

INSTRUCTIONS TO INSTALL EXPEDITE 5.11a FOR ELECTRONIC BIDDING

Click on:

<http://www.dot.state.fl.us/cc-admin/Expedite/hexpedite.shtm>

Click on "Download Expedite"



About Expedite

All bids for projects let by FDOT Central Office must be submitted using Bid Express. Bids let by FDOT District Offices, for projects with a budget of \$5 Million or more, must be submitted using [Bid Express](#).

Expedite Bid 5.11a is a software application required to prepare bids. Read the Expedite Bid Manual information prior to replacing an older version of Bid to prevent loss of information.

[Download Expedite](#)

[Expedite Presentation & Manual](#)

Read the "Important, Please Read" and "Please Read the Following Agreement" Sections

Click on "Download Expedite 5.11a Setup File"

Expedite Download

Expedite Bid 5.11a is required to prepare Bids for FDOT Contracts Administration.

IMPORTANT, PLEASE READ:

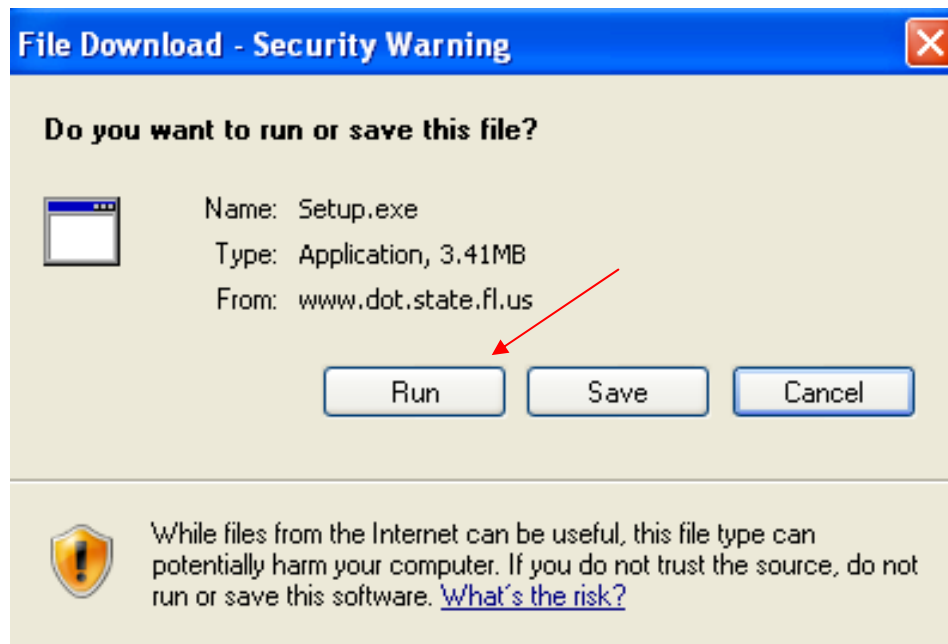
Transport Expedite Bid contains underlying program code that incorporates strong encryption technology and therefore is subject to export restrictions. Its distribution may be regulated by 15 CFR Parts 730-774, published by the U.S. Department of Commerce, Bureau of Export Administration, as the Export Administration Regulations (EAR), and probably other laws and regulations. If you do not meet the requirements set forth on this page, you may not be eligible to download Transport Expedite Bid software.

PLEASE READ THE FOLLOWING AGREEMENT:

I understand that except for export to Canada for use in Canada by Canadian citizens or lawful permanent residents Transport 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. By downloading or using Transport Expedite Bid software, I am agreeing to comply with all U.S. laws and regulations governing export of this software, and I am warranting that I am not a "foreign person," nor under the control of a "foreign person."

[Download Expedite 5.11a Setup File.](#)

