## AASHTOWare Project Bids Software Installation

You may need administrative privileges and/or to temporarily suspend Internet Security software protection on your computer to install the AASHTOWare Project Bids software.

Internet Explorer 11 (IE11) is the recommended internet browser for installation of the software. Other internet browsers are partially supported (i.e. Google Chrome, Mozilla Firefox, Microsoft Edge), but may yield different steps than those outlined below.

- 1. Go to the Alaska DOT&PF Bid Express website: <u>www.bidx.com/ak/main</u>
- 2. In the **Downloads** box, click the **AASHTOWare Project Bids Bid** link.

AKDOT	Lettings	Search	Advantage	Bid Tab Analysis	Small Business Network	Fe	bruary 22, 2018 08:32 AM AKST
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¢		laska De <b>Fran</b> s	partment of <b>Sporta</b>	tion & P	ublic Facilitie	es	AASHTOWare Project Bids Bid Zip Utility

- 3. (A) Read the AASHTOWare Project Bids Bid Component License Agreement (scroll to the bottom).
- 4. (B) Check the I have read and agree to the license agreement box.
- 5. (C) Click the **Install Bid Component** button. NOTE: you must complete the previous two steps before the Install Bid Component becomes active.

Name:	AASHTOWare Project Bids™ Bid Component
Version:	1.0.12.0
Publisher:	Published on behalf of AASHTO by Info Tech, Inc.
Software Requireme Microsoft .NET Frame	ent: ework 4.6.1 (x86 and x64)
If you do not have the button.	.NET Framework, it will be installed when you click the Install
Normal operation of the identifying information necessarily includes in information included in securely encrypted un- bid. The AASHTOWat way other than the exp file is governed by the bid.	the AASHTOWare Project Bids™ Bid Component will include certain as part of the exported .ebs file (Your bid file). This information dentifying information about You, Your business, and any confidential n Your bid. This information is not collected by AASHTO and is til such time as the agency to which Your bid is submitted opens Your re Project Bids™ Bid Component does not retain this information in any ported .ebs file. Confidentiality of any information in Your exported .ebs laws and regulations of the state of the agency which accepts your
<ul> <li>15. Waiver</li> <li>A waiver of any term, continuing waiver of a unless agreed to in wind 16. Entire Agreement const proposals, communicative subject matter of the except in the subject matter of the subject mat</li></ul>	provision or condition of this Agreement shall not be deemed a ny such term, provision or condition. No waiver shall be valid or be iting and signed by authorized representative of AASHTO. Authorized representative of AASHTO. Authorized representative of adserve and supersedes all ations and agreements between the parties, oral or written, relating to his Agreement. This Agreement may not be amended or modified ad by both parties.
✓ I have read	and agree to the license agreement
	Install Bid Component
Please review the AA	SHTOWare Project Bids™ Bid Component license agreement to continue.

In most cases, chose to "Run" the executable file.



Some users may need to "Save As" to the Desktop first and "Run" once the file has been saved locally.

- 6. (A) Click the **down arrow** on the Save button.
- 7. (B) Click Save As.

	proposals, communications and agreements between the parties, oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified except in writing signed by both parties.	-
	☑ I have read and agree to the license agreement.	
	Install Bid Component	
	Please review the AASHTOWare Project Bids™ Bid Component license agreement to	
Do you want to run or save	AASHTOWare Project Bids Bid Setup-1.0.12.0.exe (5.75 MB) from bids.cloverleaf.net	×
	Run Save 🔻 Cancel	201
	Save Save	
	B Save and run	

- 8. (C) Navigate to your Desktop or a folder on your Desktop.
- 9. (D) Click Save.

