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## Chapter 9 – Bid Opening, Bid Processing & Award

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## 9.1 Bid Opening Prep

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Each contracts section should have two (2) computers set up and ready for every bid opening – one primary and one backup. Each computer should have an Internet Explorer shortcut to the Bid Express site on the desktop. ***Always use Internet Explorer when working with Bid Express.***

The bid opening computer default printers should be set to PDF printer. This is important because as electronic bids are decrypting, PDFs of the bid information will be saved, printed, and retrieved to be read at the bid opening.

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.

This chapter covers letting activities from Bid Opening through Award. All AASHTOWare Project (AWP) actions covered in this chapter will be completed by the employees with the Letting User role. Only regional contracts staff (also AWP Letting Users) will have administrator access to Bid Express to perform the electronic bid opening procedure.

The Department will accept bids in three formats:

1. Electronic: Bids created using the AWP Bids software and submitted electronically via Bid Express
2. Manual (ebsx): Bids created using the AWP Bids software, printed, and submitted by mail or hand delivered
3. Manual (handwritten): Traditionally created (handwritten) paper bids submitted by mail or hand delivered

## 9.2 Managing Proposal Workflow

Just before the bid opening, you must change the proposal workflow phase in AWP. Depending on your region's preference, this may be done before heading to the public bid opening room/location or just before starting the actual bid opening.

1. Log into AWP (see chapter 1).
2. Make sure you are in the **Letting User** role.
3. Navigate to Proposal Overview on the dashboard (Figure 9.1).
4. (A) Search for and (B) select your proposal.

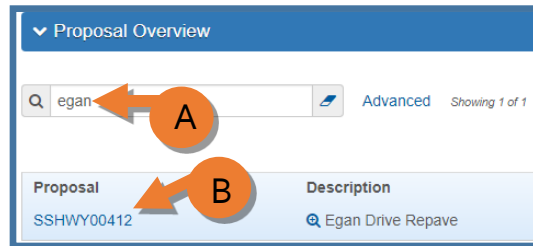


Figure 9.1

Your proposal should still be in the workflow phase Advertising, so the blue addenda banner will be at the top of the Proposal Summary component (Figure 9.2).

5. (C) Click on the **Workflow** tab.
6. (D) From the **Workflow Phase** dropdown select **Award Processing**.
7. (E) Click **<Save>**.

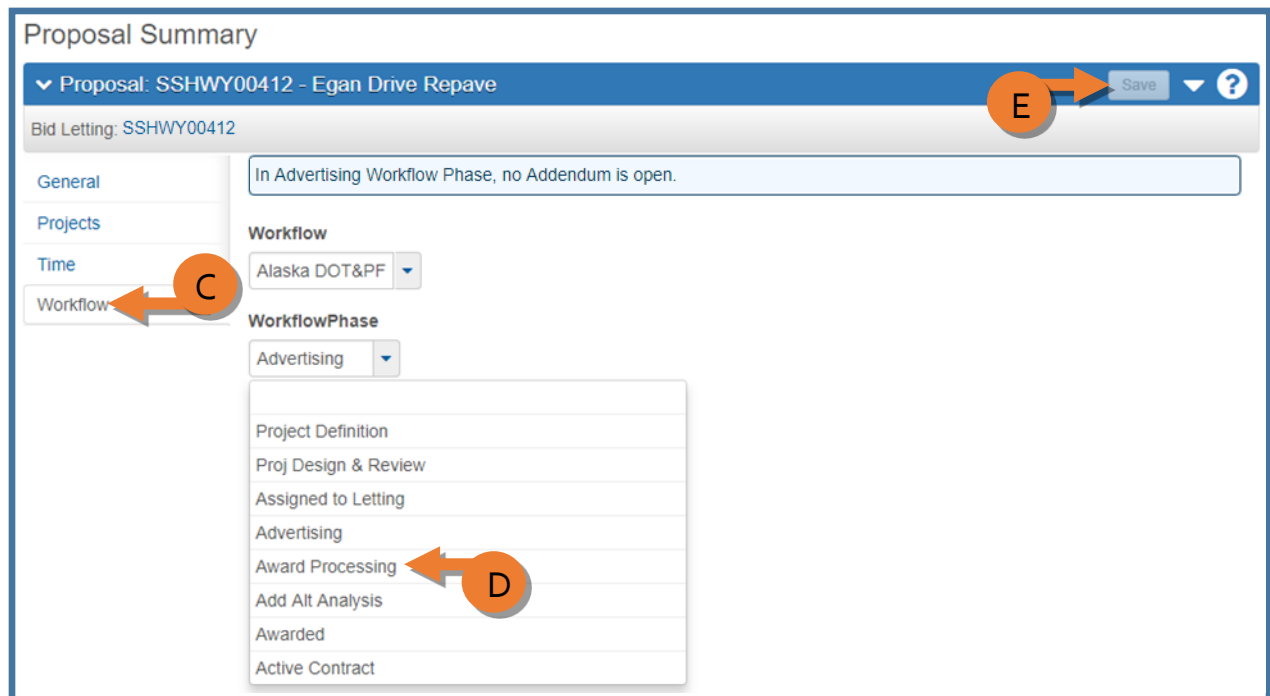


Figure 9.2

### 9.3 Opening Bids in Bid Express

***\*Always use Internet Explorer with Bid Express.\****

Log onto Bid Express:

1. (A) Go to [www.bidx.com](http://www.bidx.com) (Figure 9.3).
2. (B) Type in your email address.
3. (C) Enter your password.
4. (D) Click the **<Log In>** button.

NOTE: You do not have to select Alaska DOT&PF from the Select a U.S. Agency dropdown. The system knows from your email address.