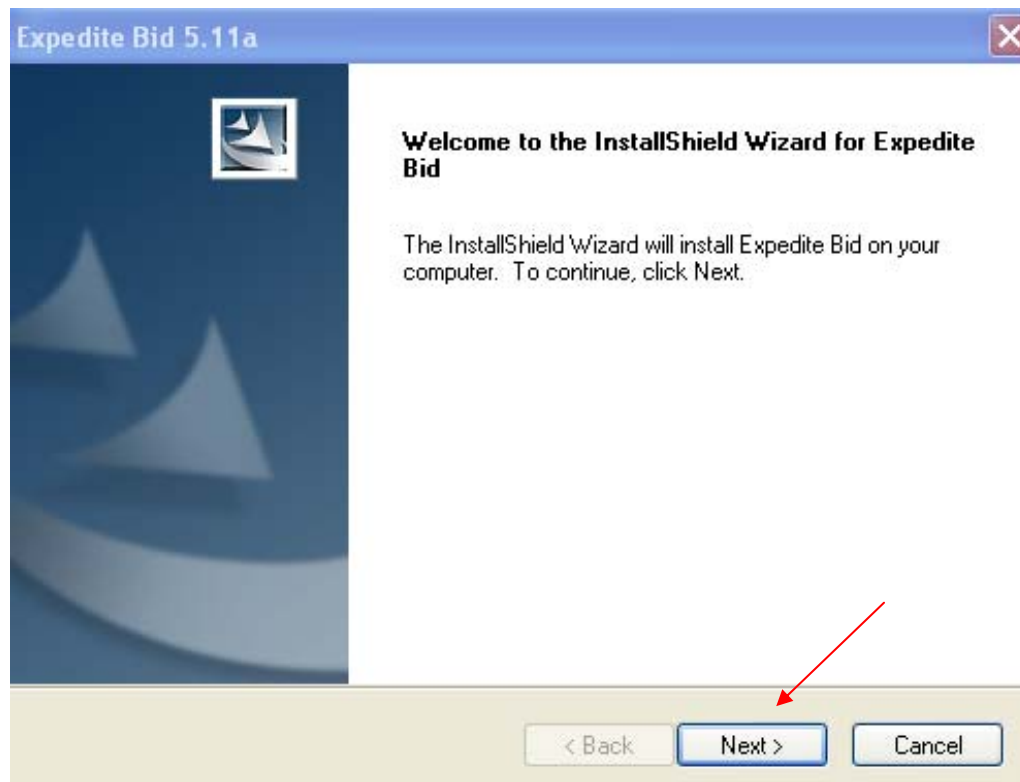
Click on "Run"



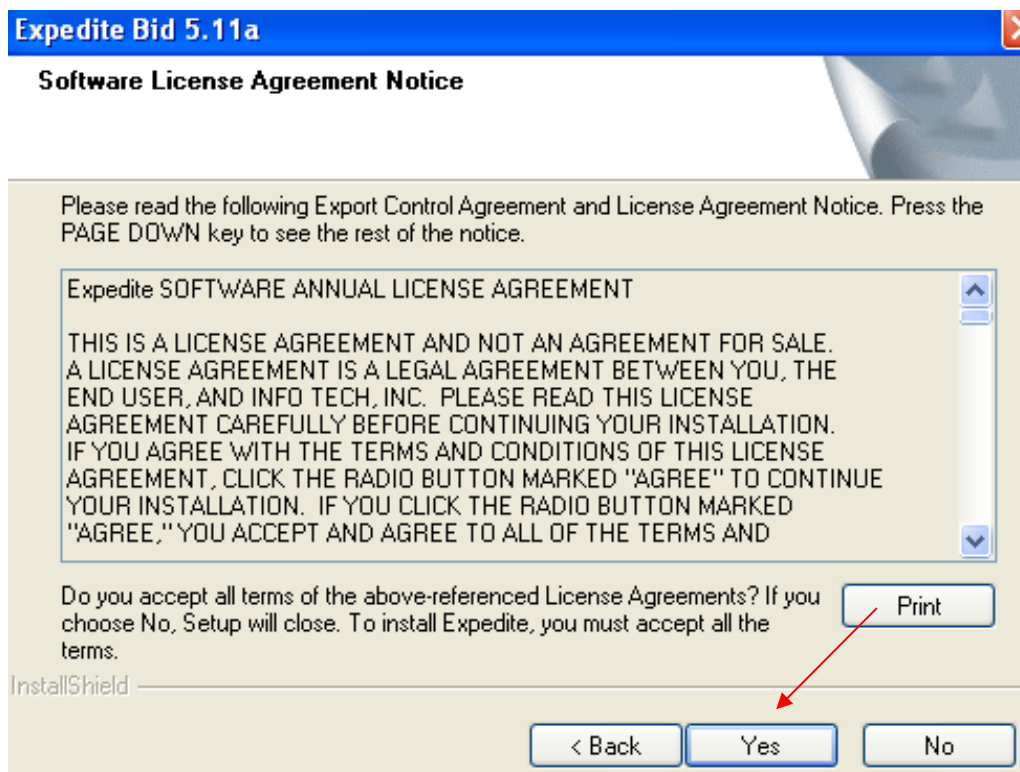
If this Pop up screen appears, click "Run" to continue



