

Expedite Bid Submittal Instructions

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

Beginning January 2009, all bids for Tallahassee lettings must be submitted using Bid Express. No other means of submission of bids will be accepted. Allow up to 6 days to complete the Digital ID registration.

The Contractor is required to load all amendment files to their existing bid.

Hardware and Software Requirements:

Operating System: Microsoft Windows 2000 or Windows XP
Processor: Any Intel Pentium or equivalent
RAM: 128 MB minimum for Windows 2000 or Windows XP
Disk Storage: 20 GB free disk 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: www.fdot.gov/contracts. Use the drop down menu in the left frame under Contracts Office Menu and click on Internet Bidding Information.
2. Click on the link for **About Expedite**.
3. Click on the link for **Download Expedite**.
4. Click on the link for **Download Expedite 5.11a Setup File**.
5. Click **Save** and select a location to download the file (i.e., c:\).
6. After downloading the file, 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 where the file was saved (i.e: **c:\setup.exe**) 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 (EBS File)

After you download the EBS file from the Online Ordering Application you can start the Expedite Bid program and begin entering your bid amounts.

Click on **File** and select **Open Proposal** then locate the EBS file that was downloaded from the Online Ordering Application.

Example of an Expedite EBS file name: T1390.ebs

Click on the folder named **Schedule of Items**. 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.

Suggestions

Verify all amendment files have been downloaded from the Contracts Administration Office Web Site and merged with the existing EBS file.