



Vendor Registration and Training

Bid Express Registration Guide
Bid Express Vendor Guide

September 2013

Last Updated
September 2013



Prepared By



Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Phone: (352) 381-4400 • Fax: (352) 381-4444 • E-mail: info@infotechfl.com •
Web: www.infotechfl.com

Bid Express and the Bid Express logo, and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2013, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

Contents

Bid Express Registration Guide

1. Bid Express Registration and Setup.....	1-1
1.1 System Requirements	1-1
1.2 Register for a Bid Express Account	1-2
1.3 Join a Business	1-4
1.4 Create a Business.....	1-5
1.5 The Bid Express Sign Tool.....	1-6
1.6 Digital ID.....	1-8
2. My Account Tab.....	2-1
2.1 Update User Information.....	2-1
2.2 Change Password.....	2-2
3. Business Manager Role.....	3-1
3.1 Adding Members to Your Business	3-1
3.2 Roles	3-2

Bid Express Vendor's Guide

4. Introduction.....	4-1
4.1 Understanding the Bid Express Service	4-1
4.2 The Help Button	4-2
4.3 Documentation Conventions	4-2
5. Solicitations.....	5-1
5.1 Bid Express Home Page	5-2
5.2 Sorting and Searching.....	5-3
5.3 Enabling Agency Notifications	5-4
5.3.1 Owner-agency Notifications	5-4
5.3.2 Solicitation Notifications	5-5

5.4 Bidding	5-5
6. Entering Bids.....	6-1
6.1 The Bids Tab	6-1
6.2 Bid Components	6-2
6.3 Save and Check Bid.....	6-4
6.4 Submitting the Bid.....	6-5
7. Withdrawals, Amendments, and Resubmitting Bids.....	7-1
8. Apparent Bids	8-1
9. Logging Out of the Bid Express System	9-1



Vendor Registration and Training

Bid Express Registration Guide
Bid Express Vendor Guide

September 2013

Last Updated
September 2013



Prepared By



Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Phone: (352) 381-4400 • Fax: (352) 381-4444 • E-mail: info@infotechfl.com •
Web: www.infotechfl.com

Bid Express and the Bid Express logo, and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2013, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

Contents

- 1. Bid Express Registration and Setup..... 1-1**
 - 1.1 System Requirements 1-1
 - 1.2 Register for a Bid Express Account 1-2
 - 1.3 Join a Business 1-4
 - 1.4 Create a Business..... 1-5
 - 1.5 The Bid Express Sign Tool..... 1-6
 - 1.6 Digital ID..... 1-8

- 2. My Account Tab..... 2-1**
 - 2.1 Update User Information 2-1
 - 2.2 Change Password..... 2-2

- 3. Business Manager Role..... 3-1**
 - 3.1 Adding Members to Your Business 3-1
 - 3.2 Roles 3-2

1. Bid Express Registration and Setup

Registering for the basic Bid Express® service allows you to view and download complete and detailed bid information from all agencies using the Bid Express service. An optional email notification service alerts you when agencies post project information. The Bid Express service also provides a complete schedule of items for each contract and other information related to the contract.

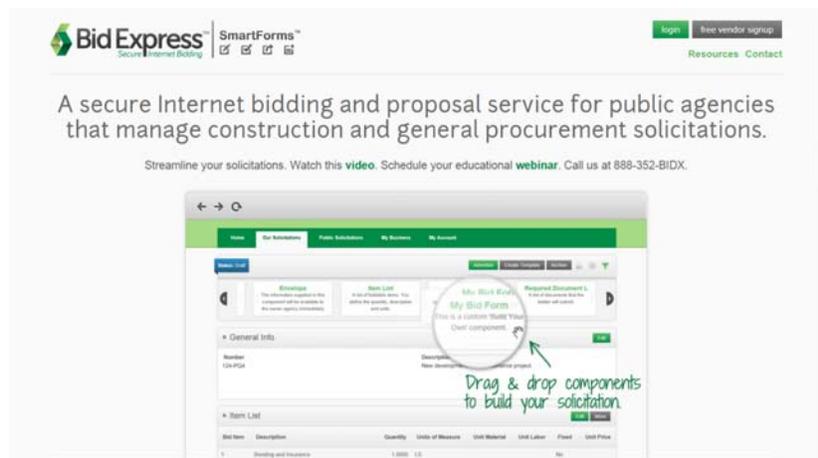


Figure 1-1. Bid Express Page

Once you activate your account, you must create a business or join a business that already has been created in the Bid Express system.

1.1 System Requirements

In order for the Bid Express system to function properly:

- You must use a 32-bit version of Internet Explorer 8, 9, or 10.
- ActiveX functionality should not be disabled in your browser settings.

1.2 Register for a Bid Express Account

The Bid Express SmartForms™ functionality is a different system than the Bid Express service that uses the Expedite Bid software. Please be sure you are signing up for the correct one. If you need help, please contact customer support at support@bidexpress.com.

Follow these instructions to register for a Bid Express SmartForms account:

1. Click FREE VENDOR SIGNUP on the Bid Express page. The Bid Express service takes you to the supported agencies page.
2. Verify the owner-agency with which you wish to bid is listed. If it is, click CONTINUE REGISTRATION. If it is not, you may need to get an account with the Bid Express service that uses Expedite Bid software (www.bidx.com).
3. Once you click CONTINUE REGISTRATION, the Bid Express service takes you to the Bid Express Vendor Registration page.

Figure 1-2. Bid Express Registration Page

4. Enter your first name in the First name field.
5. Enter your last name in the Last name field.
6. Enter your valid email address in the Email field. This is the email address to which the Bid Express service will send notifications and messages.
7. Re-enter your email address in the Email Confirmation field.
8. Enter a password in the Password field. The password must be at least eight characters and include one uppercase letter, one lowercase letter, one number, and one symbol.
9. Re-enter the password in the Confirm your password field.

10. Use the drop down list to select your local time zone.
11. Read the Terms of Agreement and the Acceptable Use Policy by selecting the links at the bottom of the page.
12. Click the X in the title bar of the policies when you are finished to return to the Registration page.
13. Select the check box to indicate you have read and agree to the Terms of Agreement and Acceptable Use Policy.
14. Click REGISTER.

The Bid Express service gathers your information and sends an activation email to the entered email address. You must click the link in the email in order to activate your account.

 **Note:** If you do not see this message, please check your Spam folder.

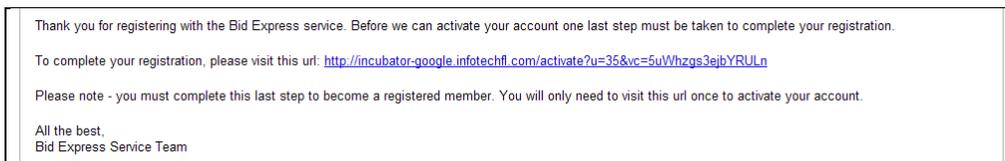


Figure 1-3. Account Activation Email

Once you click the link in the email, the Activate Account page opens.