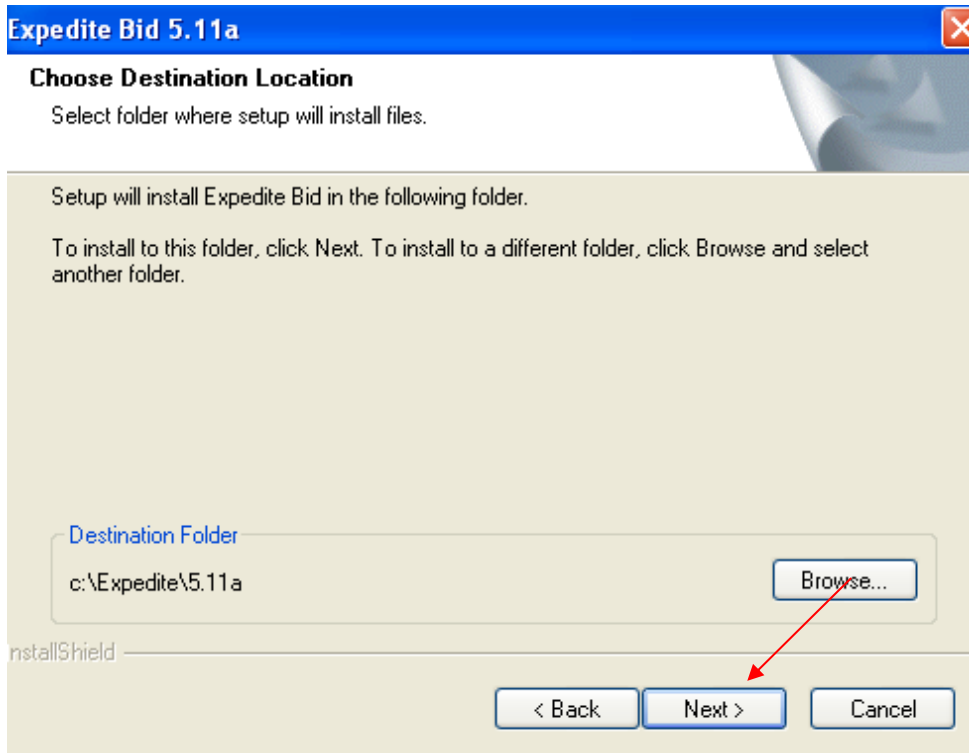
Click "Next" on the Welcome to the InstallShield Wizard on the Expedite Bid 5.11a Setup Pop Up Screen



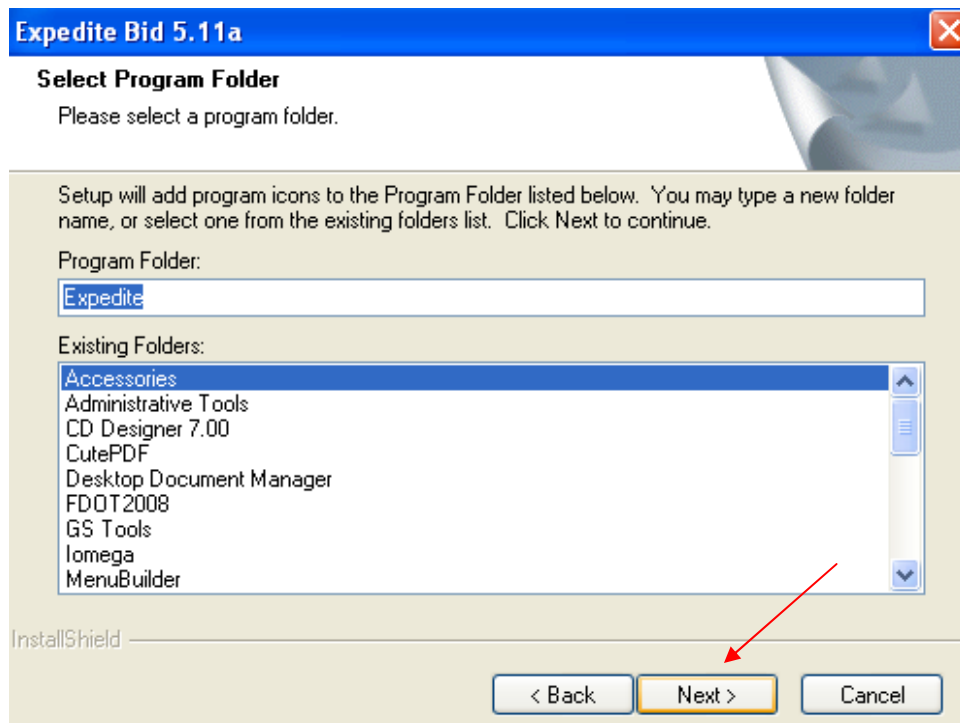
Click "Yes" to accept the Software License Agreement Notice



