



**Iowa Bid Express**  
**Contractors Check List**  
**for**  
**Expedite 4.2a Parallel Internet Bid Submission**  
**February 27, 2001**  
**Internet Bid Cut-Off is 9:00AM CST on February 27, 2001**

- 1. Establish a connection to the Internet—Use Contractor’s existing Internet Service Provider (ISP), if available (i.e. AOL, Sprint, GTE, Bell South, IBM, etc.).
- 2. Go to the following URL on the Internet using your web browser (Netscape, Internet Explorer, etc...): The URL is <http://www.bidx.com>.
  - Click on the ‘**My BidX**’ button on the top right side and click on ‘**Login**’. Enter your login name and password as provided to you by BidX.com.
  - After you are logged in, you will be at the Bid Express Home page. Select ‘**Iowa**’ from the drop down menu. Click on “**Go**”. You will be taken to the new Iowa Home page.
  - Click on the ‘**Utilities**’ tab. This will take you to a page that contains useful, downloadable programs including ‘Expedite Bid 4.2a’ and this Contractors Check List.
  - If you do not already have it, Click on ‘**Expedite Bid 4.2a**’ to download the Expedite Bid program for creating your bid proposal.
  - Follow the instructions of the Export Control program to complete the downloading of the program.
- 3. Next, you need to download the ‘EBS’ files that contain the Proposal information. These files are loaded into ‘Expedite Bid’ for entering your bid amounts and information.
  - To do this: Click on the ‘**Lettings**’ tab at the top of the page. This will take you to a page displaying a list of letting dates on the left side and various information files on the right. Download any of the files on the right side that you need.



- On the left-hand side of the page, click on the “**February 27, 2001**” letting date. This will display a page containing the individual ‘Call Orders’, downloadable files, and more.
- After you have selected a letting date, on the left side of the next page, the displayed table shows the individual Proposals. On the right side, under ‘Also Available’ are various downloadable files. You will need to download the ‘**DBE.BIN File**’ and any of the other files you may need. To download *ALL* EBS and Amendment files, click on the ‘**EBLIB File**’ link. This will download an EBL file that contains all of the EBS files and Amendment files that are currently posted.
- 4. You can download individual EBS and Amendment files by going under ‘Contract ID’ and click on a particular ‘**Contract ID**’ link.
- This page displays all the information for this call order. On the right-hand side of the page, under ‘Also Available’, click on **Expedite Data File**. This will download the ‘EBS’ file for this call order.
- Once the EBS file has been downloaded, and the Amendments if applicable, you may use the black triangle on the upper right side to move down to the next proposal OR click on your browsers ‘**back**’ or ‘**previous**’ button to return to the February 27, 2001 letting which displays the individual call orders.
- Click on the next ‘**Contract ID**’ and download the next Expedite Data File.
- After all the desired EBS files have been downloaded, you may either minimize the Bid Express site or exit the site.
- Install the downloaded Expedite 4.2a program if you haven’t done so. Use the default directory location.
- 5. After Expedite 4.2a has been installed, start the Bid program by double clicking on the icon for **Expedite Bid**.  
If you have any questions about how to use the program, consult with the on-line help using the **Help** menu in the Bid Program.
- 6. Once in Expedite Bid, you will need to enter some user information. You may enter this information in the pop-up when you first enter Expedite Bid for the first time or you can go to ‘**Tools**’, ‘**Options**’.  
Enter your company information under the ‘Bidder Information’ tab. Next, select the ‘Agency/ID’ tab. Enter your Agency (IADOT) in the ‘Agency’



column. Enter your 'Bidder ID' (Agency assigned identification number) in the 'Bidder ID' column. When finished, click on 'OK'.

7. **[Each contractor company needs to create and submit a Digital ID for two people within the company (if applicable) for bid withdrawal testing]**

While still connected to the Internet and connected to a printer, create and submit a Digital ID to the Bid Express Server by doing the following from within the Expedite 4.2a Bid program:

- Select '**Tools**', '**Digital ID's**' from the menu and follow the Digital ID Wizard to create and submit your Digital ID.

