



BID EXPRESS (BidX) BIDDING GUIDE (Guide)

Plans, Specifications & Estimates Bureau

May 30, 2018

The New Mexico Department of Transportation (NMDOT) mandates electronic bidding, through the use of the BidX website located at <https://www.bidx.com/>. This Guide provides direction on requirements for electronic Bid submittal.

Vendor ID

To submit an internet Bid, a Digital ID is required. A Vendor ID is required to establish a Digital ID. Click on the link below for Vendor ID requirements.

http://dot.state.nm.us/content/dam/nmdot/Contractor_Prequel/W-9.pdf

Subscribing to BidX

BidX is an internet website that uses the Project Bids Component for electronic Bid submittal. BidX provides various Bidding Services including maintenance of digital id's used for internet Bid submittal.

BidExpress®
Secure Internet Bidding

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

Bidding Services	Order	Policies	News/Studies	Questions/Help
Basic Service	Subscribe Now!	Subscriber Agreement	FAQ's	
Internet Bidding	Fee Schedule	Terms of Use	SELECT A U.S. AGENCY:	
Analysis Suite	Bid Express and Agency Contacts	Partners	Select a U.S. Agency <input type="button" value="Go"/>	
Online Plan Sheets		Digital IDs	Select a Canadian Agency <input type="button" value="Go"/>	
Small Business Network		Cancellation		
For Agencies		DMCA Policy	Try new features in Bid Express Labs. Learn More.	
		Privacy Policy		

[Not a member? Join now! Forgot your password?](#)

Email: Password:

AGENCIES

[Overview](#)

Increase efficiency and [save money](#) in bidding for [your agency](#) and bidders with Internet bidding. Get more bidders and more competitive bids. Omit errors and reduce staff time. Integrate with [Appia®](#) or [AASHTO AASHTOWare Project®](#) software for a complete solution. Provide plan sheets, bid tabs and more!

BIDDERS

[Overview](#)

Get [all the bidding tools you need](#) in one place. [Save time and money](#) with secure, online bid submission, [Online Plan Sheets](#) service, [Analysis Suite](#) service, and quote exchanges with subs through the [Small Business Network](#).

SUBS AND SUPPLIERS

Get in-the-know with easy access to proposal information. Use key word searches to find projects to bid on and easily find the plan holders for those jobs. Provide instant quotes to primes via [Small Business Network](#).

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To set up an account with BidX, click on the Order tab > Subscribe Now! link on the BidX logon screen. Subscribing to BidX includes filling out the registration form below and reading and agreeing to the Subscriber Agreement and Terms of Use.



The software requirement for BidX is Microsoft .NET 4.6.2. The browser requirement is Internet Explorer 11.

Required BidX Services

The Bidding Services tab provides a listing of the available BidX services. Services and associated fees can be found on the Order tab > Fee Schedule link.

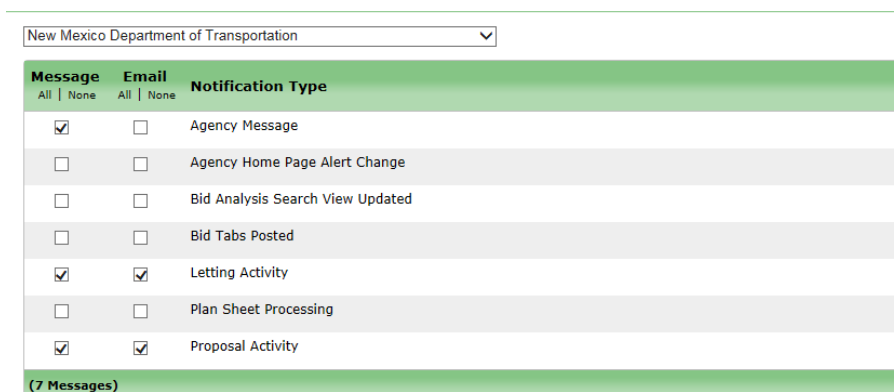
Bidders shall subscribe to the following services:

- Basic Service. Bidders will have unlimited viewing and downloading of bidding contract documents with the exception of the Plans and the Advantage tab functionality.
- Internet Bidding Service. Internet Bidding is required on NMDOT Construction projects. Requires the creation of a Digital ID and a request to Bid to NMDOT.
- Online Plan Sheets Service. Plans are only available through BidX. This Service is required to become a Plan Holder.

Managing Messages and Notifications Service

BidX, via email (email address indicated when subscribing to BidX), notifies Bidders of Letting and Proposal activity. NMDOT Bidders are required to “sign up” for the following Message/Email options as indicated below:

Manage Messages and Notifications



Message All None	Email All None	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)

The Letting and Proposal Activity selections indicated allow Bidders to receive updates and addenda. On 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. To view the email messages, click on the Messages icon (on the NMDOT Home page) > "My Message Center: Inbox".