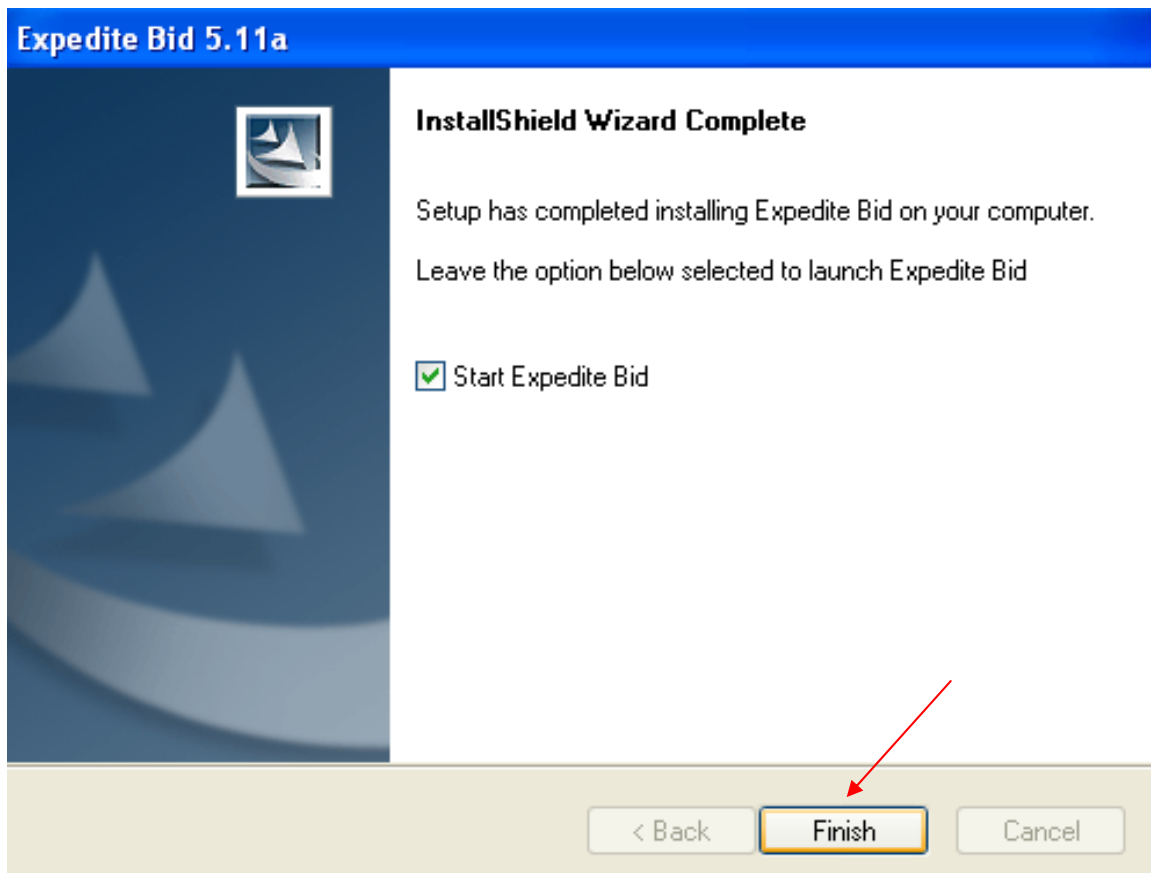
In the Destination Folder choose the location that you wish Expedite to be installed in and Click "Next" on the Pop Up Screen



Set-up will add program icons to the Program Folder listed below. Type EXPEDITE in Program Folder, or select one from the existing folder list. Click "Next" to continue.



Setup is completed and Expedite 5.11a is installed on your computer. Click "Finish" to start using Expedite 5.11a.



After the program has been loaded correctly you should have this icon on your desktop. You will only need to install Expedite Bid once, unless notified by the Contracts Administration Office of a newer version.



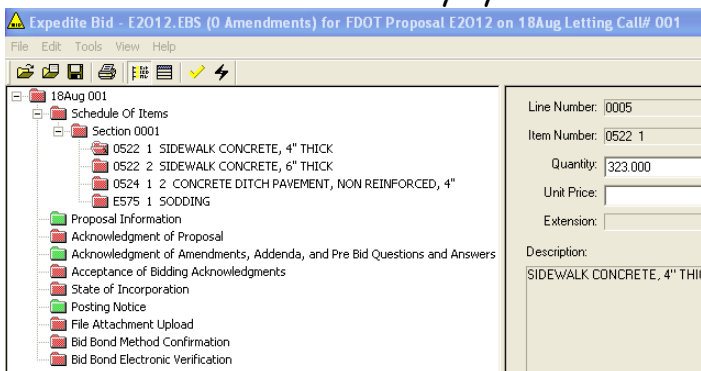
To complete the needed information please follow the process below so that your bid may be considered.

