

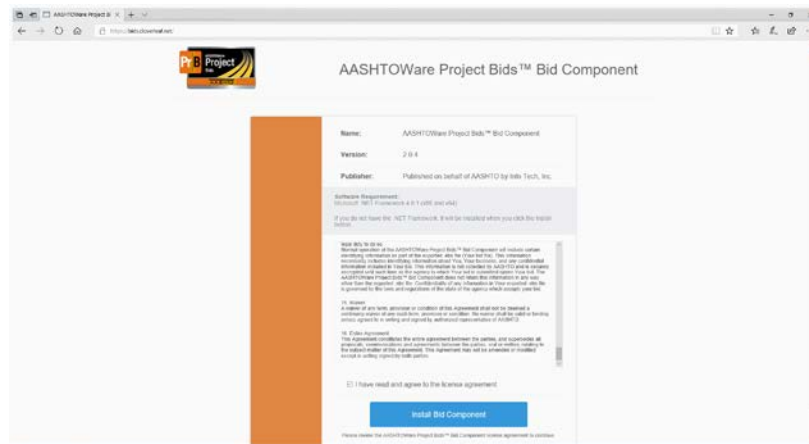
## Download / Install Instructions for AASHTOWare Project Bids

Last Updated: 12/11/2018

These instructions are for downloading and setting up the AASHTOWare Project Bids application. In addition to these instructions, Contractors using the Bid Express service should refer to the information provided by Bid Express as there are more one-time steps that are required to setup using Project Bids to submit bids using Bid Express.

1. Click on the “Download AASHTOWare Project Bids Software” on the Download AASHTOWare Project Bids Software page from the ALDOT Letting web site.
2. When the “Download/Install AASHTOWare Project Bids” link is clicked, you will be sent to the following page shown below.

*Note: The version number that will appear on the web page will be the current version number and not necessarily the version number shown in the screen capture below.*



3. When you have read and accepted the terms and conditions check the box by “I have read and agree to the license agreement.” Then click on the “Install Bid Component” button.

Depending on the Browser, you will start the download/install process as shown below.

- For Microsoft Browsers (Internet Explorer and Edge): A pop-up screen will appear asking what you want to do with the AASHTOWare Project Bids Bid Setup-{version number}.exe? Your choices will be Run, Save, or Cancel. To Install the software, select “Run”.
- For Chrome: The install executable file AASHTOWare Project Bids Bid Setup-{version number}.exe will be shown on the lower, left corner of the browser window. Double-click on the file name to start the installation process.

4. You may see a “Do You wish to install” pop-up from Windows. If you do click on yes. If not, then the next screen that you should see is the license terms and conditions page.



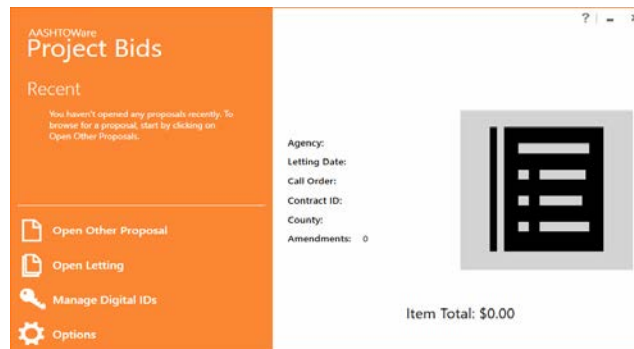
## Download / Install Instructions for AASHTOWare Project Bids

Last Updated: 12/11/2018

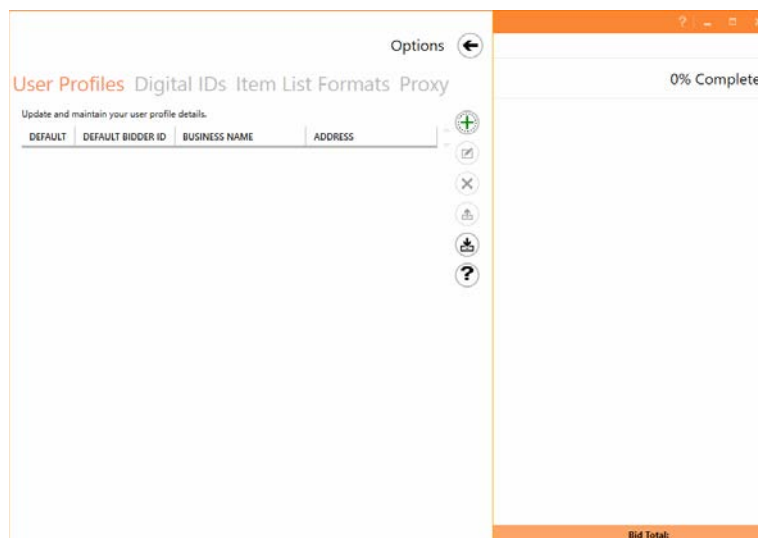
- When you have read and are ready to agree with the terms and conditions to begin the install process, click the “I agree to the license terms and conditions” check box, and then the “Install” button.



