FDOT Contracts Administration

Trns*port Expedite

Electronic Bidding System

OUTLINE

- PURPOSE
- ELECTRONIC BIDDING
- TRNS*PORT EXPEDITE BIDDING SYSTEM
- BID TAB OPTIONS
- USING EXPEDITE BID
- PREPARING THE BID
- AMENDMENTS
- ADDITIONAL INFORMATION
- CONTACT INFORMATION

PURPOSE

FDOT has adopted the Trns*port Expedite Electronic Bidding System

- **The *Contracts Administration Office* will discontinue its computer generated CEB bidding program beginning with the October 2002 Letting, utilizing the new bidding system from that point forward. The District Contracts Administration Offices will begin utilizing the Expedite Bid System at a later date.**
- **This presentation is intended to give prospective bidders an understanding of the bidding process using the Trns*port Expedite Electronic Bidding System. The information contained in this presentation is similar to the instructions in the FDOT Expedite BID Manual which will be provided to all bidders effective with the October 2002 Letting.**

Due to ongoing enhancements to this System please refer to the Contracts Administration Web Site for updates.

ELECTRONIC BIDDING

- Distribution and Contents
- Criteria For Bid Submittal

DISTRIBUTION AND CONTENTS

- **The Contracts Administration Office will distribute a CD-ROM with each proposal issued.**
- **The CD-ROM will contain the Trns*port Expedite Bidding System setup file; the Proposal form; Supplemental Specifications, and forms and instructions for submitting bids.**

CRITERIA FOR BID SUBMITTAL

The Contractor is required to use the Expedite Bidding System in preparing their bid.

- **The Contractor is required to load all amendments to their existing bid, save their bid on the 3 ½ in. formatted 1.44 MB diskette, print a copy from the diskette and provide both with the sealed bid.**
- **The printed hard copy (from the 3 ½ in. diskette) shall be on 8 ½" x 11" sheets (white paper) in portrait orientation and stapled to the back of the Proposal Of page inside the bidding document.**
- **The bidding document; the Bid (on the 3 ½ in formatted diskette) and the printed hard copy from this diskette represents the only acceptable bid.**
- **Bids must comply with all requirements as outlined in the Special Provisions for the project.**
- **Changes to the hard copy of a bid are to be made in accordance with the "FDOT Standard Specifications for Road and Bridge Construction", Section 2-5.1.**

TRNS*PORT EXPEDITE BIDDING SYSTEM

- Using Expedite Bid
- Expedite Bid Program
- Downloading the Setup Program
- Bid (Bid Manager) Installation
- Desktop Icon

USING EXPEDITE BID

- **Prospective bidders will use only one component of Expedite named *Bid*.**
- ***Bid* provides a user-friendly windows platform.**
- ***Bid* provides easy navigation across primary window fields.**
- ***Bid* provides easy amendment loading as well as merging into current bids.**
- ***Bid* enables bidders to produce both an electronic and a hard copy of their bid.**
- ***Bid* provides an online help system.**

EXPEDITE BID PROGRAM

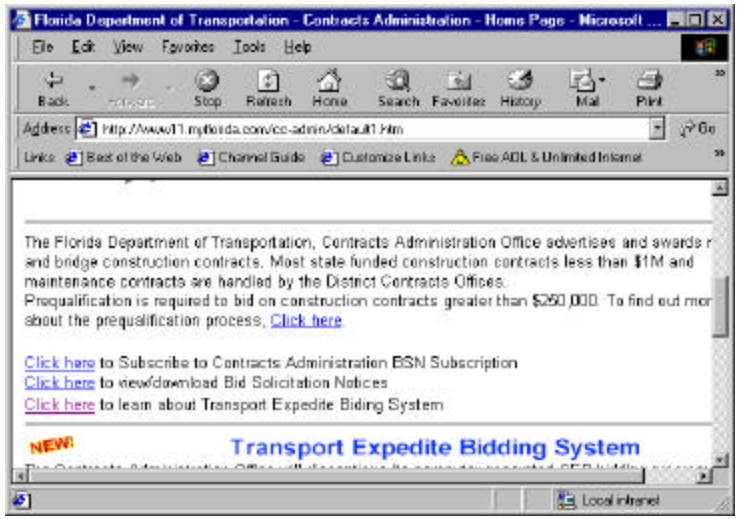
- ***Bid*** **is a 32-bit application for Windows 95, 98, 2000, NT 4.0 or later.**
- ***Bid*** **must be installed prior to preparing a bid.**
- ***Bid*** **is installed once, unless notification of a new version is received from the Contracts Administration Office.**
- ***Bid*** **is an interactive spreadsheet-like program used by contractors to enter their unit prices.**

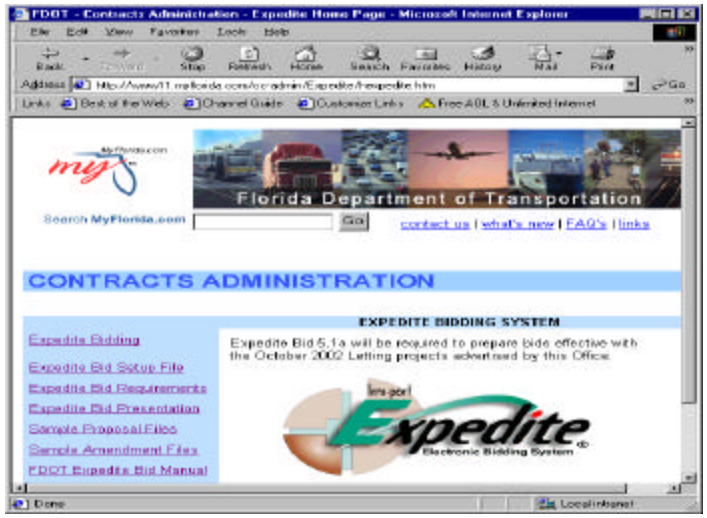
Trns*port Expedite is available within the U.S. It may not be exported outside the U.S. Be aware that if you export this software outside the U.S., you may be in violation of U.S. laws.

DOWNLOADING THE SETUP PROGRAM

The Expedite Bid Setup Program is posted on the Contracts Administration Office Web Site (http://www11.myflorida.com/cc-admin).

- **The program must be downloaded from the internet and installed onto the PC.**
- **Instructions for downloading and installing the program are available in the FDOT Expedite Bid Manual (section 2.1).**

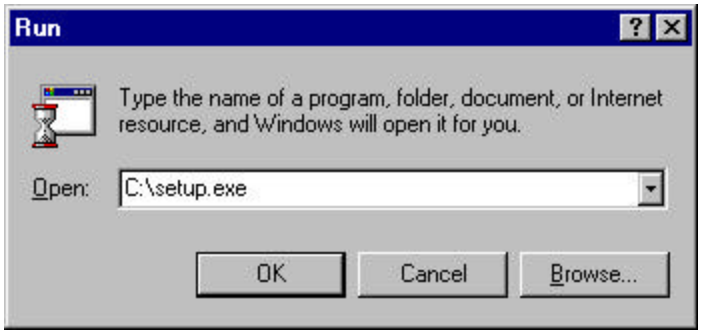


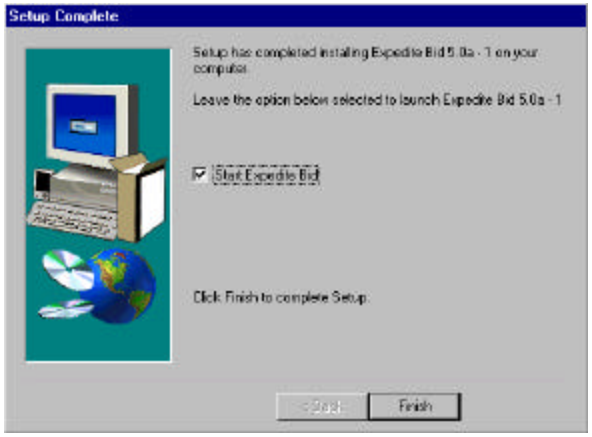


BID (Bid Manager) INSTALLATION

After downloading the Expedite Bid Setup File from the internet to your PC, you must then install the Expedite Bid software.