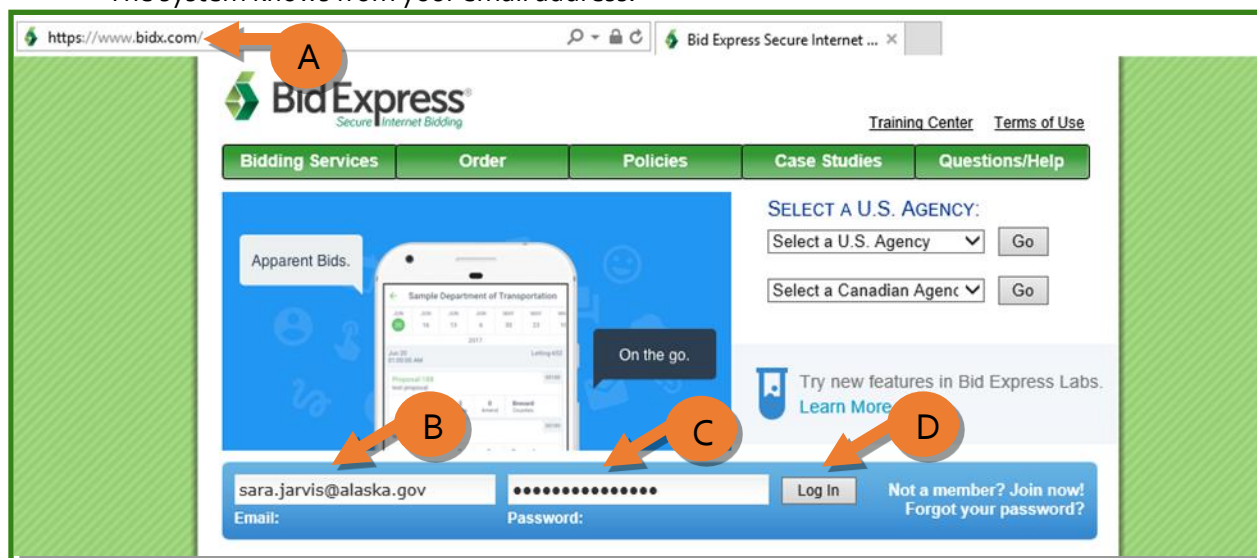


Figure 9.3

5. From the home page, click the **<Admin>** button on the top right of the screen (Figure 9.4).

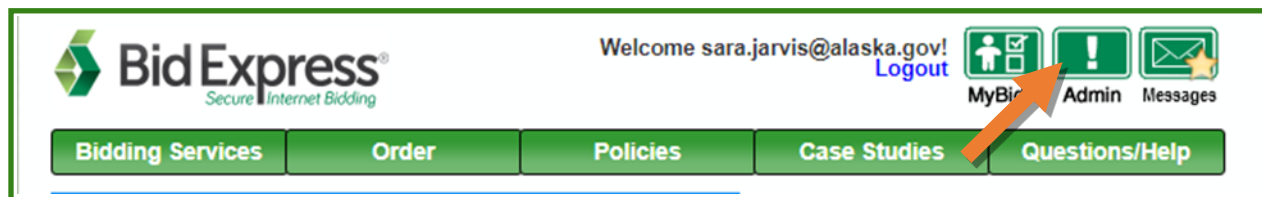


Figure 9.4

This brings you to the Manage Agency page. Notice that there is an “Admin” watermark across your screen indicating that you are in administrator mode.

6. (Figure 9.5) In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids**.

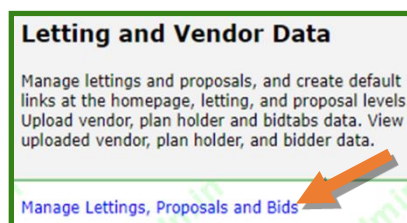


Figure 9.5

7. Click the blue **Letting** link for your letting (Figure 9.6).

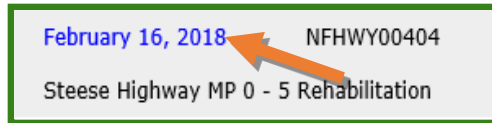


Figure 9.6

8. Click the blue **Proposal** link (Figure 9.7).

Proposal	Call Order	Project ID
<a href="#">SSHXY00412</a>	1	N/A
Repave Egan drive from start to finish.		
(1 Active Proposal)		

Figure 9.7

9. Click the **Manage this Proposal** link on the top left (Figure 9.8).

[List of Lettings > January 19, 2018 > SSHXY00412](#)

[Manage this Proposal](#)

[◀ Proposal SSHXY00412 ▶](#)

Repave Egan drive from start to finish.

**Date Generated:** 01/18/2018  
**Date Revised:**  
**Call Order:** 1  
**Items:** 11  
**Project ID:** N/A

**Sections:** 1  
**Amendments:** 0  
**Highway Number:**  
**Counties:** Juneau

Figure 9.8

10. Click the **Open Bids** link just below the green header bar at the top of the page (Figure 9.9).

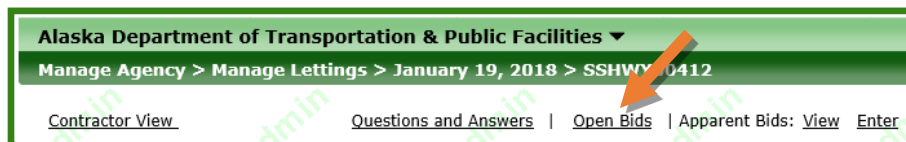


Figure 9.9

11. Click the <Launch Open Bids> button (Figure 9.10).

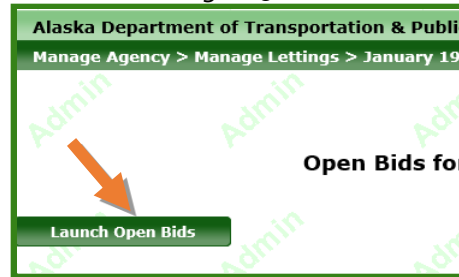


Figure 9.10

The Bid Express Bid Opener window will pop up (Figure 9.11).

12. On the Bid Express Bid Opener window, (A) click **Tools** and (B) select **Options** (Figure 9.11)

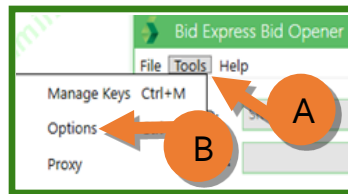


Figure 9.11

(Figure 9.12)

13. (C) Check the **Automatically print all EBSX files after bid opening** box.  
14. (D) Click the <Change Folder> button.  
15. Navigate to the project folder for the proposal you are opening bids for and click <Okay>.  
16. (E) Click <Save>.

As each bid is opening (decrypting), a PDF of each AWP Bids file will appear on your screen to save.

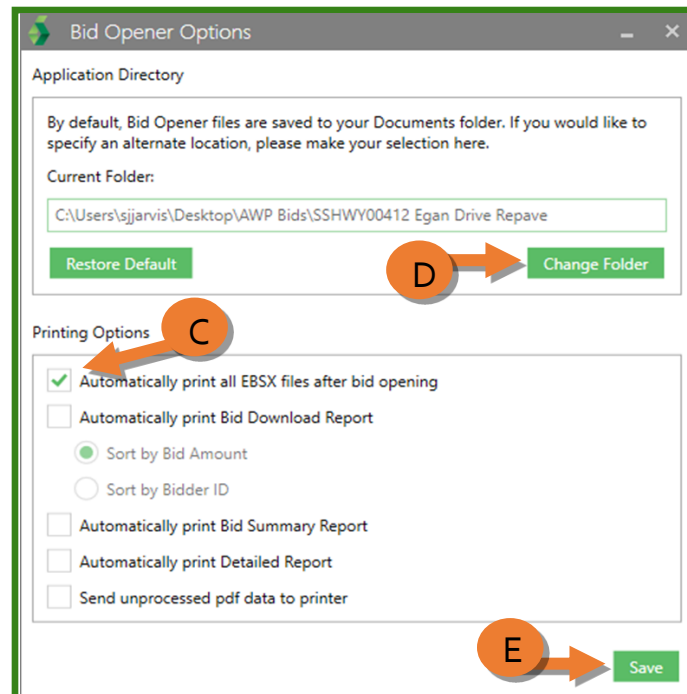


Figure 9.12

(Figure 9.13)

17. (F) Enter the agency password in the **Password** field. (It is the same password for all three regions. However, because each region has its own "Agency Key", each region will only be able to open bids on its own proposals.)
18. (G) Click the **<Open Bids>** button.

