

## EXPEDITE

### 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 ammendments 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 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 you may download the programs at <http://www.dor.state.ne.us/letting/lettings.htm>. Click on the Expedite Software link and the program download will begin. See "Downloading and Installing Expedite Bid."

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

<http://www.nebraskatransportation.org/letting/download/NDORBiddingchecklist.pdf>

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 contract the NDOR's Contracts office:

**1500 Highway 2 Lincoln, Nebraska 68502**

**Tel: (402) 479-4525 Fax: (402) 479-3803 E-Mail: [DOR.ConstructionDivision@nebraska.gov](mailto:DOR.ConstructionDivision@nebraska.gov)**

## REMINDER!!!

**Before you un-install the old version of EXPEDITE please make sure you have your digital ID backed up!!**

You can also export your configuration settings from your current version and re-import them to the new version. This will export your Name, Agency ID etc.

### To export configuration settings:

Open Expedite Bid and Select Tools-Export Configuration. It will ask you where you want to save your file. Choose a location that is easy to access (EX:Desktop). You will then precede to un-installing the old version and installing the new.

### Downloading and Installing Expedite Bid

**Uninstall the old version.** (Optional) If you are using an older version to do bidding in other States you will want to use separate directories or separate computers. If you are using 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. If you are using separate directories on the same computer...skip the uninstall step.

**Uninstall Information:** To Uninstall Expedite, use the standard uninstall feature "Add/Remove Programs" in the Control Panel.

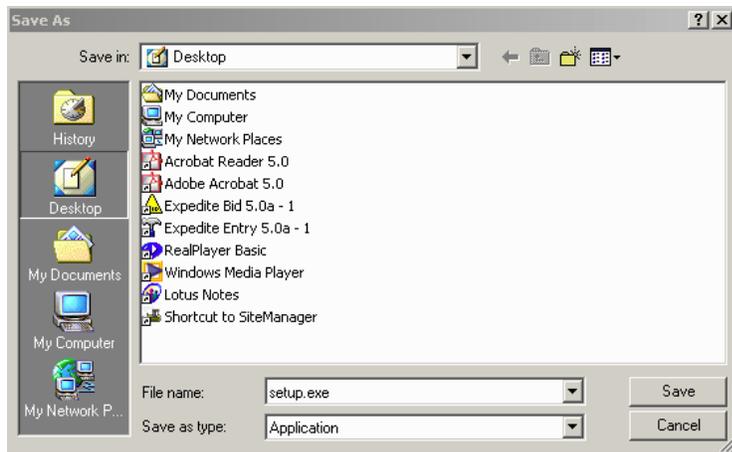
### To Download Information from Internet:

- Open your web browser and access the Internet address:  
(<http://www.dor.state.ne.us/letting/lettings.htm>)
- Click on Heavy Highway & Bridge Lettings.
- There is a Link called Expedite Bidding Software on this page. Click on the link to download the software onto your computer.

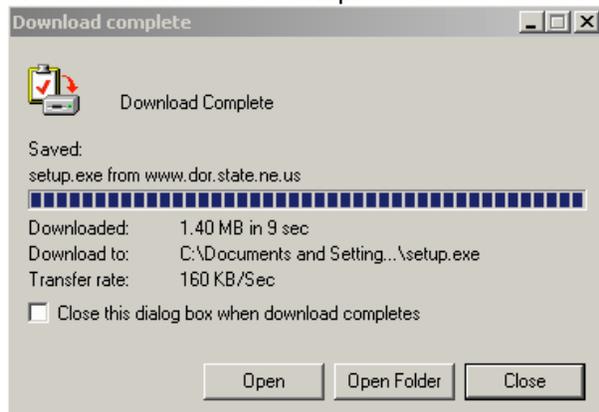
When the following screen opens select Save:



-You will then be asked where to save the file. Choose somewhere easy to find like your "Desktop".  
**DO NOT rename the file. File name should be setup.exe**



- When the download is complete choose "close".



