Downloading Proposals Tutorial

Downloading and Viewing the Proposal Using the Bid Express Service and the Bid Component of the AASHTOWare Project Bids Software
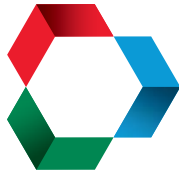
January 2015

Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.

Contact Bid Express
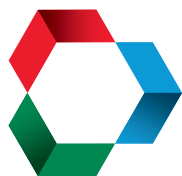
By mail:
Bid Express
5700 SW 34th Street,
Suite 1235
Gainesville, FL 32608-5371

By email:
Support: customer.support@bidx.com
Feedback: feedback@bidx.com

By phone:
Toll free: (888) 352-BIDX (2439)
Option 1 (Contractors)
Option 3 (Agency Employees)

By Fax:
Fax: (888) 971-4191

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Welcome to the Downloading Proposals tutorial. This tutorial covers the basic steps in downloading a proposal in the Bid Express® service and opening it in Bid component of the AASHTOWare Project Bids™ software.

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Before you can prepare and submit bids through the Bid Express service, you must have the following:

- An active Bid Express account

- The AASHTOWare Project Bids Bid component

- An Internet connection, and

- An active Info Tech Digital ID for the Bid component.

You must also have your company information and bidder ID entered into the Bid component before you can open a proposal (.ebsx) file.

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Go to **www.bidx.com** and login to your Bid Express account.

Next, select your agency from the pull-down menu on the right.

Click **Go**.

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Click on the **Lettings** tab at the top of the screen.

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Lettings or proposals are listed by date. Click on the date of the letting or proposals that you wish to bid.

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The lettings page lists proposals by proposal number and call order number.

Note that this page also displays the official clock used to determine the time remaining until bids are due.

Scroll down until you find your desired job, and click on the **proposal number**.

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This page is called the Proposal Details page. On this page you will find all the necessary bidding documents. This information is found on the right side of the page under the **Also Available** heading.

The Downloads section contains proposal files and amendments to the proposal. The proposal files have an .ebsx file extension. If there are amendments to a proposal, they will appear with numbered file extensions with an X at the end.

For example, in this job, you can see the Project Bids Bid proposal file here and the amendment file here.

Zip files contain both the proposal and amendments in a file that can be loaded directly into the Project Bids Bid component.

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To begin, let's work with a project with no amendments.

Begin by downloading the proposal file. This file will always have a name ending with the extension **.ebsx**.

To download the file, click on the link. A file download box displays where you can open or save the file.

Click the arrow beside **Save**. The Save As option appears. Make sure you remember the location where you are saving this file so you can easily find it later. Amendment files and bid files should be saved in the same directory.

Do not rename your file. Click the **Save** button.

If the Download Complete box opens, click the **Close** button.

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Open the Bid component of the Project Bids software. To do this, minimize your Internet browser and find the Project Bids icon on your desktop.

Double-click the icon to open the program. The software automatically checks for updates.

Select **Open Other Proposal**, navigate to your file, select it, and click **Open**.

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You are now ready to prepare your bid.

Downloading and working with amendments will be covered in the next tutorial.