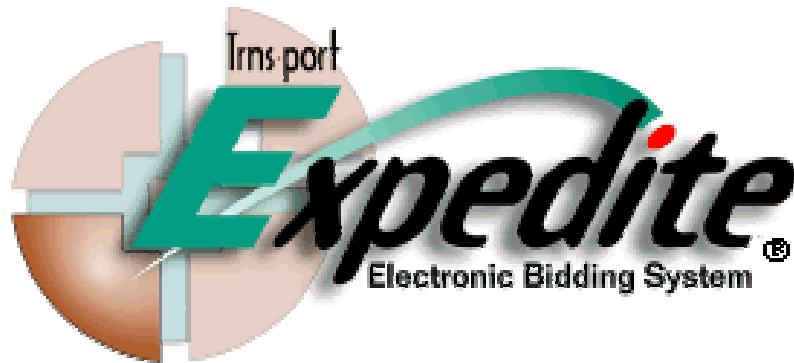




AASHTOWare

# Transportation Software Solutions



[Overview](#)

[About Expedite Bid](#)

[What to submit as a furnished proposal packet](#)

[Download and Install Expedite Software](#)

[Download Expedite Data](#)

[Load Proposal Amendments](#)

## Overview

The AASHTOWares Trns•port Expedite Bid Manager program (BID) allows contractors to create electronic bid documents. The BID system will help you to prepare your bid more efficiently. You can also use it to check for and eliminate common types of bidding errors.

BID performs the following key functions:

- Collect item bid data, DBE information and other data.
- Perform item extensions and other calculations needed to prepare your bid.
- Display and print the data in the electronic proposal file, and in any bid you prepare with BID.
- Transfer data from the electronic proposal file to a spreadsheet, database, or bid estimating program you already work with, and load your bid prices back from such a system.
- Check your bid file for common errors, such as failing to bid required items, incorrectly bidding alternates and options, failing to make DBE commitments.
- Provides a user selectable tree or grid mode option to better view, access and enter data.
- The BID program is also designed to make it easier for you to handle addenda that have been issued for proposals on which you have already started to work. The BID program can merge the amendment data into your partially completed bid file, eliminating the need for you to re-enter your existing bid prices.
- The NDOR requires parallel use of paper documents along with the electronic files managed by BID. You will need to develop your bid with the BID program, and use BID to print out a document for submittal.

**Warning:** AASHTOWares Trns•port Expedite Bid contains underlying program code that incorporates strong encryption technology and therefore is subject to export restrictions. Its distribution may be regulated by 15 CFR Parts 730-774, published by the U.S. Department of Commerce, Bureau of Export Administration, as the Export Administration Regulations (EAR), and probably other laws and regulations. Except for export to Canada for use in Canada by Canadian citizens or lawful permanent residents, Trns.port Expedite Bid and any underlying technology may not be exported outside the United States or to any foreign entity or "foreign person" as defined by U.S. government regulations, including without limitation, anyone who is not a citizen, national, or lawful permanent resident of the United States. Trns.port Expedite Bid is available within the U.S. and Canada. It may not be exported outside the U.S. or Canada. Be aware that if you export this software outside the U.S. or Canada, you may be in violation of U.S. laws.

To obtain a copy of AASHTOware's Trns•port Expedite Bid program (5.0a-1) you may download the programs at <http://www.dor.state.ne.us/letting/index.htm>. Click on the Expedite Software link and the program download will begin.

### **What to submit as a furnished proposal packet**

- Your furnished proposal packet should be completed on forms supplied by the Nebraska Department of Roads
  - Hard copy white Bid Proposal provided by the Contracts Section
  - Electronic Bid Item Sheets
  - Electronic Back Pages with signature page signed and notarized
  - Electronic Subcontractors List completed manually
  - Electronic DBE sheets if there is a goal
  - Bid Bond Form

(The above must be enclosed in the envelope provided by the Contracts Section with separate pockets for the proposal and bid bond.)