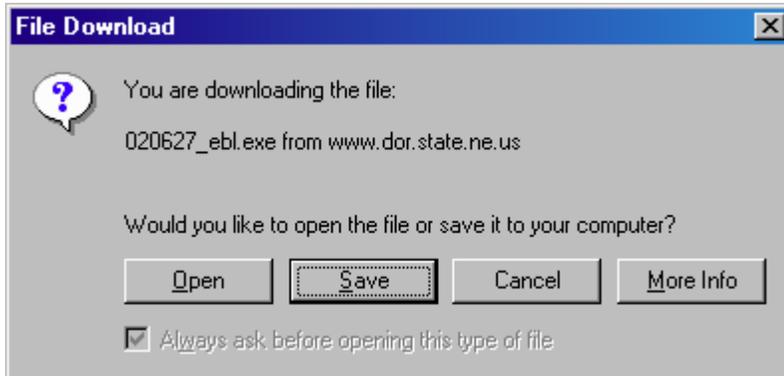
### To Install BID software on PC after Internet download:

- Go to directory where the Bid software was downloaded. File is called "**Setup.exe**".
- Double left click "Setup.exe".
- Read Welcome screen, when done choose "next".
- Read License 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 uncheck the box to launch Expedite and choose "Finish".
- If you chose to export your configuration settings now is when you will import them. Open up Expedite Bid and select Tools-Import Configuration. Browse to the location you saved the export and click OPEN.
- Refer to Help documentation by starting up BID and choosing "Help" on the menu bar.

## 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/lettings.htm>)
- Click on Link for Current letting.
- Click on link to Electronic Bidding File.
- A file Downloads Dialog will open up.
- Select .Save this file to disk.
- Click on .OK.



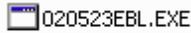
- Choose a place to Save. This can be a Floppy disk (A Drive) or anywhere on your hard drive. Remember if you save it on your hard drive you will need to be able to find it. Choose a place that will be easy to find. For Example: your Desktop.



### 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.

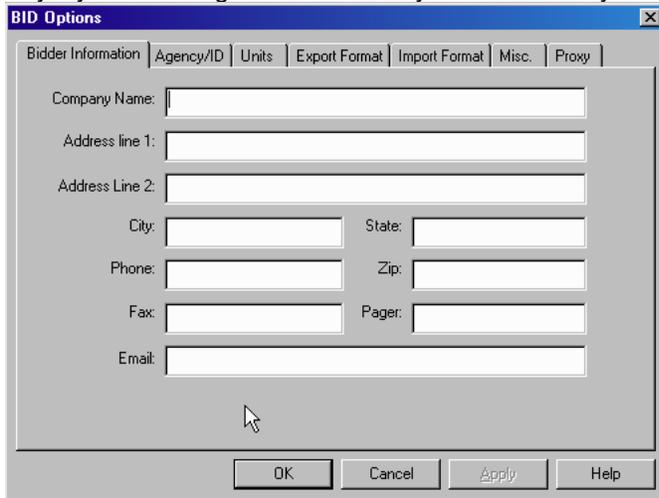


- Double Click on the file.
- This is a self-extracting file. When you double click the exe, two files will be extracted, an EBL and a BIN file. (Note: A black window will appear...this is OK. If the window does not disappear after a couple of minutes, close it manually.) The two files will appear in the same directory as the self-extracting file you clicked on. These are the files you will need to prepare your bid. The dbe.bin file must be kept in the same directory as the EBL file to prepare bids for projects that contain DBE goals.

- 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. The first time you use Expedite you get the following Welcome Screen...Read and then click OK



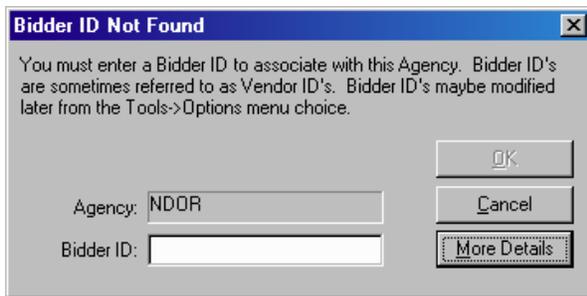
- The next screen will be called "Bid Options". Fill out all the appropriate information on this page. Your Bid or Bid Quote will include much of this information. When completed click OK. (\*first time users only...you will not get this screen if you are currently using Expedite)



