

TDOT Expedite® BID Options Instructions

When Expedite is initially installed on a computer, the BID options must be reviewed and completed.

1. Bidder Information Tab
 - a. Complete the Company Name and Address fields.
 - b. Fax, Pager, and Email fields are optional.
2. Agency/ID Tab
 - a. Complete the appropriate Agency name. For TDOT, the entry would be TDOT.
 - b. Complete the Bidder ID field. For TDOT, this number must be 10 digits long, including leading zeros. The Bidder ID *must* be obtained from TDOT.
 - c. If bidding with other states who utilize the same Expedite version as TDOT, an additional line must be completed including Agency and Bidder ID.
3. Units Tab – Metric Contracts do not apply to Mowing and Litter Removal Contracts at this time. Skip this tab.
4. Export Format Tab – This tab is only necessary to automatically generate your bid through estimation software. Skip this tab.
5. Import Format Tab – This tab is only necessary to automatically generate your bid through estimation software. Skip this tab.
6. Misc. Tab
 - a. TDOT recommends that all of the checkboxes on the left are turned on (this means there IS a check mark in each box). If individual bidders, decide to vary these options, it is ESSENTIAL that the 4th and 5th check boxes always remain on.
 - b. The Background Colors on the right are purely optional. Change these colors as best suits your preferences.
7. Proxy Tab – This tab is only for Internet Bidding.

When: If company information is changed at some point in the future, these tabs can be accessed by clicking the Tools menu and selecting the Options choice.