- An electronic disk labeled with your company name and call order numbers enclosed in a separate envelope provided by the contractor. (All bids can be turned in on a single disk.)

Please be aware, the contractor is responsible for the accuracy of their printed forms and are reminded to include all revisions to bid items and/or quantities that have been transmitted by NDOR prior to the letting.

If you have any questions please contact the NDOR's Contracts office:

**1500 Highway 2 Lincoln, Nebraska 68502**

**Tel: (402) 479-4525**

**Fax: (402) 479-3803**

**E-Mail: [clittings@dor.state.ne.us](mailto:clittings@dor.state.ne.us)**

## About Expedite BID

### Hardware and Software Requirements

These are the hardware and software requirements for the Windows version of Expedite:

- **Operating System** - Microsoft Windows 95/98 or NT (Workstation or Server) 4.0 or higher
- **Processor** - Intel 80486 or equivalent; Pentium or better recommended
- **RAM** - 16MB minimum for Windows 95; 32 MB minimum for Windows NT; *The more RAM you have, the better your computer will perform.*

### Downloading and Installing Expedite Bid:

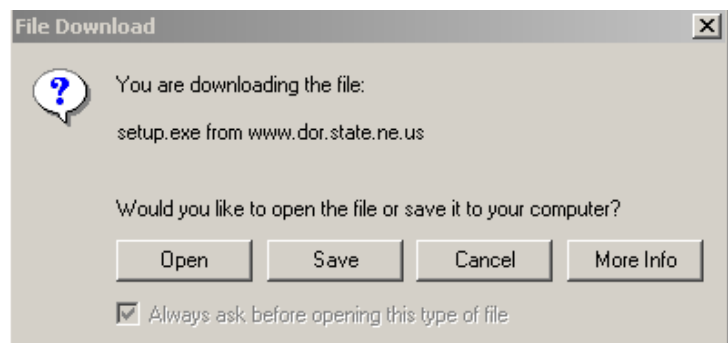
- **Uninstall the old version.** If you are using an older version to do bidding in other States you will want to use separate computers. Do not install the new version over the old version. This will make it difficult to uninstall the old version unless you are very familiar with computers.
- **Uninstall Information:** To Uninstall Expedite, use the standard uninstall feature "Add/Remove Programs" in the Control Panel.



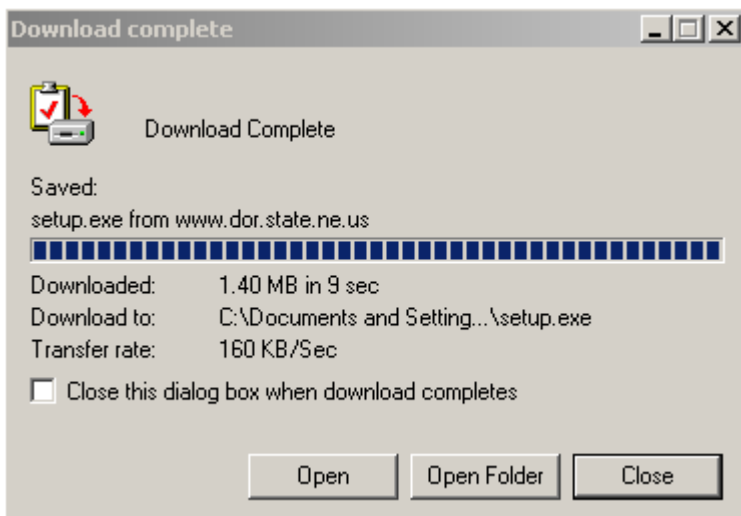
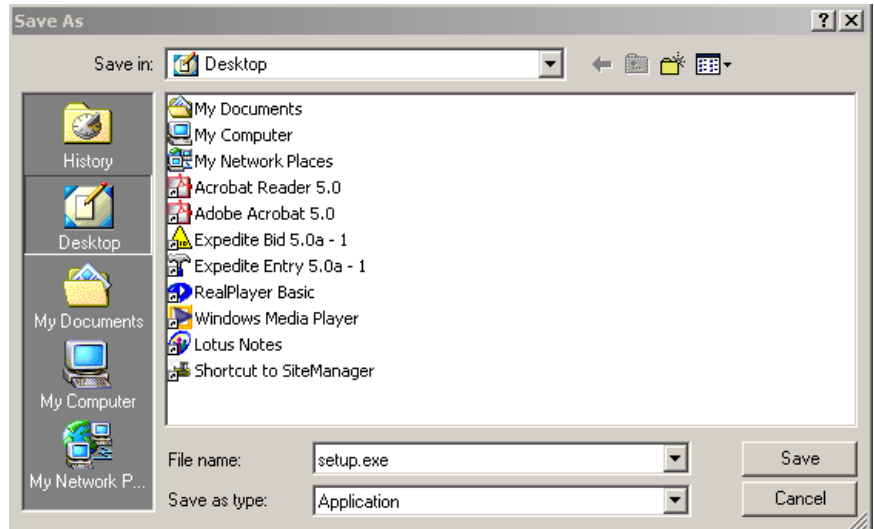
Add/Remove Programs