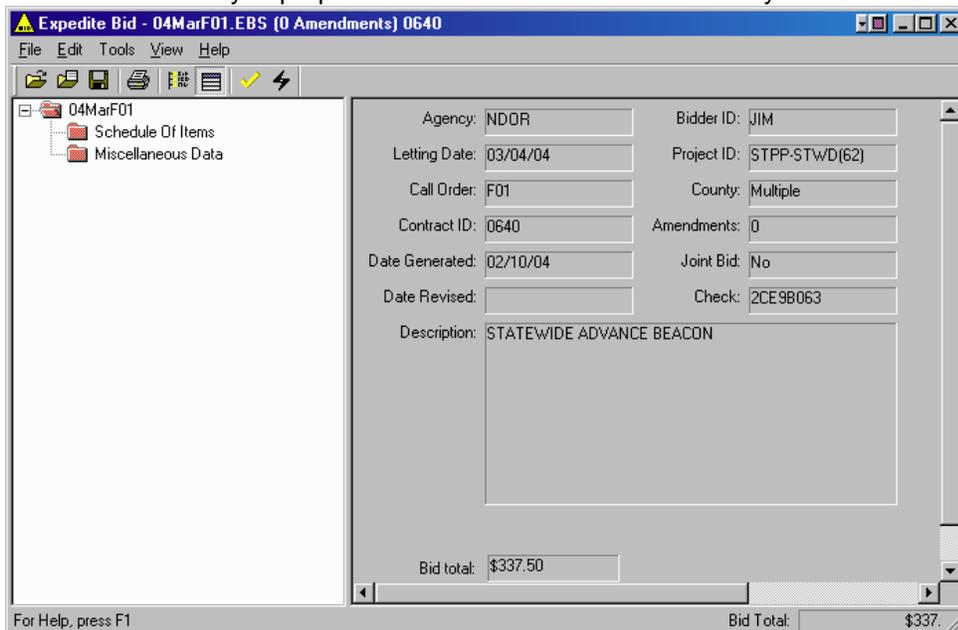
- Once open, you will be in the Select Proposal window, highlight the proposal file name and click OK.



- If it is your first time using Expedite you will get the following screen. If you know your 4-digit ID, type it in the field provided. If you do not have an ID, you can make up one. We suggest you use your first name. This will ensure that it will not be confused with a real NDOR issued ID. You will have to have an NDOR issued Vendor ID to submit a bid. Please refer to the Contracts Letting page of our website (<http://www.dor.state.ne.us/letting/lettings.htm>). There you will find a link labeled Contractor Prequalification Package.



- You are now ready to prepare a bid. The next window is where you will find Basic Proposal information



- Click on the folder labeled "Schedule of Items". This opens up a window that shows all the items. You simply need to put a dollar amount in the Unit Price Column of all items that are considered part of your bid

Line	Item	Quantity	Unit	Unit Price	Extension
<b>Section 0001</b>					<b>\$7,247.50</b>
<b>GROUP 8B ELECTRICAL</b>					
0001	0001.08 BARRICADE, TYPE II	675.000	BDAY	\$0.50000	\$337.50
0002	0001.75 TEMPORARY SIGN DAY	540.000	EACH	\$3.50000	\$1,890.00
0003	0030.81 MOBILIZATION	LUMP	LS	\$5,000.00000	\$5,000.00
0004	7390.00 REMOVE SIGN AND POST	4.000	EACH	\$5.00000	\$20.00
0005	A001.06 PULL BOX, TYPE PB-2A	14.000	EACH		
0006	A004.40 TRAFFIC SIGNAL, TYPE TS-2	15.000	EACH		
0007	A006.84 PEDESTAL POLE, TYPE PP-10	15.000	EACH		
0008	A007.08 VEHICLE DETECTOR, TYPE TD-3	14.000	EACH		
0009	A070.14 2" CONDUIT IN TRENCH	4,882.000	LF		
0010	A073.30	108.000	LF		
Bid Total:					\$7,247.50

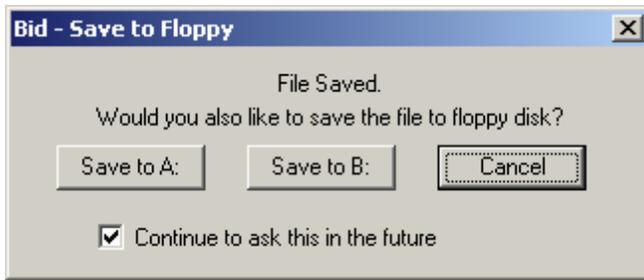
- All folders will turn green if you have met the requirements and completed your bid. You can also click the yellow checkmark to verify that your bid is complete. Then, Click on "File" and then "Save" (or use the Save Icon on the toolbar) to create the file you will use to enter your bid information. 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 or CD when you are ready to bring the Bid to NDOR.