The screenshot shows the 'Bid Express Bid Opener' window. The 'Letting ID' and 'Proposal ID' are both 'SSHWWY00412'. The 'Password' field is masked with dots. An orange arrow labeled 'F' points to the password field. Another orange arrow labeled 'G' points to the 'Open Bids' button. The 'Status Log' area is empty. The 'Bid Express' logo is visible in the top right corner of the window.

Figure 9.13

NOTE: If you click **Open Bids** and get the message that there were no bids submitted for this proposal, see the information at the end of this section.

Once bids have finished decrypting, there will be a link at the bottom of the Status Log window (Figure 9.14).

19. Click the link.

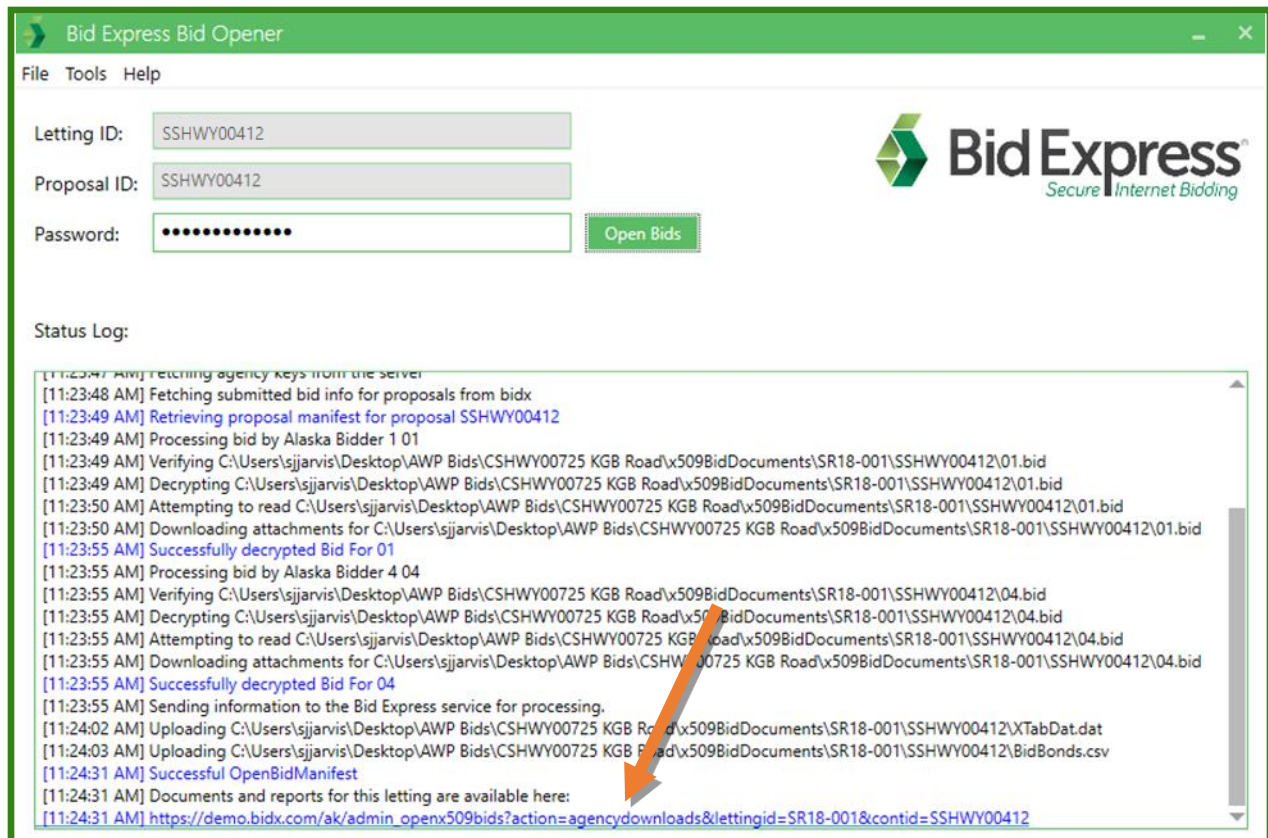


Figure 9.14



You will be returned to the Manage Proposal page with available Bid Downloads and Bid Reports.

- If this is a project that required additional documents (attachments) to be submitted with the bid, before continuing, click the **bidattachment** file under the Bid Downloads.

- Click <Open>.

**Bid Downloads**  
**bidattachment\_SSHWY00412.zip**  
**BidBonds.csv**  
**XTabDat.dat**



- A folder will appear with attachment folders *for each electronically submitted bid*. The Bidder ID will be in the folder name.

Attachments\_01\_SR18-001\_SSHWY00412  
Attachments\_04\_SR18-001\_SSHWY00412

- Open each bidder's file and open the attachment to verify.

BidWorksheets1\_... Adobe Acrobat Document  
BuyAmerican1\_D... Adobe Acrobat Document

The PDFs of the electronically submitted bids will print to PDF (your computer's default printer). These will be saved to your project file, printed, and retrieved.

## 9.4 Publishing Bid Results

- Using the “breadcrumbs” on the header, navigate back to the proposal (Figure 9.15)

**Manage Agency > Manage Lettings > January 19, 2018 > SSHWY00412 > Reports**

Figure 9.15

- Click the **Enter** link just below the green header bar at the top of the page (Figure 9.16).

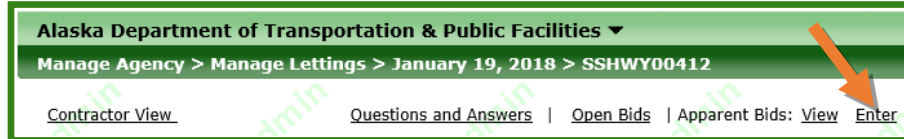


Figure 9.16

The Apparent Bid Entry window will appear (Figure 9.17). 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** below.

- For manual bid submitters, (A) enter the **Bidder ID** and (B) the **Bid total** (from the Bids file paper printout mailed in and read out).
- (C) Enter EE in the Bidder ID field for the Engineer’s Estimate.
- (D) Enter the Engineer’s Estimate amount in the **Bid** field and type **Engineer’s Estimate** in the **Unknown Bidder Name** field.
- If a state-funded proposal, enter adjusted bid amounts for all bids in the Adjusted Bid Amount column.
- (E) Under the Public column, click **All** or individually select the bids you want to make public.
- (F) Click the **<Publish>** button.
- You will be asked to confirm that you want to publish bids. Click **<Ok>**.