- **To Download Information from Internet:**
  - Open your web browser and access the Internet address: (<http://www.dor.state.ne.us/>)
  - Click on Doing Business.
  - Click on Contract Lettings. (<http://www.dor.state.ne.us/letting/index.htm>)
  - There is a Link called Expedite Software on this page. Click on the link to download this new version of EBS (5.0a-1), SETUP.EXE onto your computer.
    - **Note:** You can also download the software from the Expedite Software link on the "Downloads" web page of the current letting

- **To Download :**
  - Single left click on Expedite software link.



- Save program to disk. Choose somewhere easy to find like your “Desktop”.
- *Do not* rename file. It should be called “**setup.exe**”



- When download is complete choose “Close”.

● **To Install BID software on PC after Internet download:**

- Go to directory where the Bid software was downloaded. File is called “**Setup.exe**”.
- To install, double left click “Setup.exe”.
- Read Welcome screen, when done choose “next”.
- Read Export agreement, choose “Yes” (if you agree)
- The program will default to install in C:\Expedite. If this is not where you want to install, choose “browse” and select directory where you want to install. Choose “Next”.



- Expedite will add its name to your Program file list. Choose "Next".
- Bid will now load, when done choose "Finish".
- Refer to Help documentation by starting up BID and choosing "Help" on the menu bar.

- **Note:** The SETUP.EXE file is used to set up the BID.EXE file. The BID.EXE uses your FOUR (4) DIGIT vendor number and company name, as you are pre-qualified. It is necessary for you to know this information to use the BID.EXE file properly.

- **Installing BID from Floppy Install Disks for Windows 95 or Higher**  
**Follow these steps to install the Expedite BID application software from floppy disks:**

- Insert the Install Disk into your floppy drive.
- Click the START button and choose **Run**. The Run window appears.
- To install the application software, type **a:\Setup.exe** file in the Open text box (assuming a: is your floppy disk drive). Or you can use the BROWSE button to select the Setup.exe file.
- Click OK. The Expedite BID Setup program will begin.
- Follow steps listed above in the Install from Internet Download

