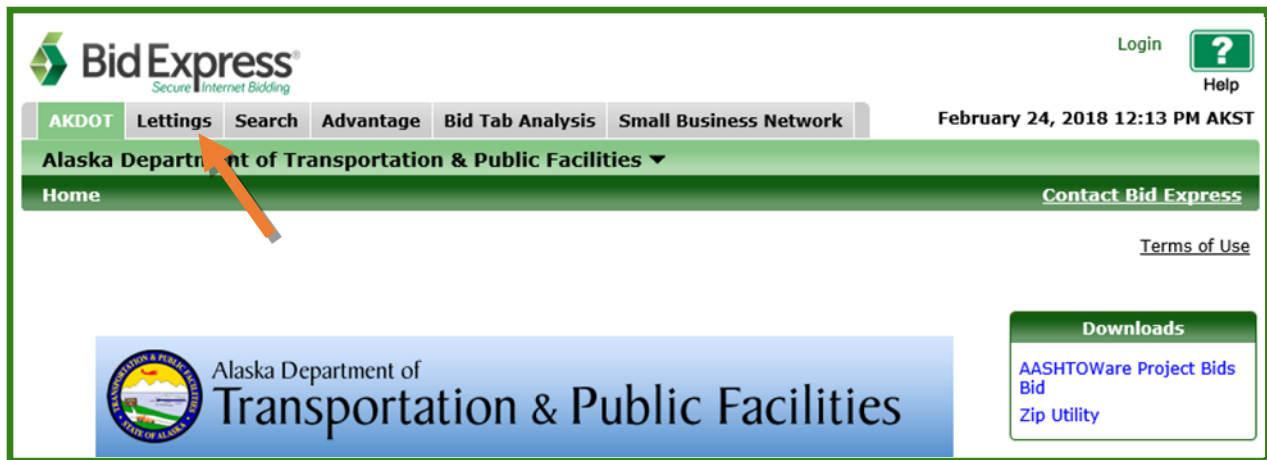


Manual (ebsx) Bid Creation

A Manual (ebsx) bid is a bid that a bidder prepares on the Department's bid forms accessed through the Department's approved online bidding service and submits to the Department in tangible (or "hard copy") form by hand delivery, U.S. Mail, or courier service (101-1.03).

This guide assumes that you have successfully installed the free AASHTOWare Project Bids software and created a User Profile with the Bidder/Vendor ID generated when you registered via IRIS VSS on the Alaska DOT&PF AASHTOWare Project Vendor List.

1. Go to the Alaska DOT&PF Bid Express website: <https://www.bidx.com/ak/main>
2. Click the **Lettings** tab.



3. Find the letting in the List of Lettings and click the **Letting Date** link (Letting Date = Bid Opening Date).

The screenshot shows the "List of Lettings" page. At the top is the same navigation bar as in the previous screenshot. Below it is a green header for the "Alaska Department of Transportation & Public Facilities" with a "List of Lettings" link. The main content area is titled "List of Lettings". There is a dropdown menu for the year "2018". Below the dropdown is a table with the following data:

Letting Date	District ID	Letting ID	Proposals
March 13, 2018	NR	NFHWY00305	1
Mitchell Expressway Rehabilitation.			

An orange arrow points to the "Letting Date" link in the first row of the table.

4. Click the **Proposal Link**.

AKDOT Lettings Search Advantage Bid Tab Analysis Small Business Network February 24, 2018 12:50 PM AKST

Alaska Department of Transportation & Public Facilities

List of Lettings > March 13, 2018 [Contact Bid Express](#)

[Terms of Use](#)

◀ Letting of March 13, 2018 ▶

Mitchell Expressway Rehabilitation.

Letting ID: NFHWY00305
District ID: NR
Cut-Off Time: 02:00:00 PM AKST

Time Remaining
17 Days 0 Hours

Also Available
[Questions and Answers](#)

Proposal	Call Order	Project ID	Items	Amendments	Counties
NFHWY00305	1	06559874	17	0	Fairbanks North Star

Rehabilitate the Mitchell Expressway from the Parks Highway to the Richardson Highway.