Public	Non-Responsive	District ID	Bidder ID	Bidder Name	Bid	Adjusted Bid Amount	Unknown Bidder Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SR	01	Alaska Bidder 1	\$826,900.00		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SR	08	Alaska Bidder 08	\$1,270,069.00	1250069.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SR	02	Alaska Bidder 2	\$956,440.50	951440.50	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SR	04	Alaska Bidder 4	\$1,690,183.00	1685183.00	
<input type="checkbox"/>	<input type="checkbox"/>		EE	(unknown bidder)	\$1,002,554.00		Engineer's Est
<input type="checkbox"/>	<input type="checkbox"/>	SR					

Figure 9.17

If you want to verify that the apparent bids are published or want to see them from the contractor's perspective, click the **Contractor View** link on the top left of the page.

If, after publishing bid results, you find made an error when entering a 'paper' bid amount, click the Manage Apparent Bids for this Proposal link on the top left. Correct the error and click the **<Publish>** button.

**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 (Figure 9.18).

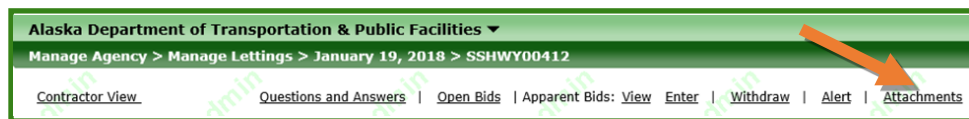


Figure 9.18

(Figure 9.19)

3. (A) Click the **<Browse>** button.
4. Navigate to the bid results PDF you want to upload, click **<Open>**.
5. (B) Select the **Unchecked Bid Results** attachment type:
6. (C) Click the **<Upload>** button.

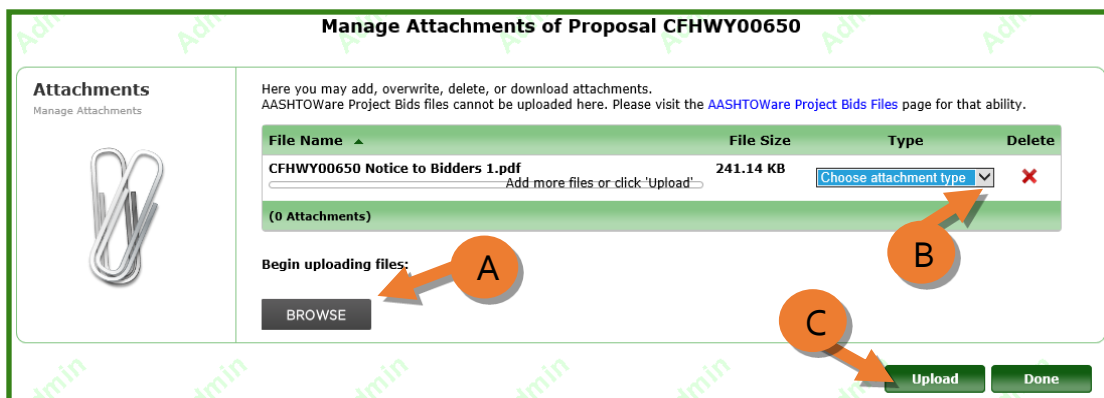


Figure 9.19

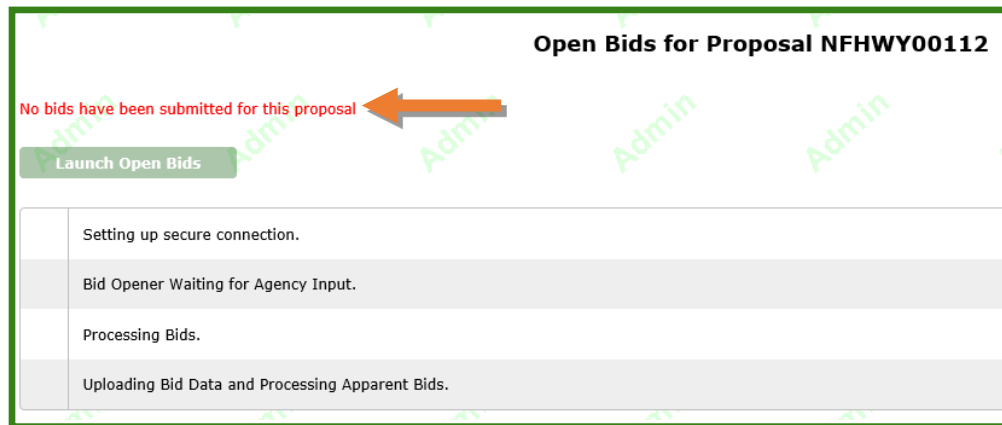
Before logging off and closing Bid Express, download the three (3) files under Bid Downloads and save them to your proposal file (Figure 9.20).

**Bid Downloads**  
bidattachment\_SSHWY00412.zip  
BidBonds.csv  
XTabDat.dat

Figure 9.20

If no electronic bids were submitted:

If you did not receive any electronic bids, you will get a red message when you click the Launch Open Bids button (*Figure 9.21*).



*Figure 9.21*

If this occurs, using the “breadcrumbs” on the header, navigate back to the proposal (*Figure 9.22*).



*Figure 9.22*

Then, complete the Publishing Bid Results steps detailed in this section.

NOTE: 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) (see *Figure 9.20*).

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## 9.5 Entering Manual Bids via AWP Bids Entry

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Electronically submitted bids create an XTabDat.dat file that is imported directly into AWP. If contracts sections wish to enter manual bids by using the AWP Bids Entry software, these bids will automatically add to the XTabDat.dat file that was created from the electronic bids and all bids can be imported into AWP together.

Entering manual bids by AWP Bids Entry:

1. Open the proposal folder. This folder should contain the proposal ebsx file (and any addendum files .001x) and your Bid Express bid opening downloads (XTabDat.dat).  
NOTE: If you did not receive any electronic bids, your XTabDat.dat file will create when you add bids via the AWP Bids Entry software.
2. Right click on the proposal ebsx file (*Figure 9.23*).

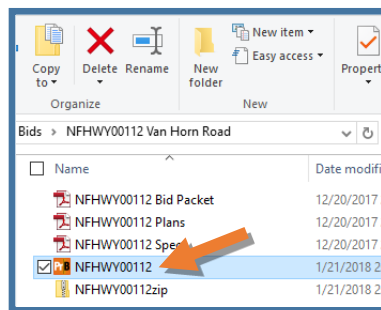


Figure 9.23

(*Figure 9.24*)

3. (A) Select **Open with**.
4. (B) Select **Entry**.

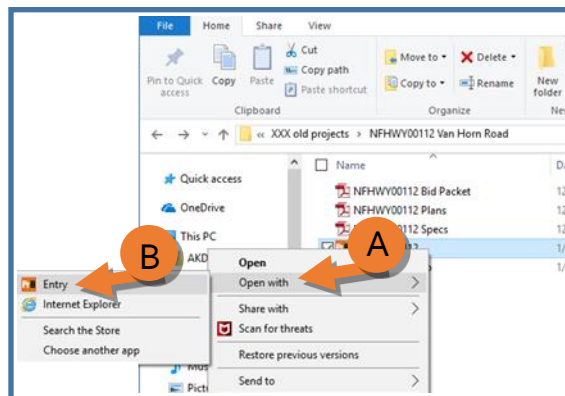


Figure 9.24

The AWP Bids Entry software will launch.

