

INSTRUCTIONS TO INSTALL EXPEDITE 5.6C FOR ELECTRONIC BIDDING

Navigate to Contract Administration Website

<http://www.dot.state.fl.us/cc-admin/Expedite/hexpedite.shtm>

Double click on "Expedite Bid 5.6c Release Available for Download"



EXPEDITE AND INTERNET BIDDING

Bids for projects with a budget of \$5 Million or more, must be submitted using Bid Express.

Expedite Bid 5.6c is a software application required to prepare bids. Read the Expedite Bid Manual information prior to replacing an older version of Bid to prevent loss of information.

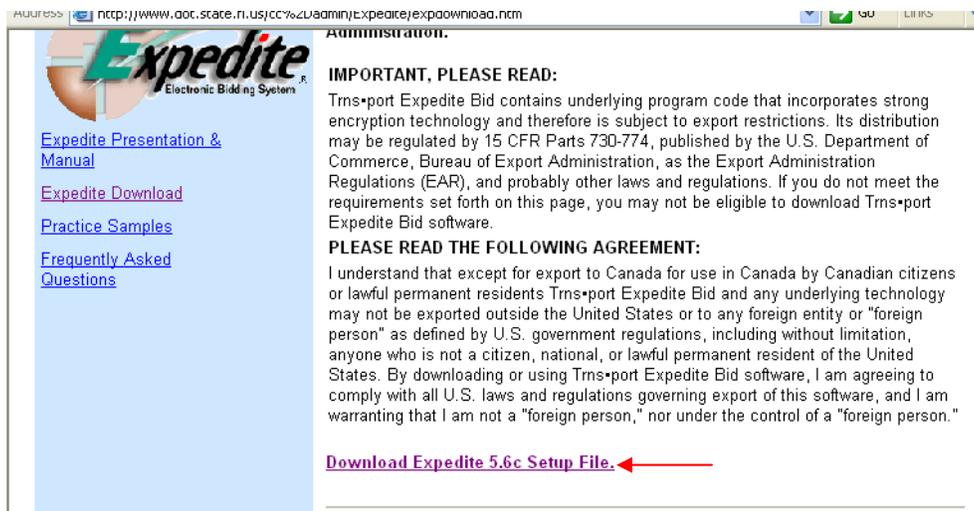
[Expedite Presentation & Manual](#)

[Expedite Download](#)

Bid Express

Read the "Important, Please Read" and "Please Read the Following Agreement" Sections

Double click on "Download Expedite Bid 5.6c Setup File"



Address: <http://www.dot.state.fl.us/cc-admin/Expedite/hexpedite.shtm>

Administration.

Expedite
Electronic Bidding System

[Expedite Presentation & Manual](#)

[Expedite Download](#)

[Practice Samples](#)

[Frequently Asked Questions](#)

IMPORTANT, PLEASE READ:

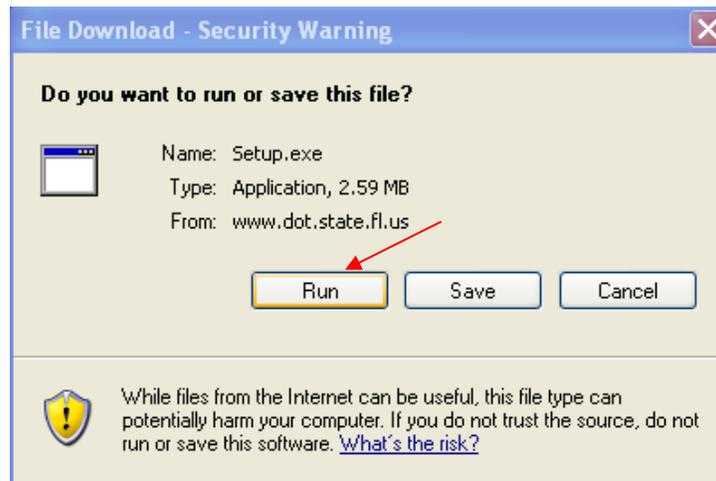
Trnsport Expedite Bid contains underlying program code that incorporates strong encryption technology and therefore is subject to export restrictions. Its distribution may be regulated by 15 CFR Parts 730-774, published by the U.S. Department of Commerce, Bureau of Export Administration, as the Export Administration Regulations (EAR), and probably other laws and regulations. If you do not meet the requirements set forth on this page, you may not be eligible to download Trnsport Expedite Bid software.