Line	Item	Quantity	Unit	Unit Price	Extension
<b>Section 0001</b>					<b>\$7,247.50</b>
<b>GROUP 8B ELECTRICAL</b>					
0001	0001.08 BARRICADE, TYPE II	675.000	BDAY	\$0.50000	\$337.50
0002	0001.75 TEMPORARY SIGN DAY	540.000	EACH	\$3.50000	\$1,890.00
0003	0030.81 MOBILIZATION	LUMP	LS	\$5,000.00000	\$5,000.00
0004	7390.00 REMOVE SIGN AND POST	4.000	EACH	\$5.00000	\$20.00
0005	A001.06 PULL BOX, TYPE PB-2A	14.000	EACH		
0006	A004.40 TRAFFIC SIGNAL, TYPE TS-2	15.000	EACH		
0007	A006.84 PEDESTAL POLE, TYPE PP-10	15.000	EACH		
0008	A007.08 VEHICLE DETECTOR, TYPE TD-3	14.000	EACH		
0009	A070.14 2" CONDUIT IN TRENCH	4,882.000	LF		
0010	A073.30	108.000	LF		
Bid Total:					\$7,247.50

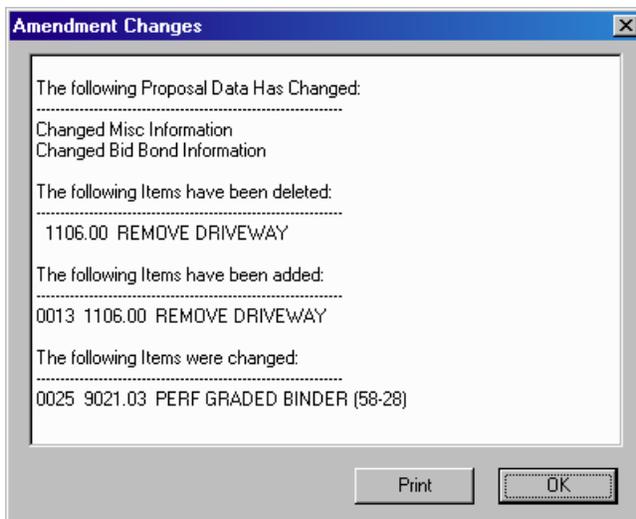


## Applying Proposal Amendments

**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. If a proposal has amendments, then the amendment files will be applied automatically. This is a default set within the Expedite Program. If you change this default YOU are responsible to apply the amendments manually. Do not change this setting unless you are an advanced user. If you do not change the setting you simply need to download the latest version of the EBL file and all amendments will be applied automatically.

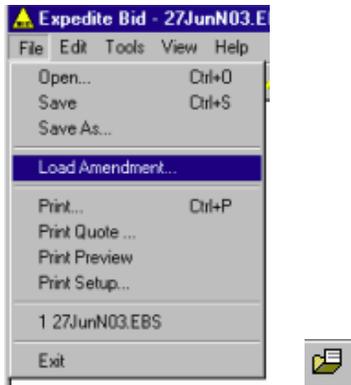
**In order to make sure you have the most recent version of your proposal....Check the website before starting to prepare Bid or Bid Quote.**

**If an Amendment has been applied and “Amendment Changes” message box appears. If you would like to print this report: Click on Print. Click on OK to close the message box.**

