



BID EXPRESS ("BidX") BIDDING GUIDE ("Guide")

Plans Specifications Estimates ("PS&E") Bureau

The New Mexico Department of Transportation ("NMDOT") is mandating electronic bidding, through the use of the BidX website located at <https://www.bidx.com/>, commencing with the September 18, 2015 Bid Opening. This Guide provides direction on requirements for electronic Bid submittal.

Subscribing to BidX

BidX is an internet website that uses Expedite software for electronic Bid submittal. The Bidder submits its electronic Bid with its unique digital id. The digital id is supported by Info Tech. A monthly fee is charged for each digital id.

The NMDOT recommends the use of a desktop computer and a laptop computer for the submission of electronic Bids. Expedite software should be downloaded to both computers acting as a back-up plan in the event of a computer failure and users should also import their digital id into the Expedite software on each computer. It is also recommended to download the electronic bidding files (.EBS or .EBlb files) to the desktop of both computers. Bids cannot be submitted on a network drive. A stand-alone computer is required to submit Bids.

Expedite is currently supported on only the following versions of MS Windows:

Windows 7 or 8.1

The following web browsers are preferred:

IE 9, 10 or 11

Required BidX Services

Bidders shall submit their Bids through the BidX website. To set up an account with BidX, click on the training center link below and follow steps for "Setting up your Account with MyBidx":

<https://bidx.com/site/trainingcenter>

There are fees for BidX services. Bidders shall subscribe to the following services:

1) Basic Service

Bidders shall select the basic service to have unlimited viewing and downloading of bidding information with the exception of the Plans and advantage functionality;

2) Required Managing Messages and Notifications Service

Bidders shall select the "Message" box for "Notification Type" "agency message" on the Manage Messages and Notifications tab as shown below;

Also, Bidders shall select both the "Message" and "Email" boxes for "Notification Type" "letting activity" and "proposal activity" on the Manage Messages and Notifications tab as shown below. These selections are required for Bidders to receive updates and addenda per the Advertisement.

Email messages will be sent to the email address provided by the Bidder when subscribing to BidX. Message notifications can be seen on the Bidder's Inbox in My Message Center by clicking on the Messages Icon on the NMDOT Home Page within BidX. On or about the first day of Advertisement the Bidder will receive a notification to advise the Bidder that the NMDOT has posted the Contract for Projects in the Advertisement.

<https://www.bidx.com/site/managesubscriptions?display=messages>

Manage Messages and Notifications

New Mexico Department of Transportation

Message <small>All None</small>	Email <small>All None</small>	Notification Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agency Message
<input type="checkbox"/>	<input type="checkbox"/>	Agency Home Page Alert Change
<input type="checkbox"/>	<input type="checkbox"/>	Bid Analysis Search View Updated
<input type="checkbox"/>	<input type="checkbox"/>	Bid Tabs Posted
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Letting Activity
<input type="checkbox"/>	<input type="checkbox"/>	Plan Sheet Processing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proposal Activity
(7 Messages)		

3) Plan Sheets Service

Plans are only available through BidX. Refer to "Plan Sheets" in the Training Center.

4) Digital ID Service

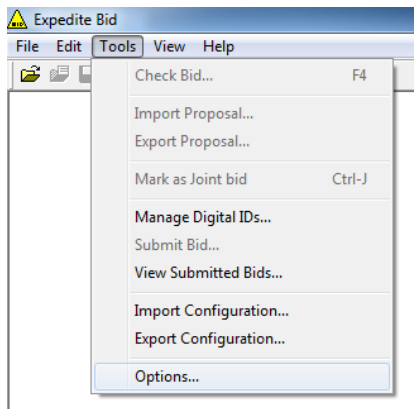
Refer to "Creating Digital ID" in the Training Center.

Installing Expedite Software

The current version of the Expedite software ("Software") and the AASHTOWare Project Expedite Export Control form can be located at <https://www.bidx.com/nm/main>. Click on the Expedite link in Downloads.

When the Software has been installed, enter your information and agency information.