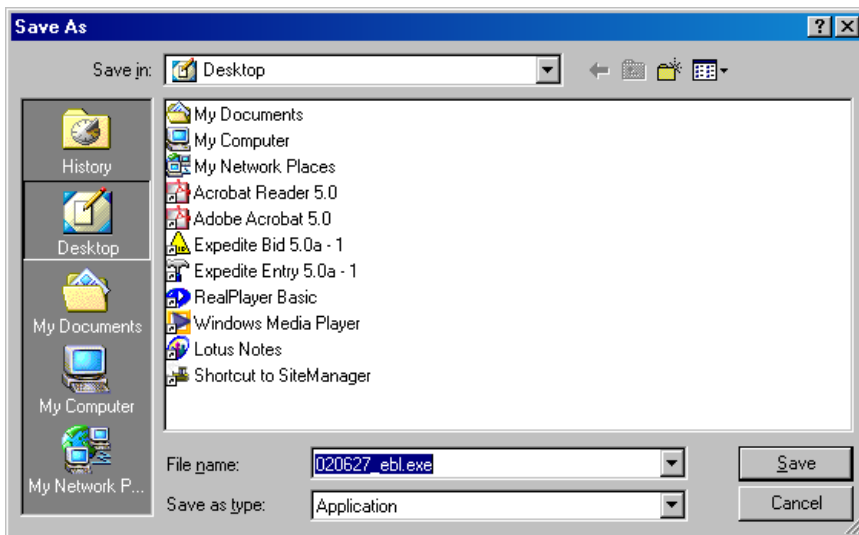
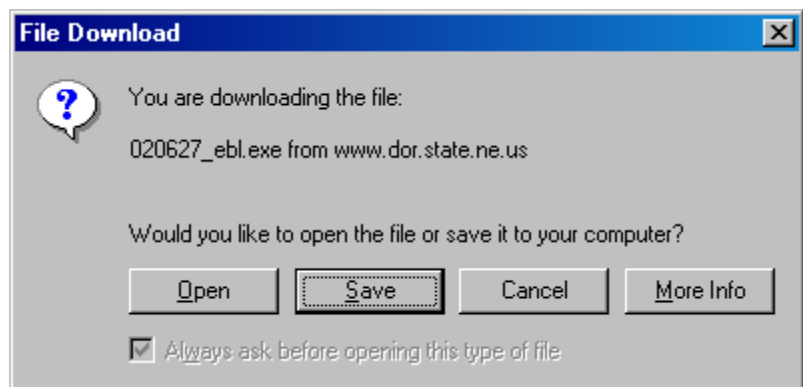
- **Bid Install Troubleshooting:**

Machines that are running the original version of Windows 95 and have not updated Internet Explorer or ActiveX may not be able to run the BID program. Bid uses Windows System DLL's that are only present when Internet Explorer 3.0 or later is installed. Windows releases starting in 1997 or later include the required System DLL's and should work fine. If bid will not run, the user must upgrade Internet Explorer.

## Download and Using the Electronic Bidding File (EBL)

- **To Download Information from Internet:**

- Open your web browser and access the Internet address: (<http://www.dor.state.ne.us/>)
- Click on Doing Business.
- Click on Contract Lettings. (<http://www.dor.state.ne.us/letting/index.htm>)
- Click on Link for Current letting.
- Click on link to Electronic Bidding File. This will take you to the Downloads page of the current letting.
- The first link on the Downloads page will be to the EBL file. Click on the link.
- A file Downloads Dialog will open up.
- Select .Save this file to disk.
- Click on .OK.

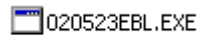


- Choose a place to Save. This can be a Floppy disk (A Drive) or anywhere on your hard drive. Remember if you save it on your hard drive you will need to be able to find it. Choose a place that

will be easy to find. For Example - your Desktop.

- DO NOT rename the file.
- Click on Save.
- When download is complete choose Close if prompted
- You can now Exit your Web Browser

- To access the file you downloaded, go to the place where you saved it. This was either somewhere on your hard drive or on a Floppy disk.



- Double Click on the file. This file is called a self-extracting file. Inside of this file are two files, the EBL file and the DBE file. (Note: A black window will appear...this is OK. If the window does not disappear after a couple of minutes, close it manually.) The two files will appear in the same directory as the file you clicked on. These are the files you will need to bid with. Again, one is the EBL file the other is the DBE file. You will only need the DBE file if there is a DBE goal on any of the projects you are interested in. You must keep the DBE\_NE\_BIN file with the EBL file to use the DBE portion correctly.