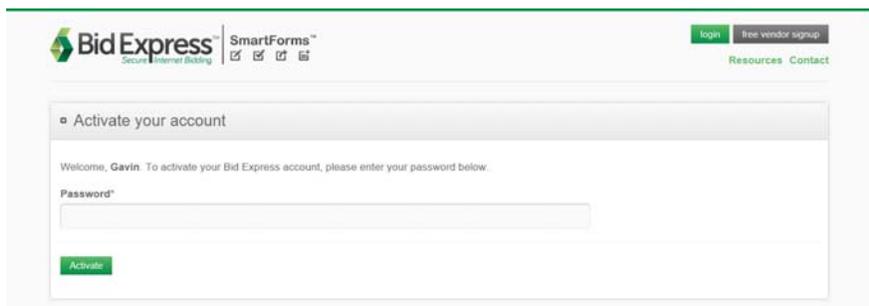


Figure 1-4. Activate Account Message

Enter the password you used on the registration page in the Password field and click ACTIVATE. The Bid Express service displays the HOME tab.

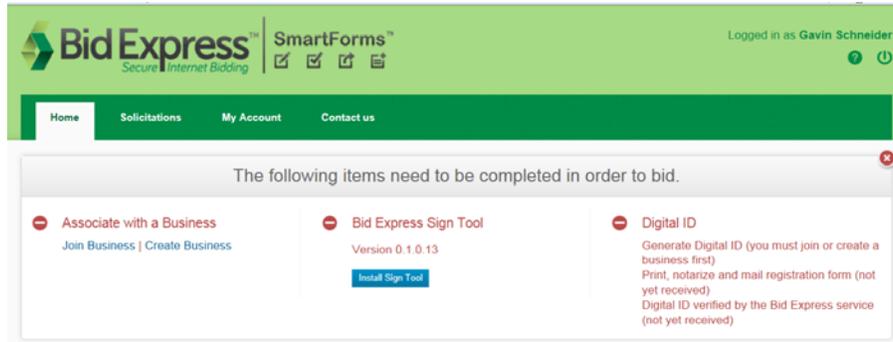


Figure 1-5. Bid Express Home Page

Before you can use the Bid Express service, you must create or join a business and install the Bid Express Sign Tool utility. If you plan on responding to solicitation, you must also register for a digital ID.

The Sign Tool utility is an Active X control that stores your bid information on your own computer, allowing you to prepare and save your bids before submitting.

1.3 Join a Business

You can join a business that has already been created in the Bid Express service. You will need approval of the business' Bid Express business manager before you can use the service.

- 📄 **Note:** If the business does not yet exist in the Bid Express system, you will need to create it instead of join.

Click [Join Business](#). This opens the Join Existing Business window.

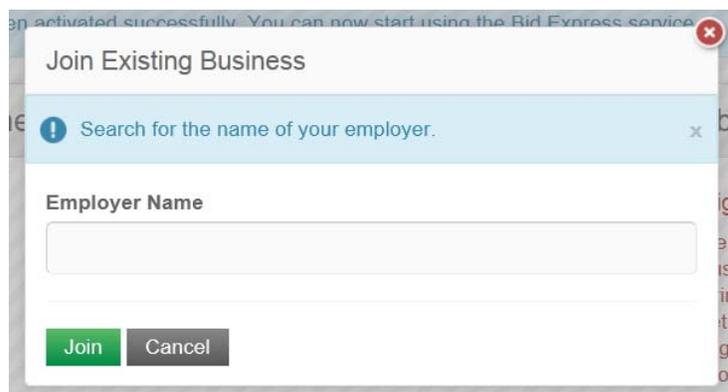


Figure 1-6. Join Existing Business Window

Enter the business name in the field. The Bid Express service starts searching for it and displays a list of business names that match the one you entered. Select the name and

click JOIN. The Bid Express service sends your information to the business manager for approval.

If you do not see the name, then the business needs to be created.

1.4 Create a Business

After you complete your Bid Express registration, you must join or create a business. If you are creating a business, you must also select how you are going to pay for use of the Bid Express service.

- Note:** The person who creates the business is automatically a business manager. The business manager approves or denies others joining the business and assigns security roles to the users. If you do not want to be the business manager, do not be the first one to create an account for your company.

To create a business, click [Create Business](#) on the Bid Express home page. The Bid Express service opens the Create New Business window.

The screenshot shows a window titled "Create New Vendor Business". On the left side, there are several input fields: "Name*", "Address*" (with two sub-fields), "City*", "State/Province*" (a dropdown menu), "Postal Code*", and "Phone*". On the right side, under "Payment Approach*", there are two radio button options. The first option, "Monthly subscription", is selected and has a green "Best Value" badge. Its description is: "Get unlimited bidding on all solicitations for all agencies using the Bid Express service. Receive convenient email notifications by agency and by solicitation. The subscription pays for itself with just two bids per month and you can ensure you won't miss a thing! \$50.00 per month." Below this is a green "or" button. The second option is "Pay as you go", described as: "Pay a fee for each solicitation you select for bidding. Receive email notifications for paid solicitations only. \$25.00 per solicitation." At the bottom of the window are two buttons: "Create" (green) and "Cancel" (grey).

Figure 1-7. Create New Vendor Business Window

1. Enter your business name in the Name field.
2. Enter your business address in the Address field.
3. Enter your business city, state, and postal code in the appropriate fields.

4. Enter your business phone number in the Phone field.
5. Select your payment approach.

There are two ways for a vendor to pay for the Bid Express service: Pay Per Solicitation and Monthly Subscription. The method you choose should depend on how often you plan on responding to bids.

- **Monthly Subscription:** Get unlimited bidding on all solicitations for all agencies. Receive convenient email notifications by agency and by solicitation.
- **Pay as you go:** Pay a fee for each solicitation you select for bidding. Receive email notifications for paid solicitations only.

Select the option for the payment approach that you prefer. The Bid Express service will ask for your credit card information the first time you try to select a solicitation for bidding.

Once all the information for your business is entered, click **CREATE**. The Bid Express system returns you to the home page so you can install the Bid Express Sign Tool utility and create your digital ID, if necessary.

If you have not chosen a payment method and you try to select a solicitation, the Bid Express service displays an error message with this information. Click on the **MY BUSINESS** tab and follow the above instructions to choose a payment method.

1.5 The Bid Express Sign Tool

The Bid Express Sign Tool is required to run several functions on the Bid Express website. If you have not yet downloaded the Sign Tool utility, each page in the Bid Express service will display the Sign Tool information and a button to install it.

You will have to close your browser as part of the installation, so please save any work before you start.

