

# FREQUENTLY ASKED QUESTIONS

Online bidding for Cobb DOT construction projects using BidExpress will be mandatory beginning October 2014!

## **Q: Do I have to submit my bids online using BidExpress?**

A: Yes, beginning October, 2014 all sealed bids to Cobb DOT must be submitted online through BidExpress. Contractors are encouraged to begin using this process to save time and help eliminate errors on their bid.

## **Q: Is using BidExpress free?**

A: It is free to view bids online using BidExpress. It is also free to download as many digital IDs as you need to submit bids. But, there is a \$25 per bid submission fee that is paid to BidExpress. Vendors may also choose to do a monthly subscription of \$50 for unlimited bids. Vendors using BidExpress will get electronic notification of all bid addendums.

## **Q: Can I get plans online, too?**

A: Right now, plans can still be purchased at DOT in either paper form or on a CD. Plans will soon be available from the Cobb DOT website.

## **Q: What about the bid bond?**

A: Vendors may continue to submit paper bid bonds or certified checks when submitting online bids. Paper bid bonds or certified checks must be turned in to the Cobb County Purchasing Department by Bid Opening time for the bid to be considered responsive.

However, with BidExpress, Vendors are strongly encouraged to use an electronic bid bond number online with their bid through BidExpress. Vendors should contact Surety 2000 or Surepath to set this up and get a valid bid bond number. There is a link to Surety 2000 on Bid Express and on the Cobb DOT website. Bid bond numbers will be verified through BidExpress and Vendors will be notified immediately if the bid bond number is not valid.

## **Q: How do I learn how to use Bid Express?**

A: There is information and documents available for getting started and using BidExpress on the DOT website. Also, you can call BidExpress Customer Service at 888-352-2439 for help or instructions or go to [www.bidexpress.com](http://www.bidexpress.com). Info Tech's Customer Service has been extremely helpful.

## **Q: Who do I call if I run into a problem using Bid Express?**

A: BidExpress Customer Service at 888-352-2439 between the hours of 7:00 am – 6:00 pm Monday – Friday.

## **Q: Where can I see plan holders list?**

A: Cobb DOT will continue to maintain a plan holders list, but will only include Vendors that purchased bid documents or plans from Cobb DOT. Vendors that purchased bid documents from BidExpress will be listed on the BidExpress website.

**For more information go to [www.cobbdot.org](http://www.cobbdot.org) and [www.bidexpress.com](http://www.bidexpress.com)**