(1 Active Proposal)

5. Click the **Bid Forms EBSX File** link.

AKDOT Lettings Search Advantage Bid Tab Analysis Small Business Network May 07, 2018 09:53 AM AKDT

Alaska Department of Transportation & Public Facilities

List of Lettings > March 13, 2018 > NFHWY00305 [Contact Bid Express](#)

[Terms of Use](#)

◀ Proposal NFHWY00305 ▶

Rehabilitate the Mitchell Expressway from the Parks Highway to the Richardson Highway.

Date Generated: 02/24/2018
Date Revised: 02/24/2018
Call Order: 1
Items: 18
Project ID: 06559874

Sections: 1
Amendments: 1
Highway Number:
Counties: Fairbanks North Star

You must be logged in to view item data.

Also Available
[AASHTOWare ...ject Vendor List](#)
[Apparent Bids](#)
[Bid Calendar](#)
[Bid Summary](#)
[Contract Award Status](#)
[Contractor Bidding Information](#)
[Questions and Answers](#)
[Tentative Advertising Schedule](#)

Downloads
[Bid Packet](#)
NFHWY00306 Bid Packet.pdf
[Plans](#)
NFHWY00306 Plans.pdf
[Specifications](#)
NFHWY00306 Specs.pdf
[Bid Forms EBSX File](#)
NFHWY00306zip.zip

6. Click **Open**.

AKDOT Lettings Search Advantage Bid Tab Analysis Small Business Network May 07, 2018 09:53 AM AKDT

Alaska Department of Transportation & Public Facilities

List of Lettings > March 13, 2018 > NFHWY00305 Contact Bid Express

Terms of Use

◀ Proposal NFHWY00305 ▶

Rehabilitate the Mitchell Expressway from the Parks Highway to the Richardson Highway.

Date Generated: 02/24/2018 Sections: 1
Date Revised: 02/24/2018 Amendments: 1
Call Order: 1 Highway Number:
Items: 18 Counties: Fairbanks North Star
Project ID: 06559874

You must be logged in to view item data.

Also Available

- AASHTOWare ...ject Vendor List
- Apparent Bids
- Bid Calendar
- Bid Summary
- Contract Award Status
- Contractor Bidding Information
- Questions and Answers
- Tentative Advertising Schedule

Downloads

- Bid Packet
- NFHWY00306 Bid Packet.pdf
- Plans
- NFHWY00306 Plans.pdf
- Specifications
- NFHWY00306 Specs.pdf
- Bid Forms EBSX File
- NFHWY00306zip.zip

Do you want to open or save NFHWY00305zip.zip (7.88 KB) from s3.amazonaws.com?

Open Save Cancel

7. When the folder opens, **right click** on the file and click **Copy**.

Alaska Department of Transportation & Public Facilities

List of Lettings > March 13, 2018 > NFHWY00305

File Home Share View Compressed Folder Tools Extract NFHWY00305zip

Documents Pictures AWP Precon G
AWP Precon User Guide - official Contractors NFHWY00303
BIDDING Cont info and instructions AWP Precon Guides ORIGINAL - Images MISC

Extract To

Local > Microsoft > Windows > INetCache > IE > 31Zi8NFD > NFHWY00305

Quick access

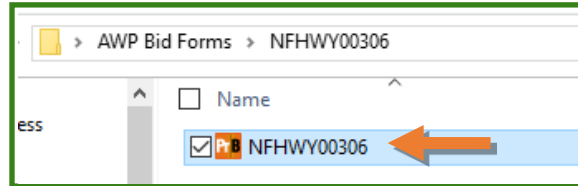
OneDrive
This PC
AKDOT_demo.bidx.com_agencyke
Desktop
Documents
Downloads

Name Type

NFHWY00305 EBSX File

Open
Cut
Copy
Delete
Properties

8. Navigate to the location on your computer where you want to save your file. You may have a folder for AWP Bid Forms files or folders for each proposal you bid on.
9. **Right click** and **Paste** the proposal Bid Forms file.
10. **Double click** on the Bid Forms file.



