

WSDOT EBIDS PROCEDURES

Revised 12/17/03

EBIDS

EBIDS is a program written in Powerbuilder. The program CD and bid proposal diskette is provided as an optional method for submitting a bid on WSDOT construction contracts. When a bidder request to bid via EBIDS, the bidder will receive a hard copy of the plans, specifications, bid proposal form, one CD and one project proposal diskette. The CD will contain an auto execute EBIDS program and must be installed on the hard drive of the user's PC. The EBIDS program may also be downloaded from WSDOT's internet website at: www.wsdot.wa.gov/biz/contaa/ The diskette will contain the project specific bid proposal data. This data includes the Job number (PS&E number), Bid item No., Standard Item No., Unit Price field, Estimated Quantity, Unit of measure, and Item description for each bid item. The data is a tab delimited ASCII text file that can be exported from EBIDS to the bidders estimating software. When the bidders unit prices have been entered in their estimating software the file may then be saved in tab delimited ASCII text format and imported back into EBIDS. Only unit bid prices are imported back to EBIDS. EBIDS will then automatically extend the unit prices and calculate the contract total. The proposal form is then printed from EBIDS and inserted into the original printed proposal package that includes the proposal bond, proposal signature page, and other required forms to be submitted with the EBIDS proposal diskette at the bid opening. The bidder must include all original proposal forms, bid bond, signed signature page, and acknowledge all addenda. The signed printed copy of the proposal is the control copy of the bid proposal and in the event of a discrepancy between information on the diskette and the printed copy, the signed printed copy will prevail.

Bidders requesting the proposal on diskette are requested to return the proposal diskette when turning in their bid proposal for the bid opening. The proposal diskette will be used by WSDOT to import the bidder's bid price data into WSDOT's bid check verification system. Any discrepancy between the printed proposal document and/or last minute faxed bid price changes will be entered into the bid check system manually and verified with the printed copy. **The bidder's signed printed hard copy will control in the event of any discrepancy.**

DISCLAIMER

The user assumes full responsibility and liability for the use of the materials/information contained on the diskette, including but not limited to the obligation to ensure that the material/information is current and is being used for its intended purpose. Further, the State of Washington shall have no responsibility and liability for any claims, demands, suites at law or equity, actions, penalties, losses, damages or costs of whatsoever kind or nature by any person or entity arising out of, in connection with, or incident to the use of that material/information.

HARDWARE SOFTWARE REQUIREMENTS

Personal Computer installed with Windows 98, or Windows NT, with minimum 15 MB available on the hard drive with a minimum 32 MB RAM, CD drive and a 3.5 inch diskette drive.

EBIDS USERS INSTRUCTIONS

Bidders desiring to use EBIDS will request the bid proposal on diskette when ordering plans, specifications, and bid documents for WSDOT highway construction contracts.

The bidder will receive printed hard copy plans, specifications, and bid proposal documents, one EBIDS program CD and one project specific proposal diskette.

To install the EBIDS software:

1. Turn on PC and Start up Microsoft Windows.
2. Insert EBIDS Program CD into the CD drive.
3. The CD is an auto execute program and will automatically install the program.

