5.3 Opening Bids in Bid Express

Background:

The electronic bid openings will produce files that will need to be saved to a project folder. Whether you have an empty project folder on the computer desktop or have access to the project folder on the shared drive is up to your region. You will need the project folder open on the laptop for the bid opening. Only regional contracts staff (who have the Letting User role) will have administrator access to Bid Express to perform the electronic bid opening procedure. Always use Internet Explorer with Bid Express.

Roles:

Letting User

Navigation:

1. Login to Bid Express, www.bidx.com.

Note: You do not have to select Alaska DOT&PF from the Select a U.S. Agency dropdown. The system knows from your email address.

2. From the home page, click the **Agency Admin** tab.
3. In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids**.
4. Click the **Letting Date** link for your letting.
5. Click the **Proposal** link.
6. Click the **Open Bids** link.
7. Click the **Launch Open Bids** button.
8. On the Bid Express Bid Opener window, click **Tools** and select **Options**.
9. Check **the Automatically print all EBSX files after bid opening** box.
10. Click the **Change Folder** button.

11. Navigate to the project folder for the proposal you are opening bids for and click **Okay**.
12. Click **Save**.
13. Enter the agency password in the **Password** field. (It is the same password for all three regions. However, because each region has its own "Agency Key", each region will only be able to open bids on its own proposals.)
14. Click the **Open Bids** button.
15. Once bids have finished decrypting, there will be a link at the bottom of the Status Log window.
16. Click the **link**.
17. You will be returned to the Manage Proposal page with available Bid Downloads and Bid Reports.

18. The PDFs of the electronically submitted bids will print to PDF (your computer's default printer). These will be saved to your project file, printed, and retrieved.

Next Steps:

See QRG – *Publishing Bid Results*