11. The proposal Bid Forms file will open to the **General** tab with your Bidder/Vendor ID, company information and the proposal information.
NOTE: Notice the tabs down the left. *On state-funded proposals only*, there will also be a Bidder Preferences tab. As manual submitters, you will include the bidder preference certifications for any preferences you are claiming in your bid submission envelope. The bidder preferences tab has attachment locations for electronic submitters to attach their certifications.

A screenshot of the AASHTOWare Project Bids Bid - NFHWY00306.ebsx (0 Amendments) NFHWY00306 application window. The window title bar is orange and contains the text 'AASHTOWare Project Bids Bid - NFHWY00306.ebsx (0 Amendments) NFHWY00306'. Below the title bar is a menu bar with 'FILE', 'EDIT', 'TOOLS', 'VIEW', and 'HELP'. A toolbar contains icons for file operations and a progress indicator showing '11% Complete'. On the left is a dark sidebar with a list of tabs: 'General', 'Bid Schedule', 'Bid Schedule Information', 'Bid Attachments', 'Addenda Acknowledgment', 'Bidder's Acknowledgment & Certification', and 'Bid Guaranty'. The 'General' tab is selected. The main area contains a form with the following fields:

Agency:	AKDOT	Bidder ID:	05
Letting Date:	5/24/2018	Project ID:	00069564
Call Order:	1	County:	Fairbanks North Star
Contract ID:	NFHWY00306	Amendments:	0
Date Generated:	5/7/2018	Joint Bid:	False
Date Revised:			
Checksum:	CAB67A54BC		
Description:	Replace Jenny M Creek Bridge on Chena Hot Springs Road.		

At the bottom right of the window, the text 'Bid Total: \$27,500.00' is displayed.

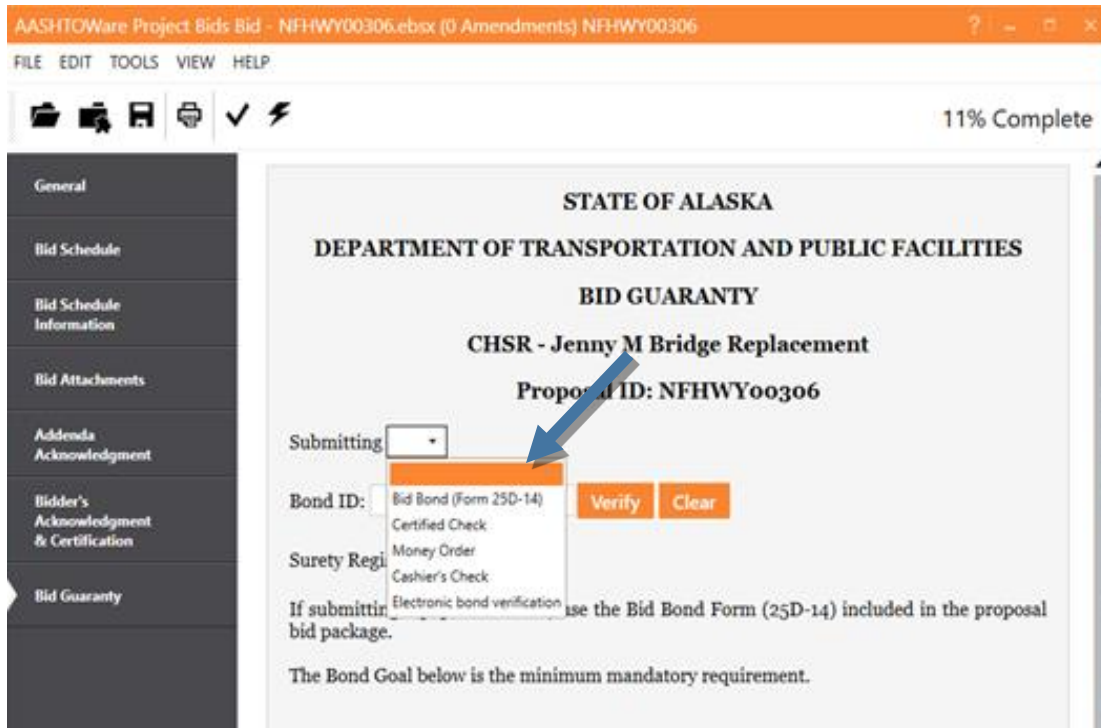
12. Click the **Bid Schedule** tab.
13. Enter in your bid unit prices. When you hit Tab to go to the next field, the extended amount will automatically calculate.