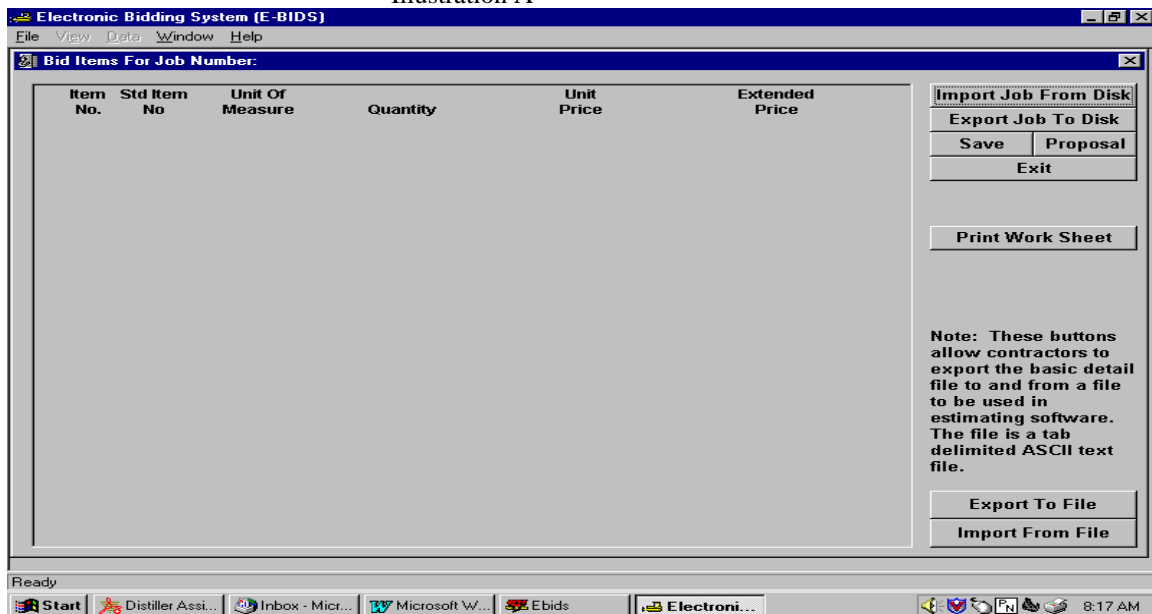
The EBIDS software may also be downloaded from WSDOT's Contract Ad & Award website. <http://wsdot.wa.gov/biz/contaa/electbid/default.htm> Click on EBIDS software latest version 4.2 and follow the online prompts. The software must be saved to the bidders harddrive.

Bidders are required to request the proposal diskette when they request plans and specifications. The bid proposal file is not currently available for download from the website site.

When the software installation is completed, go to your file manager or windows explorer and **double click** on the file "**ebids_20.exe**" to open the application. (optional) You may also choose to drag this file to your Windows desk top to create a shortcut icon to open the program. The program software will only need to be installed on your hard drive one time unless a new version is released.

When the program opens you will see the data entry window below. Eight buttons are displayed with the column headings for the bid proposal data entry fields.(See illustration A)