- The installer will proceed to install the AASHTOWare Project Bids component. When the installer finishes, the software will open for the first time and the screen that you will see will be like the one shown below. At this point, you will need to configure the options, so click on the “Options” at the bottom of this screen.



- After clicking on Options, the following screen appears. As you notice there is no information, so you need to click on the + button to set up a User Profile.



8. Once you click on the + to add a User Profile record, the following entry screen appears:

The screenshot shows a web application window titled "User Profile Entry". At the top, there are navigation tabs: "User Profiles", "Digital IDs", "Item List Formats", and "Proxy". The "User Profiles" tab is selected. In the top right corner, it says "0% Complete". The form contains the following fields:

- Company: Sample Bidder
- Address 1: 123 Main Street
- Address 2: (empty)
- City: Somewhere
- State: Alabama
- Zip: 36000
- Phone: 334(123)-4567
- Fax: (empty)
- Cell: (empty)
- Pager: (empty)
- Email: someone@samplebidder.com
- Bidder ID: 54321

Below the Bidder ID field is a table:

BIDDER ID	DEFAULT?	DELETE
54321		

At the bottom of the form are "Save" and "Cancel" buttons. The "Save" button is orange.

9. Enter your company name, address, telephone numbers and e-mail address information.
10. For the Bidder ID, enter the five-digit ALDOT Contractor Identification Number as noted on your Pre-Qualification certificate issued by ALDOT or from the cover page of a bidding proposal. The number should be entered as five consecutive digits (54-321 should be 54321). Having the Bidder Id number correct is very important in that it functions like an account number as the Bidder ID number is used to match your bid to your company's information when ALDOT processes your bid on letting day. (If you use Bid Express, it is vital that this number is correct as it will impact your ability to successfully submit a bid.)
11. Once you enter your Bidder ID number, click on Add New Bidder ID. It will appear in the list of Bidder IDs and will be marked as the default. Then click on the Save button. If any data is incorrect or missing you will be told which data element field that needs correction. Make any needed corrections and click on the Save button. If later you find that you entered a Bidder ID in error, you will need to add the corrected number and save it prior to deleting the incorrect number as the application requires at least one Bidder ID.
12. Unless you are submitting your bids using the Bid Express service, you have completed the install and setup process for AASHTOWare Project Bids. If you are using Bid Express, you need to refer to their instructions on setting up and associating your company's Digital ID.
13. While you have successfully installed AASHTOWare Project Bids, please review the notes that follow as they are important points to know as you use AASHTOWare Project Bids.

## Important Notes in using AASHTOWare Project Bids

- If you previously used the Expedite software, the files work exactly like they did in Expedite with one exception. The base file for AASHTOWare Project Bids now has an “. EBSX” extension, and the addendums have a numeric designation with an “X” on the end “.001X, .002X”.
- The “green folder” that would indicate a successfully completed bid in Expedite has been replaced with a green check mark by the “Schedule of Items” tab. If there is an issue with your bid when you check it, a red triangle with an exclamation point will appear by the “Schedule of Items”, as well as a list of the items that are in error.
- As a new feature, in the upper-right corner on the Project Bids entry screen there is a percentage indicator that shows your progress in completing your bid.
- Please remember that on proposals with Alternates that you can only bid one Alternate of the set. Alternate Items are indicated with a “OPT” icon. If you bid the wrong Alternate or change your mind on an alternate item, you will need to highlight the entire value (you can do that by tabbing into the field), and press either the “Backspace” or “Delete” key to clear your bid. (Using the spacebar to clear a Unit Price will not work.)
- Whether you download the files from the ALDOT Letting Files page or from the Bid Express site, DO NOT change the name of the files from their original names when you download the file. The application is expecting the base file (.ebsx) and the amendment files (“.001x, .002x”, etc.) to have the same name which is “ddmmccc”, where “dd” is the day of the letting, “mmm” is three-character representation of the month (ex. “Jan”), and “c” is the call number. As an example, Call 567 in the January 1 letting would have a file name of “01jan567”. Also, when you submit your bid files back to ALDOT, it makes the letting day processing much easier as the program that reads your bid data is expecting the original file name that was posted to the web site.
- If for your convenience, you need to use nicknames for the bidding files to help you keep up with a specific job, a suggestion would be to set up subfolders with a name that you would understand like “Alabama River Bridge”, “City Bypass” or “US 31 resurfacing” and then save the Project Bid files and corresponding amendments in that folder with the original (default) file names.
- All of the “.ebsx” and amendment files (“.001x”, “.002x”, etc) for a particular job (call number), MUST be saved to the same folder on your computer. This is because the Project Bids application is assuming that any addendums will be in the same folder as the “. EBSX” file.
- When sending your bid files back to ALDOT, make sure that they are not in a subfolder on the media (CD, USB drive) that you use to submit your bid back to ALDOT. This is because the program that ALDOT uses to read your bid is expecting the file name in the format discussed above, and the file is located on the main level (not in a subfolder) of the media that you submit.