- **Click the START button on your task bar and select RUN.**
- **In the on screen dialog box (see below) type the letter of the drive, colon, backslash, setup.exe (ex. C:\setup.exe), Or you can use the BROWSE button to select the Setup.exe file. Click *OK*.**
- **Follow the prompts on the Expedite Bid Setup screens.**
- **You will be notified when the Expedite Bid installation is complete.**





DESKTOP ICON

- **After the installation of the Bid application, an Expedite Bid icon will be placed on the computer desktop.**
- **Contractors must use the Expedite Bid version issued by FDOT Contracts Administration Office (only this version will be accepted).**

Expedite Bid 5.0a - 1

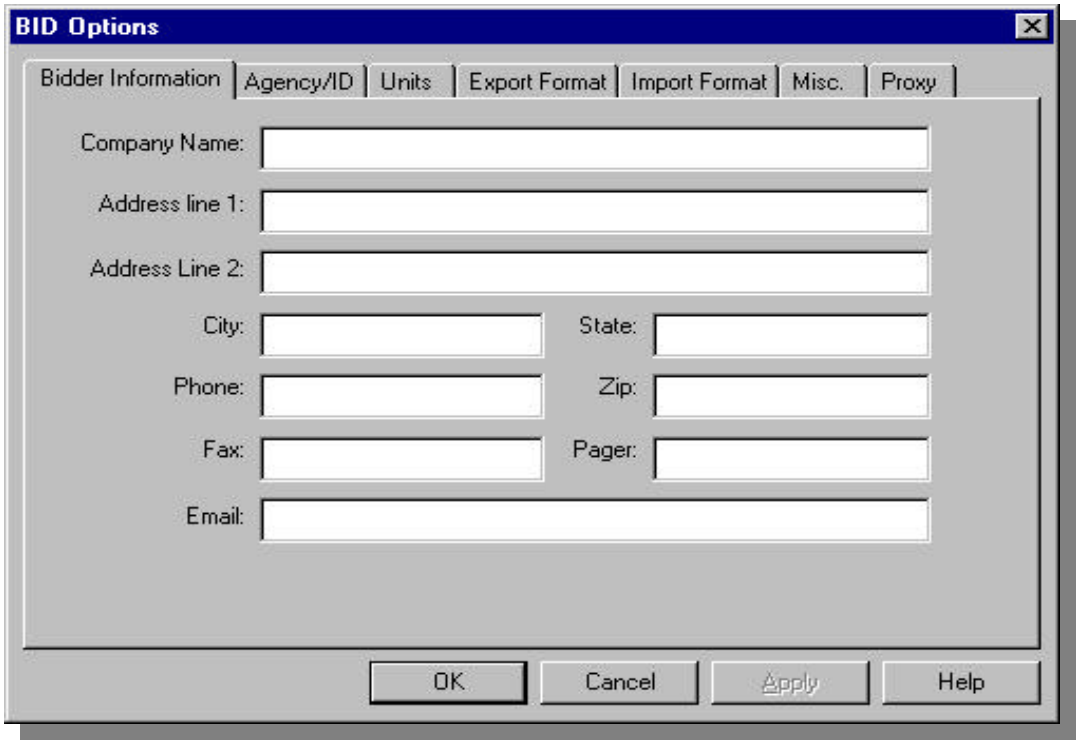
BID TAB OPTIONS

Upon completion of the installation you will be notified to enter information about your company.

- **Bidder Information**
- **Agency/ID**
- **Unit**
- **Additional Options**

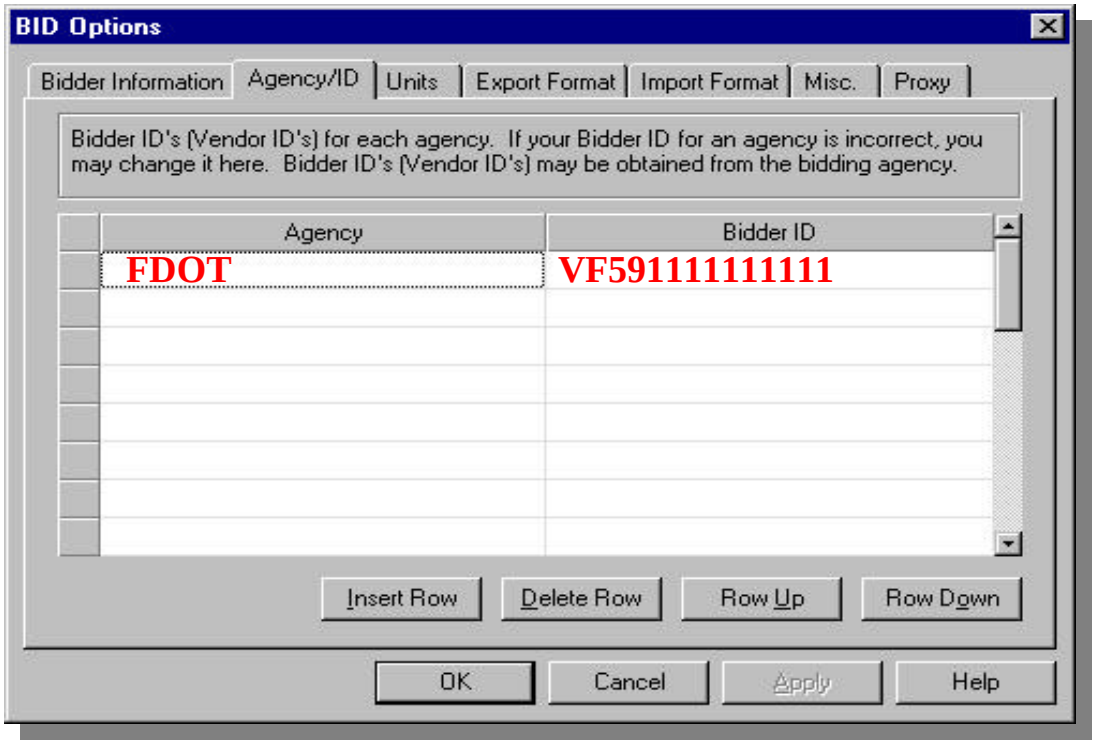
BIDDER INFORMATION TAB

This Tab will prompt you to enter information about your company.



AGENCY/BIDDER ID TAB

This Tab requires the State Agency (FDOT) as well as Bidder ID information.



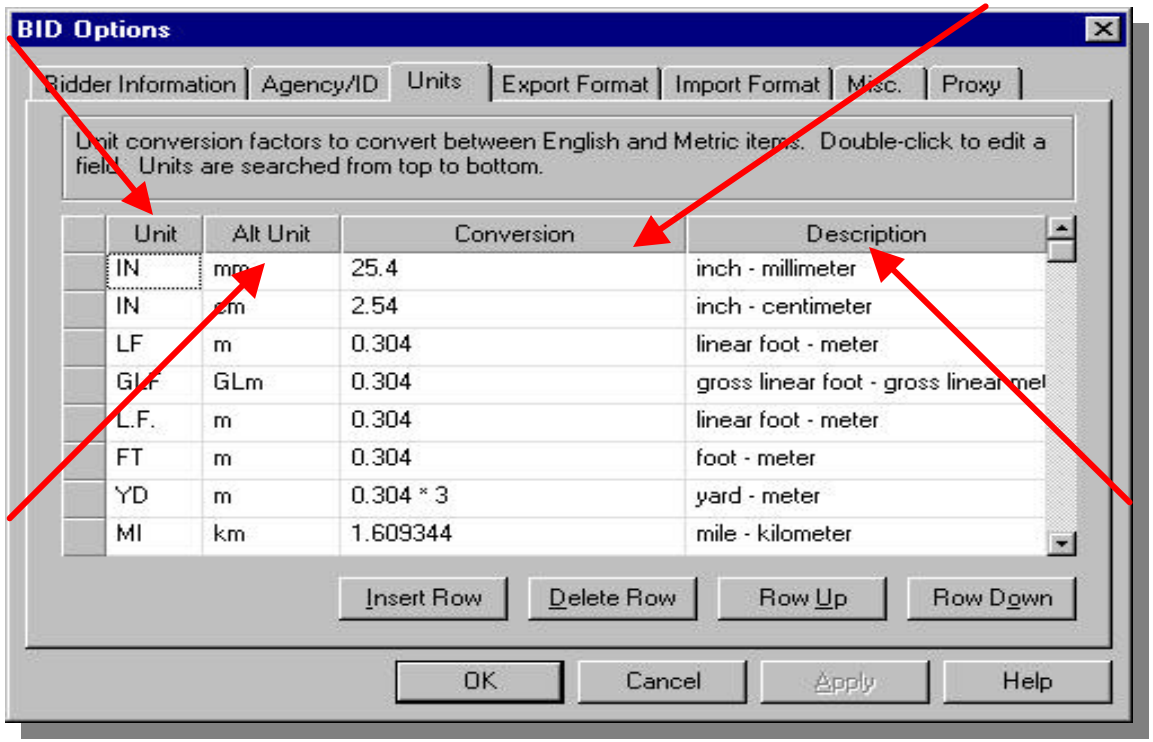
The Bidder ID is the FDOT issued Vendor Number for your firm. Only this Vendor Number is acceptable as the Bidder ID.

UNIT TAB

This Tab provides unit conversion factors to convert between Metric and English items.

Lists the English abbreviation units

Calculates conversion of English & Metric



Lists the Metric unit abbreviation

Clarification of the conversions

ADDITIONAL OPTIONS

- Export Format
- Import Format
- Miscellaneous
- Proxy

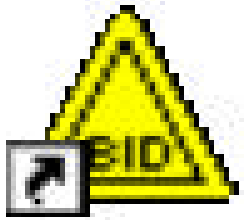
These options will not be covered in this presentation, however, a full description of each option will be available in the FDOT Expedite Bid Manual.