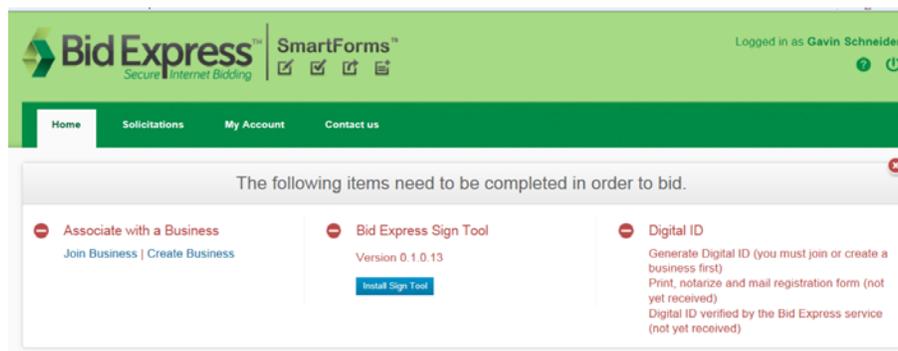


Figure 1-8. Bid Express Sign Tool

1. On any Bid Express tab, click INSTALL SIGN TOOL.

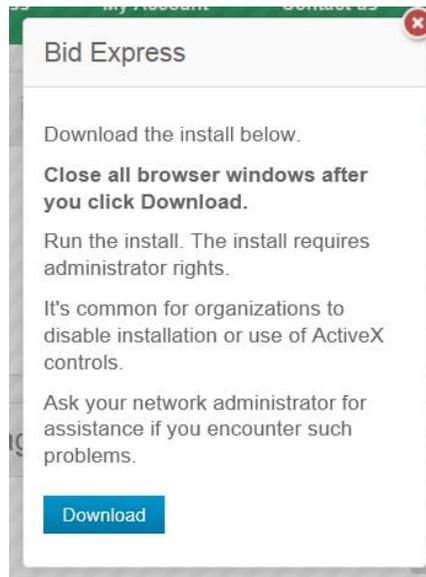


Figure 1-9. Bid Express Install Sign Tool Utility

2. Click DOWNLOAD.
3. Run the file.
4. The Bid Express Utilities window displays, informing you that it will close your browser. Make sure all your work is saved and click OK.
5. When the Sign Tool is finished installing, click CLOSE in the Installation Complete window.

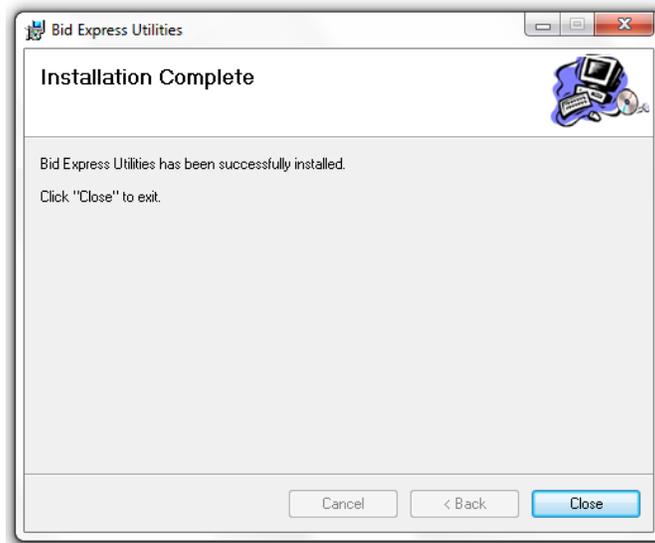


Figure 1-10. Bid Express Sign Tool Installation Complete Window

Open your browser and log in to the Bid Express service. The Sign Tool notice changes from red to green, indicating it has been successfully installed.

1.6 Digital ID

Digital IDs are used as part of a secure method of maintaining bid confidentiality and identity verification. You must have a digital ID created and registered before submitting a bid for a solicitation. Digitally signing an electronic bid (file) is the same as hand signing a piece of paper and is legally binding.

For security purposes, your digital ID is installed on your computer only. Bid Express servers do not have access to it and cannot recover it if your ID files get corrupted or if you forget your password. Back up your ID and use the backup if your computer gets corrupted or if you change computers. If this happens and you do not have a backup file, you will no longer be able to use that digital ID and will have to go through the process of getting a new one, including having the paperwork notarized and sent to the Bid Express team for processing.

Any person who has been approved to join your business and wishes to respond to a solicitation must have a digital ID.

1. Click [Generate Digital ID](#) on the Bid Express home page.

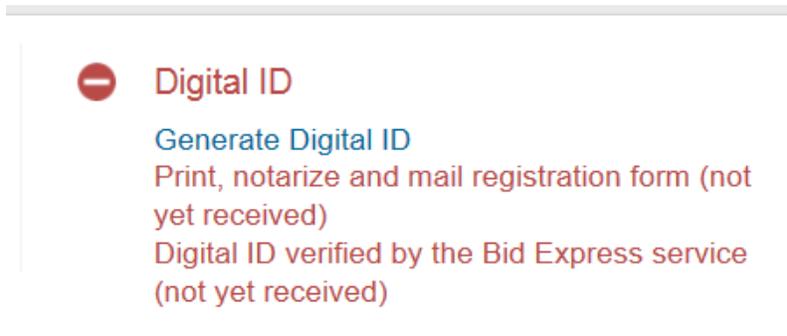


Figure 1-11. Digital ID Option

2. The Bid Express Digital ID Generation window opens.

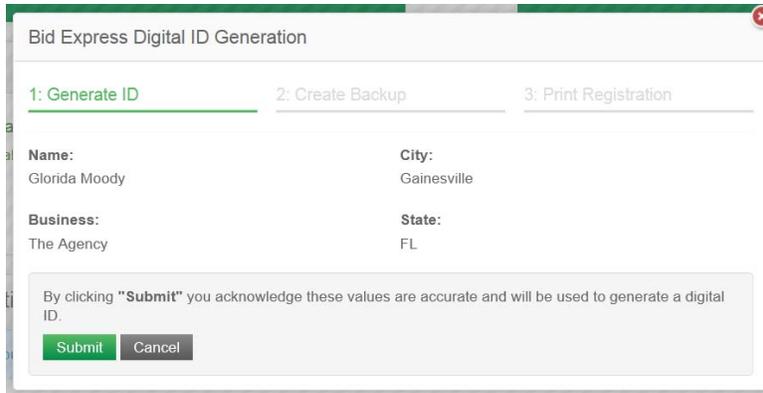


Figure 1-12. Digital ID Generation Window

3. Read your business information. If it is incorrect, click CANCEL and correct it, then try again. If it is correct, click SUBMIT. The public key of your digital ID is sent to Bidexpress.com and the Bid Express service displays a thumbprint of your digital ID. A thumbprint is an alphanumeric representation of your ID but cannot be used to access your ID.
4. Click BACKUP to create a backup of the private key of your digital ID. Bidexpress.com does not keep a copy of your private key. If you switch computers or your ID is corrupted, you will not be able to advertise or respond to bids with your digital ID unless you have a back up.