PLEASE READ THE FOLLOWING AGREEMENT:

I understand that except for export to Canada for use in Canada by Canadian citizens or lawful permanent residents Trnsport Expedite Bid and any underlying technology may not be exported outside the United States or to any foreign entity or "foreign person" as defined by U.S. government regulations, including without limitation, anyone who is not a citizen, national, or lawful permanent resident of the United States. By downloading or using Trnsport Expedite Bid software, I am agreeing to comply with all U.S. laws and regulations governing export of this software, and I am warranting that I am not a "foreign person," nor under the control of a "foreign person."

[Download Expedite 5.6c Setup File.](#)

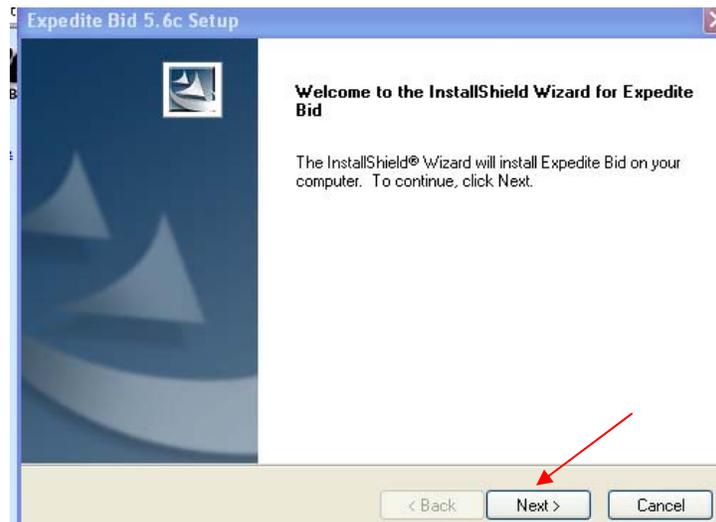
Click on "Run"



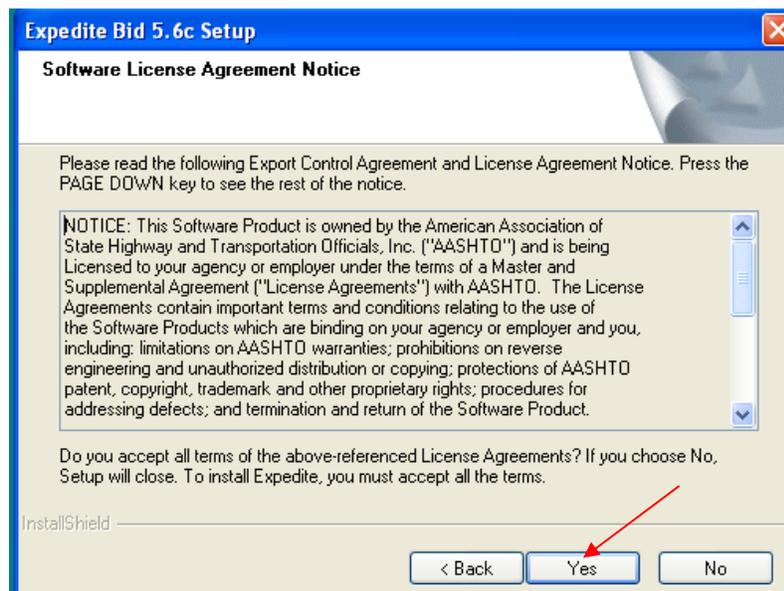
If this Pop up screen appears, click "Run" to continue