USING EXPEDITE BID

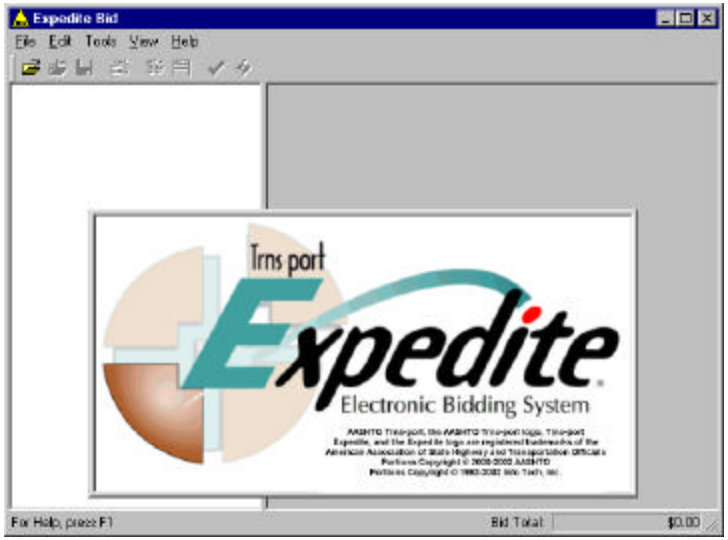
- Opening Expedite Bid
- Navigating Bid Manager
- Navigating the Proposal Window

OPENING EXPEDITE BID

- **Start the Bid Program**
  - **Double click the Bid icon on your desktop to open Expedite Bid**



Expedite Bid 5.0a - 1

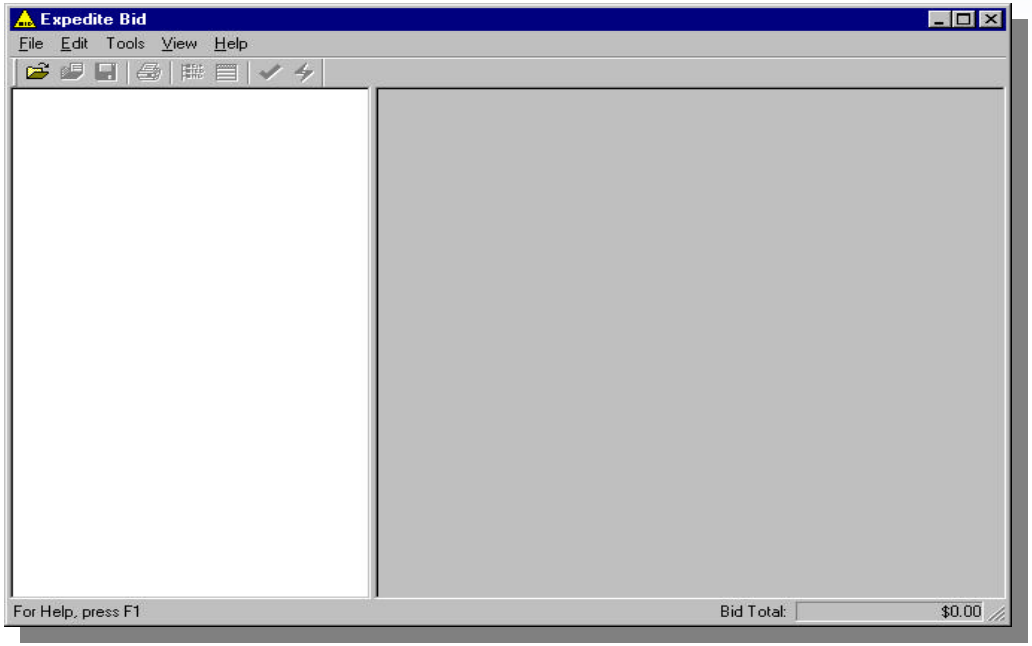


NAVIGATING BID MANAGER

Bid Manager has a split screen. The right side is the detailed information for the entity highlighted on the left side. The toolbar is displayed across the top of the application and provides quick access to Tools Bid uses.

BID TOOLS

- **File Menu**
- **Edit Menu**
- **Tools Menu**
- **View Menu**
- **Help Menu**

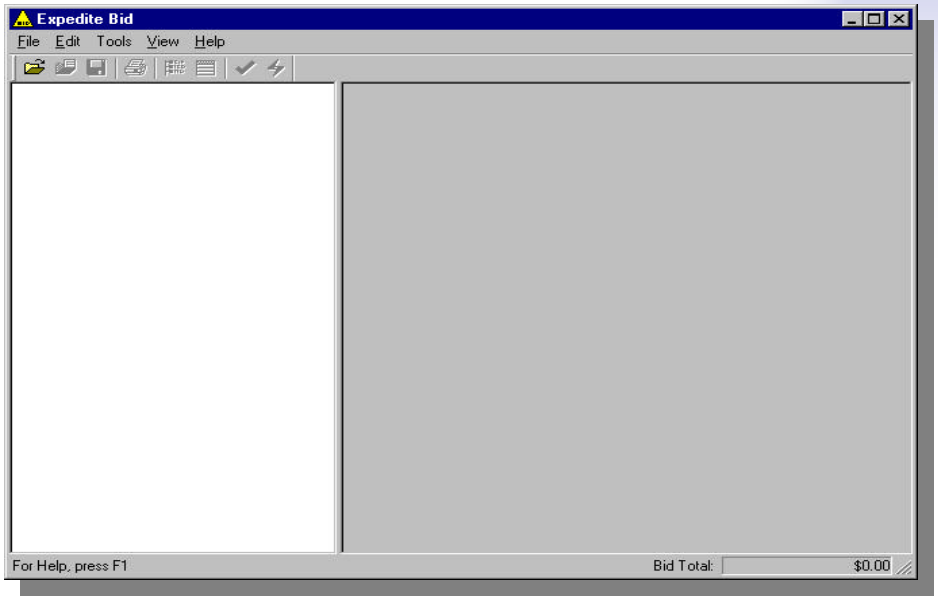


Click here to skip the Bid Tools review.

FILE MENU

The File Menu Options:

- **Opens an existing proposal.**
- **Saves an opened proposal using the same file name.**
- **Save As will save an opened proposal to a specified file name.**
- **Loads an amendment file.**
- **Prints a proposal.**
- **Print Preview.**
- **Print Setup.**
- **Exits Bid.**

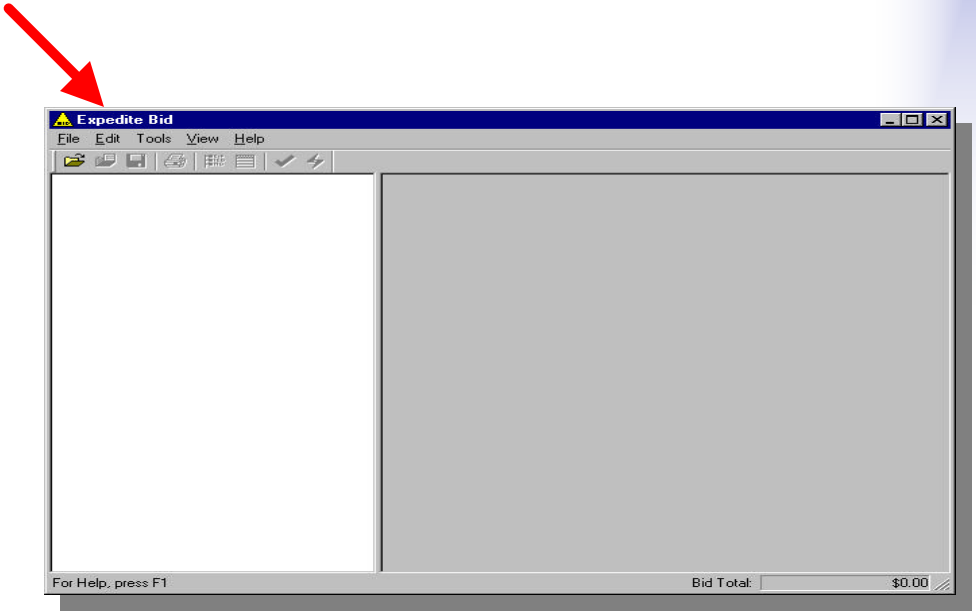


Other options are available, but will not be covered in this presentation.

