

## Realize benefits quickly

Implementing the Bid Express service is a simple process that produces results quickly:

- » A bidding process that is easier to plan, execute and manage
- » Time and cost savings for your agency
- » Reduced workflow for staff, reduced need for temporary staff
- » Errors are virtually eliminated
- » Bids are instantly received and easily read at bid opening
- » Paperwork is reduced by receiving electronic bids and sending contract documents electronically
- » Bids are more competitive
- » Bidders get the convenience they want

## Security & reliability

Agencies and bidders always want to know, "will bids be safe?" Rest assured that security and reliability are the cornerstones of this service which has been in operation since 1999.

- » Bids are held in an electronic lock box prior to the bid opening
- » Bids are transmitted with strong encryption
- » If a file were to be intercepted, it would be unreadable
- » Redundant power sources and file back-ups are provided
- » The Bid Express service uses Amazon Web Services for system performance, security and reliability.
- » The system is built, maintained, and constantly monitored to ensure the reliability you would expect for this critical service

## Programs for DBE/OEO efforts

The Bid Express service offers a block account program that can be a part of your agency's Disadvantaged Business Enterprise (DBE) program. Agencies can purchase Bid Express service accounts that include the Small Business Network and assign these accounts to DBEs. Providing access to the Bid Express service can help level the playing field for DBE firms. Contact our team to learn more about this program and how it can be an effective part of your agency's DBE outreach.

## Getting started

To begin implementing Internet bidding, contact Info Tech, Inc. A simple questionnaire will help determine how to proceed. Most agency personnel are surprised how easy it is to get started.

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



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**INFORMATION FOR AGENCIES**  
Make the bidding process *easier, more accurate & more efficient*. Give your bidders the technology they want. Implement the Bid Express® service.

Welcome to the Bid Express service where your agency can customize a Bid Express implementation depending on your needs, policies, and regulations. The following options are available:

## Basic Service

Basic Service from the Bid Express service provides an **easy way to post your bid information on the Internet**. Your agency will have its own web page on the Bid Express web site to communicate with your bidding community. When bidders subscribe, they can view and download bids from all agencies using the Bid Express service. A **search function allows them to quickly find information** to select projects. The Bid Express service also provides a complete schedule of items for each contract and allows the agency to post any related documents.

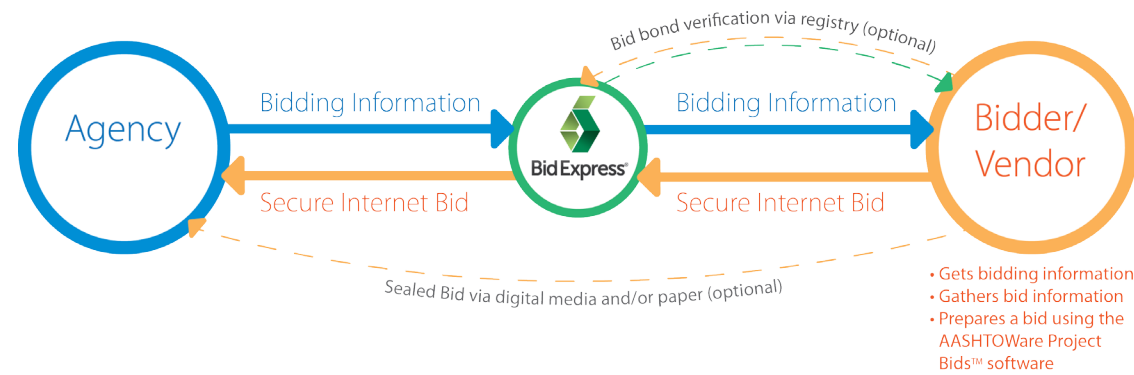
Subscribers also get the bidding component of the AASHTOWare Project Bids™ software at no charge. With this software, **bidders just open the project or bid file and enter unit prices**. Quantities come across automatically and the computation is done for extended prices. The software also has built-in error checking functions and the ability to do on-line verification of a bid bond via participating surety agencies. Bids can be saved to digital media, or printed for paper submission.

The screenshot shows the Bid Express website interface for the Georgia Department of Transportation. It displays a 'List of Lettings' for June 26, 2015, with columns for Letting Date, Letting ID, and Proposals. Below this, there are details for a specific letting, including the Letting ID (11052601) and Cut-Off Time (10:00:59 AM). A table lists proposals with columns for Proposal ID, Call Order, Items, Plan Sheets, and Counties. Below the proposals, there is a section for 'Apparent Bids for Letting of June 10, 2015' with columns for Proposal ID, Bidder Name, and DBE percentage. To the right, there is a detailed view of a bid item from the AASHTOWare Project Bids software, showing a list of items with columns for Line Number, Item Number, Quantity, Unit, Unit Price, and Extension Price. The software interface also shows a '4% Complete' status and various menu options like 'File', 'Edit', 'Tools', 'View', and 'Help'.