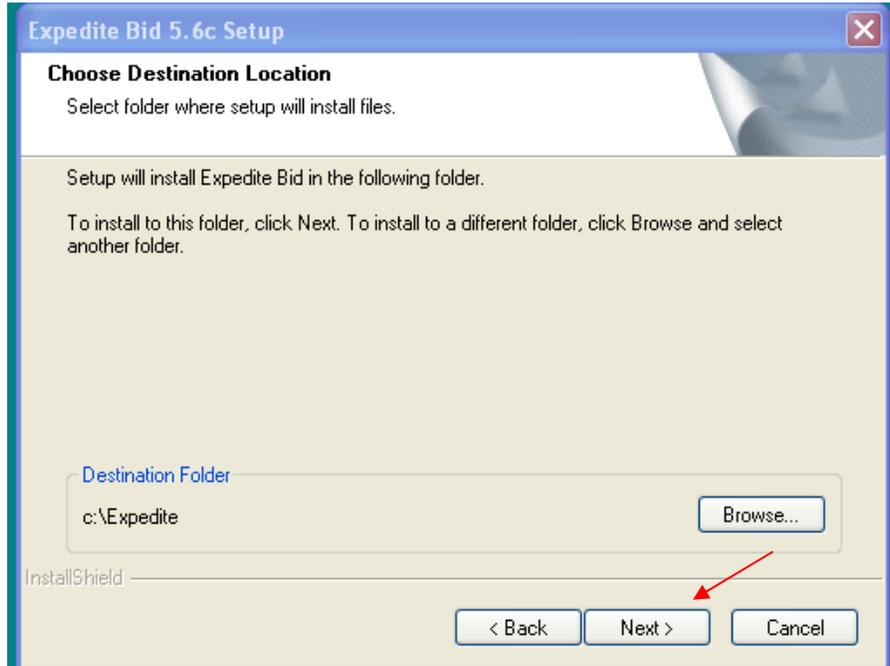
Click "Next" on the Welcome to the InstallShield Wizard on the Expedite Bid 5.6c Setup Pop Up Screen



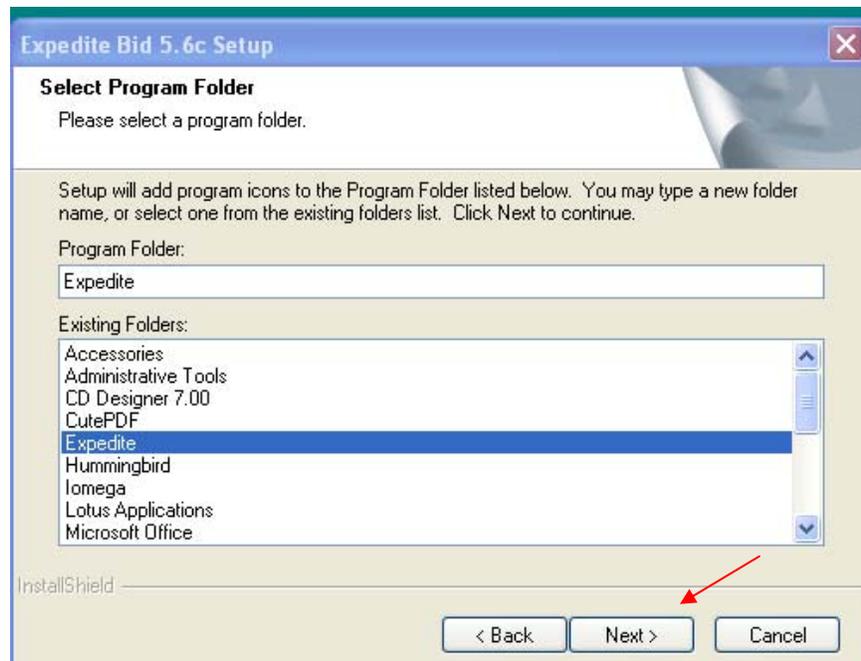
Click "Yes" to accept the Software License Agreement Notice



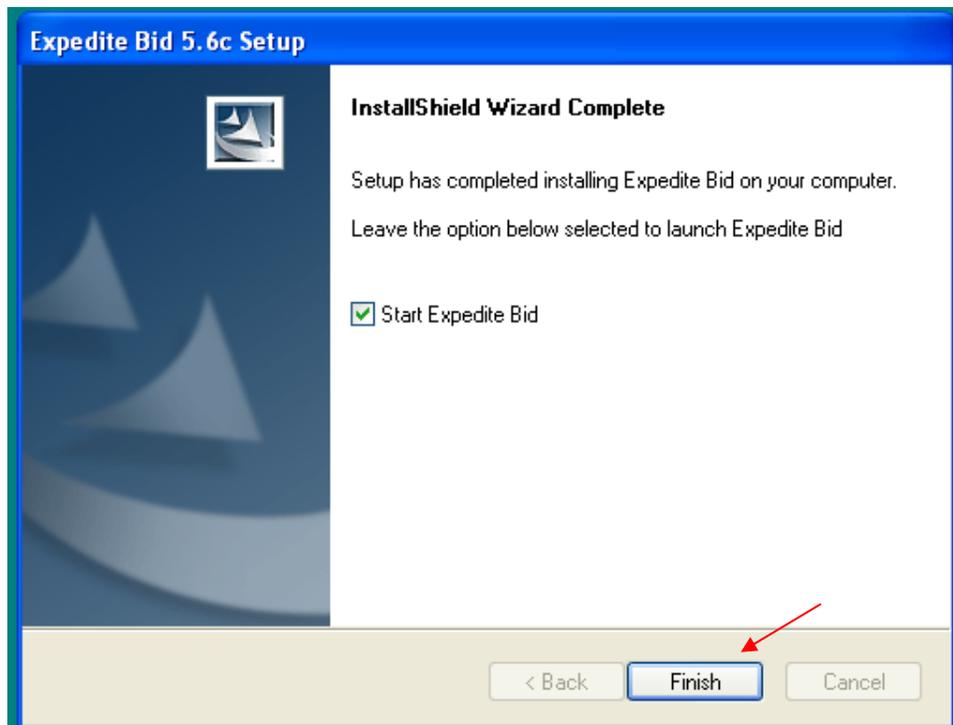
In the Destination Folder choose the location that you wish Expedite to be installed in and Click "Next" on the Pop Up Screen