EDIT MENU

The Edit Menu Options:

- **Copies data from the document to the clipboard.**
- **Pastes data from the clipboard to the document.**
- **Loads a reference price for the current item.**

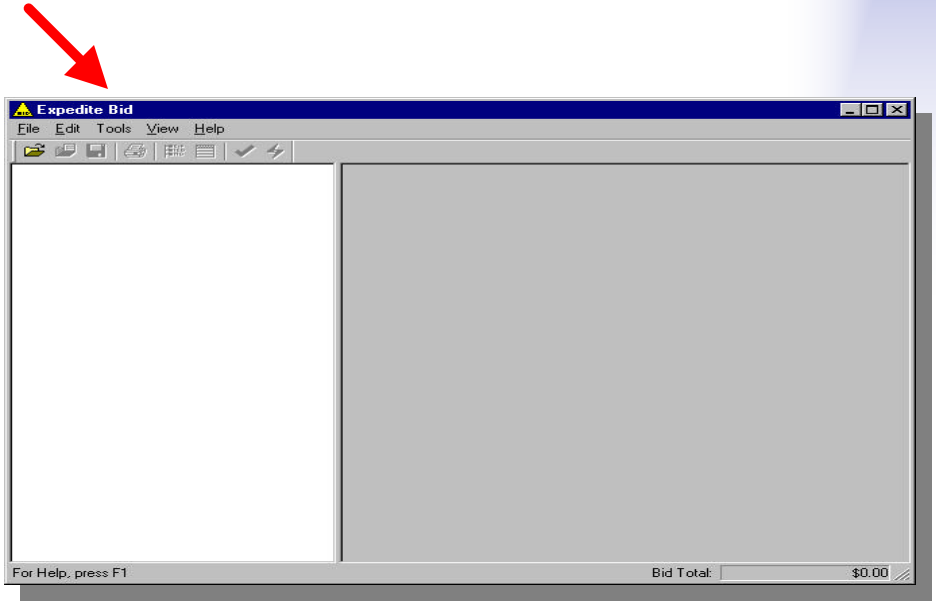


Other options are available, but will not be covered in this presentation.

TOOLS MENU

The Tools Menu Options:

- **Checks the bid for errors.**
- **Imports unit prices from an external file.**
- **Exports Items to an external file.**
- **Marks a bid as a Joint Bid or removes the Joint Bid mark from the proposal.**
- **Displays bids received for review.**

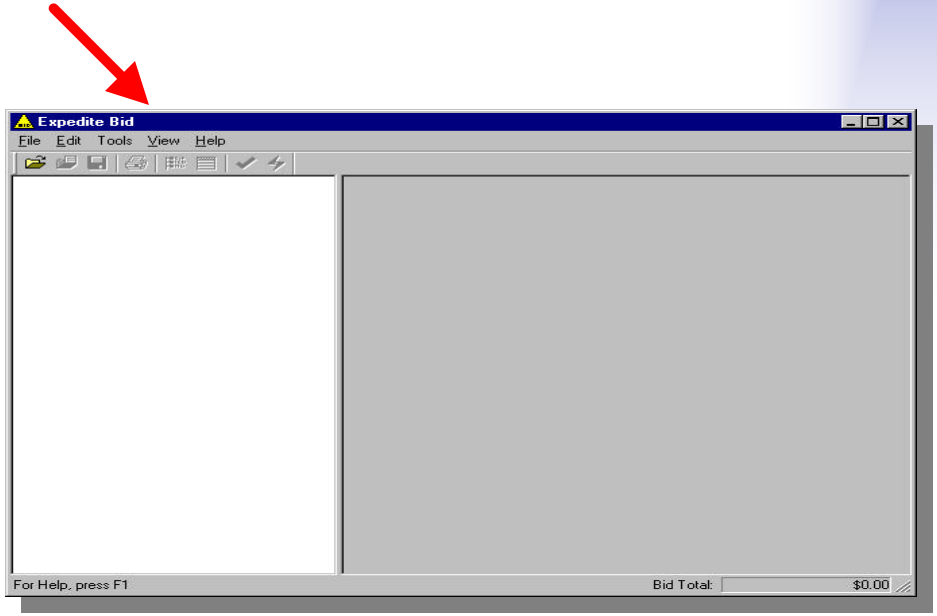


Other options are available, but will not be covered in this presentation.

VIEW MENU

The View Menu Options:

- **Toolbar - Shows or hides the toolbar.**
- **Status Bar - Shows or hides the status bar.**
- **Toggles - Provides viewing of items using alternate units.**
- **Item Grid - Toggles item view mode.**

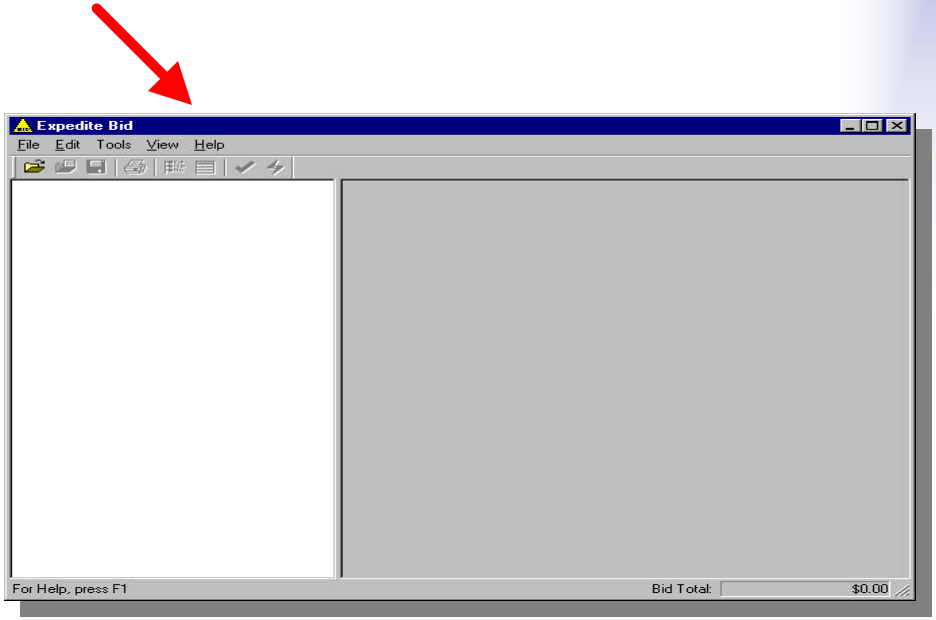


Other options are available, but will not be covered in this presentation.

HELP MENU

The Help Menu Options:

- **Offers you an index to topics on which you can get help.**
- **Displays the version number of this application.**



Other options are available, but will not be covered in this presentation.

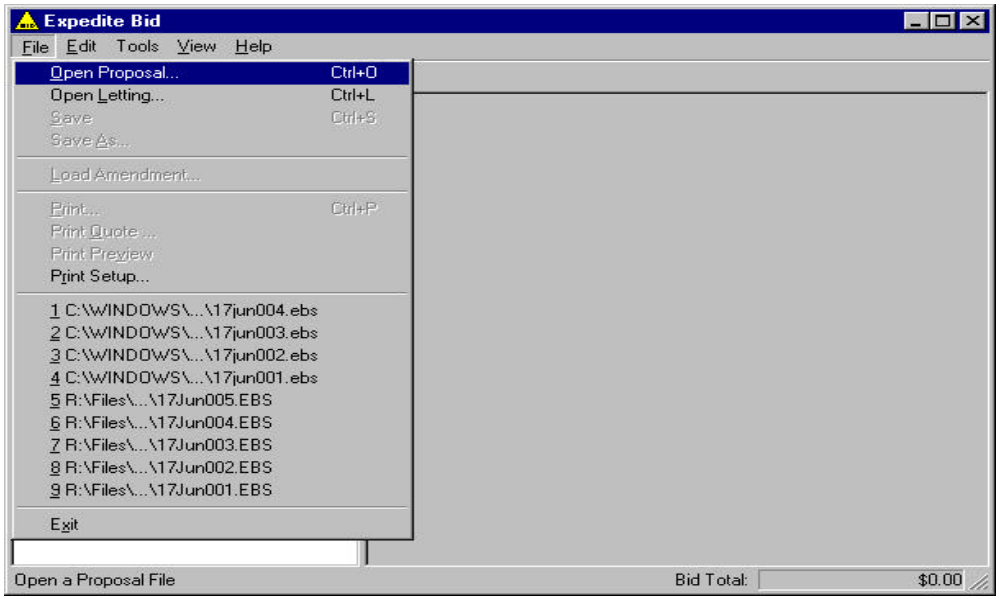
NAVIGATING THE PROPOSAL WINDOW

- Opening the Proposal Window
- Opening the Proposal (.EBS File)
- Proposal Window/Tree View

OPENING THE PROPOSAL WINDOW

The Proposal Window is active after a proposal has been opened in Expedite Bid.