NOTE: As you enter unit prices and the extended amounts calculate, the Item Total and Bid Total amounts will calculate at the bottom of the screen. Section totals will calculate at the top of each section.

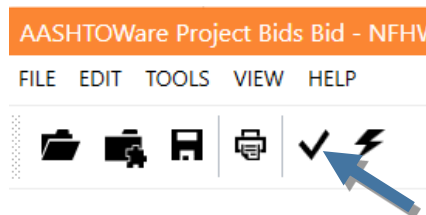
LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT BID PRICE	AMOUNT BID
Section 1					\$5,034,829.00
Basic Bid					
10	201.0007.0000	1.000	LS	12,500.00	\$12,500.00
Clearing					
20	203.0006.0000	609,281.000	TON	8.00	\$4,874,248.00
Borrow					
30	615.0001.0000	56,340	SF	150.00	\$8,451.00
Standard Sign					
40	615.0005.0000	14,000	EACH	95.00	\$1,330.00
Delineator, Flexible					
50	618.0002.0000	60,000	LBS	180.00	\$10,800.00
Seeding					
60	640.0001.0000	1.000	LS		\$100,000.00
Mobilization and Demobilization					
70	641.0001.0000	1.000	LS		
Erosion, Sediment and Pollution Control Administration					
80	641.0003.0000	1.000	LS		
Temporary Erosion, Sediment and Pollution Control					
90	641.0005.0000	7,500.000	CSUM	1.00	\$7,500.00
Temporary Erosion, Sediment and Pollution Control by Directive					
100	641.0006.0000	0.000	CSUM	1.00	\$0.00
Withholding					
110	641.0007.0000	1.000	LS		
SWPPP Manager					
120	642.0001.0000	1.000	LS		
Item Total: \$5,034,829.00					Bid Total: \$5,034,829.00

14. Click and read the **Bid Schedule Information** tab.
15. Skip the **Bid Attachments** tab. This tab allows electronic bid submitters to attach any documents listed on the Required Documents form that are due with the bid. As a manual bidder, you will include any additional documents in your bid submission envelope.
16. Acknowledge any addenda on the **Addenda Acknowledgement** tab.
NOTE: Manual bidders may also submit addenda acknowledgement to the Department by emailing or faxing acknowledgement to the appropriate regional contracts office.
17. Click the **Bidder's Acknowledgement & Certification** tab. Read the content, but do NOT fill out the tabs at the bottom. You will SIGN IN INK this area of the paper printout.

18. Click the **Bid Guaranty** tab.
19. Select which type of bid guaranty you are submitting.
NOTE: You will still use Bid Bond Form (25D-15) if submitting a paper bid bond.



Once you have finished entering your bid information, click the **Checkmark** on the tool bar.

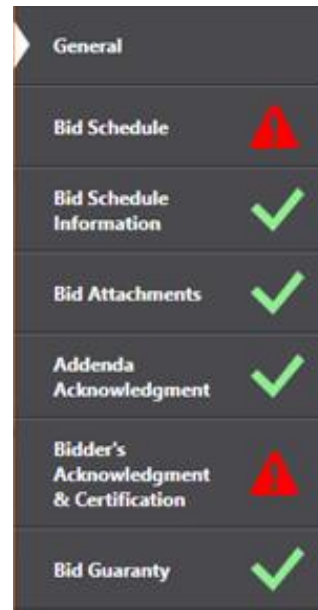


Tabs in which all **required fields** are filled out will have a green checkmark next to them. Any tabs that are missing information in required fields will have a red caution icon.

NOTE: Green checkmarks do NOT mean that the information entered in the Bids file is correct.

