

## BidExpress® Downloading Expedite Bid Files

Prior to submitting a bid via the Internet, the proposal .ebs file must be downloaded from the Lettings tab on the Bid Express® website so that it may be opened by the Expedite Bid software. When the agency changes a proposal, it must issue an amendment file for you to download to keep your proposal current. You must also have an active Digital ID.

### Download the .ebs File

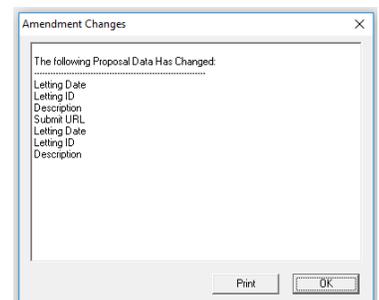
The .ebs file is a proposal file that can be opened with the Expedite Bid software. It contains all the information included on the proposal page.

All proposal and amendment files for a letting can be downloaded as a zip file into the Expedite Bid software using the All EBS Files option. If this is your first time downloading proposal files, select All EBS Files. This file contains the current bid file and any amendments.



1. Click the LETTINGS tab.
2. Click the desired Letting Date.
3. Click the desired proposal.
4. In the Downloads section, click the .ebs file. If there are amendments, click **EBLib File** instead to get all the needed files. Save the file in your Bids directory.
5. Open the Expedite Bid software and select Open Proposal (for a .ebs file) or **Open Letting** (for a .ebl file).
6. Navigate to and select the .ebs or .ebl file, then click **Open**. The component lists the file's proposal and any amendments.
7. Choose the proposal and click **OK**.

If you are opening an .ebl file, the Expedite software displays a window of the proposal changes. Click **Close** to close the window and open the proposal.

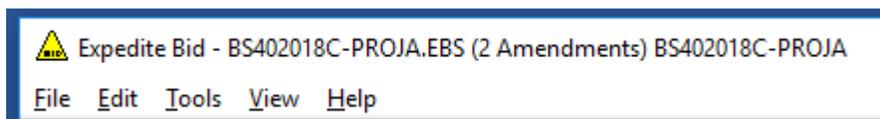


### Amendments

When the agency changes a proposal, it must issue an amendment file for you to download to keep your proposal current. Once the file is downloaded and saved in your Expedite directory, the Expedite Bid software automatically applies the amendment when you open your bid.

An amendment count is listed in the title bar of the Expedite Bid software. Your bid file should always reflect the same number of amendment files as the Bid Express site in order to complete a bid submission.

The Expedite Bid software is set to automatically apply an amendment file when you open your bid. The .ebs and amendment files must be saved in the same location on your computer.



1. Start this process with the Expedite Bid software closed.
2. From the Bid Express service, select the amendment files posted under the original .ebs file. They should have file extensions of .001, .002, etc.
3. Save each amendment file to the same location on your computer as the original bid file.
4. Open your bid in the Expedite Bid software. The auto-load feature applies each amendment.
5. Once each amendment is loaded, an amendment pop-up window will appear with a description of the changes contained in each file, and the correct number of amendments should appear in parentheses at the top of the software. Click **Close**.

## Bid Bond Verification

It is the agency's decision to include the Bid Bond form as part of the proposal when using the Expedite Bid software. If using Bid Bonds, the tab will display in the left side of the window. It is possible this tab is not available.

The Bid Bond window contains information the agency would like the bidder to read and possibly record. The agency can customize this form to collect bid bond information. Some agencies use this screen to

collect information about the surety company and the surety state of incorporation as well as the bidder's bond ID and maximum bond amount allowed. The agency can make any field optional or required.

After the bond is submitted, the Expedite Bid software verifies the bond electronically and a successful message is displayed. If the bond could not be verified, the Expedite Bid software provides you with a detailed error message.

1. After the .ebs file has been opened, click on the **Bid Bond** tab in the Expedite Bid software.
2. Fill in the required fields including Bond ID.
3. Click **Verify**.
4. Follow the Verification Wizard.