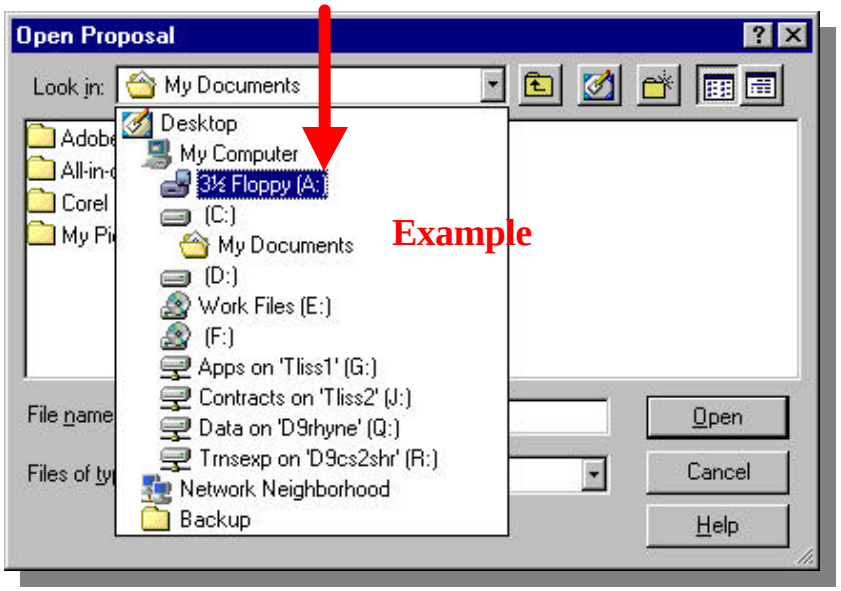
- **From the Proposal window, click file and select *Open Proposal*.**



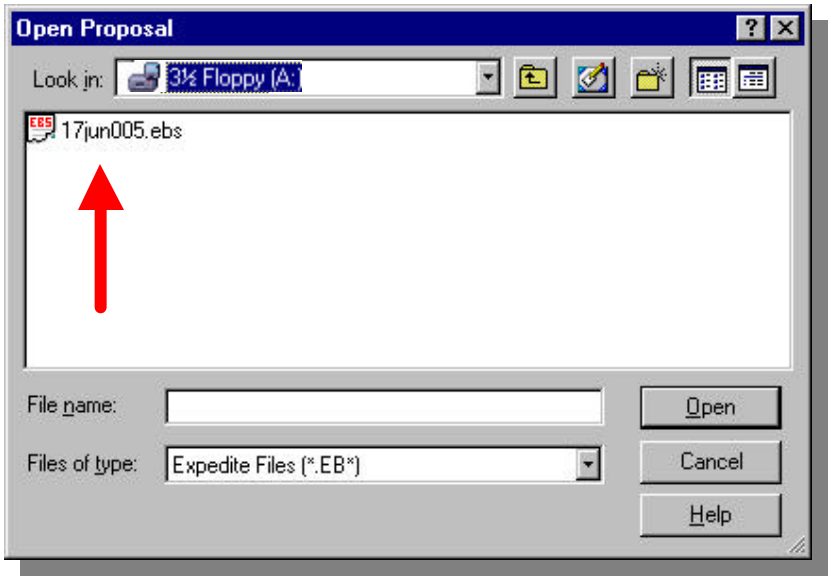
OPENING THE PROPOSAL (.EBS FILE)

Contracts Administration will issue a 3 ½ in. Diskette, which will include the original .EBS file (Electronic Proposal).

Select the "A"drive (floppy)

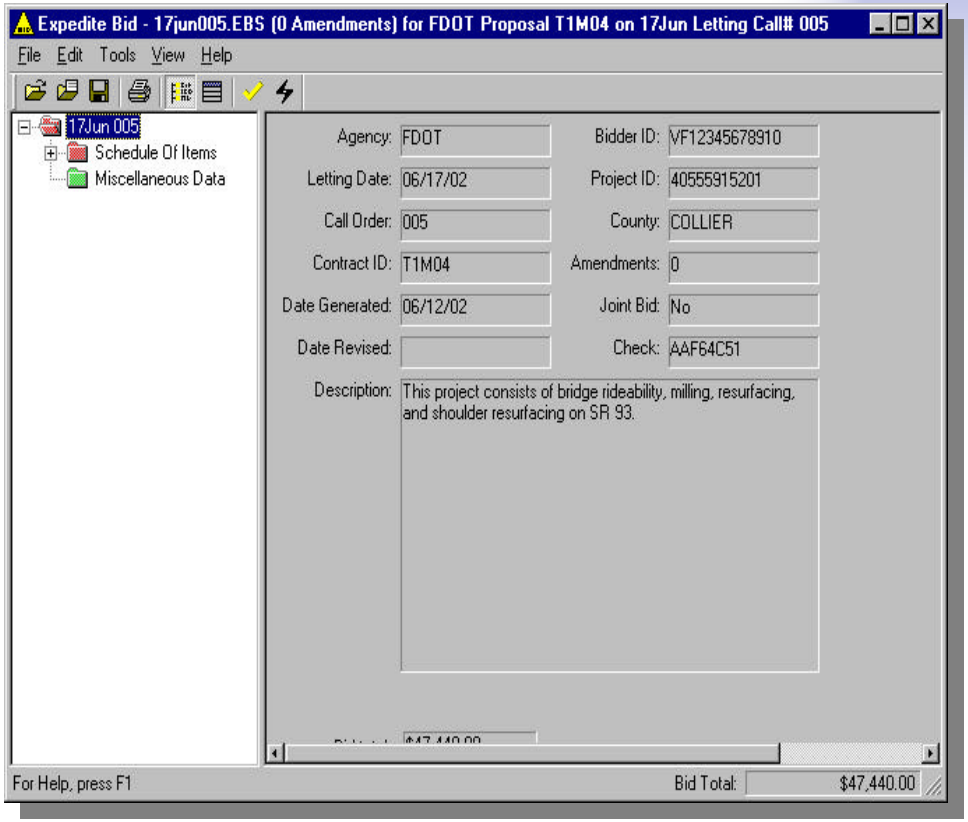


Double click the .ebs file



PROPOSAL WINDOW/TREE VIEW

- The left pane displays a tree view of the proposal and the right pane displays general information about the proposal.
- The folders in the tree view are red until all the information has been entered properly for that proposal, at which time the folder turns green.
- To expand the proposal folder click on the plus box [+]. To collapse the tree view click the minus box [-].
- You will always see a folder labeled Schedule of Items listed under the proposal folder. If you are bidding on a Cost Plus Time proposal - that folder will be displayed also.

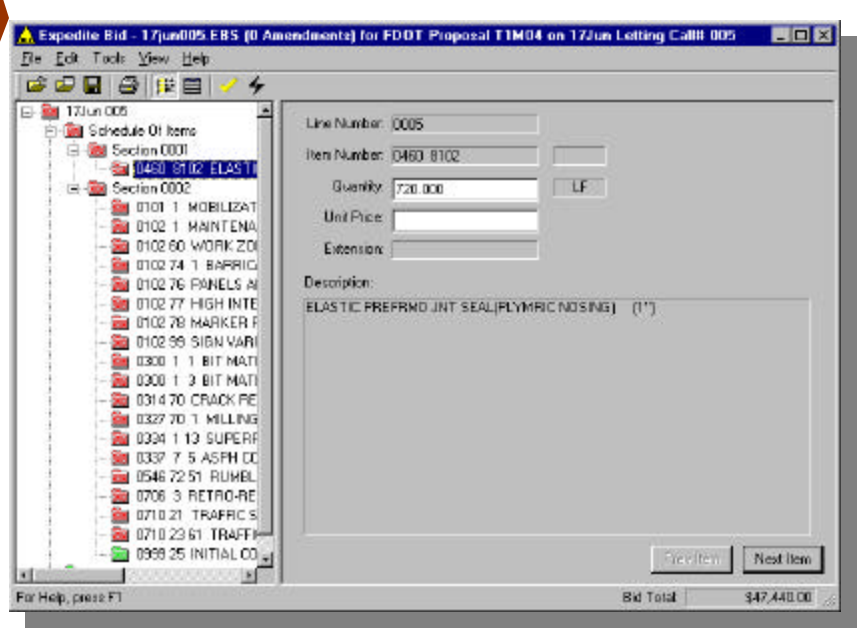


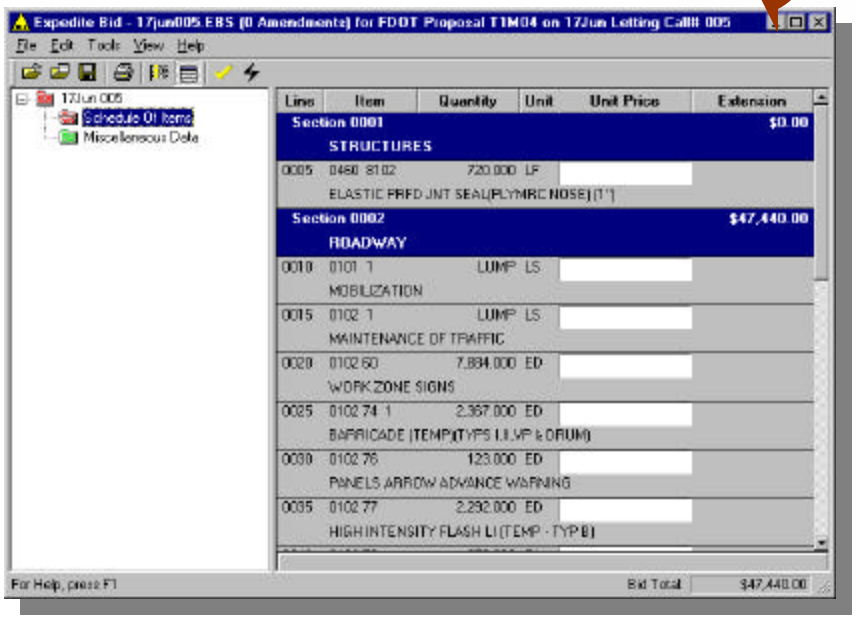
PREPARING THE BID

- Schedule of Items Folder
- Entering Unit Prices
- Checking the Bid
- Saving the Bid
- Printing the Bid

