

FDOT Contracts Administration District Seven Amendment Notification

As amendments occur the zip file will be updated. Upon notification of an amendment, go to the Addenda site to download the updated zip file.

Downloading Amendments

1. Go to the District Seven Contracts Administration Office Web Site, from the menu click on *Addenda*.
2. In the *Addenda List* click on the *Amendment link*.
3. Select the amendment file and double click to download the amendment file to your PC.

NOTE: Unzip the amendments to the location of your saved bid, remember to save your Bid to the diskette containing the original EBS file.

Loading the Amendment File(s) to the Original EBS file

1. Open Expedite Bid (click the Bid icon on the desktop).
2. From the Proposal window, click *File*, select *Open*, choose the .EBS file from the "A" drive. (or the location where you previously saved your Bid) and click *Open*.
3. The *Bid* window will appear with an itemized list of amendments, click *OK*, or click *Print* to print a copy of the changes. Bid will then load each amendment in sequential order.
4. *Bid* loads each amendment file once and will not load a previously loaded amendment.
5. Enter the new unit price and check the bid for errors.
6. Save the Bid to the "A" drive and to the file on your PC, if applicable.
7. Click the *Print* button on the toolbar.
8. To print a full *Bid* report, keep the default Print Range at *All*.
9. Click the *OK* button. The electronic bid is sent to the printer.

NOTE: Expedite Bid will only load new amendments to the existing bid. Although the previously loaded amendments are included in the zip file.