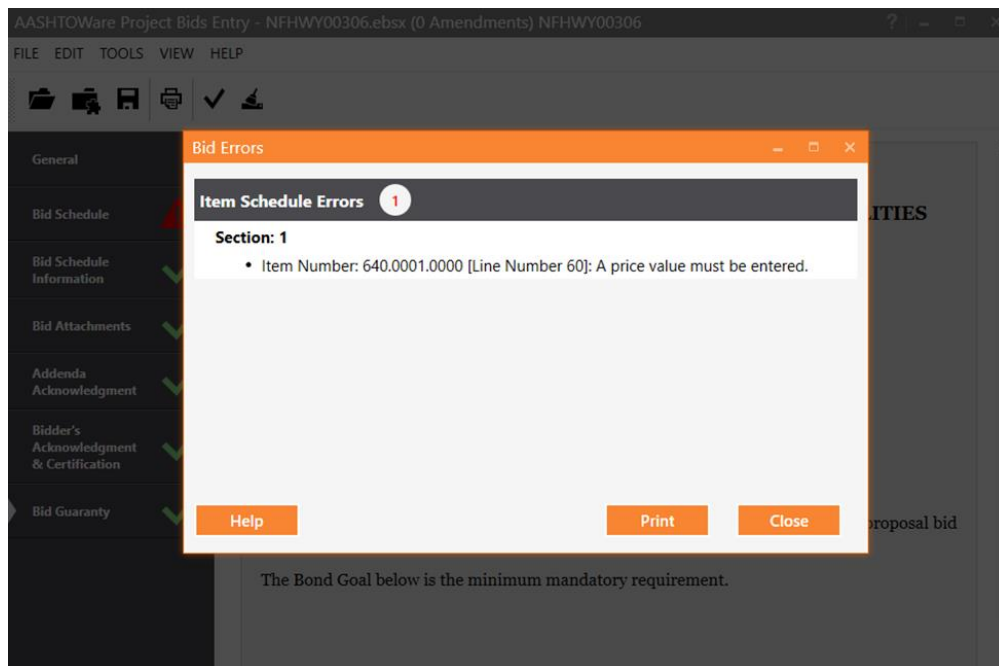
They indicate that information has been entered in all **required fields**. Be sure to verify that the information you've entered is correct and that all necessary non-required fields are also filled out.

NOTE: You will have a red caution on the Bidder's Acknowledgment & Certification tab. Read this tab, but do not fill in the blanks. This is where you will SIGN the paper printout of your bid in ink.



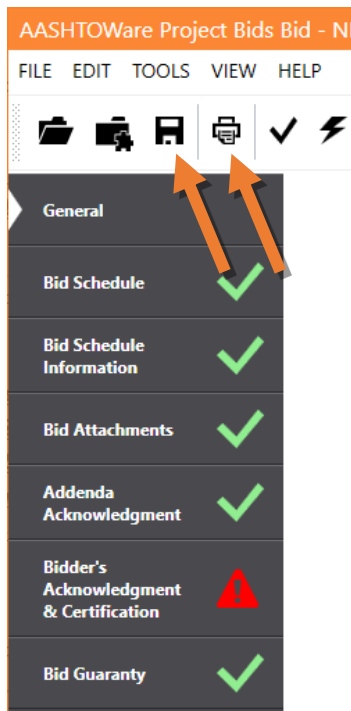
If a tab has a red caution icon, a window will also appear telling you exactly what information is missing.

20. Click **Close** and make the corrections.
21. Click the **Checkmark** again.



Once all your tabs have green checkmarks and you have verified the information entered on each tab, you are ready to save your proposal Bid Forms file to your computer and print out the file to be put in the envelope to mail in or hand deliver.

22. Click the **Save** icon on the tool bar. This will save your bid information to the ebsx proposal file.
23. Click the **Print** icon on the tool bar to get the paper printout to submit.
NOTE: If your printed bid is partially cut off by narrow margins, try printing to a PDF file and adjusting the printing percentage (90%) until all information is printing inside the available margin widths.



24. If you did not fill your company information out in the User Profile, write/type it on the **Bid Cover Sheet** (first page of the printout).
25. Carefully review all of your bid information.
26. Sign at space provided at the bottom of the Bidder's Acknowledgement & Certification information, Print your name and your title, and add the date.

3. I am the duly appointed representative of the undersigned bidder, who has authorized and empowered me to legally bind it concerning this bid proposal.