In Expedite Bid > Tools > Options enter the following information.



In the Bid Options > Bidder Information enter the information as indicated.

The screenshot shows the 'Bid Options' dialog box with the 'Bidder Information' tab selected. The form contains the following fields:

- Company Name:
- Address Line 1:
- Address Line 2:
- City: State:
- Phone: Zip:
- Fax: Pager:
- Email:

Buttons at the bottom: OK, Cancel, Apply.

In the Bid Options > Agency/ID enter NMDOT as the Agency and your Bidder ID (Vendor Number). Click Apply and then OK.

The screenshot shows the 'Bid Options' dialog box with the 'Agency/ID' tab selected. A text box at the top contains the instruction: "Bidder IDs (Vendor IDs) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder IDs (Vendor IDs) may be obtained from the bidding agency." Below this is a table with two columns: 'Agency' and 'Bidder ID'.

Agency	Bidder ID
NMDOT	11

Buttons at the bottom: Insert Row, Delete Row, Row Up, Row Down, OK, Cancel, Apply.

For technical support, contact the BidX Help Desk at 1.888.352.2439.

Using BidX

The NMDOT uses BidX exclusively to post the Contract. Refer to "Contractor Training Guide" in the Training Center.

In the NMDOT Home Page within BidX, in "What's New?", Bidders can obtain information about past and current Projects.

What's New?

September			
Letting	Proposal	Activity	Activity Date
15091804		1 New Attachment - 2015-9-18 Q & A (1).pdf	09/11/2015
		1 New Attachment - 2015-09-18 ADD1.pdf	09/11/2015
		1 New Attachment - CN A300074 Meeting Minutes.pdf	09/09/2015

In the Lettings tab, to view Projects currently being advertised, open the current Letting.

List of Lettings

2015

Letting Date	District ID	Letting ID	Proposals
July 17, 2015		15071706	6
June 19, 2015		15061903	4
May 15, 2015		15051508	11
April 17, 2015		15041703	3
March 20, 2015		15032006	5
February 20, 2015		15022006	6
January 16, 2015		15011603	5
(7 Lettings)			

In Downloads, "All EBS Files", the Advertisement and this Guide are available.

Letting ID: 15071706
 District ID:
 Cut-Off Time: 11:00:00 AM MDT

All projects will have a 4 week advertising period, for the July 17, 2015 Letting. The first day of advertising will be June 19, 2015.
 All information such as EBS Files, Invitation For Bids etc. will be posted June 19, 2015.

Proposal	Call Order	Project ID	Items	Amendments	Plan Sheets	Counties
1101010 Roadway Rehabilitation	001	1101010	25	0	49	Grant
6101100R Structures	002	6101100	48	0	54	Cibola
9900361 Safety	003	9900361	26	0	84	Sierra
9900362 Safety	004	9900362	23	0	39	Dona Ana
9900368 Safety	005	9900368	7	0	36	San Juan
2101820 Bridge Rehabilitation	006	2101820	16	0	19	Lincoln

(6 Active Proposals)

Open a Proposal to see information and the Contract documents available for that Project.

Roadway Rehabilitation

Date Generated: 06/17/2015
 Date Revised:
 Call Order: 001
 Items: 25
 Project ID: 1101010

Sections: 1
 Amendments: 0
 Highway Number:
 Counties: Grant

Line	Item	Quantity	Unit	Description	Price
Section 0001: ROADWAY					
0010	404010	5,158.000	TON	RUBBERIZED OPEN GRADED FRICTION COURSE COMPLETE (ROGFC)	
0020	407000	130.000	TON	ASPHALT MATERIAL FOR TACK COAT	
0030	407001	16.000	TON	FOG SEAL	

In "Also Available" "Advantage View – Bids, Bid Tab Analysis, Create Sub-quote Request and Plan Sheets" are available. There is a monthly fee for the Advantage View – Bids and Bid Tab Analysis service.