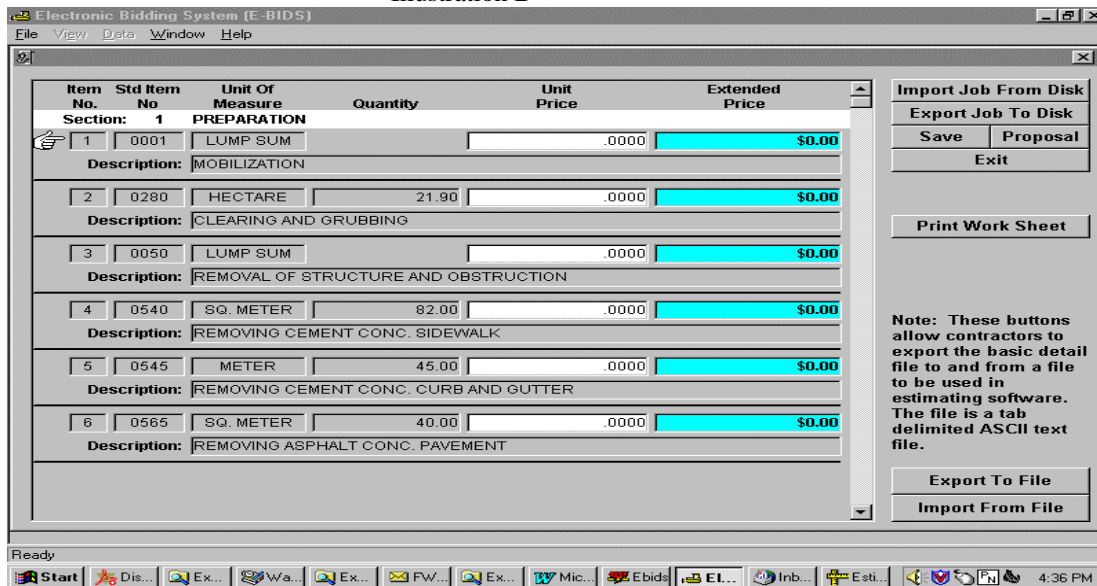
Illustration A



(1) IMPORT JOB FROM DISK

- a. Insert the proposal diskette into your diskette drive.
- b. Select the **Import Job From Disk** button, this will copy the proposal data from the diskette to the **EBIDS** file on your hard drive. (Illustration B) When the file has been copied select the **SAVE** button to save the job in **EBIDS**. At this time you have two options:
 - Option 1. Enter your unit bid price for each bid item directly in the unit price data entry field for each bid item as explained later or,
 - Option 2. Use the **Export to File** button to export the bid items as a tab delimited text file to your estimating software.

Illustration B



(2) PRINT WORK SHEET

Click **Print Work Sheet** button to print an informational report showing the bid items data entry windows for all of the bid items. **Caution!! Do not use this report as your bid proposal. See proposal below.**

(3) EXPORT TO FILE

- a. Click **Export to File**.
- b. Type in the desired file name, select the drive and directory you wish to save the file in and click save. This feature enables you to save the bid proposal data as a “.txt” file in another directory/folder that can be opened in your estimating software. The software must be capable of opening and saving a tab delimited txt file. (see sample spreadsheet at the top of the next page Illustration C)
- c. You may then use your estimating software to prepare your bid.
- d. Ensure that the unit bid prices are stored in the fourth column under the unit bid price heading.
- e. When your bid prices have been entered, save the file as a tab delimited txt file and close it.
- f. Open EBIDS

