

GETTING STARTED

BID EXPRESS

Bidx Fees:

Monthly Service Fee: \$35.00

Digital ID Fee: One time \$100.00 setup fee and \$15.00 monthly fee.

For more fee information go to:

<https://www.bidx.com/site/static?page=fees>

PROPOSAL GUARANTEE

For Mowing Contracts TDOT will accept a cashier's check, a certified check or Irrevocable Letter of Credit (*Check or Letters will need to be in our possession by 10:00 AM on letting day.*)

OR

ELECTRONIC BIDBONDS

Surety 2000 Fees: \$340.00 per year.

<http://www.surety2000.com/>

OR

InSure Vision Fees: \$250.00 Annual License/Per Site

*Also requires a Digital Signature (currently provided by IdenTrust @ \$24 per year)

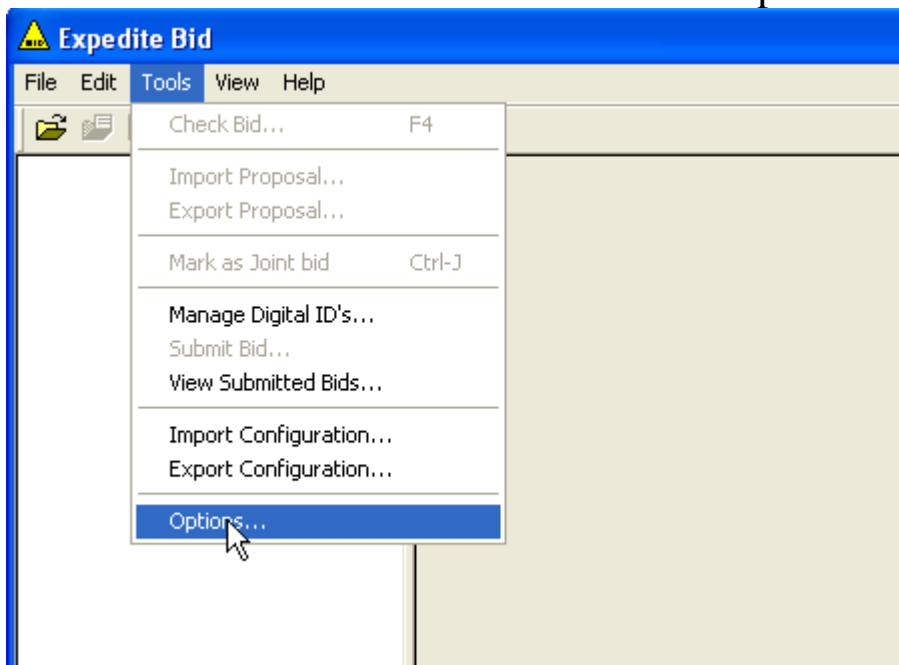
<http://www.insurevision.com/>

You will first need the Expedite Bid program downloaded to your computer. This is a free download you can get from this site:

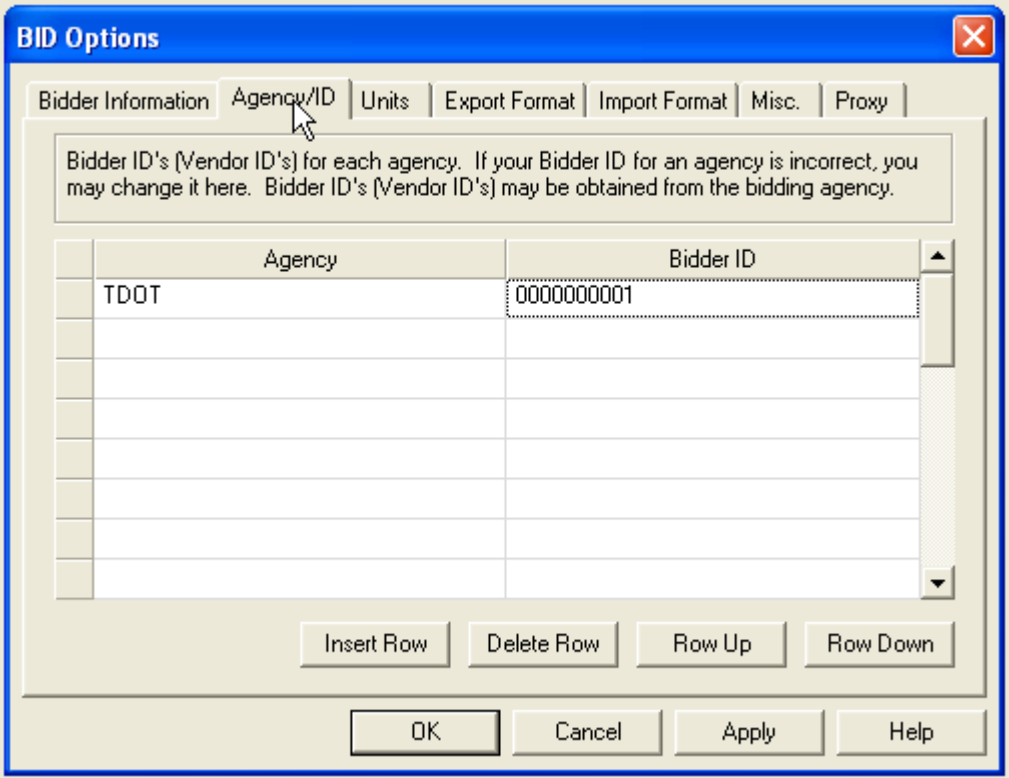
<https://www.cloverleaf.net/cgi-bin/expedite/get-expedite.pl>

You will need your state vendor number. This is a 10 digit number provided by TDOT when you are pre-qualified. This number will be entered under Tools>Options>Agency ID tab under Bidder ID.