1. Open the EBS File in Expedite Bid.
2. Click on the Bidder Information Tab and enter the following information:
 - a) **Company Name as it is listed in My Florida Market Place**
 - b) **Address; City; State; Zip Code**
 - c) **Phone Number; Fax Number; Email**

3. Click on the Agency/Id Tab and fill in the following information:
 - a) **Agency should be FDOT**
 - b) **Enter your Bidder ID Number, it should contain a Capital VF, should not have any spaces or dashes, and also have your FDOT Sequence Number (which is the last three numbers.)**

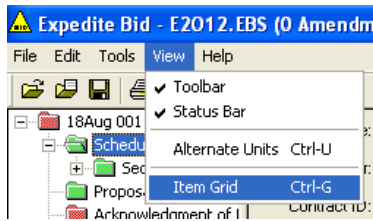
Agency	Bidder ID
FDOT	VF581401468001

There are two ways you can view the EBS File when it's first opened:

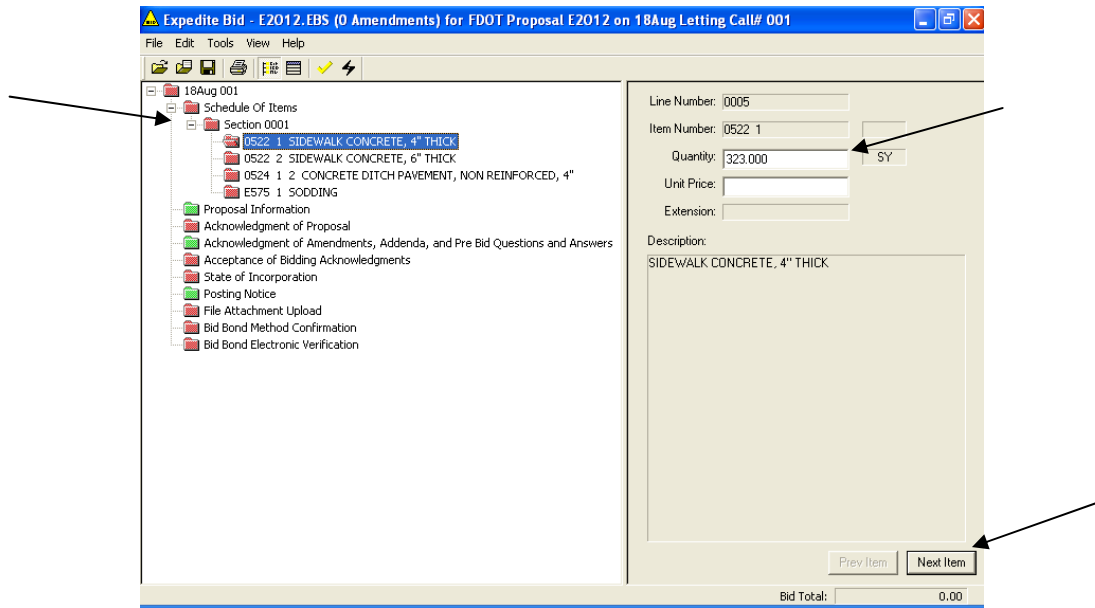


Line	Item	Quantity	Unit	Unit Price
Section 0001				
CONCRETE SIDEWALK REPAIR (SY)				
0005	0522 1	323.000	SY	
	SIDEWALK CONCRETE, 4" THICK			
0010	0522 2	275.000	SY	
	SIDEWALK CONCRETE, 6" THICK			
0015	0524 1 2	3,400.000	SY	
	CONCRETE DITCH PAVEMENT, NON REINFORCED, 4"			
0020	E575 1	350.000	SY	
	SODDING			

To change your view Option, from the Menu select View, then Item Grid.

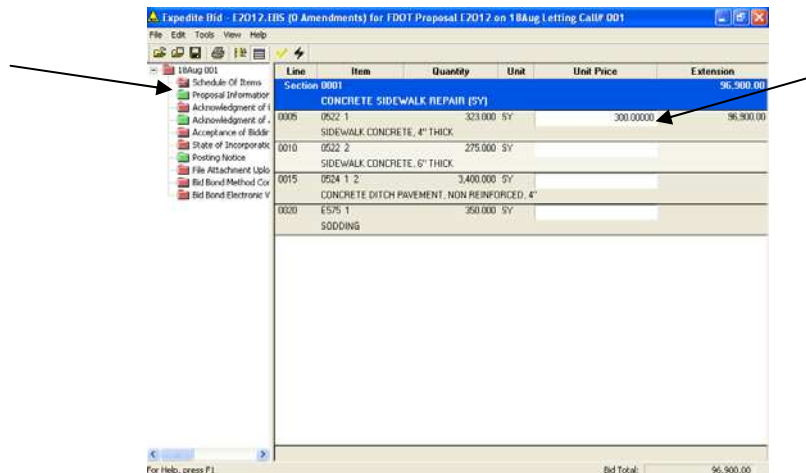


4. Click on the "Schedule of Items" Folder, Fill out your Unit Price and click the "Next Item" button at the bottom of page. Continue to fill in your Unit Price for each of the Pay Items (after you've entered each unit price click the "Next Item" button at the bottom of the page).