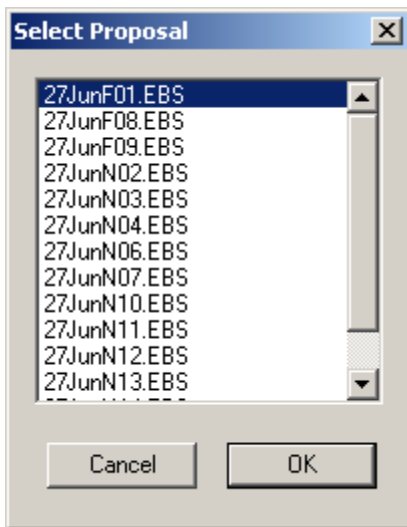


020627.EBL



DBE\_NE.BIN

- Double click on the expedite file (EBL). If you already have the Expedite software loaded, it will automatically open in Expedite. If it does not open check to make sure you have installed Expedite.

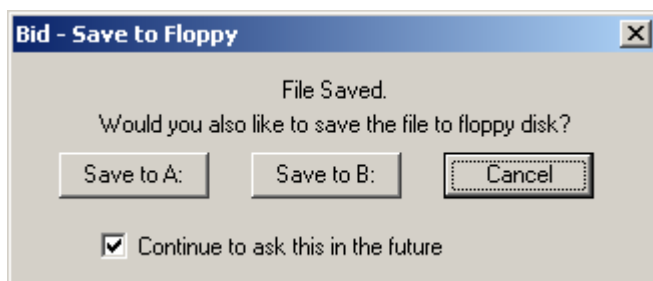


- Once open, You will be in the Select Proposal window, highlight the proposal file name and click OK.
- Click on File and then Save (or use the Save Icon on the toolbar) to create the file you will use to enter your bid information. This file will be called an .ebs file



· 27JunF01.EBS

- **Note:** When you click on the Save you will have a “Save to Floppy” window pop up. This is a default that has been set to save a copy to the A:\ drive. If you click “Cancel” it will still save a copy back to the Directory on your hard drive where you have the EBL file stored. If you uncheck the Box at the bottom it will not ask you this anymore and you can save to the Disk when you are ready to bring the Bid to NDOR.

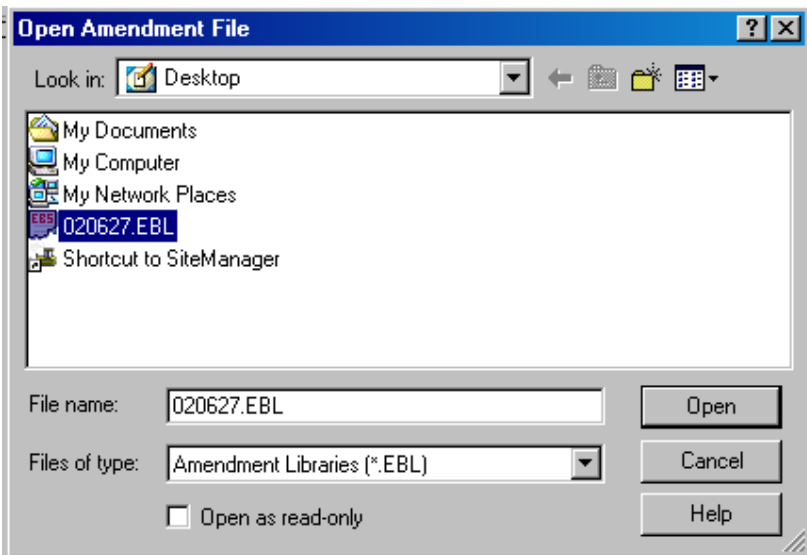
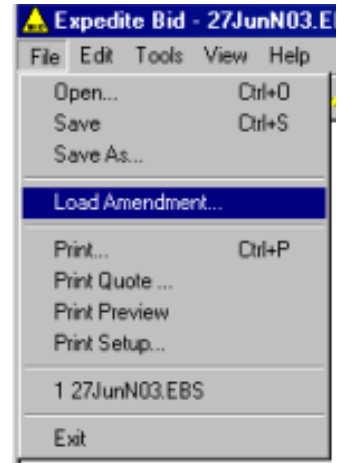




## Applying Proposal Amendments

If a proposal has amendments, then the amendment files must be loaded separately and sequentially for each proposal.