- Click the green **Plus** button to input the bidder's Bidder/Vendor ID (*Figure 9.25*).

The screenshot shows the 'User Profiles' section of a web application. At the top, there are tabs for 'User Profiles', 'Item List Formats', and 'Output Paths'. Below the tabs, there's a sub-header 'Update and maintain your user profile details.' and a navigation bar with 'DEFAULT', 'DEFAULT BIDDER ID', 'BUSINESS NAME', and 'ADDRESS'. An orange arrow points to a green plus button (+) located between the 'ADDRESS' tab and the 'Bidder ID' field. To the right of the plus button are several input fields: 'Bidder ID:', 'Project ID:', 'County:' (with 'Fairbanks North Star' selected), 'Amendments:' (with '0' selected), and 'Joint Bid:' (with 'False' selected).

Figure 9.25

- (C) In the User Profile Entry screen, enter the Bidder/Vendor ID in the **Add/Remove Bidder ID** field (*Figure 9.26*).

NOTE: The Bidder/Vendor ID is **case sensitive** and is the only field you need to enter to add manual bids.

The screenshot shows the 'User Profile Entry' form. It contains several input fields: 'Company:', 'Address 1:', 'Address 2:', 'City:', 'State:' (a dropdown menu), 'Zip:', 'Phone:', 'Fax:', 'Cell:', 'Pager:', and 'Email:'. Below these is the 'Add/Remove Bidder ID:' field, which contains the text 'VS998877'. An orange circle with the letter 'C' and an arrow points to this field. Below it is the 'Select Default Bidder ID:' dropdown menu. At the bottom right are 'Save' and 'Cancel' buttons.

Figure 9.26

(*Figure 9.27*)

- (D) Hit the **<Enter>** or **<Tab>** key to move the Bidder ID down to the **Select Default Bidder ID** field. A green banner will appear telling you the Bidder ID has been added to the profile.
- (E) Click **<Save>**.

The screenshot shows the 'User Profile Entry' form after the Bidder ID has been added. The 'Add/Remove Bidder ID:' field now shows 'Add or Remove Bidder ID' and the 'Select Default Bidder ID:' dropdown menu now shows 'VS998877'. An orange circle with the letter 'D' and an arrow points to the 'Select Default Bidder ID:' dropdown. Another orange circle with the letter 'E' and an arrow points to the 'Save' button. At the bottom of the form, a green banner displays the message: 'The Bidder ID VS998877 has been added to the profile.'

Figure 9.27

You will be returned to the Options window (Figure 9.28). Notice the Bidder ID now appears and is marked as default. You must tell the AWP Bids Entry software where you want the bids you enter to be saved.

9. Click **Output Paths**.

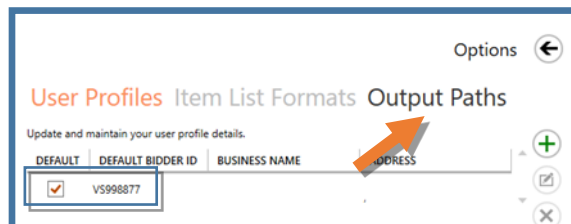


Figure 9.28

(Figure 9.29 and Figure 9.30)

10. Check the **Current Output Path**. If it is not set to your proposal folder, (F) click **<Browse>**.
11. (G) Navigate to and select your proposal folder.
12. (H) Click **<OK>**. Check the Current Output Path to make sure it is correct.
13. (I) Click the **<Save>** icon.
14. (J) Close the Options window by clicking the **<Close Arrow>**.

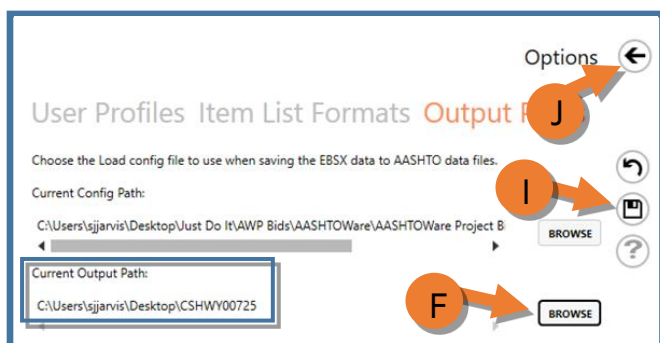


Figure 9.29

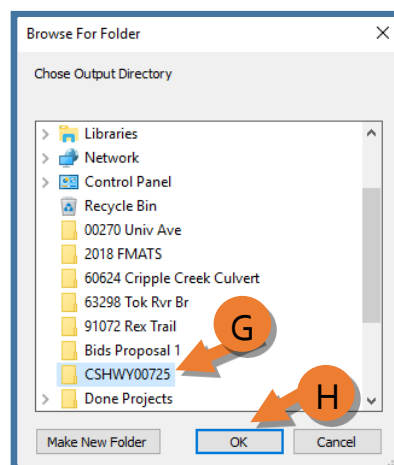


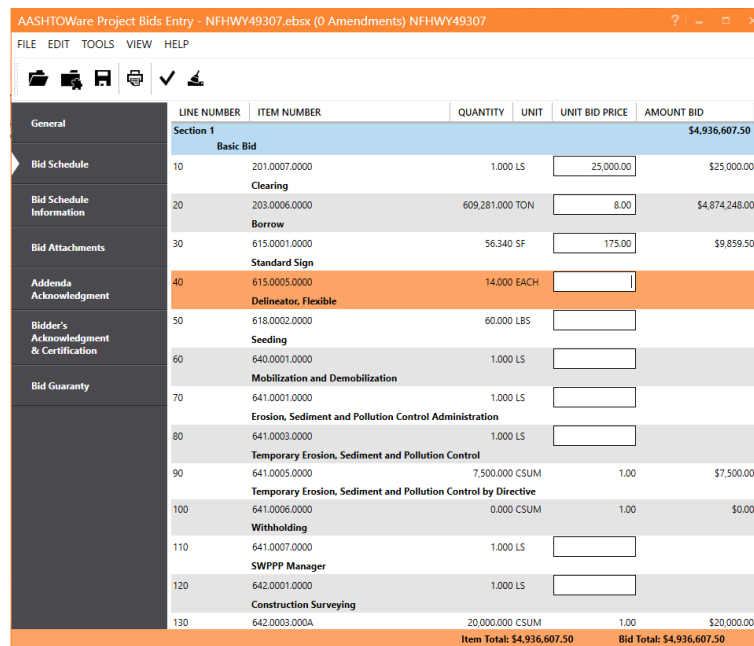
Figure 9.30

NOTE: Once you have set your output path for this proposal, you will not have to reset it before entering in each bid.

The Bid Schedule tab is the only tab in the Bids Entry file you will enter information (*Figure 9.31*).