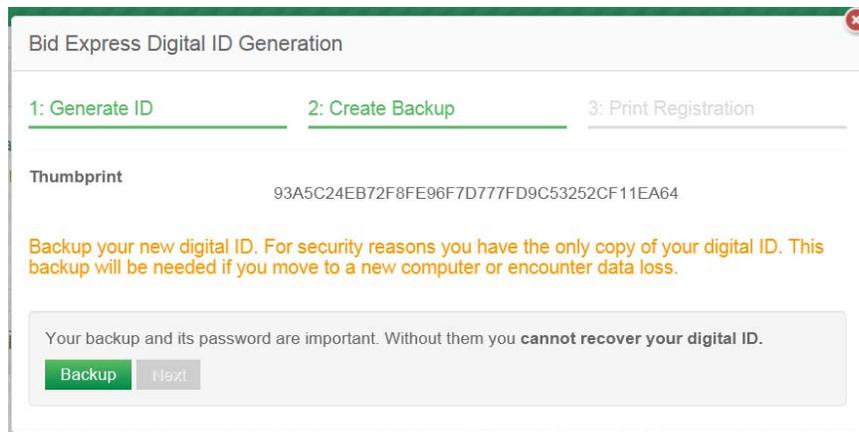
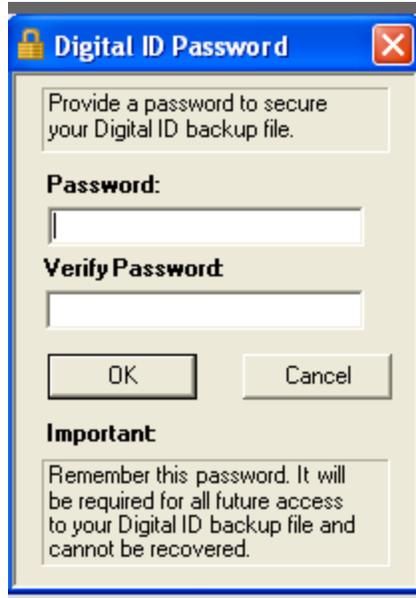


Figure 1-13. Digital ID Creation Step 2

5. Enter a password for your backup digital ID. Do not forget this password; there is no way for the Bid Express team to retrieve or reset it.



6. Enter the password again in the Verify Password field.
7. Click OK. The Save As window opens so you can back up your ID.
8. Navigate to the location of the external media (CD, flash drive) where you want your backup ID saved.
9. Enter the file name for your backup ID in the File name field. Make it a name easy to recognize as yours. Do not use the default file name as you might accidentally override someone else's ID.
10. Click SAVE. The ID is saved and the Bid Express service returns you to the Bid Express Digital ID Generation window.
11. Click NEXT.
12. Click PRINT and print the Digital ID Notary Form. Verify the information is correct.



Figure 1-14. Digital ID Registration Form

Click FINISH. Get the form notarized, then mail it to the address on the form.

After you click FINISH, the Bid Express service sends you an email with a record of the same information.

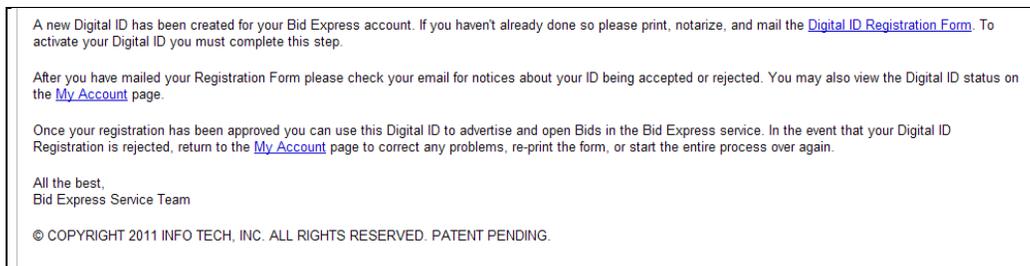


Figure 1-15. Digital ID Email Instructions

Once your digital ID has been generated and the paperwork sent to the Bid Express service team, they need to approve it. Check the MY ACCOUNT tab to see the status of your digital ID.

If you need to reprint the registration form, click [Print, notarize, and mail registration form](#) from any tab in the Bid Express pages. You can only print a form for a pending ID.

Note: If your business organization, city, or state changes, it does not change for your digital ID. You can regenerate another digital ID, but if you do, you won't be able to open bids created with the original ID.

When your digital ID is approved, the digital ID reminder turns green or disappears.

2. My Account Tab

You can update your user information, including changing your password, on the MY ACCOUNT tab. You can also create a backup of your digital ID or import an ID that has already been generated.

2.1 Update User Information

You can change your name, time zone, or email on the MY ACCOUNT tab.

1. Click the MY ACCOUNT tab if it is not already selected.
2. Click EDIT in the User Information section.

The screenshot displays the Bid Express user interface. At the top, the Bid Express logo and 'SmartForms' branding are visible. The user is logged in as 'Glonda Moody'. The navigation menu includes 'Home', 'Our Solicitations', 'Public Solicitations', 'My Business', 'My Account' (which is highlighted), and 'Contact us'. The 'User Information' section is active, showing a green 'Edit' button and a 'Change Password' button. A green notification bar at the top of the form area states 'User was successfully updated!'. The form contains the following fields: 'First Name' (Glonda), 'Last Name' (Moody), 'Email' (gayers@infotechit.com), 'Local Time Zone' (Eastern Time (US & Canada)), and 'Business' (The Agency (Approved) Leave Business).

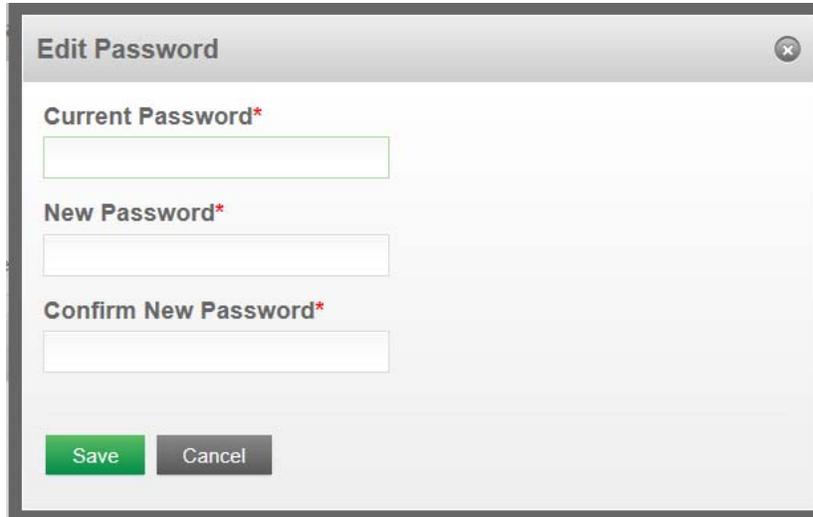
Figure 2-1. Edit User Information

The Bid Express service opens the section and allows you to make the necessary changes. Fields marked with an asterisk are required.