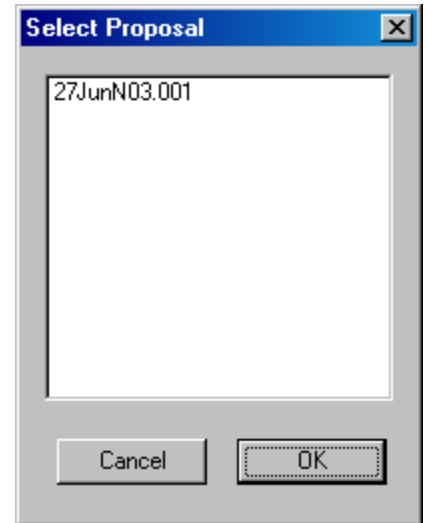
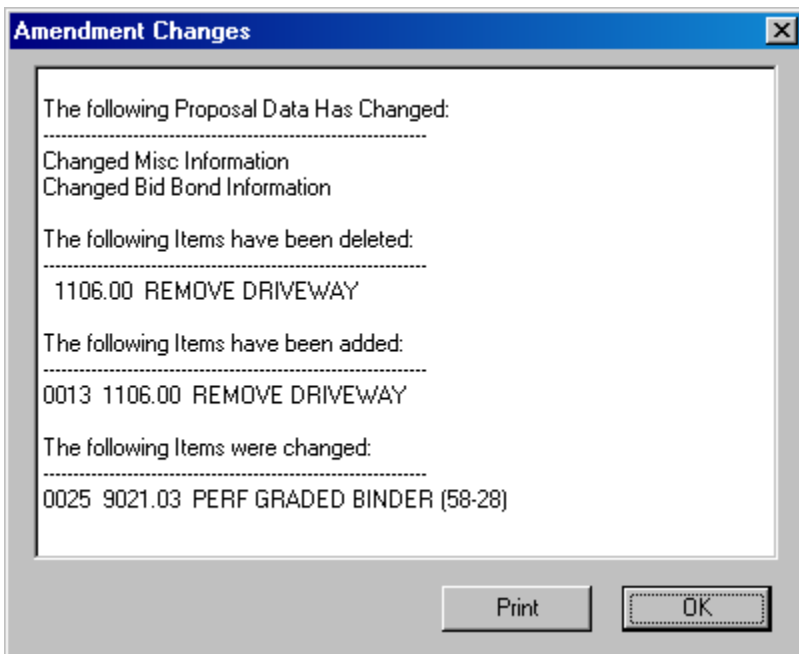
- **Note for Clarification:** *Addenda* modify or add to the plans and/or specifications. *Amendments* are changes to the electronic bid items or quantities. These changes must be applied to merge the new information using the Expedite Bid program
- Download the new Expedite Bidding file containing the amendment(s). Use the downloading the EBL file process explained in this documentation.
- Open the Expedite Bid Program
- Open the appropriate Proposal File that you loaded and saved.
- To apply amendment(s), open the new bidding file by clicking on “File” from the menu bar and selecting “Load Amendment”
- You can also use the Amendment Icon on the toolbar



- This will open a window called Open Amendment File
- Use the Drop Down Arrow in the box “Files of Type”.
- Select. Amendment Libraries.ebl.
- Highlight the newly downloaded ebl file
- Click on Open

**Amendment file names have an extension of 001, 002, 003, etc. The extension identifies the amendment number (.001 is Amendment #1). You must load the amendments in order.**

- Select the first applicable amendment (for the above contract the first amendment reads 27JUNF01.001)
- Click on .OK.



- An Amendment Changes message box appears, if you would like to print this report: Click on Print. Click on OK to close the message box

- Load the remaining amendments, if any, for each proposal
- After loading all of the amendments, Click on File and Save to update your bid file
- Each amendment must be loaded separately & sequentially