

# Bid Express

## On-Line Bidding

When a bid is prepared in Expedite, Bid Express is used to submit the bid via the Internet. The bid is encrypted and held in a lockbox until the bid opening by the Department. The bid can be withdrawn or replaced prior to the deadline for bid submittal. Redundant power sources, file back-ups and duplicate hardware set-ups help to ensure that the bid is secure. Bid Express uses the latest digital signature and encryption technology. The system is built, maintained, and constantly monitored to ensure the reliability.

Bid Express also conducts on-line verification of bid bonds through surety agencies. When the bid is prepared in Expedite, a bid bond verification code is used instead of a paper bond. The code is embedded in the bid and backed by a participating surety bond processing agency.

## Signing up for a Bid Express account

Go to <http://www.bidx.com> and click the Order tab, Select "Subscribe Now", and follow the instructions.

## Digital ID

The Expedite Bid software and an active Digital ID are required to use the internet bid submission and electronic verification of bid bond.

### Downloading Expedite Bid Software:

1. Go to <http://www.dot.state.fl.us/cc-admin/Expedite/hexpedite.shtm>
2. Click on the Download Expedite Bid link
3. Follow the instructions

Note: When using Expedite the first time, enter information, such as company name, agency and bidder ID (state assigned).

### To create a Digital ID:

A digital ID can be created via the Bid Express website at [www.bidx.com](http://www.bidx.com). Please remember that before you create a digital ID, you must first download the Expedite Bid Software.

Instructions to create a digital ID can be found on the Bid Express website at [www.bidx.com](http://www.bidx.com). Click on the "Questions/Help" tab and choose "Digital IDs".

Please note it can take up to 6 business days to process and activate the ID from the date it is received by Bid Express.

**Digital ID Tips:**

DO NOT CREATE A NEW DIGITAL ID FOR EACH PC IN USE.

To submit bids on multiple computers, copy the digital ID to each computer per the instructions rather than creating new digital IDs for each computer.

**Logging into Bid Express for the first time**

1. Enter your login & password in the login box on the right side of the main Bid Express page
2. Click Login
3. Choose Florida from the drop down box and Click Go

**Preparing and Submitting Bids****Submitting a bid over the Internet:**

1. Download the EBS file from CPP Online Ordering, Proposal CD or DVD provided by FDOT
2. Open Expedite Bid – from the File menu, select Open Proposal
3. Complete the bid including item prices, Bid Bond and all acknowledgements

To download EBS/Amendment Files:

- a. Go to <http://www.dot.state.fl.us/cc-admin>
  - b. Click on appropriate letting
  - c. Click the month of letting
  - d. From the “Lettings” tab, choose the specific letting you to review
  - e. Click on the link in the Amendment column and follow the steps to download
4. From the Tools menu, select Bid Submission
  5. Follow the Bid Submission Wizard

**Viewing Submitted Bids/Withdrawing Bids:**

1. From the Tools menu, select View Submitted Bids
2. Follow the View Bids Wizard

**Verification of Bid Bonds:**

1. Provide surety agency, Bidder ID and Contract ID
2. Surety registers bid bond and provides Bond ID number
3. After EBS file has been opened, click on Bond folder from proposal tree (left side)
4. Fill in required fields including Bond ID
5. Click Verify
6. Follow the Verification Wizard

**Electronic Bid Bonds**

The Department will accept an electronic bid bond from either of the partners listed below. A paper bid bond will also be accepted if submitted to the office advertising the project prior to the deadline for submitting the bid.

BidX Partners:

- Surety2000
- Insure Vision