When you are finished, click SAVE.

2.2 Change Password

Use the CHANGE PASSWORD button on the MY ACCOUNT tab to change your account password.



The image shows a dialog box titled "Edit Password" with a close button in the top right corner. It contains three text input fields, each with a red asterisk indicating a required field. The first field is labeled "Current Password*", the second "New Password*", and the third "Confirm New Password*". At the bottom of the dialog, there are two buttons: a green "Save" button and a grey "Cancel" button.

Figure 2-2. Change Password

1. Enter your current password in the Current Password field.
2. Enter your new password in the New Password field.
3. Re-enter your new password in the Confirm New Password field.
4. Click SAVE.

The Bid Express service updates your password. You must use this new password the next time you log in.

3. Business Manager Role

As the business manager of a Bid Express account, you have the ability to accept new users to your business and assign them roles.

Once your company name has been entered into the Bid Express service, other employees can join your company when they create their Bid Express accounts. You need to approve the employees and assign them roles before they can start using the Bid Express service in the company name.



Name	Status	Email	Role	Digital ID
Grom Shweboo	Pending Approval	grshlafer@gmail.com	Bidder Business Manager Executive Manager	 <input type="button" value="Approve"/> <input type="button" value="Deny"/>
Gordon Shellock	Approved	gayle.shlafer@infotechll.com		 <input type="button" value="Approve"/> <input type="button" value="Deny"/>

Figure 3-1. Approve or Deny a User

3.1 Adding Members to Your Business

Members joining your business must be approved by the business manager.

1. Click the MY BUSINESS tab if it is not already selected.
2. To approve access to your business, click APPROVE.
3. To deny access to your business, click DENY.
4. Once approved, you can remove the employee by clicking REMOVE.

3.2 Roles

You can assign specific roles to your users. Each role has its own security and available accessibility throughout the Bid Express site.

1. Click the MY BUSINESS tab if it is not already selected.
2. Use the drop-down list to select the appropriate role.

📖 **Note:** If you created the business, you are automatically assigned the role of Business Manager. Your role cannot be changed.

A vendor business manager can assign these roles:

Role	Abilities
Business Manager	Can approve or deny requests to join the business, remove a member of the business, assign roles, purchase subscriptions, edit business information, select a solicitation for bidding, create, edit, withdraw, or submit bids
Bidder	Can select a solicitation for bidding, create, edit, withdraw, or submit bids.
Executive Manager	Has read-only access to everything, but cannot edit anything.



Bid Express Vendor's Guide

September 2013

*Last Updated
September 2013*



Prepared By



Address: 5700 SW 34th Street, Suite 1235, Gainesville, Florida 32608-5371
Phone: (352) 381-4400 • Fax: (352) 381-4444 • E-mail: info@infotechfl.com •
Web: www.infotechfl.com

Bid Express and the Bid Express logo, and Info Tech are registered service marks of Info Tech, Inc.

Copyright © 2013, Info Tech, Inc. All rights reserved. This document or parts thereof may not be reproduced in any form without written permission of Info Tech, Inc. Produced in the United States of America.

Contents

4. Introduction.....	4-1
4.1 Understanding the Bid Express Service	4-1
4.2 The Help Button	4-2
4.3 Documentation Conventions	4-2
5. Solicitations.....	5-1
5.1 Bid Express Home Page	5-2
5.2 Sorting and Searching.....	5-3
5.3 Enabling Agency Notifications	5-4
5.3.1 Owner-agency Notifications	5-4
5.3.2 Solicitation Notifications	5-5
5.4 Bidding	5-5
6. Entering Bids.....	6-1
6.1 The Bids Tab	6-1
6.2 Bid Components	6-2
6.3 Save and Check Bid.....	6-4
6.4 Submitting the Bid.....	6-5
7. Withdrawals, Amendments, and Resubmitting Bids.....	7-1
8. Apparent Bids	8-1
9. Logging Out of the Bid Express System	9-1

4. Introduction

Welcome to the Bid Express service. Before using this guide, you should have already registered for an account, created or joined a business, determined your method of payment, and created a digital ID. For help with these activities, please see the *Bid Express Registration Guide*.

Use the Bid Express service to submit bids and win jobs, eliminating the expense and hassle of paperwork and travel. The service does all computations where extensions are used and alerts vendors to omissions, addenda and other requirements, producing virtually error-free bids.

The Bid Express service saves the time needed for preparing bids on paper and the travel time and expense involved in attending lettings and submitting bids in person.

4.1 Understanding the Bid Express Service

As a vendor, you can:

- Quickly search for opportunities from a variety of owner-agencies
- Prepare and send a sealed, secure Bid Express SmartBid™ directly from your Internet browser
- Electronically verify bid bonds
- View bid-related documents online, including plans
- View apparent bid results as soon as they are posted

This information is provided to help you operate effectively and efficiently when using the Bid Express service.

4.2 The Help Button

Once you log in, the HELP button appears in the form of a question mark on a number of Bid Express pages. If you click on the question mark you will be brought to a help section for that particular page. When finished reading the help, you can keep it open and return to the Bid Express service or close it by clicking the X in the upper right corner.

4.3 Documentation Conventions

This guide uses different techniques to help you identify important information. Keys that you press and buttons that you click on to invoke an action are identified in small caps, for example, “press the ENTER key.” Tab names are also shown in small caps.

Menu choices and user entries (information you type in using the keyboard) are shown in **bolded text**.

Referenced publication titles and important terms are identified by *italics*.

Note: Important notes are indented from both the right and left margins and flagged with small note icons. Notes contain extra information that may help you work more efficiently or understand a process more fully.

! **Caution:** Cautions look very similar to notes, but are flagged with an exclamation point icon. Read all cautions; they contain important information that should not be overlooked.

5. Solicitations

When you are finished with this section, you should be able to:

- Sort the solicitations by owner, number, or description
- Search for a solicitation
- View solicitations details
- Select a solicitation for bidding

The Bid Express service is designed for you to view solicitations before deciding upon which ones to bid. Although many owner-agencies have different workflow and business rules, there are many common functions that apply to all participating owner-agencies.

Using your Internet browser (Internet Explorer 8 or above is required), access the Bid Express website at www.bidexpress.com.