15. Click the **Bid Schedule** tab.
16. Enter in Unit Prices or Lump Sum amounts for each item. You can hit **<Tab>** to move to the next item. The extended amounts (amount bid column) will autocalculate and the bid total will calculate at the bottom of the screen as you add bid information.

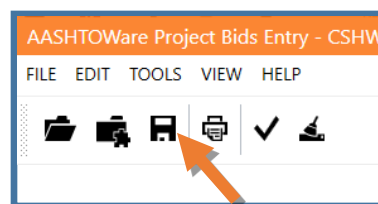
NOTE: Your AWP Bids Entry software should be set to apply any amendments (addenda) that have been issued for the proposal (make sure the amendment ebsx files are in the same folder with your original ebsx file that you are using with AWP Bids Entry). To check that the software is set to apply amendment files, open Tools on the menu bar and verify there is a green checkmark next to Auto Load Amendments.



LINE NUMBER	ITEM NUMBER	QUANTITY	UNIT	UNIT BID PRICE	AMOUNT BID
<b>Section 1 Basic Bid</b>					
10	201.0007.0000	1.000	LS	25,000.00	\$25,000.00
20	203.0006.0000	609,281.000	TON	8.00	\$4,874,248.00
30	615.0001.0000	56,340	SF	175.00	\$9,859.50
40	615.0005.0000	14,000	EACH		
50	618.0002.0000	60,000	LBS		
60	640.0001.0000	1.000	LS		
70	641.0001.0000	1.000	LS		
80	641.0003.0000	1.000	LS		
90	641.0005.0000	7,500.000	CSUM	1.00	\$7,500.00
100	641.0006.0000	0.000	CSUM	1.00	\$0.00
110	641.0007.0000	1.000	LS		
120	642.0001.0000	1.000	LS		
130	642.0003.000A	20,000.000	CSUM	1.00	\$20,000.00
<b>Item Total:</b>					<b>\$4,936,607.50</b>
<b>Bid Total:</b>					<b>\$4,936,607.50</b>

*Figure 9.31*

17. Once all item bids have been entered, click the **<Save>** icon (*Figure 9.32*).

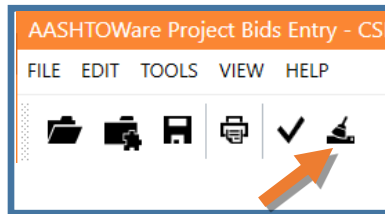


*Figure 9.32*

This bid has now been added to the XTabDat.dat file in your proposal folder. If you didn't have an XTabDat.dat file due to no electronic bids, clicking Save will create an XTabDat.dat file in your proposal folder. \*You may want to check your XTabDat.dat file after entering each bid until you feel confident in the process.

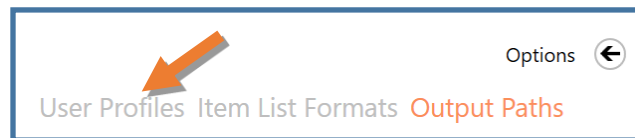


18. Before entering in your next bid, click the **<Sweep>** icon to clear out the existing bid information (*Figure 9.33*).



*Figure 9.33*

This will clear out the last bid and you will be returned to the Options window. If you are not taken to the User Profile window, click **User Profiles** and repeat steps 5 – 18 for all manual bids to be entered (*Figure 9.34*).



*Figure 9.34*

Now your XTabDat.dat file contains all your bids (electronic and manual) and is ready to be imported to AWP.

## 9.6 Importing Bids to AWP

1. Log into AWP (see chapter 1).
2. Make sure you are in the **Letting User** role.
3. (A) Expand the Global **Action menu** (Figure 9.35).
4. (B) Select **Import File**.

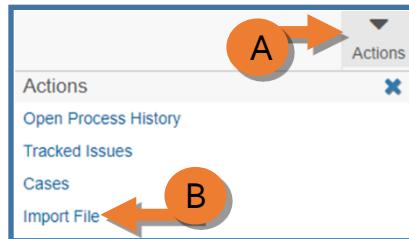


Figure 9.35

(Figure 9.36)

5. (C) Click the **<Select File>** button.
6. (D) Navigate to and select the XTabDat file for your proposal.
7. (E) Click **<Open>**.
8. (F) Click the **<Import>** button.

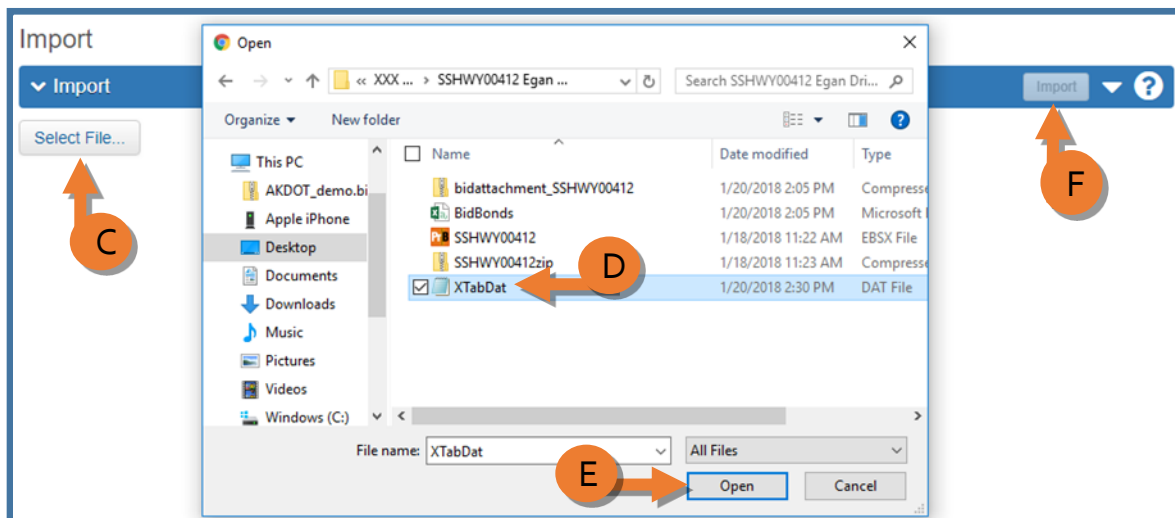


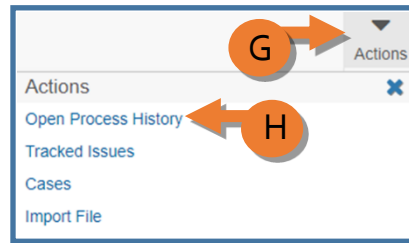
Figure 9.36

You will see a green message bar confirming the successful submission of the XTabDat file (Figure 9.37).

Expedite import successfully submitted.Process history ID: 183

Figure 9.37

9. (G) Expand the Global **Action menu** (*Figure 9.38*).
10. (H) Select **Open Process History**.

