

Expedite Bid Submittal Instructions

Contractors must use a 3 ½ in. formatted 1.44 MB diskette when downloading their EBS files from the CD that is provided by the Contracts Administration Office.

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 Contractor is required to attach a label to the diskette and enter the Contractor's Name, Vendor Number, Letting Date and the Proposal/Contract ID number.

The Contractor is required to attach a label to the bid document (Proposal) and enter the Contractor's Name, Vendor Number and Letting Date.

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 the diskette represent the only acceptable bid.

Submit the diskette with the Bid Document to the Contracts Administration Office.

All computer printed characters must be distinct, legible and precise.

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.

Hardware and Software Requirements:

Operating System:	Microsoft Windows 95/98, Win2000 or NT 4.0 or higher
Processor:	Intel 80486 or equivalent, Pentium or better recommended
RAM:	16 MB minimum for Windows 95/98 32 MB minimum for Windows NT or Win2000
Disk Storage:	20 MB free space

Installing Expedite Bid From the Contracts Administration Office Web Site

Follow these steps to install the Expedite Bid application software from the web site:

1. Go to: <http://www.dot.state.fl.us/cc-admin>
2. Click the link for **Expedite**.

3. Click the link for **Expedite Bid Setup File**.
4. Click the link for **Expedite Bid 5.3a Setup (zip file)**.
5. Select **Save this Program to disk** and click **OK**. Select a location to download the file (i.e., C:\).
6. After downloading the file and unzipping it, the program is ready for installation.
7. Click the **Start** button and choose **Run**. The Run window appears.
8. To install the application software, type the location the file (example: *c:\setup.exe*) was unzipped to in the Open text box. Or you can use the BROWSE button to select the setup.exe file. Click **OK**.
9. The Expedite Bid Setup program will begin. Follow the instructions given in the setup program.

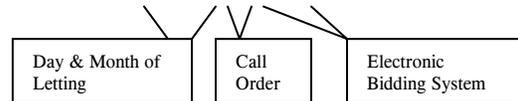
NOTE: During installation, contractors are not required to enter their Bidder ID (vendor number), name (company name), address and phone number. The Bidder ID is now maintained within the Expedite Bid program itself. However, the first time the program is used, the system will prompt the contractor for a Bidder ID and other required fields.

Opening Electronic Proposal

After you receive your electronic proposal from FDOT and downloaded from CD to your diskette, start the Expedite Bid program so you can begin entering your bids. Insert the diskette into the floppy drive of your computer.

Select **Open** from the **File** Menu to open the electronic proposal. Expedite Bid displays the open files window with a list of available .ebs files. Click on the file named Schedule of Items.

Example of an Expedite .ebs file: 29Jan001.ebs



Move the cursor to the first line item on the right side of the window. Type in the amount you want to bid. Use the tab key to go to the next item. Expedite Bid computes the Extension, Section Total and the Bid Total immediately.

Select Save from the File menu to save the electronic proposal to the diskette.

Suggestions

Verify all amendments have been download from the Contracts Administration Office Web Site, merged with the existing bid, and are on the printed hard copy.

Make a back up copy of the diskette.

Slide the diskette write protect tab to the locked position prior to submitting with your bid.