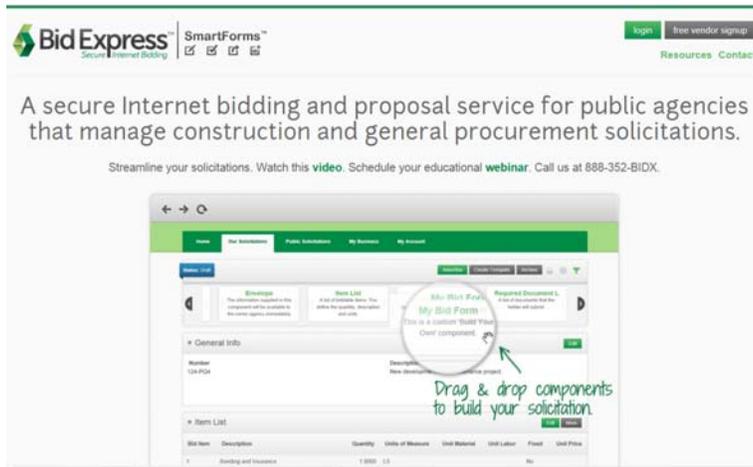


Figure 5-1. The Bid Express Home Page

5.1 Bid Express Home Page

Before you can use the Bid Express service, you must log in. After you successfully log in, the Bid Express service returns you to the Bid Express home page.

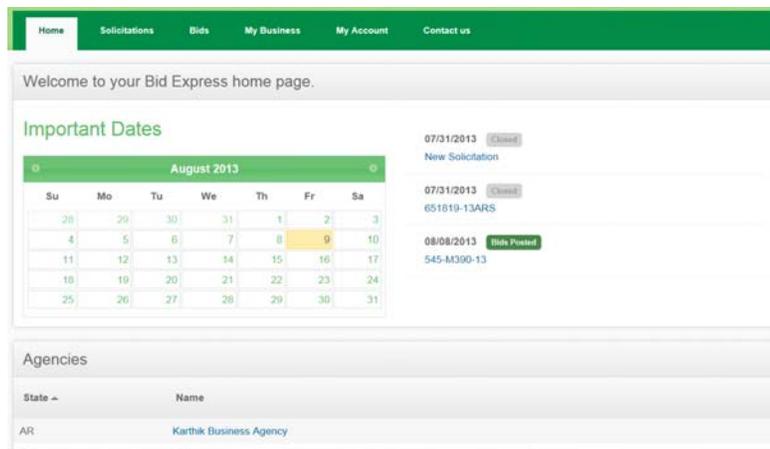


Figure 5-2. Agency Home Page With Selected Solicitations

The vendor Home page includes a list of agencies that have registered with the Bid Express service. The list can be sorted by state or alphabetically. Click on an agency name to see the agency's general information.

The page displays a calendar. Once you select a solicitation for bidding, this page will highlight the date of the solicitations and list details for that date.

Click the SOLICITATIONS tab to view available solicitations.



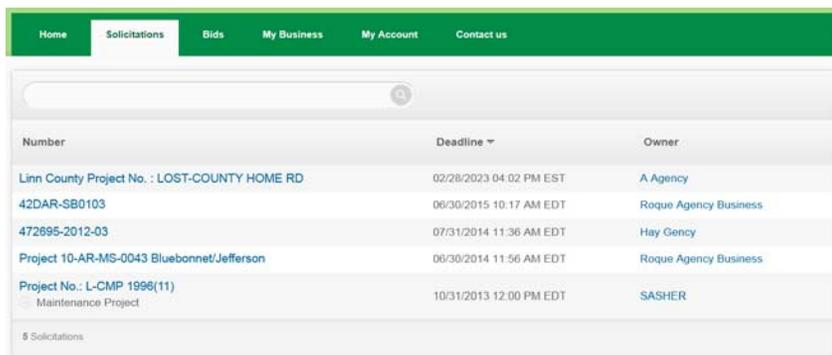
Exercise 5-1

In the following exercise you will log on to the Bid Express service and access the SOLICITATIONS tab.

1. Go to <http://www.bidexpress.com>.
2. Click LOGIN.
3. In the Email field, type the email address you used when you registered for a Bid Express account.
4. In the Password field, type your password.
5. Click the LOGIN button.
6. Click the SOLICITATIONS tab.

5.2 Sorting and Searching

When owner-agencies advertise a solicitation, it displays on the Solicitations tab.



Number	Deadline	Owner
Linn County Project No.: LOST-COUNTY HOME RD	02/28/2023 04:02 PM EST	A Agency
42DAR-SB0103	06/30/2015 10:17 AM EDT	Roque Agency Business
472895-2012-03	07/31/2014 11:36 AM EDT	Hay Gency
Project 10-AR-MS-0043 Bluebonnet/Jefferson	06/30/2014 11:56 AM EDT	Roque Agency Business
Project No.: L-CMP 1996(11) Maintenance Project	10/31/2013 12:00 PM EDT	SASHER

5 Solicitations

Figure 5-3. Solicitations Tab

The solicitation number and description are displayed, as is the deadline and the name of the owner-agency that created the solicitation.

Solicitations can be sorted by the solicitation number, deadline, or owner-agency. In addition, you can use the search feature to find a particular solicitation.



Exercise 5-2

In the following exercise you will sort the solicitations by owner, number, and deadline and search by owner.

1. Log in to the Bid Express service.
2. Select the SOLICITATIONS tab.
3. Click Owner at the top of the list of solicitations to sort the solicitations by owner-agency.
4. Click Number at the top of the solicitation list.
5. Click Deadline at the top of the solicitation list.
6. Enter the name of an owner in the Search field and press ENTER.

5.3 Enabling Agency Notifications

When you are on the SOLICITATIONS tab, click a name in the Owner column to see owner-agency general information, standard documents used by that owner-agency, a list of upcoming solicitations, and a list of closed solicitations. The Bid Express service brings you to the Owner-agency public page.

You can receive email notifications whenever the selected owner-agency advertises or withdraws any solicitation. Only those in your business who have signed up for an owner-agency's notifications will receive them.

In addition, you are automatically signed up for notifications when you select a solicitation for bidding. Notifications are sent to you and the addresses of all approved members of your business.

5.3.1 Owner-agency Notifications

Enable notifications to receive an email when the selected owner-agency advertises or withdraws a solicitation.

Click the enable notifications link to subscribe. You can subscribe to email notifications only if you have a monthly subscription to the Bid Express service.

To remove yourself from the notifications, click the owner-agency name on the Solicitations tab and select the disable notifications link.