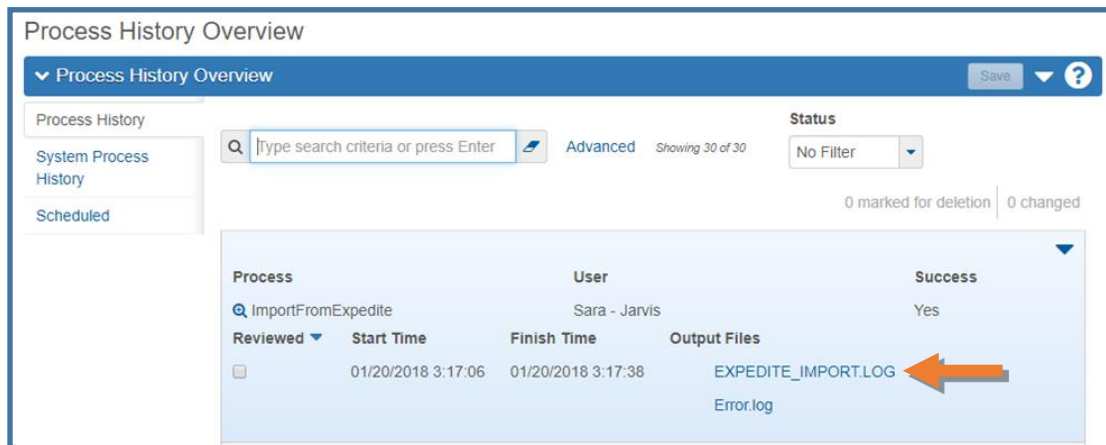


*Figure 9.38*

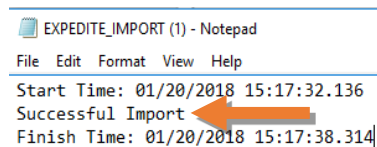
There should be two (2) output files (*Figure 9.39*):

- EXPEDITE\_IMPORT.LOG
- Error.log

11. Open the **EXPEDITE\_IMPORT.LOG**.



*Figure 9.39*



*Figure 9.40*

The log should indicate a Successful Import (*Figure 9.40*).

If there are error messages in the EXPEDITE\_IMPORT.LOG, it is usually "Vendor ID not found in system". This may be from an error when DOT staff entered the Bidder ID when creating a Bids file for a manual bidder.

If you get an error message, contact a Module Administrator for assistance.

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## 9.7 Entering Manual Bids into AWP

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1. Click the **<Home>** button to return to the dashboard.
2. Navigate to Proposal Overview on the dashboard (*Figure 9.41*).
3. (A) Search for and (B) select your proposal.

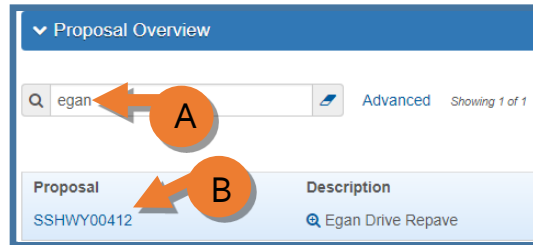


Figure 9.41

4. Click the **Proposal Vendors** quick link (*Figure 9.42*).

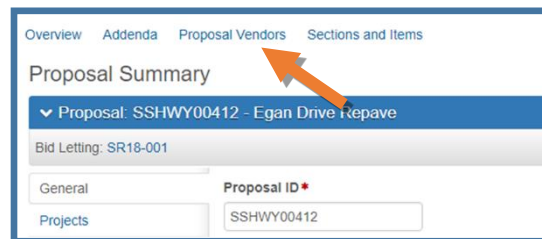


Figure 9.42

The Proposal Vendor summary component accordion list of vendors (contractors). This list is populated by the Plan Holders list, but also contains bid information for vendors who submitted bids. You can also add contractors to this list if needed.

NOTE: If entering multiple manual bids, you may want to verify that all manual bidders are in the list or add them at the same time.

5. If your vendor is in the list, skip to step 10.
6. If your vendor is not in the list, click the **<Select Vendors>** button (*Figure 9.43*).

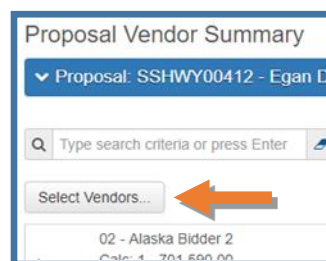


Figure 9.43

(Figure 9.44)

7. (C) Search for the vendor you want to add.
8. (D) Select the vendor. A green checkmark will appear next to the selected vendor.
9. (E) Click the **<Add to Proposal>** button.

**Select Vendors**

Generate Estimate Bids

Q alask Advanced Showing 8 of 8

Select: All None 1 selected

Vendor	Short Name
03	Alaska Bidder 3
05	Alaska Bidder 5
06	Alaska Bidder 6
07	Alaska Bidder 7
✓ 09	Alaska Bidder 9
10	Alaska Bidder 10
12	Alaska Bidder 12
WLA84371	WARNING LITES OF ALASKA

Add to Proposal

Figure 9.44

10. Click the **Bid Entry** quick link at the top of the screen (Figure 9.45).

Overview Addenda **Bid Entry** Proposal Sections and Items

Proposal Vendor Summary

▼ Proposal: SSHWY00412 - Egan Drive Repave

Figure 9.45

(Figure 9.46)

11. (F) From the **Proposal Vendors** dropdown, select the vendor you want to enter a bid for.
12. (G) Click the **Items** tab.
13. (H) Click the **Expand Arrow(s)** for the section(s) to display the proposal items.

**Bid Entry Summary**

▼ Proposal: SSHWY00412 - Egan Drive Repave

Proposal Vendors 09 - Alaska Bidder 9

Proposal Bid Total

Section Bid Total

Items

Bids Not On Proposal

Notes

Calculated Vendor Bid Item Total

Section ID	Description
1	Basic Bid

Figure 9.46

14. Enter in the unit price and extended amount for each item. *The extended amount does NOT automatically calculate.*
15. Click <Save>.

**Bid Entry Summary**

Proposal: SSHWY00412 - Egan Drive Repave

Proposal Vendors: 09 - Alaska Bidder 9

Save 5 of 5

Calculated Vendor Bid Item Total

Section ID Description Section Total (without ... Calculated Section Total (without ... Items

Section ID	Description	Section Total (without ...	Calculated Section Total (without ...	Items
10	203.0003.0000 Unclassified Excavation	2,500.000 15.00000	37,500.00	CY - Cubic Yard
20	203.0006.0000 Borrow	2,500.000 8.00000	14,720.00	TON - Ton
30	301.0001.0001 Aggregate Base Course, Grading D-1	1,840.000 22.00000	40,480.00	TON - Ton
40	306.0001.0000 ATB	1,170.000 350.00000	409,500.00	TON - Ton

Figure 9.47

Next to the Extended Amount column, there is an Ext Amt Mismatch indicator (Figure 9.48). You want all items to say No. If it says Yes, you made an error in calculating your extended amount. For any items that indicate a mismatch, go back and correct your extended amount and click <Save>.