The following are available on the first day of advertising:

- Plan Sheets;
- Electronic Bidding files (.EBS and EBLib file);
- Contract Documents; and
- Geotechnical Reports and Earthwork Summaries (when applicable)

During the advertising period, the following are available:

- Addenda;
- Questions and Answers; and
- Minutes from Mandatory Pre-Bid Conferences

Once the Bid Opening has occurred, the following are available:

- Unofficial/Official Bid Tabs

Becoming a Plan Holder

With the exception of Plan sheets included in the Contract Documents, in the "Also Available", Plan Sheets will be available for downloading. Use "Download All" to be recognized as a Plan Holder. The Plan Holder Listing will be available on BidX the Monday of the week of the Bid Opening.

The screenshot shows the BidExpress interface for Proposal 1101010. At the top, there is a navigation bar with 'NMDOT', 'Lettings', 'Search', 'Advantage', 'Bid Tab Analysis', and 'Small Business Network'. The user is logged in as 'Jeff.Martinez@state.nm.us'. The main content area is titled 'Plan Sheets for Proposal 1101010' and shows a grid of 12 plan sheets, numbered 0001 through 0012. Each sheet has a 'View' button. On the left side, there is a sidebar with 'Select Page(49)', 'Unselect Page', 'Download Plan Sheets', and 'Download All (49)' buttons. A red arrow points to the 'Download All (49)' button.

Preparing Electronic Bid for Submittal

In Expedite Bid, open the Proposal required (File > Open Proposal). The .EBS file includes all the Required Documents for Bid Submittal. There are different requirements for Federal-aid funded Projects and State funded Projects. The .EBS file contains folders for the Project dependent on funding type and Work required.

Electronic Bid Guaranties are required on all Projects. Bidder's can register at:

- Surety 2000: <http://surety2000.com/> or
- SurePath Network: <http://web.insurevision.com/>

The Bid Guaranty folder can be found in the .EBS file for each Project as indicated on the following:

< BOND RECORD IS INCOMPLETE >

New Mexico Department of Transportation ("NMDOT")
Bid Guaranty

BOND ID:

SURETY REGISTRY AGENCY:

Bond Pct:

* == Required Field

SURETY NAME:

SURETY BUSINESS ADDRESS:

KNOWN ALL MEN by these presents that the Surety having its registered office at the above address are bound unto the NMDOT in the sum of five percent (5%) of the Total Bid Amount as shown on the Project Bid Schedule for which payment well and truly to be made to the NMDOT the Surety binds itself, its successors and assigns by these presents.

The Surety undertakes to pay the NMDOT up to the above amount upon receipt of the NMDOT's first written demand, without the NMDOT having to substantiate its demand, provided that in its demand the NMDOT will note that the amount claimed by the NMDOT is due to the Bidder failing to return the signed Contract and Contract Bonds within fifteen (15) Days of receiving the Contract. The Guaranty will remain in force up to 30 Days after Bid Opening or as it may be extended by the NMDOT, notice of which extension(s) to the Surety is hereby waived.

Bond Amount:
Bond Goal: or

When entering the Surety Name or Surety Business Address, if the first character is a T, Y or 1 an error will occur. The Bidder must use a comma , as the first character in order to avoid this. This issue will be addressed in the future.

