Getting Started with Bid Express

Please note that Oregon is ORDOT in Bid Express not ODOT

Signing up for a Bidx account:

Go to **www.bidx.com** and at the top of the page go to **order** click **Subscribe Now!** and follow the given steps. A login and password will be sent to you to email address provided. This may take up to thirty minutes.

Logging into Bid Express for the first time:

1. Enter your **username** & **password** in the login box of the main Bid Express page.
2. Click **Login**.
3. Choose your state from the drop down box. Click **Go**. (the next time you log in it will send you to the last page you were on previously)

Downloading Expedite Bid software:

1. Select **ORDOT** from the home page.
2. From the **"Utilities"** tab, choose the link for the **Expedite**.
3. Fill in the appropriate information.
4. Click on the **Download Expedite Bid** link.
5. Choose the version of Expedite Bid that your state is currently using. ORDOT is using **Expedite Bid 5.11a.**

Downloading EBS / Amendment files:

1. Select ORDOT form the home page.
2. From the **"Lettings"** tab, choose the specific letting you are interested in.
3. From the main letting page you may download all of the EBS files for the letting by choosing the **EBLIB** hyperlink in the **"Also Available"** area. You may navigate to each proposal to download individual EBS files as well.

Searching for a specific proposal or item:

1. Select your state from the home page.
2. Choose the **"Search"** tab. You may search for **Items**, **Bid Tabs**, **Vendors**, or **Other Bid Express Subscribers**.
3. Once you have determined which search you will be using, click in the **Keywords** field for that search. You may also add a date range to narrow the search.
4. Type in your key word(s) and click **Search**.

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Note: You will have to enter pertinent information upon using Expedite the first time such as company name, agency and bidder ID (state assigned). You must have an active Digital ID to use the internet bid submission and electronic verification of bid bonds features.

Creating a Digital Key for Bid Submission:

1. Login to the Bid Express website
2. Click My-Bidx at the top right corner. From the Account Services section click Digital IDs.
3. Click on Create a new Digital ID link
4. A Create a Digital ID box opens up. Click Generate ID. This will prompt for the Bid Express Key Lab to Open up. Read the information and the cost associated with creating a digital ID and click Next. Enter the name of the officer authorized to sign bids, enter the company name, select the agency you want to bid with and enter your bidder ID for that agency. (Please note that these fields will already be populated with the account holder's information therefore make sure to make any changes needed especially if the account holder is not the officer of the company.) Click Next.
5. Check the box to agree to pay the one time processing fee.
6. Check the next box once you have updated the company information in the Expedite Bid Software.
7. Click Next.
8. Enter the password for the ID and confirm he password. Please remember this password can never be changed or retrieved therefore write it down.
9. Click Create Digital ID. Once created, the system will prompt you to back up the ID. Please make sure to save the ID in a media outside of the PC such as a shared drive or a memory stick. Click save.
10. Click Continue.
10. The Bid Express Keylab Closes. Go back to the Create Digital ID Box and click next. Print the registration form for the ID. This form must be signed by the officer the ID was created for and it must be notarized. Original hardcopy form must be sent to the Bidx.com team for processing.

Once the ID is created the agency will receive the information you entered and will then be able to approve, deny or place the ID on hold. To view the status of your ID, simply click on Digital IDs from the Account Services section then click on the status of the ID. Before an ID is enabled the Bidx.com team must receive the correct registration form for the ID.

If you have any questions please contact ODOT Procurement - Construction (503-986-2710).

Submitting a bid over the Internet:

1. Download the Expedite files from Bid Express.
2. Open Expedite Bid – from the **File** menu, select **Open Proposal.**
3. Complete your bid including item prices, DBE and misc. screen as applicable.
4. From the **Tools** menu elect **Bid Submission.**
5. Follow the Bid Submission Wizard.

Viewing Submitted Bids / Withdrawing Bids:

1. From the **Tools** menu select **View Submitted Bids.**

2. Follow the View Bids Wizard.

Verification of Bid Bonds:
1. Provide Surety agency Bidder ID and Contract ID.
2. Surety registers bid bond and provides Bond ID number.
3. After EBS file has been opened, click on **Bond** folder from proposal tree (left side).
4. Fill in required fields including Bond ID.
5. Click **Verify**.
6. Follow the Verification Wizard.

Help when you need it

Customer support is available

If you need assistance with Bid Express, our customer support team is available to help. Support professionals are available by phone Monday through Friday from 8:00 am to 7:00 pm eastern time. The phone number for customer support is **(352) 381-4888.** Customer support e-mail address is **customer.support@bidx.com.** For your convenience, answers to frequently asked questions are posted on the Bid Express website at www.bidx.com. The goal of the customer support team is to respond promptly to each user and get you back to business fast.