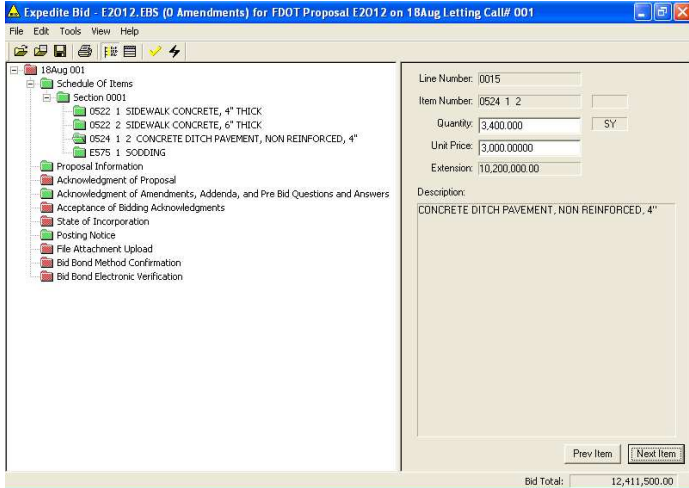
(With Item Grid Unchecked)

Click on the "Schedule of Items Folder", Fill out your Unit Price. (Continue to fill in your Unit Price for each of the Pay Items).

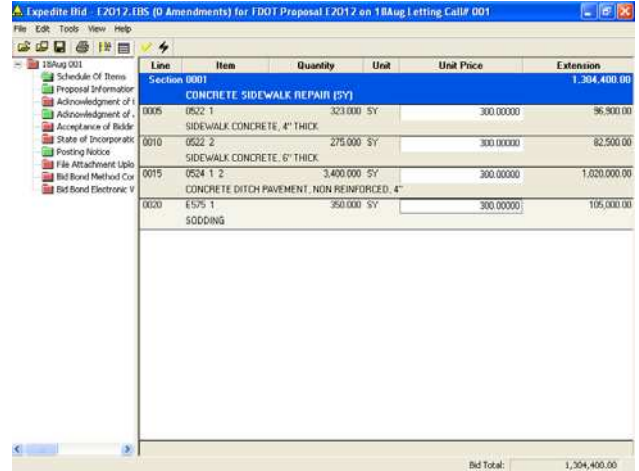


(With Item Grid Checked)

5. When you have finished the "Schedule of Items" Folder will turn green.

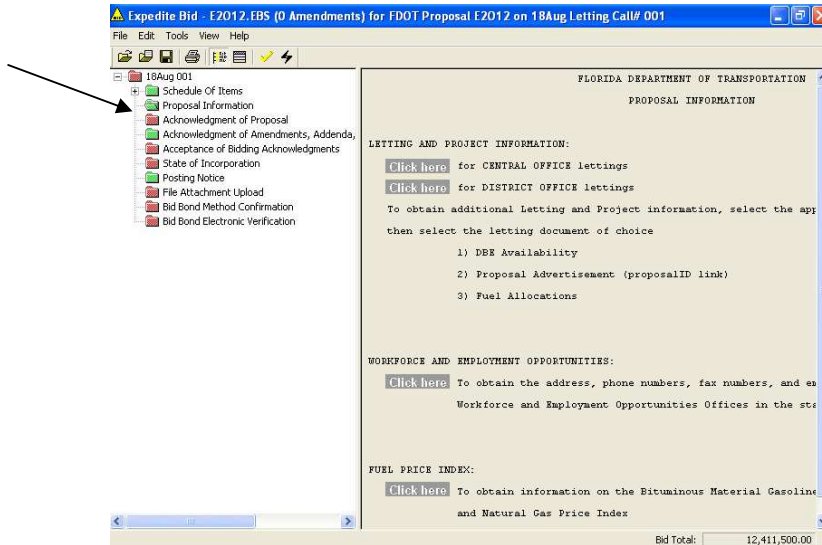


(With Item Grid Unchecked)

