

# Getting Started with



including information on



**BidX.com**<sup>TM</sup>  
an info tech company

**Bidx Guide**  
**Version 2.2a**  
**December 2001**

# Getting Started with Bid Express™



## Signing up for a Bidx account:

Go to [www.bidx.com](http://www.bidx.com) and click the [Order Bid Express Now](#) hyperlink and follow the given steps.

## Logging into Bid Express for the first time:

1. Select the [MyBidX](#) logo in the upper right hand corner of the site.
2. Choose [Login](#), then enter your account name and password.
3. Choose your state from the U.S. map or the drop down box.

## Downloading Expedite Bid software:

1. From the "Utilities" tab, choose the link for the [Expedite Bid](#) program.
2. Choose the version of Expedite Bid that your state is currently using.
3. Click on the [Download Expedite Bid](#) link and fill in the appropriate information.

## Downloading EBS / Amendment files:

1. From the "Lettings" tab, choose the specific letting you are interested in.
2. From the main letting page you may download all of the EBS files for the letting by choosing the [EBLIB](#) hyperlink in the "Also Available" area. You may navigate each proposal to download individual EBS files as well.

## Searching for a specific proposal or item:

1. Choose the "Search" tab. You may search for [Items](#), [Bid Tabs](#), [Vendors](#), or [Other Bid Express Subscribers](#).
2. Once you have determined which search you will be using, click in the [Keywords](#) field for that search.
3. Type in your key word(s) and click [Search](#).

# Using Trns•port Expedite® Bid



*Note: You will have to enter pertinent information upon using Expedite the first time such as company name, agency and bidder ID (state assigned). You must have an active Digital ID to use the internet bid submission and electronic verification of bid bonds features.*

## Submitting a Digital Key for Bid Submission:

1. From the [Tools](#) menu select [Digital IDs](#).
2. Select [Create ID](#).
3. Follow the [Create Digital ID Wizard](#).

## Submitting a bid over the Internet:

1. Complete your bid including item prices, DBE and misc. screen as applicable.
2. From the [Tools](#) menu select [Bid Submission](#).
3. 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 (Expedite 5.0a or later):

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.

## Main Sections on the Bid Express™ Site

[www.bidx.com](http://www.bidx.com)

### 1. State Home

- Update on file postings from the state agency.
- Alerts and notices from the state agency.

### 2. Lettings

- Select [Letting Date](#) from list of dates.
- [List of Proposals for this Letting Date](#) section: Each proposal contains schedule of items, number of amendments, description and revision date.
- [Also Available](#) section: Files available for a specific letting including bid tabs, bid summary results, notice to contractors and proposal data.

### 3. Proposals

- Specific proposal information and schedule of items.
- [Also Available](#) section: Files available for a specific proposal including planholders, eligible bidders and addendum letters.
- Schedule of items and bid tabs may be downloaded in CSV format or tab-delimited format for each proposal.

### 4. Utilities

- Hyperlinks for software needed to view files located on Bid Express.

### 5. Search

- Bid Tabs Search: Search Historical data on previous bids by item.
- Vendor Search: Find a Vendor's phone number and other information.
- Subscriber Search: List of registered [Bidx.com](#) users and information about them.
- Item Search: Search for a specific item among a letting(s).

### 6. MyBidX

- [Login / Logout](#)
- [Preferences](#): Customize your [Bidx](#) account.
- [Contract Information](#): Keep your account information up to date.
- [Credit Card Information](#): Keep your payment options up to date.

# Help when you need it

## Customer support is available

If you need assistance with Bid Express, our customer support team is available to help. Support professionals are available by phone Monday through Friday from 8:00 am to 7:00 pm eastern time. The phone number for customer support is (352) 381-4888. Customer support voice mail and e-mail can be reached 24 hours a day, 7 days a week. The e-mail address is [customer.support@bidx.com](mailto:customer.support@bidx.com). For your convenience, answers to frequently asked questions are posted on the Bid Express website at [www.bidx.com](http://www.bidx.com). The goal of the customer support team is to respond promptly to each user and get you back to business fast.

# The Future of Bid Express™

## Enhancements Being Considered

- Personal notification when amendments are posted.
- Posting of design plans.
- Improved item and bid tab search parameter options.
- Graphical display of bid tabs.
- Web-enabled file handling in Expedite.
- Improved methods of sending and requesting quotes and sub-quotes.

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