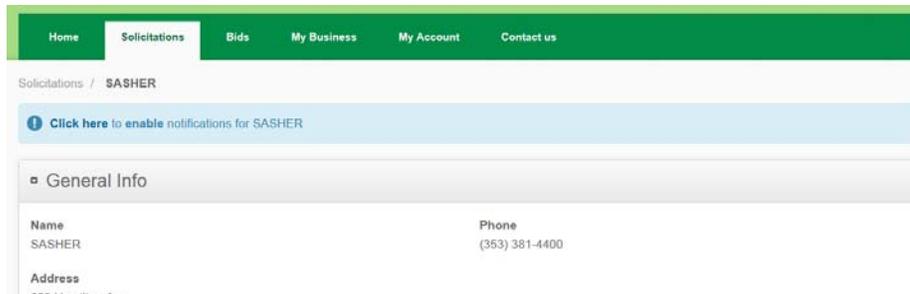


Figure 5-4. Enable Owner-agency Notifications

5.3.2 Solicitation Notifications

You are automatically signed up for notifications when you select a solicitation for bidding. Notifications are sent to you and the addresses of all approved members of your business. You will receive an email when:

- An addenda is issued
- A solicitation is withdrawn
- A solicitation is withdrawn, and then re-advertised
- Your bid is submitted, withdrawn, or resubmitted
- Apparent bids are posted

If an owner-agency issues an addenda, re-advertises a solicitation, or posts the apparent bids, you can click the link provided in the email to access the information.

5.4 Bidding

Once you've decided on which solicitation to bid on, select that solicitation number from the list. The Bid Express service opens the solicitation details page.

Item Code	Description	Quantity	Units	Unit Price
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	3,366.0000	TON	
2582.603	4" DOUBLE SOLID LINE YELLOW-EPOXY (WR)	5,324.0000	LIN FT	
2123.525	8 TON STEEL-WHEELED ROLLER	5.0000	HOUR	

Figure 5-5. Solicitation Details

Review the details of the solicitation. Once you decide you want to bid on it, click **SELECT FOR BIDDING**. From there, the solicitation moves from the **SOLICITATIONS** tab to the **BIDS** tab.

Exercise 5-3

In the following exercise you will view the details of a solicitation and select it for bidding.

1. Log in to the Bid Express service if necessary.
2. Select the **SOLICITATIONS** tab.
3. Click the Number of the solicitation you chose for bidding.
4. Read the solicitation details, scrolling down the page as necessary.
5. When you are finished, click **SELECT FOR BIDDING**.

Note: If you selected the Pay as You Go payment approach, you must purchase the solicitation, either from the **Bids** tab or from the shopping cart in the top right corner of the Bid Express page, using PayPal. You will need to register for a PayPal account if you don't already have one.

Read PayPal's online documentation if you need any help.

6. Entering Bids

When you are finished with this section, you should be able to:

- Open a solicitation
- Lock the solicitation header
- Enter unit prices and other bid components
- Save and close a draft of your bid
- Check the bid
- Submit the bid

6.1 The Bids Tab

Once you've selected the solicitation for bidding, the Bid Express service moves it from the SOLICITATIONS tab to the BIDS tab. From there, click the solicitation to start entering bid amounts.

Number	Deadline	Solicitation Owner	Paid	Status
ARB-2008-BE2013 Maintenance Project	10/31/2013 12:00 PM EDT	SASHER	✓	New
651819-13ARS Maintenance Project	07/31/2013 02:30 PM EDT	SASHER	✓	Opened at 08/02/2013 01:40 PM EDT

Figure 6-1. The Bids Tab

To start entering values in the solicitation, click the bid number. This opens the bid details where you can enter the amounts.

Figure 6-2. Bid Details

Note: Your bid details may look different from the one pictured here.



Exercise 6-1

In the following exercise you will open a solicitation so you can enter values for the bid components.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.

6.2 Bid Components

Once the solicitation has been opened, you need to enter values for each bid component. Enter bid amounts, answer any solicitation questions, and fill out any required forms.

Click the LOCK icon under the Total field to keep the solicitation header visible while scrolling through your bid.

You may see a green plus sign displayed for some grouped fields. This means the fields can be duplicated. For example, if you need to add information for three subcontractors, click the plus sign for the group to duplicate those fields and continue adding subcontractor information. You can duplicate the fields up to ten times. Each duplicated group is numbered sequentially starting at 1.

If the owner-agency changes the field group, you will have to reenter the information for the duplicated fields.

Delete a set of duplicated fields by clicking the red X for that group. You cannot delete the original group of fields.

The owner-agency may mark any component as optional or alternate. Such components have that indication in the section header. If a component is an alternate, then the owner-agency may award the component independently of the solicitation award.

You do not have to bid on optional components. If you do, you must enter values for every part of the component. Each field in an optional component must either have a value entered or the entire component must be completely empty.

If the item list has more than 30 items, the Bid Express service will paginate the items so your bid will take less time to load. Navigate to the different pages using the numbered pages under the list.

Exercise 6-2

In the following exercise you will lock the solicitation header and enter values for the components in a solicitation.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Click the LOCK icon under the Total field.
5. If any components are optional, decide if you wish to bid on them. If not, select the No Bid check box.
6. Click the component you wish to edit from the solicitation header.
7. For fields in an item list, click the field and enter the value.
8. For forms, you will either have to select an option from a drop down list or click in the field to enter the value.
9. Download any attachments and read them thoroughly.
10. Upload any required document or explain why you are exempt.
11. For fields in a bid bond, click the field and enter the value.

- For any other component, you will most likely have to click in the field to enter a value or select a value from a drop-down list. The differences in fields depend on how the owner-agency creates the solicitation.

6.3 Save and Check Bid

Before you save a draft of your bid or submit it to the owner-agency, you can use the Check Bid function to ensure all required fields are filled in. The Bid Express service highlights missing information. If you have a paginated item list, the Bid Express service highlights the page with the missing information.

After you enter all the values, save your bid.

ROADWAY Required Document

General Info

Deadline: 10/31/2013 12:00 PM EDT
Description: Maintenance Project
Advertised: 08/09/2013 11:06 AM EDT
Number: ARB-2698-BE2013
Business Name: SASHER

ROADWAY More \$170,310.00

Item Code	Description	Quantity	Units	Unit Price *	Extension
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	3,366.0000	TON		
2502.603	4" DOUBLE SOLID LINE YELLOW-EPOXY (WR)	5,324.0000	LIN FT	\$10.00	\$53,240.00

Figure 6-3. Check Bid With Errors

When you save your bid, it is saved locally on your computer. If you switch computers, you will have to reenter the values of the bid.

Bid Express SmartForms™
SECURE INTERNET BIDDING

Logged in as Goldie Sampson

Home Solicitations **Bids** My Business My Account

Your bid has been saved locally on this computer.
You can continue working on this bid on this computer only.
If you move to another computer this bid will not be accessible, and you will have to reenter the bid.

Bid Status: Complete Submission Status: Not submitted Total: \$1,509.20000

Figure 6-4. Bid is Complete and Informational Messages



Exercise 6-3

In the following exercise you will check your bid, fix any errors, and save your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Enter values for each component of the bid. Leave one required field empty.
5. Click CHECK BID.
6. Find the field highlighted in red and enter a value for that field.
7. Click SAVE DRAFT.

6.4 Submitting the Bid

Once your bid components are filled in and correct, it's time to submit your bid.

The Bid Submission status displays the current submission status of your bid, from not yet submitted to when it was submitted and by whom. The color of the submission status changes depending on what actions need to be taken for your bid.