Installing AASHTOWare Project Bids Bid Component

The use of a desktop computer and a laptop computer for the submission of electronic Bids is recommended. The Bid Component 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 Project Bid Component on each computer. It is also recommended to download the electronic bidding files (.EBSX) to the desktop of both computers. Bids cannot be submitted on a network drive. A stand-alone computer is required to submit Bids.

Software requirements are as follows:



AASHTOWare Project Bids™ Bid Component

Name:	AASHTOWare Project Bids™ Bid Component
Version:	1.0.12.2
Publisher:	Published on behalf of AASHTO by Info Tech, Inc.
Software Requirement: Microsoft .NET Framework 4.6.1 (x86 and x64) If you do not have the .NET Framework, it will be installed when you click the Install button.	

The Bid Component can be found on the NMDOT home page in BidX > Downloads > AASHTOWare Project Bids Bid.

When the Bid Component has been installed, enter your information and agency information as indicated:

User Profile Entry

* Required Fields

* Company:

* Address 1:

* Address 2: When required

* City: * State:

* Zip:

* Phone: Fax:

Cell: Pager:

* Email:

* Add/Remove Bidder ID: Add or Remove Bidder IDs

Select Default Bidder ID:

After entry, tab to move to Default Bidder ID

As provided by Department of Finance

Save Cancel

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

Using BidX

The NMDOT BidX website is indicated below.

Bid Express
Secure Internet Bidding

Welcome Jeff.Martinez@state.nm.us Logout MyBidX Messages Help

May 30, 2018 01:49 PM MDT

NMDOT Lettings Search Advantage Bid Tab Analysis Small Business Network

New Mexico Department of Transportation

Home Contact Bid Express

Downloads

- AASHTOWare Project Bids Bid Expedite-5.11a
- Zip Utility

Also Available

- Bidding Help and Procedures
- NMDOT BidX Expedite Bidding Guide

Welcome and General Information

- The NMDOT is in the process of upgrading from the Expedite software to the AASHTOWare Project Bids software. The Bid component of the AASHTOWare Project Bids software shall be used to prepare Bids commencing with the July 20th, 2018 Letting.
- A new Digital ID for the Project Bid Component is required. If you currently have an active Info Tech Digital ID for NMDOT, the cost of creating the new Digital ID will be reimbursed. A request to bid to NMDOT is also required.
- The Plan Holder List will be available the Monday preceding the Bid Opening.
- 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 system does not allow you to set a condition of withdrawing if you are the low bidder on call orders 001_AND_002. Bid Express is currently evaluating the ability to handle the _AND_ criteria.

What's New?

The NMDOT home page tab includes pertinent Letting/Bidding information, downloads for software and the NMDOT BidX Bidding Guide.

Contract documents are included in the Lettings tab. In addition, the .EBSX files required for internet Bid submittal are included in each Letting link.

The following Contract documents are available on the first day of advertising:

- Plan Sheets;
- Electronic Bidding files (.EBSX File (All Files and Project-Specific));
- Contract Documents; and
- Geotechnical Reports and Earthwork Summaries (when applicable)

During the advertising period, the following are available as required:

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

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

- Unofficial Bid Tabs

Becoming a Plan Holder

Plans are included for each Proposal. Plans can be found in the Also Available > Plan Sheets link. To be recognized as a Plan Holder, "Download All" is required as indicated below. The Plan Holder Listing is posted on BidX on the Monday of the week of the Bid Opening.

Bid Express
Secure Internet Bidding

NMDOT Lettings Search Advantage Bid Tab Analysis Small Business Network

New Mexico Department of Transportation ▼

List of Lettings > May 18, 2018 > 2102180 > Plan Sheets

Plan Sheets for Proposal 2102180

Letting ID: 18051803 Call Order: 003

Select Page(50)
Unselect Page
Unselect All (0)

0 Plan Sheets
Marked for
Download
Download

Download Plan
Sheets
to
Enter valid plan sheet
number range. For
example, 0003-0008
Download

Order All (77)
Download All (77)

Plan Sheet Number 0001
View ☐

Plan Sheet Number 0002
View ☐

Plan Sheet Number 0003
View ☐

Plan Sheet Number 0006
View ☐

Plan Sheet Number 0007
View ☐

Plan Sheet Number 0008
View ☐

Preparing .EBXS Files for Internet Bid Submittal

The .EBSX file includes the Required Documents for Bid Submittal. There are different requirements for Federal-aid funded Projects and State funded Projects. The .EBSX file contains tabs for the Project dependent on funding type and Contract requirements.