Top Left: List of upcoming projects page.  
Left: Apparent bid results on the Bid Express website.  
Top Right: List of lettings on the Bid Express website.  
Above: AASHTOWare Project Bids™ software.

## Internet Bidding Service

With Internet Bidding Service, bidders use a component of the AASHTOWare Project Bids software to **electronically sign their bids and submit them over the Internet** using the Bid Express service. There is no need to print bids on paper or save them to digital media. Once submitted, **bids are held in a secure electronic "lock box,"** inaccessible to any parties, including the agency and the Bid Express team, until the official bid opening time. The service also allows bidders to **withdraw and resubmit bids as many times as desired** until bid opening time, enabling them to change/resubmit a bid at the last moment to accommodate a better price. **Real time results are posted on your agency's Bid Express website** and the service also checks bids for errors and omissions. **Agencies using Internet bidding have access to a potentially larger group of bidders** for each proposal, leading to more competitive bids. Post-award, agencies can use the Bid Express service to securely send contract and related documents to the winning bidder.

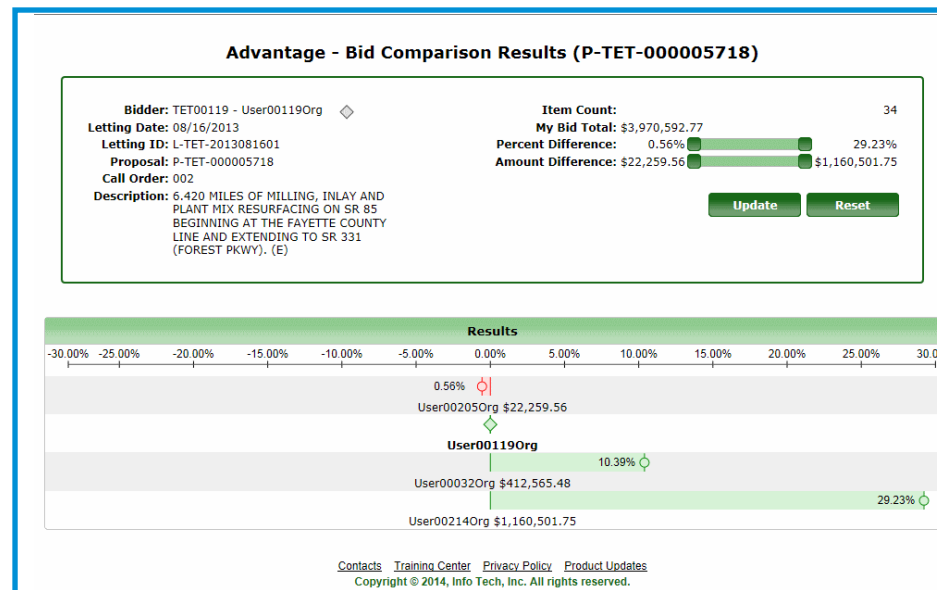


## Analysis Suite

Bidders often have difficulty determining what to charge for an item. There are many variables that can affect an item's cost and there is little time to do research. The **Analysis Suite includes two services to help: the Bid Express Advantage and the Bid Tab Analysis service.**

- » The Bid Express Advantage **lets contractors perform an analysis of their bids vs. other bidders for a specified letting down to the item level.**

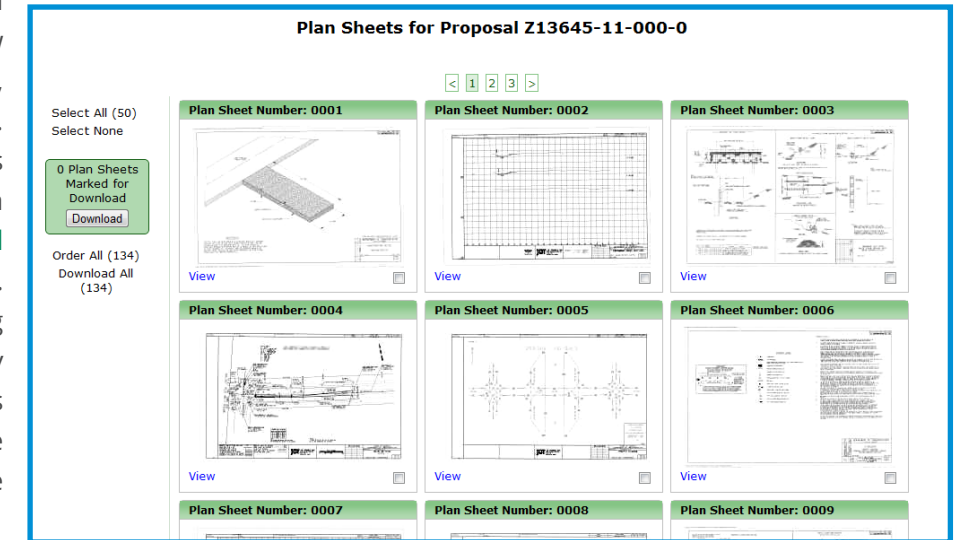
Agencies receive free access to uploaded bid data when they implement the Bid Express service. This can be a help for your internal estimation staff by giving them access to the most recent bid histories since the bid tab data can be uploaded to the Bid Express website after each bid opening.