SCHEDULE OF ITEMS FOLDER

- **Click the Schedule of Items folder on the left side of the window. *Bid* displays general information about the proposal and the number of sections and items.**
- **Select Item Grid from the View menu. *Bid* displays the Schedule of Items in grid form on the right pane.**

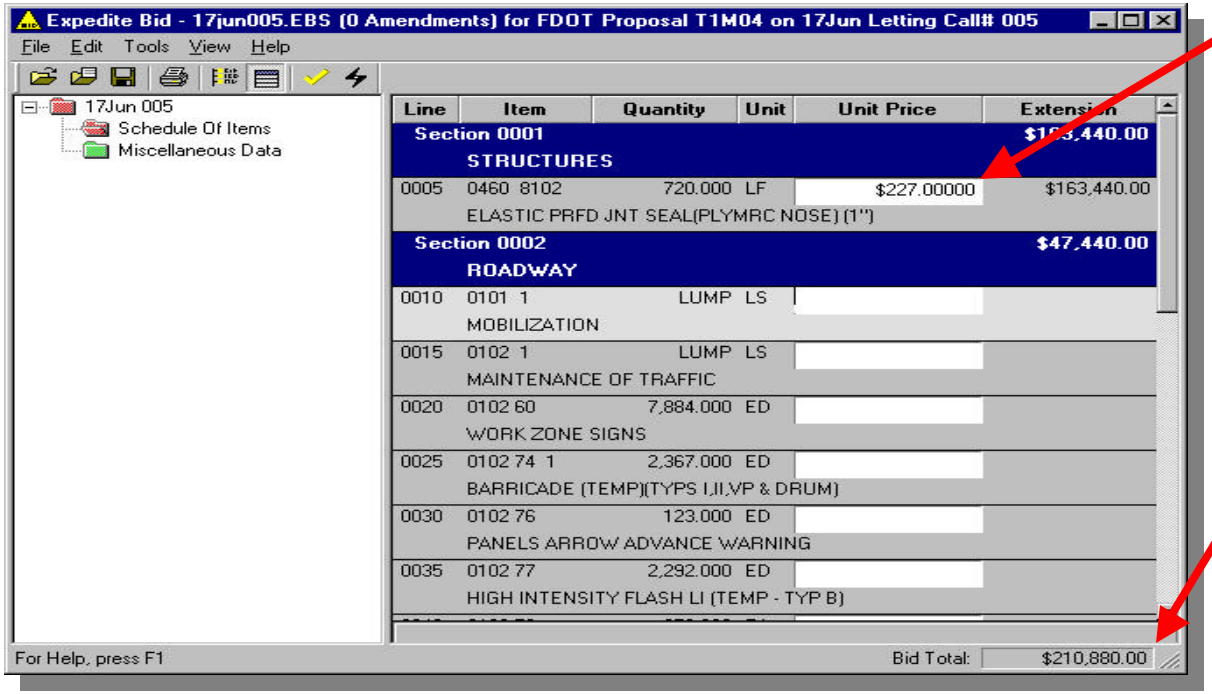




ENTERING UNIT PRICES

- To enter unit prices move the cursor to the first line item on the right side of the window. Type the amount you want to bid and press the TAB Key. BID computes the Extension, the Section Total, and the Bid Total immediately. Repeat this process to bid on the rest of the line items.
- To change a unit price, click the selected item and enter a new amount.

Unit Price

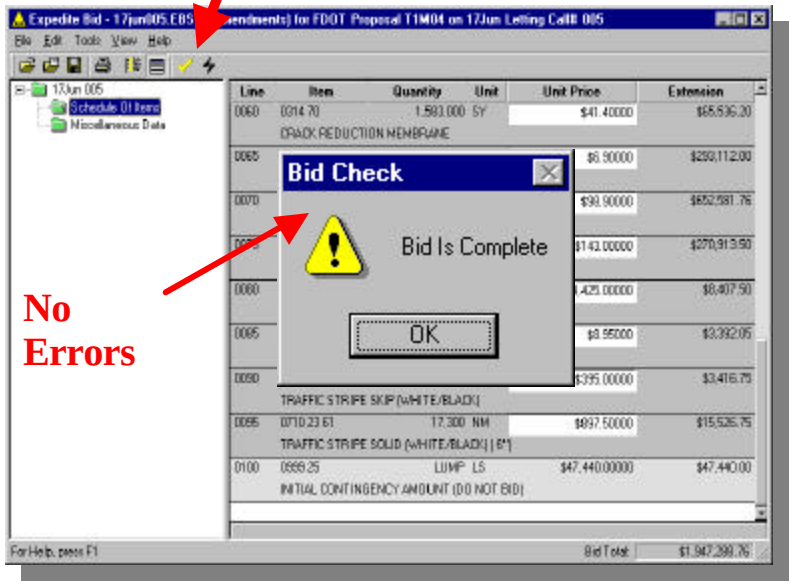


The total is automatically calculated as the unit prices are entered.

CHECKING THE BID

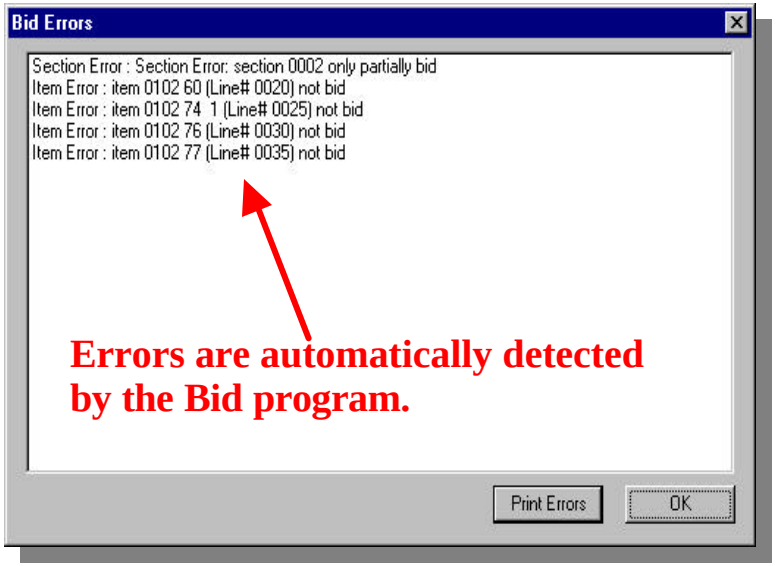
- **Once a bid is complete - the contractor has opened the electronic proposal and modified it within the *Bid* program, the *proposal* is then referred to as a bid.**
- **Click the Check Bid icon on the toolbar to check the status of the bid before saving. If *Bid* displays the Bid Error Log window, correct all errors before saving the bid.**