	Publisher:	Published on behalf of	f AASHTO by Info T	Fech, Inc.
	Software Requirement Microsoft .NET Framew	t: ork 4.6.1 (x86 and x64)		
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← →	👻 🛧 📃 > This PC > Deskto	ت v م	Search Desktop	م
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	his PC Desktop Documents Downloads Music Pictures Videos	^		Date modified 2/24/2018 10:0
	Windows (C:) USB Drive (D:) Local Disk (Q:)			
a Hid	File name: AASHTOWare Project Save as type: Application	t Bids Bid Setup-1.0.12.0	Save	~ ~ Cancel
	Please review the AASH	Install Bid Compo	onent nponent license agreemen	
Do you want to run o	or save AASHTOWare Project Bids B	3id Setup-1.0.12.0.exe (5.75 MB)	) from <b>bids.cloverleaf.ne</b> t Run Save	t? × ▼ Cancel re

Once your file has saved, you will be given the option to "Run" the executable file.

10. (E) Click **Run**.



If you are not given the option to select "Run", navigate to the executable file on your Desktop and **double click** on it and then select "Run".



- 11. (A) Read the AASHTOWare Projet Bids Bid Component Annual License Agreement (scroll to the bottom).
- 12. (B) Check the I agree to the license terms and conditions box.
- 13. (C) Click Install.



The file will install and will launch automatically.



Once the file installation is completed, click **Close**.



Some users may need to Restart their computers to finish the install depending on which version of Microsoft Windows is on the computer.

If you need to restart your computer, once you have done so, double click the AASHTOWare Project Bids icon to launch the program.

The first time Project Bids is launched, complete your User Profile by clicking Options.



14. Click the **Green Plus Sign** to create a User Profile.

Options 🗲	? - □ ×
User Profiles Digital IDs Item List Formats Proxy	0% Complete
Update and maintain your user profile details. DEFAULT DEFAULT BIDDER ID BUSINESS NAME ADDRESS () () () () () () () () () ()	

- 15. Enter your company name, address, and contact information.
- 16. In the Add/Remove Bidder ID field, enter your Bidder/Vendor ID generated by IRIS VSS when you registered on the Alaska DOT&PF AASHTOWare Project Vendor List. If you are not sure what your company's Bidder/Vendor ID is, look it up here: <u>AKDOT&PF AASHTOWare Vendor List</u>

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User Profile	Entry		
Company:	XYZ Construction		
Address 1:	123 Construction Dr.		
Address 2:			
City:	Anchorage	State:	Alaska 👻
Zip:	99505		
Phone:	(907)555-5555	Fax:	
Cell:		Pager:	
Email:	xyzconstruction@gma	il.com	
Add/Remove Bidder ID:	VS999999		× •
Select Default Bidder ID:			•
		Sav	Cancel
			Bid Total:

- 17. Hit the **Tab** key to tab out of the field (or hit the **Enter** key). This will transfer your Bidder ID to **Set Default Bidder ID** field.
- 18. Click **Save**.

Add/Remove Bidder ID:	Add or Remove Bidder IDs	× •
Select Default Bidder ID:	VS999999	•
	Save	Cancel

The User Profile you just created will be set as your default.

You can create additional User Profiles by clicking the Green Plus Sign and repeating the process.

OPTIONAL STEP: Skip this step if you are not a Bid Express Internet Bidding Service subscriber and intend to submit bids by mail or deliver by hand.

Contact Bid Express at <u>www.bidx.com</u> or by phone at (888) 352-BIDX (2439) or email <u>customer.support@bidx.com</u> to obtain a Project Bids Digital ID if you currently subscribe, or intend to subscribe, and submit bids electronically via internet connection.

Please plan ahead and allow a minimum of seven (7) days to obtain a Digital ID and activate your Bid Express subscription.

Options 🗲	? - □ ×
Update and maintain your user profile details. DEFAULT DEFAULT BIDDER ID BUSINESS NATE ADDRESS VS999999 XYZ Construction Dr. Anchorage, AK	0% Complete

- 19. Click the **Arrow** to close the Options menu.
- 20. Minimize Project Bids by clicking the **Minimize** \_ on the top right of the program screen.

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User P	rofiles Dig	ital IDs Item	List Formats
Update and	maintain your user prof	file details.	
DEFAULT	DEFAULT BIDDER ID	BUSINESS NAME	ADDRESS
~			

You have finished installing AASHTOWare Project Bids and are ready to download Bid Files and prepare a bid!