- » The Bid Tab Analysis service **allows subscribers to view past bid prices and low, average and high prices for items** in a variety of formats including by proposal, item, location, bidder and a subset of bidders.

## Online Plan Sheets Service

Printing, storing, selling and shipping plan sets can be a drain on an agency's resources in both direct costs and labor. Agencies can save time and money **making plan sheets available digitally by posting plans to the Bid Express Online Plan Sheets service.** Bidders pay a monthly fee to download unlimited copies. They get instant access to design plan sheets from any computer. They can preview sheets, select an entire set of plans, or create a custom set for download. Plan sheets are presented as thumbnail images that link to a larger **PDF version for viewing and printing, or saving for later use.** Bidders save money by not buying sets they really don't need. They can also order printed plan sheets directly from the Bid Express website and have them shipped through the service's printing partners.



## Small Business Network

The Small Business Network provides **an online community for bidders and subcontractors/vendors** to exchange information regarding upcoming projects. Bidders find that the network facilitates their communications with both subcontractors and suppliers. **Bidders can post an unlimited number of sub-quotes** to send to a subcontractor or supplier that lists the items to be quoted. The network lets bidders easily advertise projects to small businesses. **Subcontractors benefit by visiting the network because it makes it easy for them to find projects.** They can use a keyword search function to find bidding opportunities in seconds, and create an unsolicited sub-quote to send to a bidder through the system. Subcontractors can also look up planholders and eligible bidders for each proposal, and view sub-quotes for work that bidders have posted for projects they are bidding. Additionally, **agencies can upload all available work-types that subcontractors can associate with** their businesses in order to receive more relevant notifications. The **network brings these groups together** in an efficient manner.

The Small Business Network is available to all subscribers for **no charge.** Agencies that have race-related goals may find that the Small Business Network can **assist bidders in reaching Disadvantaged Business Enterprises (DBE) goals.** Some agencies elect to purchase accounts for DBE firms to provide access to this service. Contact us for more about this program.

**Sub-quote Requests** [View my Work Types](#) | [View Hidden](#)

Sub-quote Request	Letting	Call Order - Proposal	Expiration	Company Name	Reply	Hide
<a href="#">View Sub-quote 1114</a>	04/20/2011	001 - Z13523-09-000-0 BRYAN CHATHAM	10/31/2011	Anderson Contracting	<a href="#">Reply</a>	<a href="#">Hide</a>
<a href="#">View Sub-quote 1113</a>	01/22/2010	004 - B13647-10-500-0 BROOKS	11/11/2011	Interstate Paving Co.	<a href="#">Reply</a>	<a href="#">Hide</a>
<a href="#">View Sub-quote 1112</a>	07/22/2011	003 - B14130-11-M00-0 BALDWIN WASHINGTON	10/31/2011	Carson Brothers LLC	<a href="#">Reply</a>	<a href="#">Hide</a>
<a href="#">View Sub-quote 1111</a>	07/22/2011	007 - B14133-11-000-0 COWETA	10/31/2011	Ipsa Contracting, Inc.	<a href="#">Reply</a>	<a href="#">Hide</a>

**Unsolicited Sub-quotes** [Create New](#) [View Hidden](#)

Unsolicited Sub-quote	Letting	Call Order - Proposal	Expiration	Status	Edit	Hide
<a href="#">View Sub-quote - 251</a>	07/22/2011	003 - B14130-11-M00-0 BALDWIN WASHINGTON	10/28/2011	Sent		<a href="#">Hide</a>
<a href="#">View Sub-quote - 250</a>	07/22/2011	022 - B34125-11-000-0 FANNIN	10/31/2011	In Progress	<a href="#">Edit</a>	<a href="#">Hide</a> <a href="#">X</a>