Set-up will add program icons to the Program Folder listed below. Type EXPEDITE in Program Folder, or select one from the existing folder list. Click "Next" to continue.



Setup is completed and Expedite 5.6c is installed on your computer. Click "Finish" to start using Expedite 5.6c.



After the program has been loaded correctly you should have this icon on your desktop. You will only need to install Expedite Bid once, unless notified by the Contracts Administration Office of a newer version.



To complete the needed information please follow the process below so that your bid may be considered.

1. Open the diskette in Expedite Bid.
2. Click on the Bidder Information Tab and enter the following information:
 - a) **Company Name as it is listed in My Florida Market Place**
 - b) **Address; City; State; Zip Code**
 - c) **Phone Number; Fax Number; Email**

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Company Name:

Address line 1:

Address Line 2:

City: State:

Phone: Zip:

Fax: Pager:

Email:

3. Click on the Agency/Id Tab and fill in the following information:
 - a) **Agency should be FDOT**
 - b) **Enter your Bidder ID Number, it should contain a Capital VF, should not have any spaces or dashes, and also have your FDOT Sequence Number (which is the last three numbers.)**

BID Options

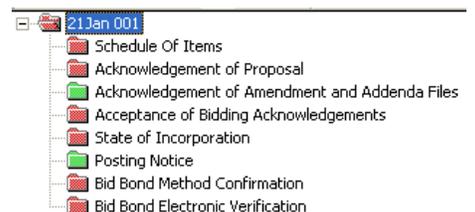
Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Bidder ID's (Vendor ID's) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder ID's (Vendor ID's) may be obtained from the bidding agency.

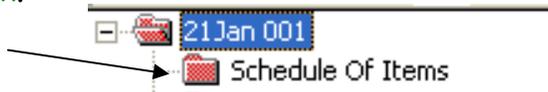
Agency	Bidder ID
FDOT	VF581401468001

Insert Row | Delete Row | Row Up | Row Down

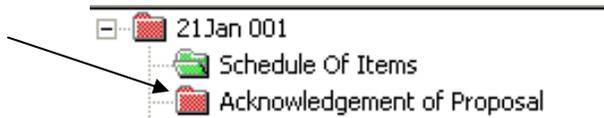
This is the way the EBS. File looks when it is first opened:



- Double click on the Schedule of Items Folder, **Fill out your unit/ extended prices and save to a diskette.** When you are finished, this folder will turn **green**.



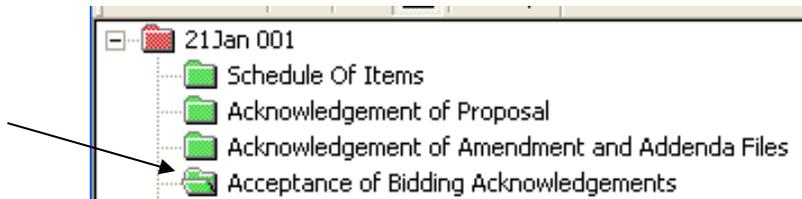
- Double click on the Acknowledgement of Proposal **Click "Yes" or "No" for "Trench Safety" and "Will you be unable to declare or certify statement.** When you are finished this folder will turn **green** also.