Attachments

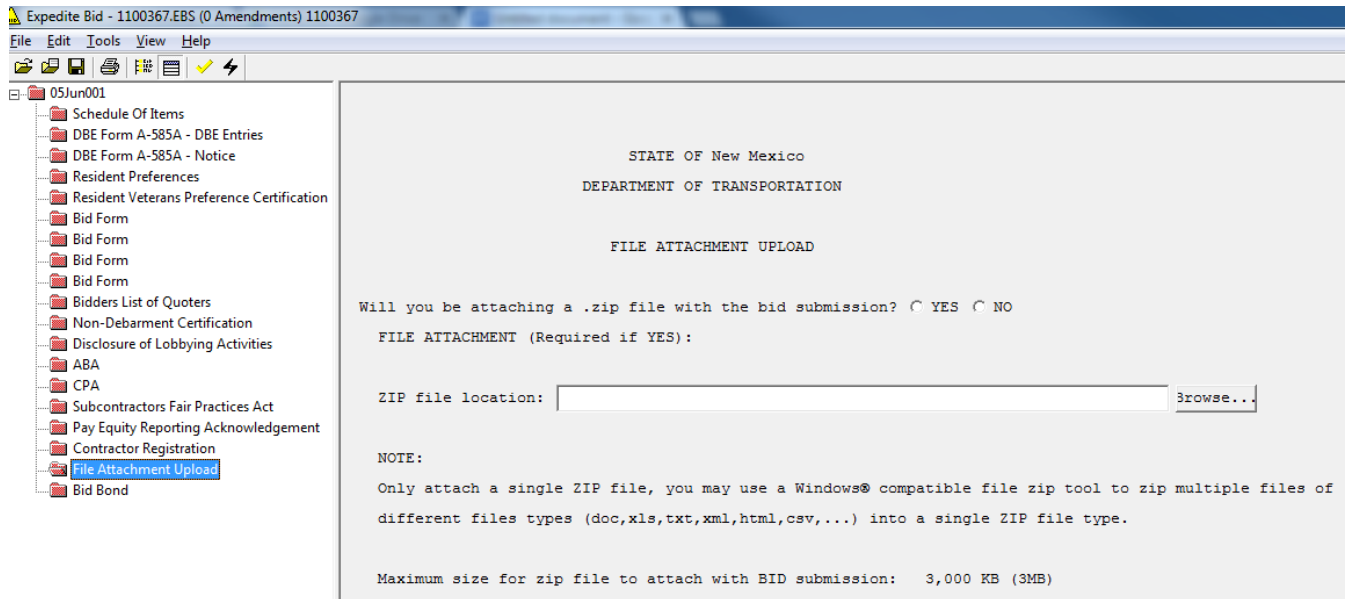
The Bidder shall use the "File Attachment Upload" folder below to attach the required documents below in the form of a zip file. The maximum zip file size for attachments is 3MB.

Federal-aid funded Projects

- Affidavit of Bidder
- Other documents specified in the Contract, typically defined by a Notice to Contractors.

State funded Projects

- Affidavit of Bidder
- The Construction Industries Division wallet card for the licenses type required by the Advertisement;
- The New Mexico Taxation and Revenue resident business certification.
- The New Mexico Taxation and Revenue resident veteran contractor certification and its application for the resident veteran contractor certification, not including the attachments for the application.
- Other documents specified in the Contract, typically defined by a Notice to Contractors.



Expedite Bid - 1100367.EBS (0 Amendments) 1100367

File Edit Tools View Help

05Jun001

- Schedule Of Items
- DBE Form A-585A - DBE Entries
- DBE Form A-585A - Notice
- Resident Preferences
- Resident Veterans Preference Certification
- Bid Form
- Bid Form
- Bid Form
- Bid Form
- Bidders List of Quoters
- Non-Debarment Certification
- Disclosure of Lobbying Activities
- ABA
- CPA
- Subcontractors Fair Practices Act
- Pay Equity Reporting Acknowledgement
- Contractor Registration
- File Attachment Upload**
- Bid Bond

STATE OF New Mexico
DEPARTMENT OF TRANSPORTATION

FILE ATTACHMENT UPLOAD

Will you be attaching a .zip file with the bid submission? YES NO

FILE ATTACHMENT (Required if YES):

ZIP file location:

NOTE:

Only attach a single ZIP file, you may use a Windows® compatible file zip tool to zip multiple files of different files types (doc,xls,txt,xml,html,css,...) into a single ZIP file type.

Maximum size for zip file to attach with BID submission: 3,000 KB (3MB)

Review the Electronic Bid Submittal

BidX will allow submittal of an incomplete Bid. It is the Bidder's responsibility to verify and resolve the required documents, information and data so that the Bid is not rejected.

Submitting Electronic Bids

After completing the information as required, the Bid is ready for submission. Refer to "Bid Submission" in the Training Center.

Bidders shall print the Bid Submission Receipt and maintain the same in its records as proof of its Bid submittal.