AASHTOWare Project Bids Bid - 26Apr003.ebsx (2 Amendments) A301220BIDS3

FILE EDIT TOOLS VIEW HELP

General

Schedule Of Items

Sites

DBE Form A-585 - DBE Entries

DBE Form A-585 - Notice

Bid Form: A+B

Bidders List of Quoters

Non-Debarment Certification - Federal

Index Folder - Federal

Subcontractors Fair Practices Act

Pay Equity Reporting Acknowledgment

File Attachment Upload

Bid Guaranty

Agency: NMDOT

Letting Date: 04/26/2018

Call Order: 003

Contract ID: A301220BIDS3

Date Generated: 04/25/2018

Date Revised: 04/25/2018

Checksum: AFBACABAA6

Description:

File Attachment Upload Tab

The "File Attachment Upload" tab is used 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.

Bid Guaranty Tab

Electronic Bid Guaranties are required on all Projects. Bidders can register at:

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

Reviewing the Electronic Bid Submittal

BidX will allow submittal of an incomplete Bid. It is the Bidder's responsibility to review the required documents, information and data so that the Bid is not rejected. To assist in Bid preparation, the Bid Component includes a Check Bid (✓) icon and a % Complete indication on the top right hand side.

Submitting Electronic Bids

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. The automatic Bid withdrawal functionality supports only an "OR" condition. If a Bidder is the low Bidder on Call Order 001 or 002, the Bidder can withdraw Call Order 003 if the low Bidder. The Bidder must select Call Orders 001 and 002 if they want Call Order 003 withdrawn based on the results of Call Order 001 or 002. Those first two Call Orders are not automatically selected. The Bidder must select them in the Bid Submission Wizard prior to submitting their Bid.

The automatic Bid withdrawal functionality does not allow you to set a condition of withdrawal if you are the low Bidder on Call Orders 001 AND 002.

BidX Training Center and Customer Support

The Training Center link can be found on the BidX logon screen. After logging in, the Training Center link is located at the bottom of each page. There are training tutorials for every aspect from setting up an account, creating a digital ID to internet Bid submission.

Bid Express
Secure Internet Bidding

Training Center Terms of Use

Bidding Services Order Policies News/Studies Questions/Help

SELECT U.S. AGENCY:
Select a U.S. Agency Go

Training Center

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

- Setting up your Account with MyBidx Transcript
- Message Center Transcript

Trns•port Expedite® - Digital ID
Help with creating and managing Digital IDs for the Trns•port Expedite® software.

- Creating a Digital ID
- Replacing a Digital ID
- Disabling a Digital ID

Trns•port Expedite® - Internet Bidding
Help with submitting Internet bids for the Trns•port Expedite® software and more.

- Internet Bidding with the Expedite Bid Software
- Downloading Files with the Expedite Bid Software
- Downloading Proposals Transcript
- Bid Submission Transcript
- Bid Withdrawal Transcript
- Attaching Amendments Transcript
- Automatic Bid Withdrawal Transcript

AASHTOWare Project Bids™ - Digital IDs
Help with creating and managing Digital IDs for the Bid component.

- Introduction to Bid Component Transcript
- Bidding with Bid Component
- Creating a Digital ID
- Submitting a Request to Bid
- Renewing a Digital ID

AASHTOWare Project Bids™ - Internet Bidding
Help with submitting Internet bids with the AASHTOWare Project Bids™ Bid component and more.

- Internet Bidding with the AASHTOWare Project Bids Bid Component
- Downloading Files with the AASHTOWare Project Bids Bid Component
- Downloading Proposals Transcript
- Bid Submission Transcript
- Bid Withdrawal Transcript
- Attaching Amendments Transcript
- Automatic Bid Withdrawal Transcript

Additional Services
Help with the Bid Tab Analysis service, the Online Plan Sheets service and more.

- Bid Tabulations Transcript
- Bid Tab Analysis Transcript
- Plan Sheets Transcript
- Questions And Answers Transcript
- Bid Express Advantage Transcript

BidX staff can also be contacted as indicated below:

Bid Express
Secure Internet Bidding

Login Training Center Terms of Use

Bidding Services Order Policies News/Studies Questions/Help

Contact Bid Express

By mail:
Bid Express
2970 SW 50th Terrace
Gainesville, FL 32608-5076

By phone or FAX:
Toll free phone: (888) 352-BIDX (2439)
Phone: (352) 381-4888
Fax: (888) 971-4191

By email:
Support: customer.support@bidx.com
Suggestions/ideas/general input: feedback@bidx.com

Support Hours:
Customer support for the Bid Express service is available by phone or email Monday through Friday from 7:00 am - 8:00 pm Eastern Time, excluding legal holidays.