Jarvis Construction, Inc.

Company Name

12345 North Drive Fairbanks 99701

Company Address

(907)5555555

Phone Number

jarvisconstinc@email.com

Email

Signature

Printed Name and Title

/ / (MM/DD/YYYY)

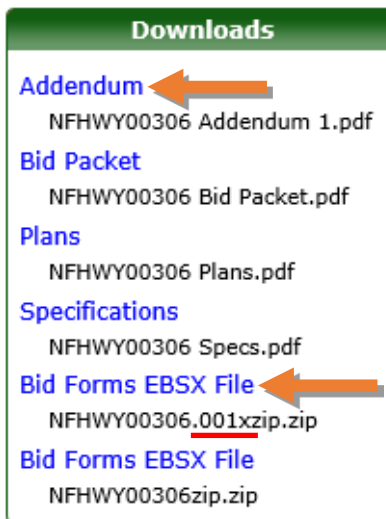
Date

Addendum

If you registered on the Plan Holders List for this proposal, you will receive an email notification when any addenda are issued.

When addenda are issued, they will appear in the Downloads box along with the original proposal files. An additional Non-Subscriber Download zip file will be attached that contains the addendum file (which always ends in .001x, .002, etc). The zip file name will always contain the number of the addendum.

1. Download the Addendum PDF.
2. Click the **Non-Subscriber Download** link for the .001x zip file.



3. Click **Open**.

AKDOT Lettings Search Advantage Bid Tab Analysis Small Business Network May 12, 2018 09:00 AM AKDT

Alaska Department of Transportation & Public Facilities

List of Lettings > May 24, 2018 > NFHWY00306 Contact Bid Express

Terms of Use

◀ Proposal NFHWY00306 ▶

Replace Jenny M Creek Bridge on Chena Hot Springs Road.

Date Generated: 05/09/2018 Sections: 1
Date Revised: 05/09/2018 Amendments: 1
Call Order: 1 Highway Number:
Items: 19 Counties: Fairbanks North Star
Project ID: 00069564

You must be logged in to view item data.

Also Available

- AASHTOWare ...ject Vendor List
- Bid Calendar
- Contract Award Status
- Contractor Bidding Information
- Questions and Answers
- Tentative Advertising Schedule

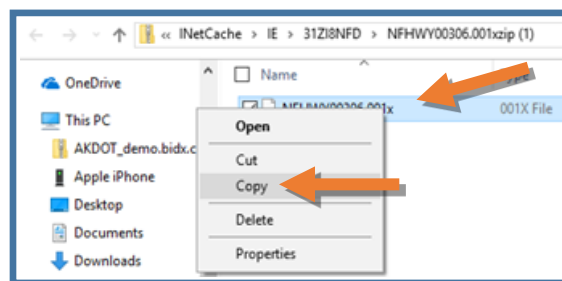
Downloads

- Addendum
NFHWY00306 Addendum 1.pdf
- Bid Packet
NFHWY00306 Bid Packet.pdf
- Plans
NFHWY00306 Plans.pdf
- Specifications
NFHWY00306 Specs.pdf
- Bid Forms EBSX File
NFHWY00306.001xzip.zip
- Bid Forms EBSX File
NFHWY00306zip.zip

Do you want to open or save NFHWY00306.001xzip.zip (12.2 KB) from s3.amazonaws.com?

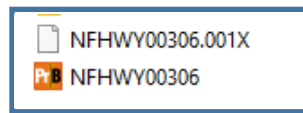
Open Save Cancel

4. **Right click** on the addendum .001x ebsx file and click **Copy**.