Your Digital ID certificate paperwork should print out. You will NOT need to fill out the paperwork and mail for the parallel testing. For the Parallel test, your I.D. will be 'enabled' by BidX.com almost immediately after you submit.

**If you have a Digital ID from previous test lettings, you may continue to use that ID.**

**(NOTE: Once IADOT goes into Internet Bid Submission production, you will create a new Digital ID. When you create and submit this final, binding, Digital ID, you will be required to mail in the paperwork that is printed out along with payment. Paperwork must be complete, properly signed, notarized, and company seal affixed. Please allow up to 3 business days from receipt for Bidx.com to go through the verification process and enable the ID. What this means is that you will not be able to submit a bid immediately after you submit your Digital ID for production)**

8. Back up your Digital ID (save your ID for future parallel lettings) and put it in a secure place by doing the following:

- Select '**Tools**', '**Digital ID's**' from the menu.
- Select the **Export ID Button** and follow the instructions in the File Save Dialog Box to save your Digital ID file (file with **asc** extension) to a floppy disk.



- Your Digital ID cannot be replaced or recovered if you lose the ebskey.asc file. Therefore, store the floppy disk containing the ebskey.asc file in a secure place like a safe, safe deposit box, or other secure place.

- 9. **(Optional)** For backup purposes, you can have your Digital ID on more than one PC.

Copy your Digital ID to another PC by doing the following:

- Take the floppy disk containing your Digital ID file (file with **asc** extension) and place it in the floppy drive of a PC in which you want to import the ID.
- Select **'Tools', 'Digital ID's'** from the menu.
- Select the **Import ID Button** and follow the instructions in the File Save Dialog Box.

- 10. In Expedite Bid, open the EBS files that you downloaded, by selecting from the menu, **'File', 'Open'** and select the EBS file to bid in. Enter your bid amounts in the Schedule of Items section. Add any Amendments by selecting **'File', 'Load Amendments'**. Complete the DBE and MISC sections where applicable. When all sections are completed, select **'Tools', 'Check Bid'** to see if there are any errors.

- 11. At this point, you may log-off of the Internet unless you soon desire to submit a bid. If submitting a bid you must remain connected to the Internet. Print and save your completed bid from the Windows Expedite by selecting **'File', 'Print'** and **'File', 'Save'**.

**\*\*\*Please note\*\*\***

**This is a Parallel Internet Bid Submission test. Official EBS files are being used and the submitted bid information should be parallel also.**

**\*\*\*ALL INTERNET BIDS MUST BE SUBMITTED\*\*\***

**\*\*\*BY 9:00AM (central)\*\*\***

**\*\*on FEBRUARY 27, 2001\*\***

- 12. Submit your Parallel Internet Bid by doing the following:



- Establish a connection to the Internet using your Internet Service Provider if not already connected.
  - With the completed EBS file open in Expedite Bid, select **'Tools', 'Bid Submission'** to bring up the Bid Submission Wizard.
  - Follow the Wizard instructions. Your bid will be electronically submitted to Bid Express and a Bid Submission Receipt will automatically be printed.
13. **Each contractor company needs to create and submit a Digital ID for two (2) people within the company (if applicable) prior to doing the following Steps]**

Bid Withdrawal test:

- Establish a connection to the Internet using your Internet Service Provider if not already connected.
- Select **'Tools', 'View Submitted Bids'** to bring up the Bid Withdraw Wizard .
- Select and withdraw any Call you submitted by following the Wizard instructions. A Bid Withdrawal Receipt will be printed out.
- Have another person within your company, who has a Digital ID, re-submit a bid for any call .
- Using your own Digital ID, withdraw the bid for the call submitted by someone else.
- You may submit and withdraw as much as you like. When you have finished make sure all parallel bid files have been resubmitted. You can check to see that all bid files have been submitted by using **'View Submitted Bids'** from the **'Tools'** menu.

**\*\*\*ALL BIDS MUST BE SUBMITTED\*\*\***

**\*\*\*BY 9:00AM (central)\*\*\***

**\*\*on FEBRUARY 27, 2001\*\***



If there any questions regarding this parallel letting, about Windows Expedite 4.2a or about Bid Express, please contact Bid Express Customer Support at:

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