- Orange: Either your bid has not yet been submitted, the submitted bid was incomplete, or the submitted bid has changed. If a submitted bid has changed, the submission status displays the date and time it was submitted and a notice that the bid needs to be updated.
- Blue: The bid has been submitted. The submissions status displays the date and time of the last submission. If someone else in your business also submits bids, this may not be the time you submitted the bid.

Click SUBMIT BID. If there are errors, the Bid Express system displays a warning. If there are no errors, the Bid Express system displays a confirmation message.

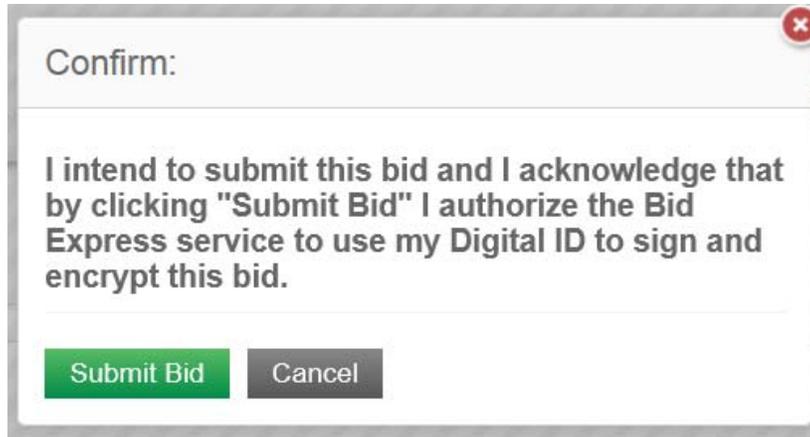


Figure 6-5. Submit Bid Confirmation

Click **SUBMIT BID** to submit the bid to the owner-agency. The Bid Express service also sends an email to you confirming your submission.

Exercise 6-4

In the following exercise you will submit your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Click **SUBMIT BID**.
5. If the error message displays, click **NO**, fix the errors, and click **SUBMIT BID** again.
6. Click **SUBMIT BID** in the confirmation window.

7. Withdrawals, Amendments, and Resubmitting Bids

When you are finished with this section, you should be able to:

- Withdraw your bid
- Know when an amendment has been posted
- Apply the amendment to your bid or change your bid
- Resubmit your bid

You can change or withdraw your bid after it is submitted. The last bid submitted is the only one seen by the owner-agency. The owner-agency will not see your bid if it is withdrawn.

An owner-agency is able to update the solicitation any time before the bid deadline. When this happens, the Bid Express service notifies you through email that there is an amendment to the solicitation. You must update your bid with the amendment in order for it to be complete.

If there is an amendment to your bid, the Bid Express service displays a red exclamation point next to your bid and changes the status to Submitted Bid is Out of Date. Bids that do not have all the updates applied will be marked as out of date when the bids are downloaded by the owner-agency.

Number	Deadline	Solicitation Owner	Paid	Status
ARB-2696-BE2013 Maintenance Project	10/31/2013 12:00 PM EDT	SASHER	<input checked="" type="checkbox"/>	Draft

Figure 7-1. Amendment Notification

The Bid Express service automatically applies the amendment when you open your bid.

Figure 7-2. Amendment Notice

The Bid Express service lists the changes that were made by the owner-agency. If new sections were added and you cannot find them, use the Check Bid function to locate the updated information.

Update your bid and resubmit it.

Exercise 7-1

In the following exercise you will withdraw your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Click WITHDRAW BID.
5. Click OK in the withdraw confirmation window.



Exercise 7-2

In the following exercise you will resubmit your bid.

1. Log in to the Bid Express service if necessary.
2. Select the BIDS tab.
3. Select the solicitation.
4. Make any changes to your bid.
5. Click SUBMIT BID.
6. If the error message displays, click NO, fix the errors, and click SUBMIT BID again.
7. Click SUBMIT BID in the confirmation window.

8. Apparent Bids

When you are finished with this section, you should be able to:

- Know when apparent bids have been posted
- View the apparent bids

An owner-agency can post the apparent bids once the solicitation deadline has passed and the bids have been opened. If you've selected the solicitation for bidding, the Bid Express service sends an email to you stating this information.

Business	Bid Total	Status	Comments
Grom Morg	\$540,000.00	Responsive	
Shellock's	\$636,000.00	Non Responsive	Did not include the addendum from March 31, 2013
Grammar Construction	\$1,464,000.00	Responsive	

Figure 8-1. Posted Apparent Bids

You can also see the apparent bids by accessing the solicitation from the Bids tab.

Manually-entered bids are listed first, followed by bids submitted using the Bid Express service in the order in which they were opened. The agency has the option of posting non-responsive bids.

If you wish to see the apparent bids of a solicitation that you did not select for bidding, select the agency that posted the bid from your home page. The Bid Express service opens its general information page. Scroll to the Closed Solicitation section and select the solicitation.



Exercise 8-1

In the following exercise you will view apparent bids.

1. Log in to the Bid Express service if necessary.
2. Click the link in the apparent bids email or select the bid from the BIDS tab.
3. Scroll to the Apparent Bids section to view the apparent bids. Read any comments the owner-agency may have added to your bid.

9. Logging Out of the Bid Express System

When you are finished with this section, you should be able to:

- Log out of the Bid Express system

When you are finished using the Bid Express system, it is a good idea to log out.

Click the LOGOUT icon in the upper right corner of the screen.



Figure 9-1. Logout Icon

The Bid Express system logs you out and displays the Log In page.

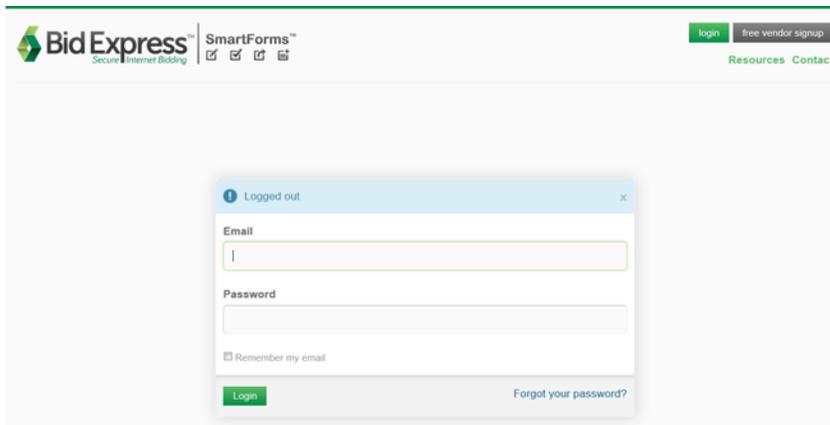


Figure 9-2. Log In Page With Log Out Confirmation



Exercise 9-1

In the following exercise you will log out of the Bid Express service.

1. Click the LOGOUT icon in the upper right corner of your window.