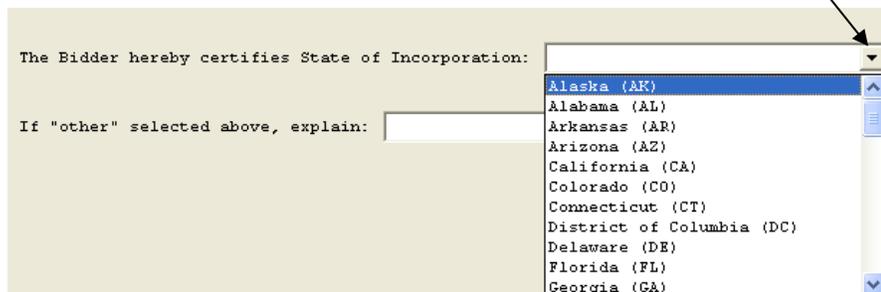
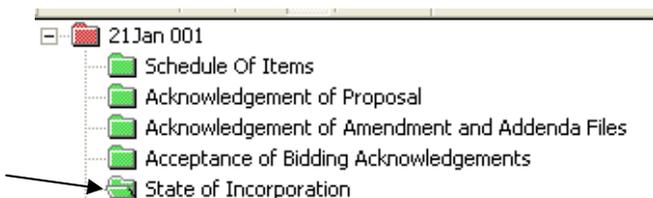
- The Acknowledge of Amendment and Addenda Files folder should already be marked **green**. (If the folder is red it means that the contract has an addendum that needs to be acknowledged.)



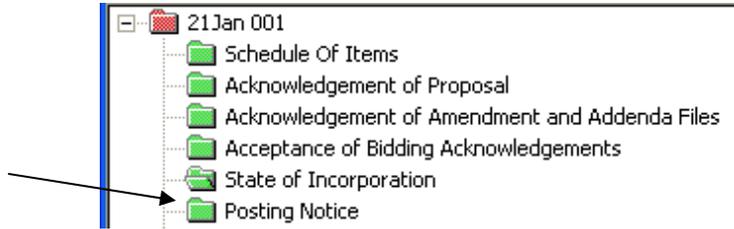
- Double Click on the Acceptance of Bidding Acknowledgements Folder. **Click "Yes" or "No to Acknowledge Proposal and Amendment and Addenda Files."** When you are finished this folder will turn **green**.



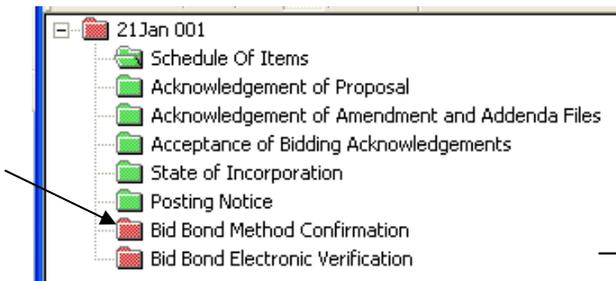
- Double Click on the State of Incorporation Folder. **Use the Black pointing arrow to select the appropriate State.** The Folder will turn **green** when you have finished.



9. The Posting Notice Folder should already be marked **green**. Therefore **nothing has to be done here**.



10. Double click on the Bid Bond Method Confirmation Folder and mark the appropriate **"Bid Bond Method"**. Once this is done the Bid Bond Method Confirmation Folder will turn **green**.



BID or PROPOSAL BOND METHOD CONFIRMATION

The Bidder, by selecting the Bid Bond method, confirms that the selection is the correct Bid Bond method used for this proposal and will be bound to that choice. The bidder further acknowledges that failure to select a Bid Bond method may cause the bid to be declared nonresponsive.

If the total amount of this bid exceeds \$150,000.00, a bid guaranty of FIVE PERCENT (5%) of the bid, payable to the Florida Department of Transportation, must accompany this proposal in the form of a paper bid bond or certified check or electronic bid bond. The guaranty amount shall include all bid items except construction days for A+B Bidding and lane closure for Lane Rental Bidding.

