



QUICK REFERENCE GUIDE:

5.4 Publishing Bid Results

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 (also AWP Letting Users) 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. Log in to Bid Express, www.bidx.com.
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 **Enter** link next to Apparent Bids.
 - a. The Apparent Bid Entry window will appear. The electronically submitted bids already appear.

Note: If your proposal contains multiple sections (additive alternates or multiple NTPs), you will not publish results using the Bid Express Apparent Bids section. Skip these steps, go to **Publishing Bid Results for Proposals with Multiple Sections**.

7. For manual bid submitters, enter the **Bidder ID** and the **Bid Amount** (from the Bids file paper printout mailed in and read out).
8. Enter EE in the **Bidder ID** field for the Engineer's Estimate.
9. Enter the Engineer's Estimate amount in the **Bid Amount** field and type **Engineer's Estimate** in the **Unknown Bidder Name** field.
10. If a state-funded proposal, enter adjusted bid amounts for all bids in the **Adjusted Bid Amount** column.
11. Click the **Publish** button.
12. You will be asked to confirm that you want to publish bids. Click **OK**.

Publishing Bid Results for Proposals with Multiple Sections (additive alternates or multiple NTPs):

1. Create a PDF document of the bid results (from excel or word).
2. Click the **Attachments** link just below the green header bar at the top of the page.
3. Click the **Add files** button.
4. Navigate to the bid results PDF you want to upload, click **Open**.
5. Select the **Unchecked Bid Results** attachment type.
6. Click the **Upload** button.
7. Download the three (3) files under **Bid Downloads** and save them to your proposal file.

Note: If you did not receive any electronic bids, you will get a red message when you click the Launch Open Bids button. If this occurs, navigate back to the proposal. Then, complete the Publishing Bid Results steps 1-14. Since there were no electronic bids, you will not need to download any files produced by Bid Express (bid attachments, bidbonds.csv, or XTabDat.dat).

Next Steps:

See QRG – *Entering Manual Bids via AWP Bids Entry*

If you need further assistance please contact your Module Admin
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