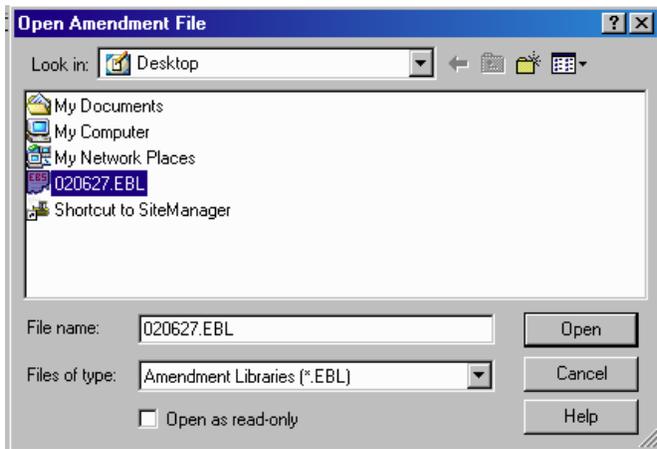


## How to Manually Apply Amendments

- 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” or by selecting 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

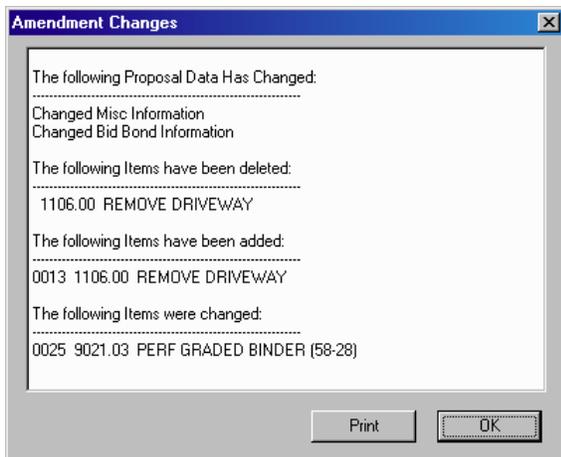


**Amendment file names have an extension of 001, 002, 003, etc. The extension identifies the amendment number (.001 is Amendment #1). You must load the amendments in order.**

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



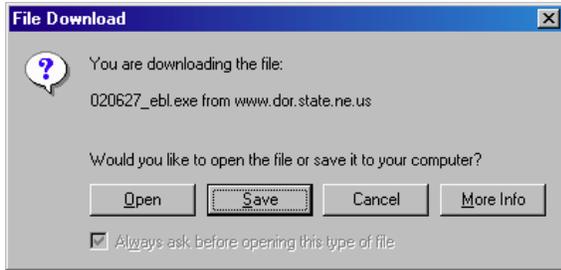
An Amendment Changes message box appears, if you would like to print this report: Click on Print. Click on OK to close the message box



- 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

## Bid Quote Preparation

- **To Download Information from Internet:**
  - Open your web browser and access the Internet address: (<http://www.dor.state.ne.us/letting/lettings.htm>)
  - Click on Heavy Highway & Bridge Lettings
  - Click on Link for Current letting.
  - Click on link to Electronic Bidding File.
  - A file Downloads Dialog will open up.
  - Select "Save" to save the file to disk (your hard drive).



- 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.**

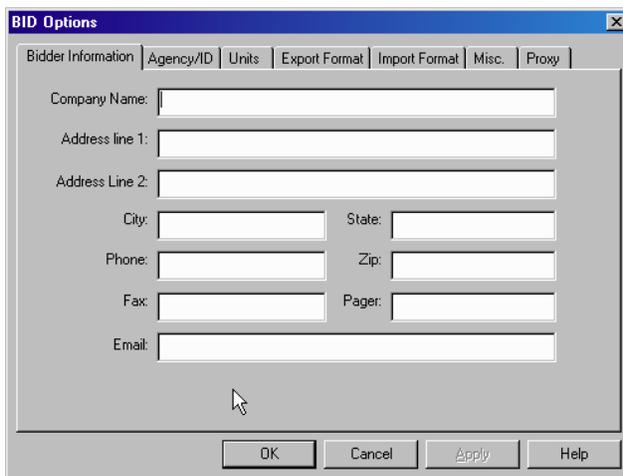
- Click on Save.
- When download is complete choose Close if prompted
- You can now Exit your Web Browser
- To access the file you downloaded, go to the place where you saved it. This was either somewhere on your hard drive or on a Floppy disk.
- Double Click on the file. This file is called a self-extracting file. Inside of this file are two files. An EBL file and a BIN 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 self-extracting file you clicked on. To prepare a Bid Quote you will only need the file with the EBL extension.