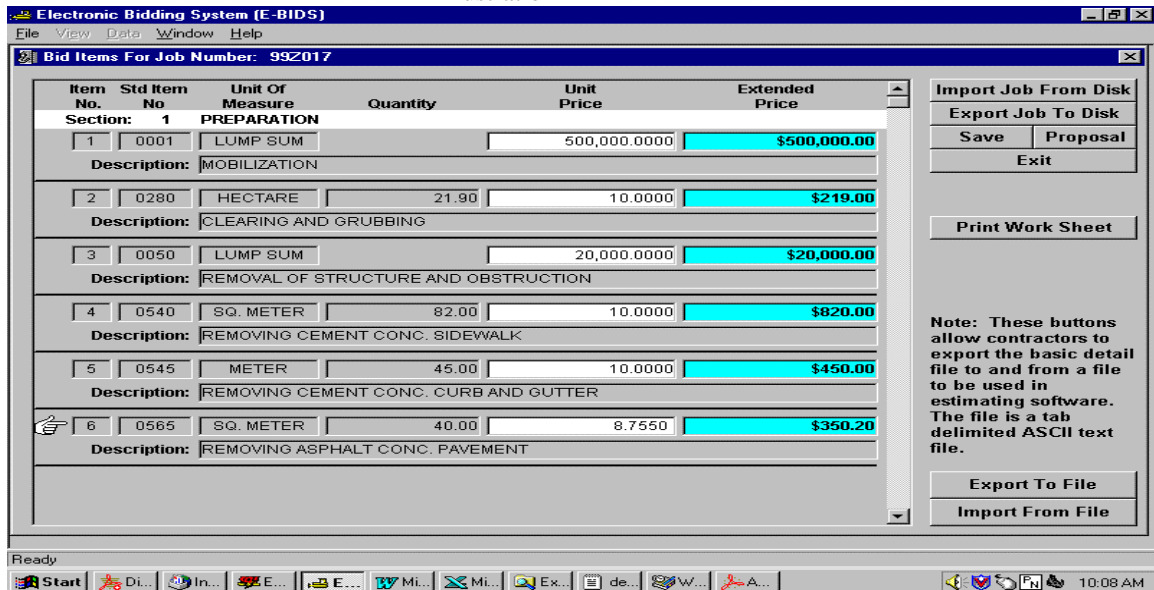
Illustration C

job_no	item_no	std_item	unit_pr	quantity	unitmeas	itemdesc
99Z017	1	1	500000	1	LUMP SUM	MOBILIZATION
99Z017	2	280	10.00	21.9	HECTARE	CLEARING AND GRUBBING
99Z017	3	50	20000	1	LUMP SUM	REMOVAL OF STRUCTURE AND OBSTRUCTION
99Z017	4	540	10.00	82	SQ. METER	REMOVING CEMENT CONC. SIDEWALK
99Z017	5	545	10.00	45	METER	REMOVING CEMENT CONC. CURB AND GUTTER
99Z017	6	565	8.7550	40	SQ. METER	REMOVING ASPHALT CONC. PAVEMENT

(4) IMPORT FROM FILE

- Click **Import From File** button, select the correct file in your estimating software folder and click open. This will copy the unit bid prices from your estimating software to **EBIDS**. (Illustration D)
- Click the **save** button.
- Review your bid prices at this time. Then click the **Proposal Button**.

Illustration D



(5) PROPOSAL

- Click **Proposal** to create a copy of your bid proposal. You will see a print preview of the actual proposal form. It will show the **unit bid price** the **calculated extension** and the **contract total**.
- Verify that the job title is the correct job.
- Scroll to the **last page** of the **proposal** and **verify** that the **contract total** is your intended bid total.
- Click the **print button** in the top tool bar to print the proposal pages. It is suggested that you verify your contract total again with the total from your estimating software.
- Click the **close button** to return to the EBIDS data entry window.

(6) DATA ENTRY FIELDS

You also have the option at the data entry screen to enter the unit prices manually from your estimate worksheets or to revise a unit price as needed.

- a. **Click** the unit price field for the bid item you wish to revise and/or enter a price for. You may use the tab key, up down arrow keys, or the scroll bar to move from bid item to bid item. If you use the arrow keys or the scroll bar always be sure you have selected the correct bid item data entry field before entering a new unit price.(click on the bid item unit price field to select)
- b. The system will change the price in the last cell you selected. The unit price is entered by typing numbers including the decimal separating dollars and cents. No other punctuation is allowed. (Example One Thousand dollars and twenty cents is entered as 1000.20) No extended price may be entered. The software will calculate the unit price times the plan quantity and show the extended price and the contract total. All lump sum prices are also entered in the unit price field.

When you have entered or revised all unit bid prices, **click the save button** and then the **proposal button** to create the bid proposal report. **Caution** should be used to ensure that the printed proposal submitted is the correct version, if you have revised your bid and printed more than one version of the proposal. (The submitted hard copy is the control document)

(7) EXPORT TO DISK

- a. After you have printed your proposal report and inserted it into the original printed proposal package, insert the original proposal diskette into your pc diskette drive and **Click the Export To Disk button**. This will copy the proposal file containing your bid prices to the diskette.
- b. Remove the diskette from the pc and return it with the signed hard copy of the proposal to WSDOT before the time set for receipt of bids.

(8) EXIT

Click **Exit** to close EBIDS.

(9) BID Submittal

- a. Replace the original bid item sheets in the printed proposal package that was distributed with the plans and specifications with the EBIDS generated proposal report pages. Ensure that all required forms, F. A. certification, noncollusion statement, subcontractor list etc, are included.
- b. Complete the bid proposal bond form, acknowledge all addenda, sign the signature page, and deliver as per normal procedures in the provided bid envelope at the time and place established for the scheduled bid opening.

Include the bid proposal diskette in the sealed bid proposal package. Revisions to the bid may still be made as provided for in Standard Specification 1-02.10, this includes the current process for faxed bid revisions.

Please provide comments, questions, and/or suggestions to:

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