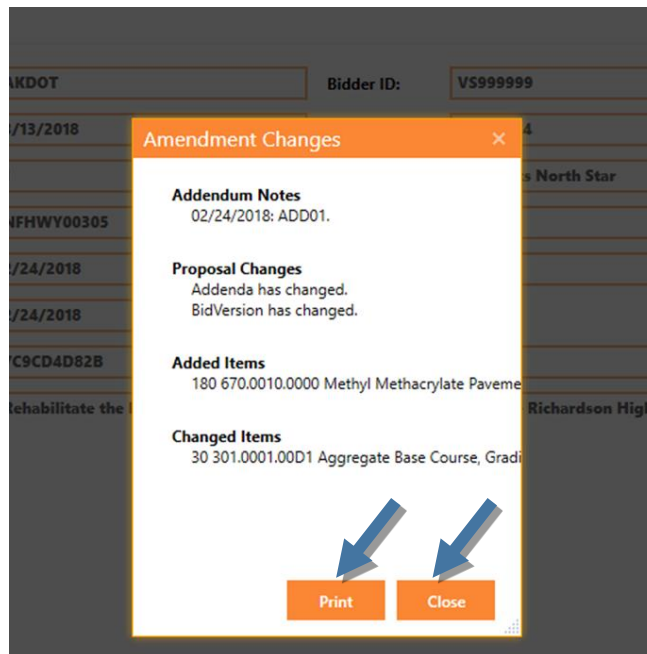


5. Navigate to the **same spot** as your original proposal Bid Forms (ebsx) file.
6. **Right click** and **Paste** the addendum .001x ebsx file.

When you copy and paste an addendum file, it should appear as below with both files.



Double click on and open the **original** Bid Forms file with your bid information. When the file opens, you will get a notification that amendment changes have been applied and a list of the changes.



NOTE: If the addendum changed the specs or plans, no amendment changes may appear since no information in the Project Bids file has changed.

7. **Print** the amendment changes for your records if you want.
8. Click **Close**.

If the addendum/amendment added or modified the proposal requiring you to modify your item bid(s):

9. Navigate to the **Bid Schedule** tab to make changes to the unit prices of items added or changed by the addendum.

To acknowledge addenda:

10. Click the **Addenda Acknowledgement** tab.
11. Enter in the **Addendum Number** and the **Date Issued** fields as applicable.

The Undersigned acknowledges receipt of the following addenda (give number and date of each).

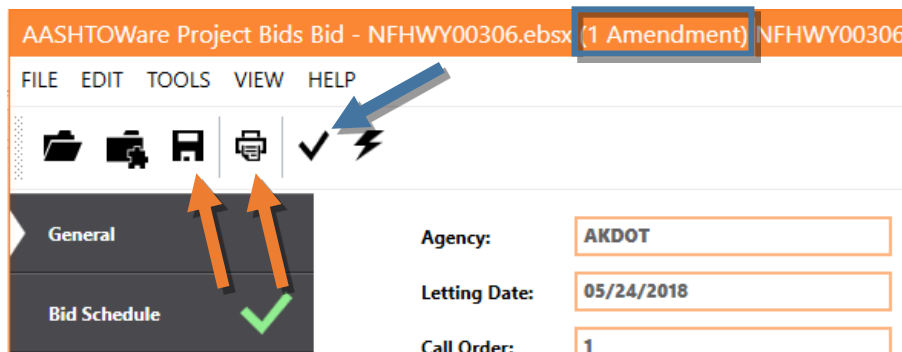
Addendum Number: **Date Issued:** / / (MM/DD/YYYY)

Addendum Number: **Date Issued:** / / (MM/DD/YYYY)

12. Click the **Checkmark** on the tool bar, but also double check your Bid Forms file to make sure the information entered is correct and that all necessary fields (required or non-required) are filled out. (Remember that your Bidder's Acknowledgment & Certifications tab will have the red caution icon.)

NOTE: Addenda Acknowledgement fields are not required. The program will not give you an error if you do not enter addenda acknowledgement information.

13. Click the **Save** icon to save the file with your addendum changes.
 14. Click the **Print** icon to get a printout of your Bid Forms file with the addendum changes.
- NOTE: Notice the orange header shows that one amendment has been applied.



Repeat the Addendum process each time an addendum is issued.

NOTE: The regional contracts offices will accept addendum acknowledgement for Manual (ebsx) bidders as specified in the General Conditions of the specifications.

Bid Modification Submission:

- ✓ Modifications to manual (ebsx) bids will follow the process already in place. Fill out the Bid Modification Form (25D-16) and email or fax in to the applicable regional contracts office as listed on the Invitation to Bid.