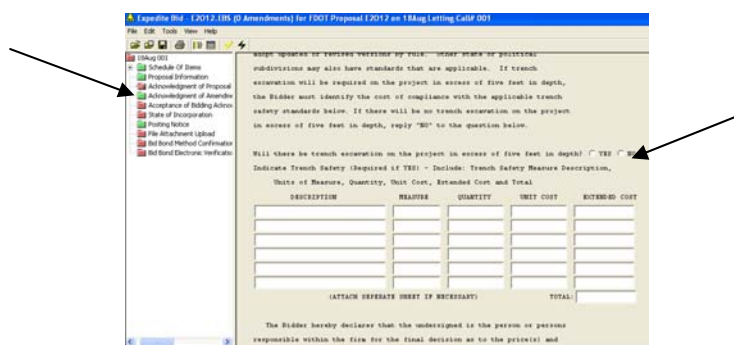


(With Item Grid Checked)

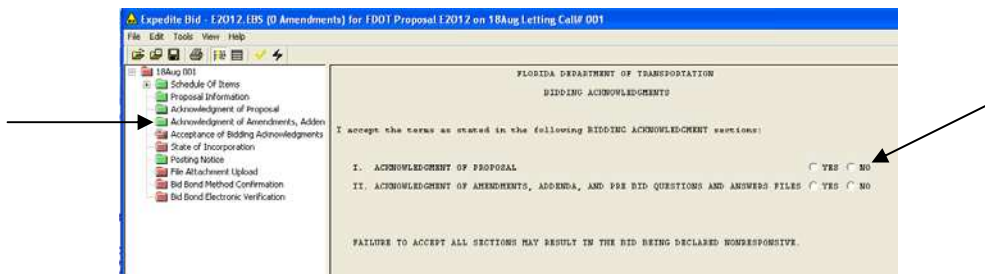
6. The "Proposal Information" Folder should already be marked green. You can obtain additional Letting and Project Information, Workforce and Employment Opportunities and Fuel Price Index.



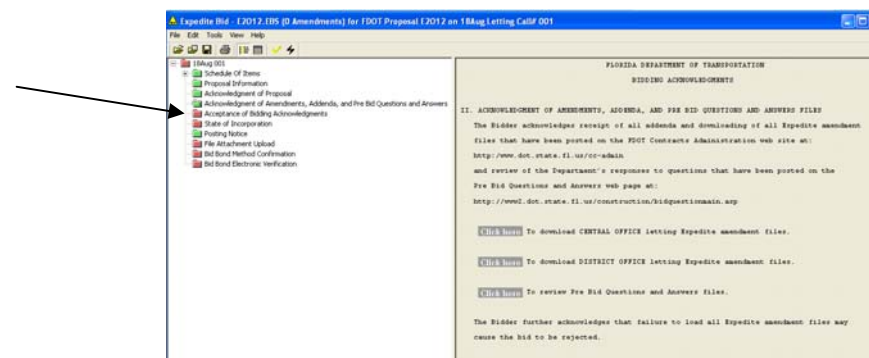
7. Click on "Acknowledgment of Proposal Folder", Click "Yes or "No" to Trench Safety and "Yes or No" to any Exceptions.



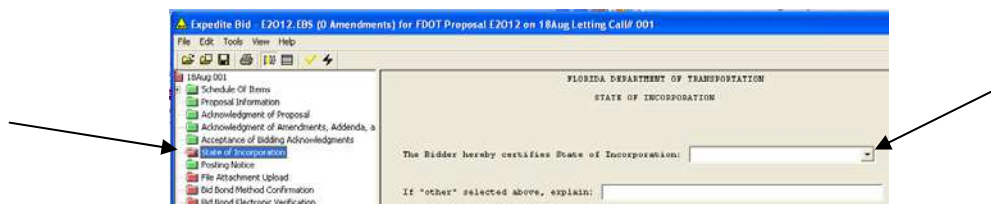
8. The "Acknowledgment of Amendment, Addenda, and Pre Bid Questions and Answers" Folder, should already be marked green. (If the folder is red it means that the contract has an amendment File that needs to be acknowledged.) You can also review the Pre Bid Questions and Answers files.



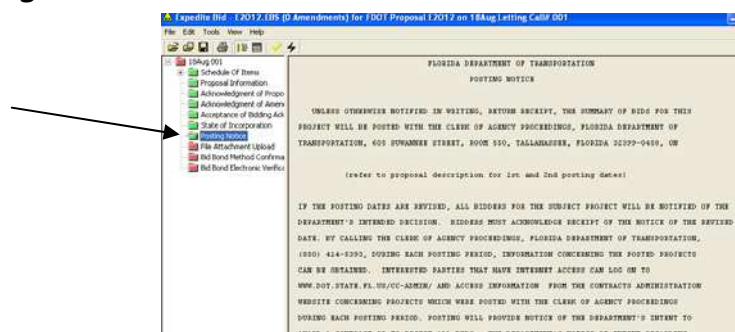
9. Click on the "Acceptance of Bidding Acknowledgements" Folder. Click "Yes or No" to Acknowledge Proposal and Amendment and Addenda Files." When you are finished this folder will turn green.