Check Bid



No Errors

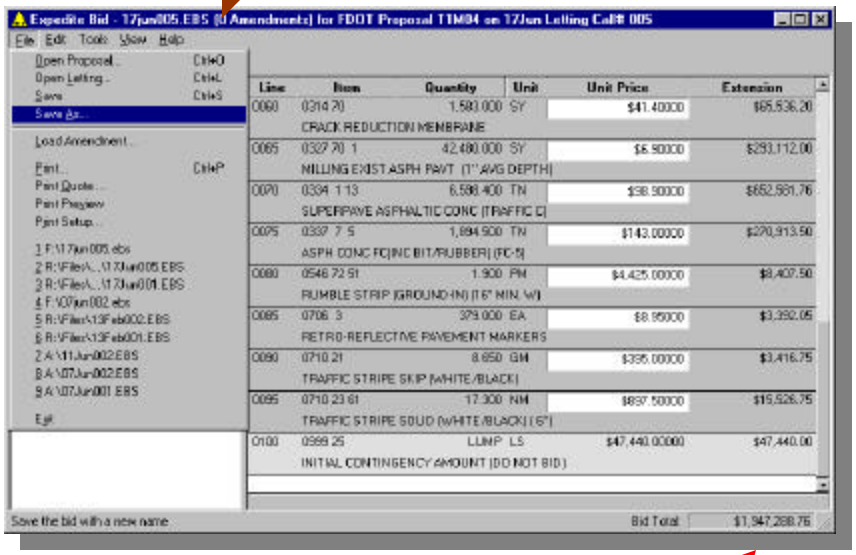
Error Log Window



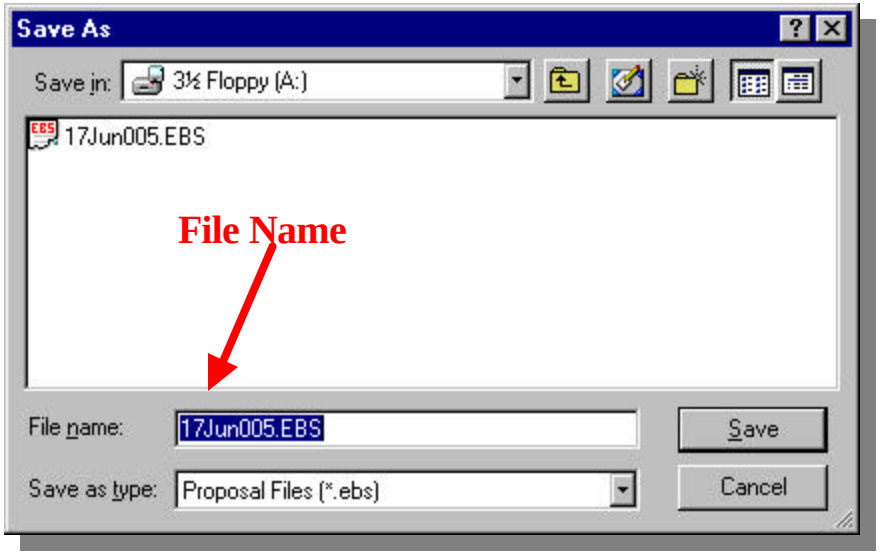
Errors are automatically detected by the Bid program.

SAVING THE BID

- Click File from the menu bar, select Save.
- The file will be saved to the original diskette issued by the Contracts Administration Office.
- To save the file to your PC hard drive, click Save As, select “c” drive and the folder location you wish to save the file.
- DO NOT RENAME THE FILE



Total



AMENDMENTS

The term *Amendments* will replace the previous used term *Revisions* to refer to changes made to Proposal Forms (.EBS file) and the Proposal documents.

- **Distribution of Amendments**
- **Amendment Files**
- **Amendment Key Points**
- **Downloading Amendments Files**
- **Loading Amendments**
- **Modifying The Bid**

DISTRIBUTION OF AMENDMENTS

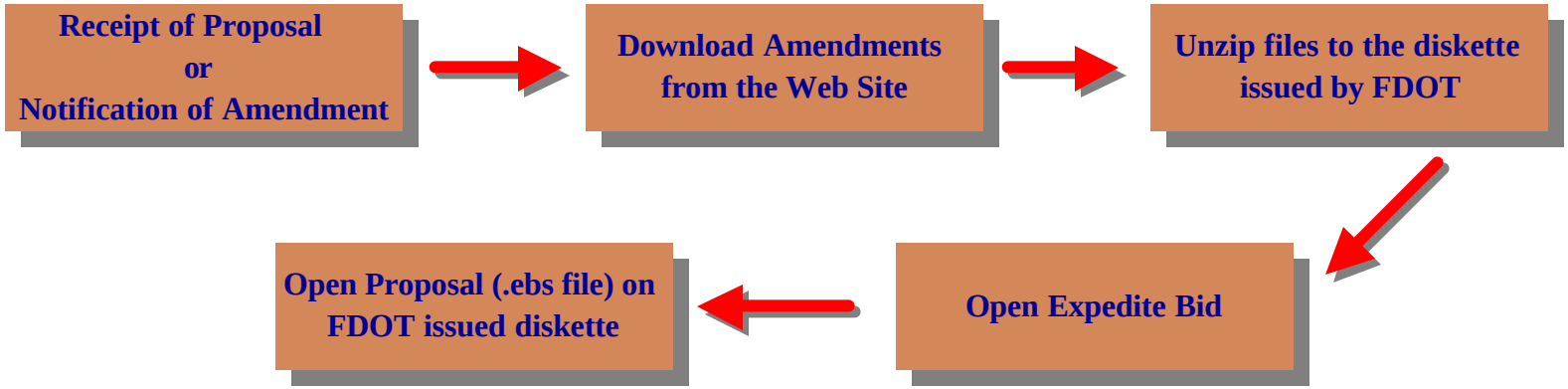
The Contracts Administration Office will discontinue the issuance of revised diskettes. All amendments will be posted on the Contracts Administration Office Web Site.

- **Contractors will be notified of all amendments processed on specific projects.**
- **Contractors are required to go to the Contracts Administration Web Site and download amendments, prior to preparing the bid.**

AMENDMENT FILES

An amendment .zip file (if applicable) for each project will be posted on the Contracts Administration Office Web Site.

- **Amendments must be loaded one at a time in sequential order (i.e., amendment file *.001 must be loaded before *.002) prior to preparing the bid.**
- **Amendments are only applied once, the number of amendments applied to a proposal is displayed in the application title bar and in the Proposal window.**



AMENDMENT KEY POINTS

Receipt of New Proposal

- ✓ Proposals are issued with a 3 ½ in. formatted diskette which includes the original .EBS file (Electronic Proposal).
- ✓ Contractors are required to goto the Contracts Administration Office Web Site to download amendments.
- ✓ Amendments must be loaded in sequential order prior to preparing the bid.
- ✓ The Amendment(s) will be merged with the existing unit prices.

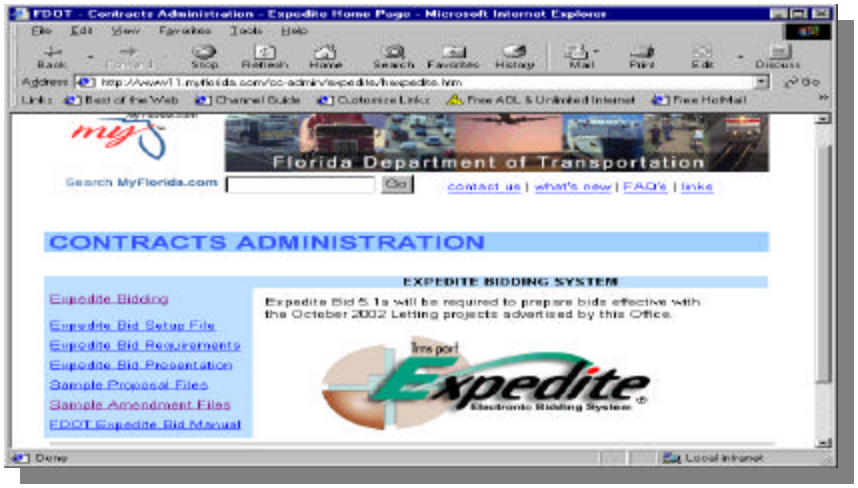
Receipt of Amendment Notification

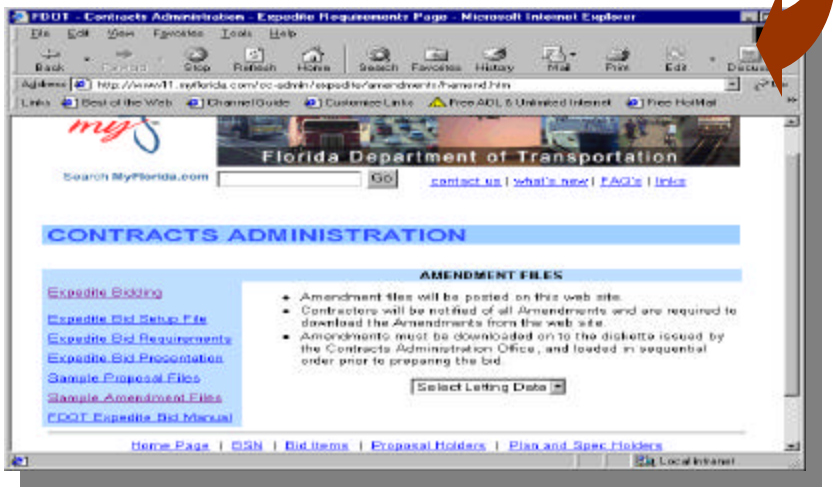
- ✓ Upon notification of an amendment from the Contracts Administration Office, the Contractor must download the Amendment(s) from the Contracts Administration Office Web Site.
- ✓ Amendments are loaded to the existing Bid.
- ✓ The previously entered unit prices will not be removed, only the line items which have been revised.

DOWNLOADING AMENDMENT FILES

An amendment .zip file (if applicable) for each project will be posted on the Contracts Administration Web Site.