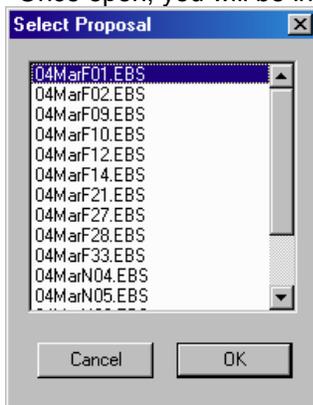
Double click on the Expedite file (EBL). If you already have the Expedite software loaded, it will automatically open in Expedite. If it does not open check to make sure you have installed Expedite. The first time you use Expedite you get the following Welcome Screen....Read and then click OK



The next screen will be called "Bid Options". Fill out all the appropriate information on this page. Your Bid Quote will include much of this information. When completed click OK. (\*first time users only...you will not get this screen if you are currently using Expedite)

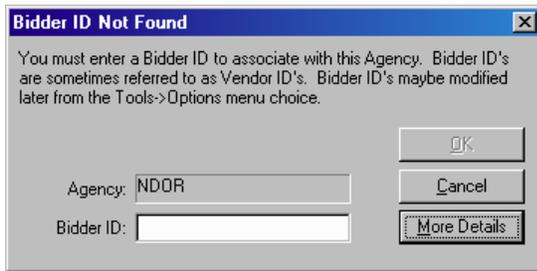


- Once open, you will be in the Select Proposal window, highlight the proposal file name and click OK



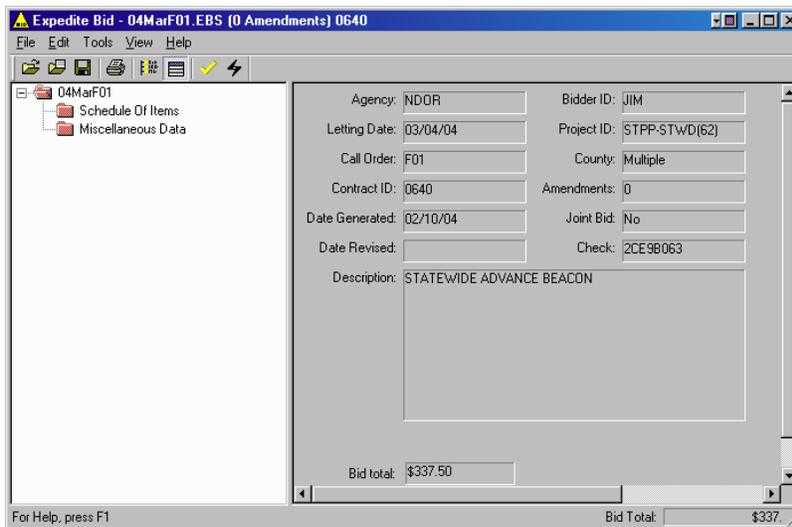
If it is your first time using Expedite you will get the following screen. If you know your 4-digit ID, type it in the field provided. If you do not have an ID, you can make up one. We suggest you use your first name. This will ensure that it will not be confused with a real NDOR issued ID. If you do get work on an NDOR project, you will be required to apply for a vendor ID. (This number or name will not show up on the Bid Quote. Only the name of your firm will show up provided you fill out the information in the Bid

Options window explained on page 6.)



### Creating Bid Quote

You are now ready to work on Bid Quote. The next window is where you will find Basic Proposal information.

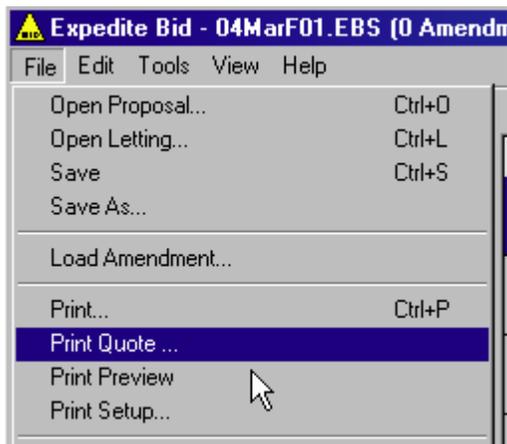


- Click on the folder labeled "Schedule of Items"
- This opens up a window that shows all the items. You simply need to put dollar amount in the Unit Price Column of the items you are providing quotes for.