Bid Withdrawal Before Bid Opening

To withdraw Bids submitted, prior to Bid Opening, in Tools > View Submitted Bids, follow the Bid View Wizard process to withdraw Bids.

Automatic Bid Withdrawal

When submitting multiple Bids, the Bidder has the option to withdraw Bids. Refer to "Automatic Bid Withdrawal" in the Training Center. The automatic Bid withdraw functionality only supports an "OR" condition. i.e. Withdraw call order 003 if you are the low Bidder on call order 001 _OR_ 002. The automatic Bid withdraw does not allow you to set a condition of withdrawing if you are the low Bidder on call orders 001 _AND_ 002.

BidX Training Center and Customer Support

BidX provides training and customer support in various ways including the following:

The Training Center can be located at: <https://www.bidx.com/site/trainingcenter>

Customer support can be located at: customer.support@bidx.com

Suggestions, ideas and general input can be located at: feedback@bidx.com

Training Center

Overview

Training resources for the Bid Express website.



Training resources to help you get started with the Bid Express Service.

-  [Contractor Training Guide](#)
-  [Setting up your Account with MyBidx](#)  [Transcript](#)
-  [Message Center](#)  [Transcript](#)
-  [Online Help: Navigating Bid Express](#)

Digital IDs

Help with creating and managing Digital IDs



Creating, Replacing, and Disabling Digital IDs.

-  [Creating a Digital ID](#)  [Transcript](#)
-  [Replacing a Digital ID](#)  [Transcript](#)
-  [Disabling a Digital ID](#)  [Transcript](#)
-  [Online Help: Digital IDs](#)

Internet Bidding

Help with Bid bonds, submitting Internet bids, and more



Help with Bid bonds, submitting Internet bids, and more.

-  [Downloading Proposals](#)  [Transcript](#)
-  [Bid Submission](#)  [Transcript](#)
-  [Bid Withdrawal](#)  [Transcript](#)
-  [Attaching Amendments](#)  [Transcript](#)
-  [Automatic Bid Withdrawal](#)  [Transcript](#)
-  [Online Help: Lettings](#)

Additional Services

Help with Bid Tab Analysis service, the Online Plan Sheets service, etc.



Help with Bid Tab Analysis service, the Online Plan Sheets service, etc.

-  [Bid Tabulations](#)  [Transcript](#)
-  [Bid Tab Analysis](#)  [Transcript](#)
-  [Plan Sheets](#)  [Transcript](#)
-  [Questions And Answers](#)  [Transcript](#)
-  [Bid Express Advantage](#)  [Transcript](#)
-  [Online Help: Bid Tab Analysis](#)
-  [Online Help: Plan Sheets](#)

Small Business Network

Training resources for the Small Business Network



Training resources for the Small Business Network.

-  [SBN Training Guide for Agency Administrators](#)
-  [SBN Training Guide for all Contractors](#)
-  [SBN for Prime Contractors](#)  [Transcript](#)
-  [SBN for Subcontractors](#)  [Transcript](#)
-  [Online Help: Small Business Network](#)

Frequently Asked Questions can be located at: <https://www.bidx.com/site/static?page=faq>



[Login](#)

[Training Center](#) [Terms of Use](#)

Bidding Services	Order	Policies	Case Studies	Questions/Help
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Frequently Asked Questions (FAQs)

▶ [General Questions](#)

▶ [The Expedite Bid Software](#)

▶ [Info Tech Digital IDs](#)

▶ [Replacement Digital IDs](#)

▶ [Local \(Non-DOT\) Agency Digital IDs](#)

▶ [Joint Ventures](#)

▶ [Internet Bidding](#)

▶ [Bid Bonds](#)

▶ [Bid Express Small Business Network™](#)

▶ [Error Messages](#)

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Contact BidX

Toll free phone: (888) 352-2439

Phone: (352) 381-4888

Fax: (888) 971-4191

BidX is available for customer support Monday through Friday from 7:00 a.m. - 8:00 p.m. Eastern Time, excluding legal holidays.