- **Go to the Contracts Administration Office web site, from the menu, click on Expedite.**
- **Click Amendments, and from the dropdown list select the letting month.**
- **Select the project and click on the Amendment file.**
- **Download the Amendment file to the diskette issued by the Contracts Administration Office.**

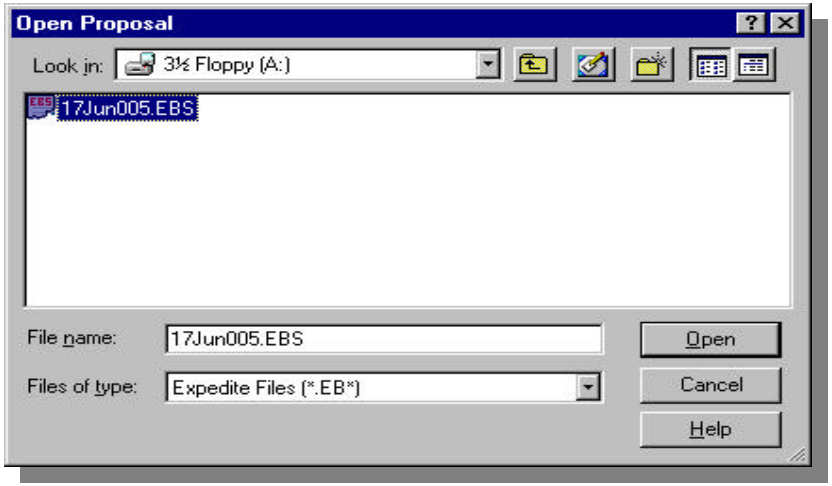


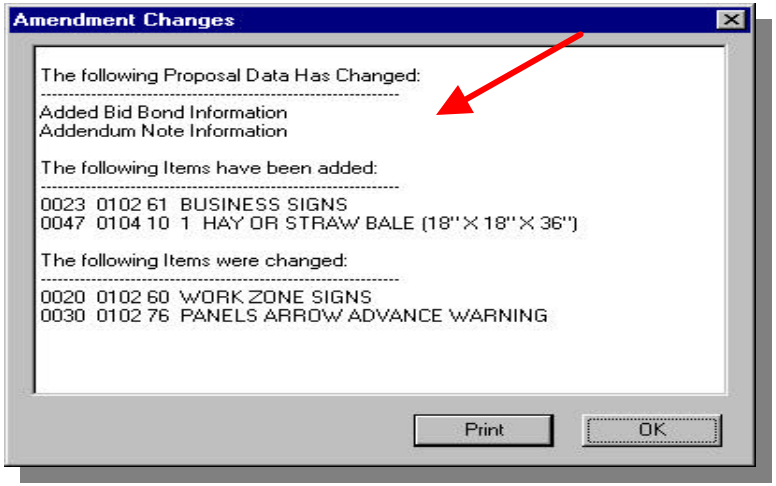


LOADING AMENDMENT FILES

- **Insert the 3 ½" in. diskette (the diskette issued by FDOT) into "A" drive.**
- **Open Expedite Bid (click the Bid icon on the desktop).**
- **Click File, select Open, choose the .EBS file from the "A" drive and click open.**
- **The *Bid* window will appear with an itemized list of amendments, *Bid* will then load each amendment in sequential order.**
- ***Bid* loads each amendment file once and will not load a previously loaded amendment.**

Bid will automatically load the amendments and lists the changes.

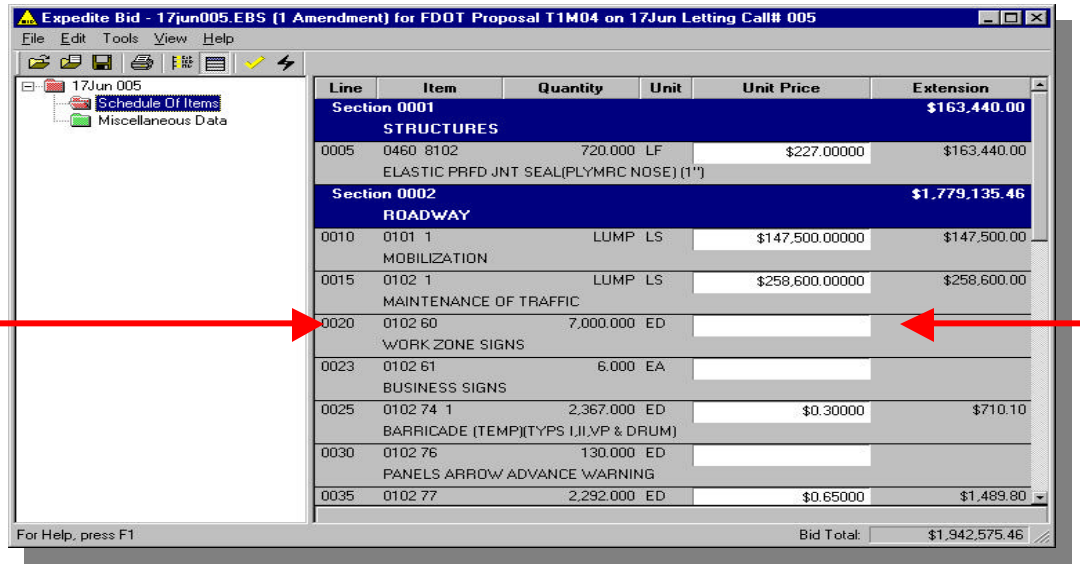




MODIFYING THE BID

Modify the unit price for the line items that were changed/added.

- **Enter the new unit price and check the bid for errors.**
- **Save the Bid to the "A" drive and to the file on your PC, if applicable.**
- **Remember to print a copy of your bid from the diskette and submit the hard copy and the diskette with your proposal document.**

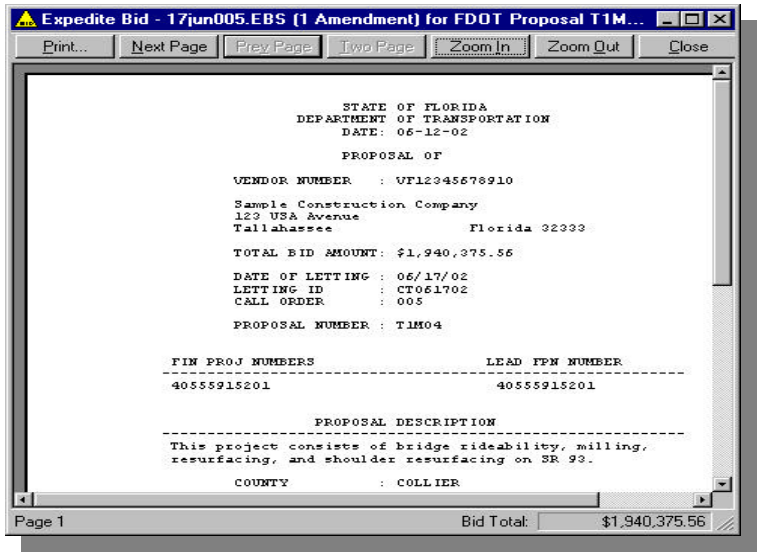


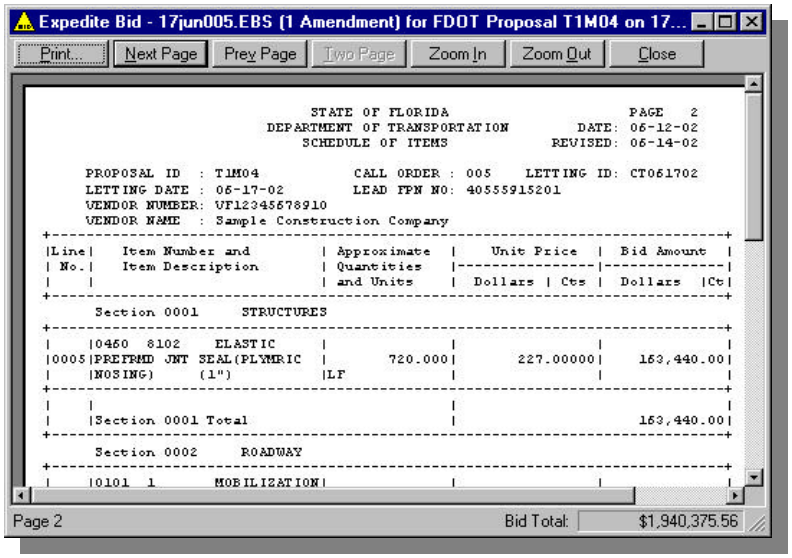
Revised Line Item

Unit Price Deleted

PRINTING THE BID

- **Now that the electronic bid has been marked complete, a paper version must be produced from the diskette.**
- **Click the PRINT button on the toolbar. *Bid* will display the Print Proposal window. On this window are options for printing different parts of the active bid.**
- **To print a full *Bid* report, keep the default Print Range at All.**
- **Click the OK button. The electronic bid is sent to the printer.**





ADDITIONAL INFORMATION

- **Updated information will be posted on FDOT Contracts Administration Office Web Site:**
  - **http://www11.myflorida.com/cc-admin**
- **Contractors are encouraged to visit the site and download:**
  - **Updated Presentations**
  - **Sample Proposal Files**
  - **Sample Amendment (Revision) Files**
  - **FDOT Expedite Bid Manual**

CONTACT INFORMATION

For more information about bidding FDOT road and bridge projects or the Contracts Administration Office, please refer to our Web Site or contact:

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