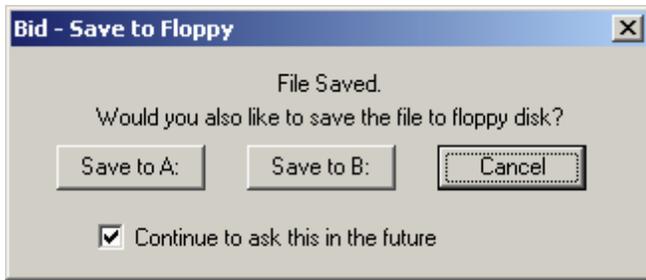
Line	Item	Quantity	Unit	Unit Price	Extension
<b>Section 0001</b>					<b>\$7,247.50</b>
<b>GROUP 8B ELECTRICAL</b>					
0001	0001.08 BARRICADE, TYPE II	675.000	B DAY	\$0.50000	\$337.50
				<input checked="" type="checkbox"/> Use this item	
0002	0001.75 TEMPORARY SIGN DAY	540.000	EACH	\$3.50000	\$1,890.00
0003	0030.81 MOBILIZATION	LUMP	LS	\$5,000.00000	\$5,000.00
0004	7390.00 REMOVE SIGN AND POST	4.000	EACH	\$5.00000	\$20.00
0005	A001.06 PULL BOX, TYPE PB-2A	14.000	EACH		
0006	A004.40 TRAFFIC SIGNAL, TYPE TS-2	15.000	EACH		
0007	A006.84 PEDESTAL POLE, TYPE PP-10	15.000	EACH		
0008	A007.08 VEHICLE DETECTOR, TYPE TD-3	14.000	EACH		
0009	A070.14 2" CONDUIT IN TRENCH	4,882.000	LF		
0010	A073.30	108.000	LF		

For Help, press F1 Bid Total: \$7,247.50

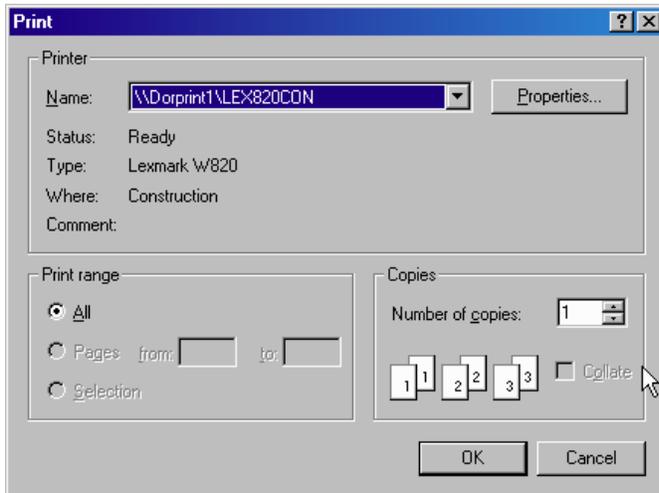
- On some contracts you will see items with fixed prices on them. You will not be able to change the prices on these items. If you do not want to include them in your Bid Quote, uncheck the box labeled "Use this Item". You should scroll through all the items to make sure you have unchecked these boxes. Once you have filled in the Unit price's on all the appropriate items you are ready to print your Bid Quote. Go to File on the menu bar and scroll down to print quote.



A "Save to Floppy" window will 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. You will probably want to uncheck this box.



The next screen will be a print screen. Pick the appropriate printer and click OK.



Your Bid Quote is now ready to be faxed to the Prime Contractor. You can also scan your document and send it electronically through e-mail. Expedite has been configured to save a file called an EBS file to the same directory as the ebl file. If you do not change any settings your quote will be in that folder. If you would like to save it elsewhere, simply choose the "Save As" option under "File" on the menu bar. Note: There have been various "default settings" applied by NDOR to help us with the primary bidding functions of Expedite. You can change some of these settings located Under "Tools", then "Options" on the menu bar. There you will see a tab called "Misc". You can change these at your own risk. The only setting you should not change is the "Automatically Load Amendments" check box. Please leave this box checked. Please read Applying Proposal Amendments for further information regarding this topic.