your records.

29. Click **Finish**.



Bid Submission Wizard

The bid has successfully been encrypted and sent to the web server. Click Print Receipt to print the receipt of bid submission.

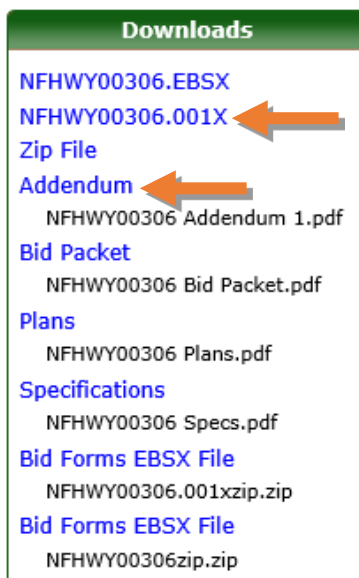
[Help](#) [Print Receipt](#) [Finish](#)

Addendum

If you registered on the Plan Holders List for this proposal, you will receive an email notification when any addenda are issued.

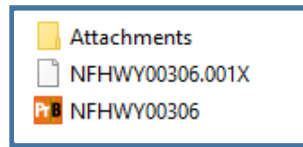
When addenda are issued, they will appear in the Downloads box along with the original proposal files. There will be an addendum PDF file as well as an additional EBSX file with the corresponding number of the addendum .001x (.002x, .003x, etc). Each time a new addendum is issued, a new EBSX file will be uploaded.

For those not logged in, a duplicate EBSX zip file will be attached that contains the addendum file (which always ends in .001x, .002, etc). The zip file name will always contain the number of the addendum.

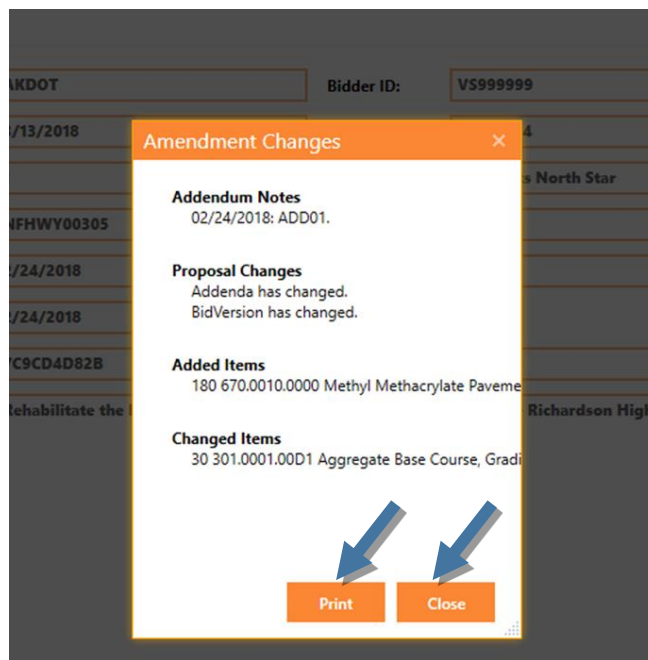


1. Download the Addendum PDF.
2. **Right click** on the addendum EBSX file and select **Save target as....**
3. Navigate to the **same spot** as your original proposal Bid Forms (ebsx) file.
4. Click **Save**.

When you copy and paste an addendum file, it should appear as below with all the files. If you submitted attachments with your original bid, they will combine into an Attachments folder as shown below.



Double click on and open the **original** Bid Forms file with your bid information. When the file opens, you will get a notification that amendment changes have been applied and a list of the changes.



NOTE: If the addendum changed the specs or plans, no amendment changes may appear since no information in the Project Bids file has changed.

5. **Print** the amendment changes for your records if you want.
6. Click **Close**.

If the addendum/amendment added or modified the proposal requiring you to modify your item bid(s):

7. Navigate to the **Bid Schedule** tab to make changes to the unit prices of items added or changed by the addendum.

To acknowledge addenda:

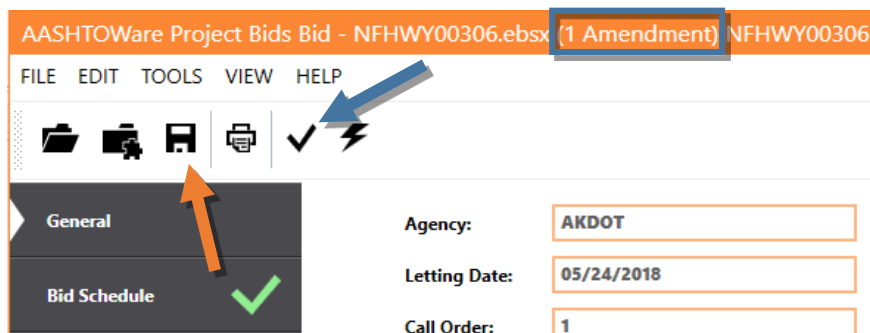
8. Click the **Addenda Acknowledgement** tab.
9. Enter in the **Addendum Number** and the **Date Issued** fields as applicable.

The Undersigned acknowledges receipt of the following addenda (give number and date of each).

Addendum Number: **Date Issued:** / / (MM/DD/YYYY)

Addendum Number: **Date Issued:** / / (MM/DD/YYYY)

10. Click the **Checkmark** on the tool bar, but also double check your Bid Forms file to make sure the information entered is correct and that all necessary fields (required or non-required) are filled out.
NOTE: Addenda Acknowledgement fields are not required. The program will not give you an error if you do not enter addenda acknowledgement information.
11. Click the **Save** icon to save the file with your addendum changes.
NOTE: Notice the orange header shows that one amendment has been applied.
12. Click the **Lightning Bolt** icon on the toolbar to resubmit your bid using the Bid Submission Wizard as outlined in the previous section.



Repeat the Addendum process each time an addendum is issued.

NOTE: The regional contracts offices will also accept addendum acknowledgement for electronic bidders as specified in the General Conditions of the specifications.

Bid Modification Submission

As an electronic bidder, you may resubmit your bid as many times as you want before the Bid Opening time specified on the Invitation to Bid.

****There is no need to Withdraw your first bid.***

1. Navigate to your Bids (ebsx) proposal file that contains your bid.
2. Double click on the file to open it.
3. Make the appropriate changes to your bid.
4. Click the **Save** icon on the tool bar.
5. Click the **Lightning Bolt** icon on the tool bar and complete the Bid Submission Wizard.

ALWAYS print/save a copy of your Bid Submission Receipt for your records.