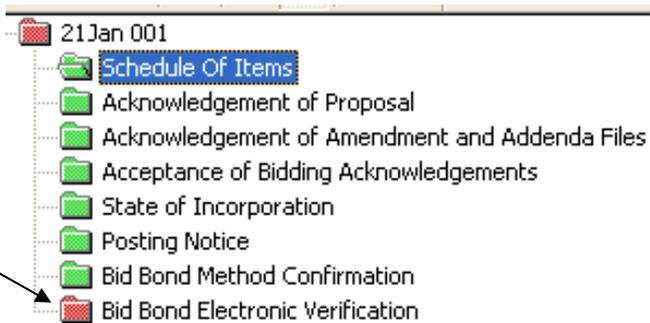
The Bidder hereby certifies and confirms the Bid Bond method is:

Not Required Paper Bid Bond Certified Check Electronic Bid Bond

If submitting a bid bond and not utilizing electronic bid bond verification, bidder must submit a paper Bid Bond Form 375-020-09 prior to the deadline for bid submittal as indicated in the advertisement and in accordance with 337.17 Florida Statutes. [Click here](http://www.dot.state.fl.us/cc-admin/forms/forms.shtm) To download Bid Bond Form 375-020-09 from <http://www.dot.state.fl.us/cc-admin/forms/forms.shtm>

NOTE: A Bid Bond is NOT required if the total amount of the bid is \$150,000 or less or specified in the advertisement.

11. Double click on Bid Bond Electronic Verification Folder and put a check mark by **"Check box if NOT using electronic bid bond verification,"** this will turn the Bid Bond Verification Folder **green**. **Contractors can use an Electronic Bid Bond (Surety 200 or SurePath) even if they are not submitting an electronic Bid. You must notify the District Office prior to submitting your bid.**



FLORIDA DEPARTMENT OF TRANSPORTATION
BID or PROPOSAL BOND





Check box if NOT using electronic bid bond verification

If submitting a bid bond and not utilizing electronic bid bond verification, bidder must submit Bid Bond Form 375-020-09. [Click here](http://www.dot.state.fl.us/cc-admin/forms/forms.shtm) To download Bid Bond Form 375-020-09 from: <http://www.dot.state.fl.us/cc-admin/forms/forms.shtm>

-----> FIELDS BELOW ARE USED FOR THE ELECTRONIC BID BOND VERIFICATION PROCESS ONLY <-----

* Surety Registry Agency: * Bond ID:

The following fields will be auto-populated upon successful completion of the Bond ID verification process.

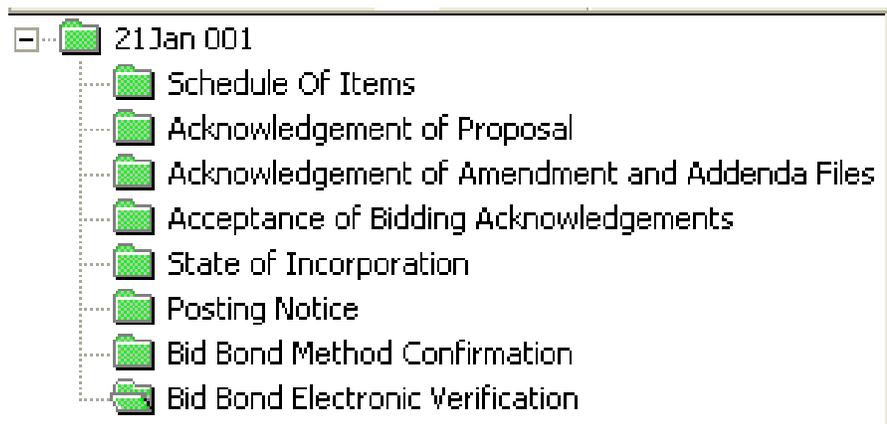
Surety Company:

Surety City: Surety State Of Incorporation:

Bond Agency Name:

Bond Agency's City: Bond Agency's State:

12. Now that you are finished all the folders should be "green".



- A. **SAVE THE EBS FILE TO A DISKETTE.**
- B. Print the Schedule of Items and the Bid Acknowledgement pages.
- C. Sign the acknowledgement pages and return with a hard copy of *Bid Blank, Proposal Of (Printed from the EBS File), Bid Bond if required, DBE Affirmative Action Plan, Print Out* and sign the Schedule of Items. Print your name below signature. Return all of the above items including the Diskette in a sealed envelope. Ensure that information on the bid envelope includes Date Bids to Be opened, Bid submitted by, Address, Project No., and County. **(The signature pages on all documents must be original, and by a person with signature authority for example President or Vice President.)**
- D. Do not change the EBS File Name.
- E. If you are using the Electronic EBS file, it is not required to submit the four page "Proposal Of" Form (375—020-08) that was supplied with your bidding documents.