This number will be entered under Tools>Options



Agency ID tab under Bidder ID.



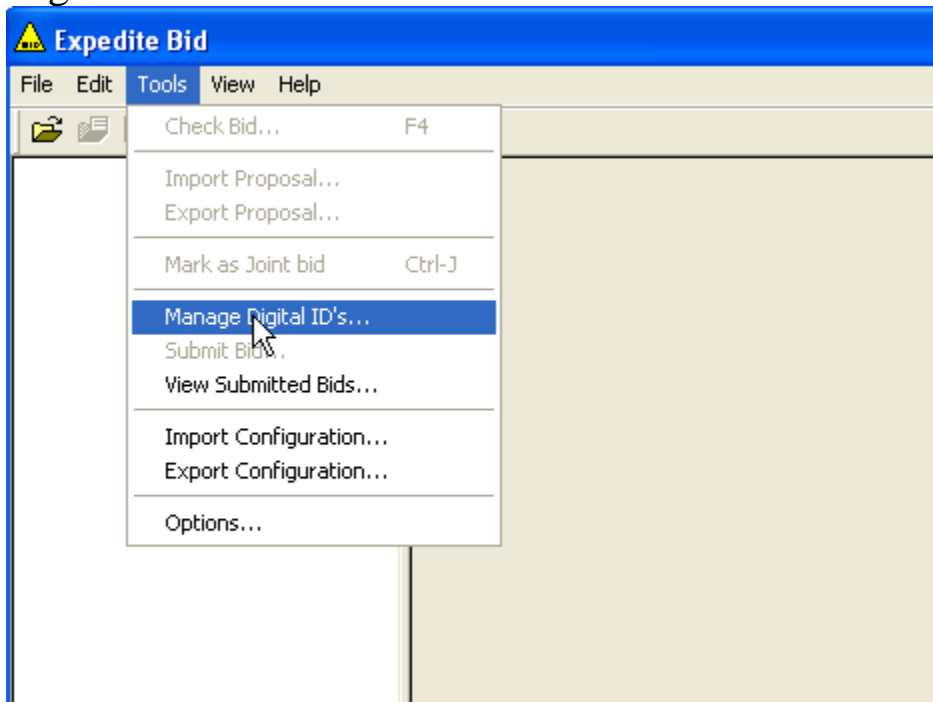
The screenshot shows a software dialog box titled "BID Options" with a blue title bar and a close button (X) in the top right corner. The dialog has several tabs: "Bidder Information", "Agency/ID", "Units", "Export Format", "Import Format", "Misc.", and "Proxy". The "Agency/ID" tab is selected, and a mouse cursor is pointing at it. Below the tabs is a text box containing the following text: "Bidder ID's (Vendor ID's) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder ID's (Vendor ID's) may be obtained from the bidding agency." Below the text box is a table with two columns: "Agency" and "Bidder ID". The first row contains the text "TDOT" in the "Agency" column and "0000000001" in the "Bidder ID" column. The table has several empty rows below it. At the bottom of the table area are four buttons: "Insert Row", "Delete Row", "Row Up", and "Row Down". At the very bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

Agency	Bidder ID
TDOT	0000000001

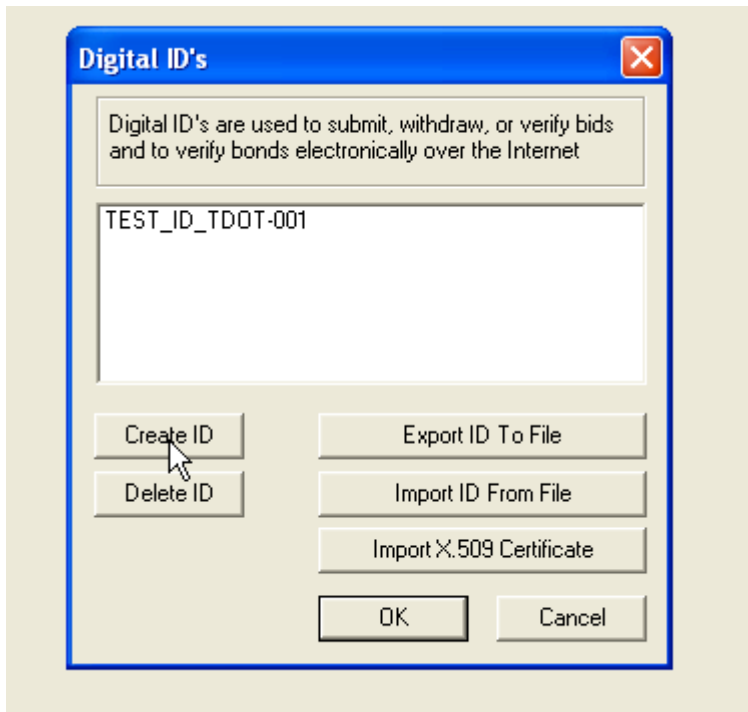
DIGITAL ID AND BIDX ACCOUNT

To start your bidx account either go to www.bidx.com or call (352)381-4888.

To create your digital id open Expedite Bid. Go tools>Manage Digital ID's



Then click CREATE ID



It will run you through a setup wizard. (*Be sure to use the name of an authorized signer listed on your state prequalification form. The name will need to match the signature on page 5 of that form.) When you finish you will need to print the papers to sign and send to Bid Express.

To establish an account for electronic bid bonding either go to <http://www.surety2000.com/> or <http://www.insurevision.com/>