10. Click on the "State of Incorporation" Folder, Use the Black pointing arrow to select the appropriate State. The Folder will turn green when you have finished.



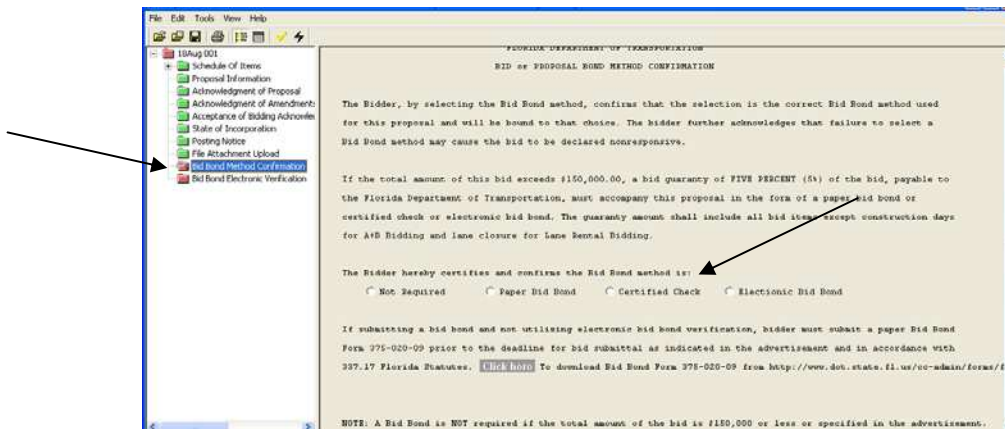
11. The "Posting Notice" Folder should already be marked green. Therefore nothing has to be done here.



12. Contractors may now submit with bid any other documents (.doc, xls, txt, .pdf, and etc.) that may be requested/needed by FDOT. You must "zip" all documents into **a single.ZIP file and attach the ZIP file to the EBS File** by using the new EBS Folder Option "File Attachment Upload"
Click on the "File Attachment Upload", Select "Yes or No" to this Option
The Folder will turn green when you have finished.



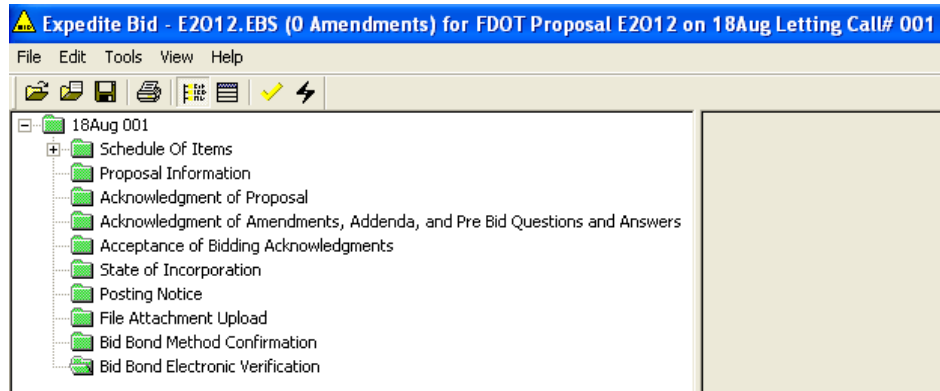
13. Click on the "Bid Bond Method Confirmation" Folder and mark the appropriate "Bid Bond Method". Once this is done the Bid Bond Method Confirmation Folder will turn green.



14. Click on "Bid Bond Electronic Verification" Folder and put a check mark by "Check box if NOT using electronic bid bond verification," this will turn the Bid Bond Verification Folder green. Contractors can use an Electronic Bid Bond (Surety 2000 or SurePath) even if they are not submitting an electronic Bid. You must notify the District Office prior to submitting your bid.



15. Now that you are finished all the folders should be "green".



- A. **SAVE THE EBS FILE TO A CD or DISKETTE.**
- B. Print the Schedule of Items and the Bid Acknowledgement pages.
- C. Sign the acknowledgement pages and submit your bid with a hard copy of the *Bid Blank*, *Proposal Of (Printed from the EBS File)*, *Bid Bond if required*, *DBE Affirmative Action Plan*, and Print Out and sign the Schedule of Items. Print your name below signature. Return all of the above items including the CD or Diskette in a sealed envelope. Ensure that information on the bid envelope includes Date Bids to be opened, Bid submitted by, Address, Project No., and County. **(The signature pages on all documents must be original, and by a person with signature authority for example President or Vice President.)**
- D. **Do not change the EBS File Name.**
- E. If you are using the Electronic EBS file, it is not required to submit the four page "Proposal Of" Form (375—020-08) that was supplied with your bidding documents.