Prop Item Ln Num	Item	Description	Ext Amt Mismatch
10	203.0003.0000	Unclassified Excavation	No
Quantity	Price	Ext Amt	
2,500.000	15.00000	37,500.00	
20	203.0006.0000	Borrow	Yes
2,500.000	8.00000	14,720.00	

Figure 9.48

To enter a bid for another manual bidder, select the next bidder from the Proposal Vendor dropdown at the top of the Bid Entry Summary page.

---

## 9.8 Managing Bids in AWP

---

Now that bids have been imported (or entered) into AWP:

- Add dates to the Letting Summary component or the Proposal Summary component as they are determined.
- Bid Analysis can be performed.
- Bidder Preference amounts can be added if necessary
- Additive Alternate analysis can be performed if necessary.

To view bids, navigate to the proposal:

1. Click the **<Home>** button to return to the dashboard.
2. Navigate to Proposal Overview on the dashboard (*Figure 9.49*).
3. (A) Search for and (B) select your proposal.

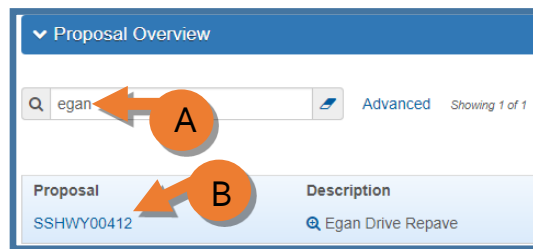


Figure 9.49

4. Click the **Proposal Vendors** quick link (*Figure 9.50*).

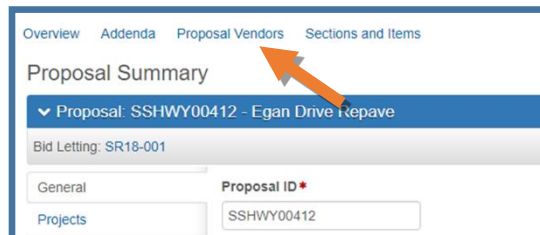


Figure 9.50

The Proposal Vendor summary component accordion list of vendors (contractors). This list is populated by the Plan Holders list, but also contains bid information for vendors who submitted bids.

5. (C) To see only bidders, from the **Bidders Only** dropdown, select **Bidders** (*Figure 9.51*).
6. (D) Click the **expand arrow** to see information about the vendor and the bid.

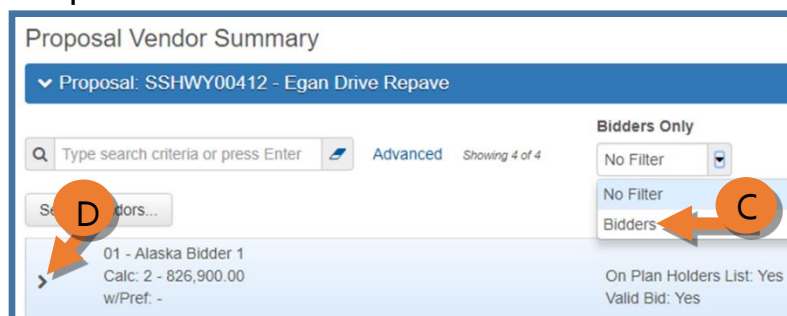


Figure 9.51

(Figure 9.52)

7. (E) In the **Bid Type** dropdown, select the type of bid submission.
8. (F) If the low bidder, once the bid is analyzed, from the **Bid Status** dropdown, select the appropriate status.  
 NOTE: If a status of Non-Responsive, Withdrawn, or Non-Responsible is selected, the bid becomes invalid according to AWP and the **Valid Bid** status at the top of the right column will change to No.
9. Click **<Save>**.
10. Repeat step 7 for all bidders (enter **Bid Type** for Statewide tracking).
11. Repeat step 8 if bidders found non-responsive, non-responsible, or the bid is withdrawn after opening.

07 - Alaska Bidder 7  
 Calc: - 1,425,655.00  
 w/Pref: -

Bid Status: V - Not Evaluated  
 Plan Holder Registration Date:  
 Valid Bid: No

Vendor ID  
 07

Vendor Short Name  
 Alaska Bidder 7

Awarded  
 No

Rank with Preferences

Proposal Bid Total with Preferences

Calculated Vendor Bid Item Total  
 1,425,655.00

Bid Notes

Valid Bid  
 Yes

Alaska Bidder Certification Received ☒

Alaska Veteran Certification Received ☐

Alaska Products Worksheet Received ☒

Bid Type  
 1 - BidExpress (electronic)

Bid Status  
 V - Not Evaluated

Plan Holder Registration Date  
 03/21/2018 2:34:52 PM

Plan Holder Type  
 General Contractor

Figure 9.52

To view bid information for each bidder:

1. Click the **Bid Entry** quick link at the top of the screen (Figure 9.53).

Overview Addenda Bid Entry Proposal Sections and Items

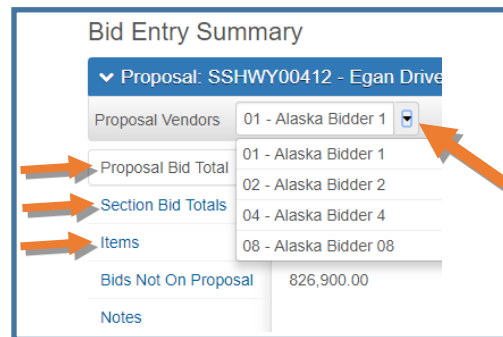
Proposal Vendor Summary

▼ Proposal: SSHWY00412 - Egan Drive Repave

Figure 9.53



2. Navigate to the **Proposal Bid Total** tab, the **Section Bid Total** tab, or the **Items** tab to view detailed information about the bid (*Figure 9.54*).
  - The **Proposal Bid Total** tab and the **Section Bid Total** tab are where bidder preference information is kept. See bidder preference section further for guidance on entering data.
  - The **Bids Not On Proposal** tab is where system error information related to the bid would be kept. This tab will always have no information on it.
  - The **Notes** tab is another location where **Bid Notes** from the Proposal Vendor record will show up and can be added to or edited as needed.
3. Use the **Proposal Vendors** dropdown to switch to another vendor's Bid Entry Summary.



*Figure 9.54*

To generate Bid Analysis documents:

1. Navigate to the Proposal Summary component. This can be done by clicking the **Proposal** quick link at the top of the screen (*Figure 9.55*).

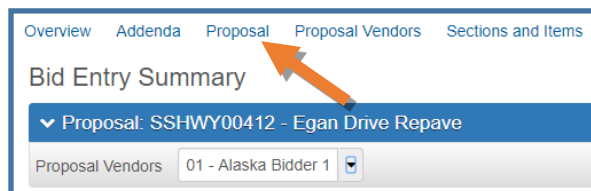


Figure 9.55

2. (A) Expand the Proposal Summary component **action menu** (*Figure 9.56*).
3. (B) Select **Bid Tab Analysis**.

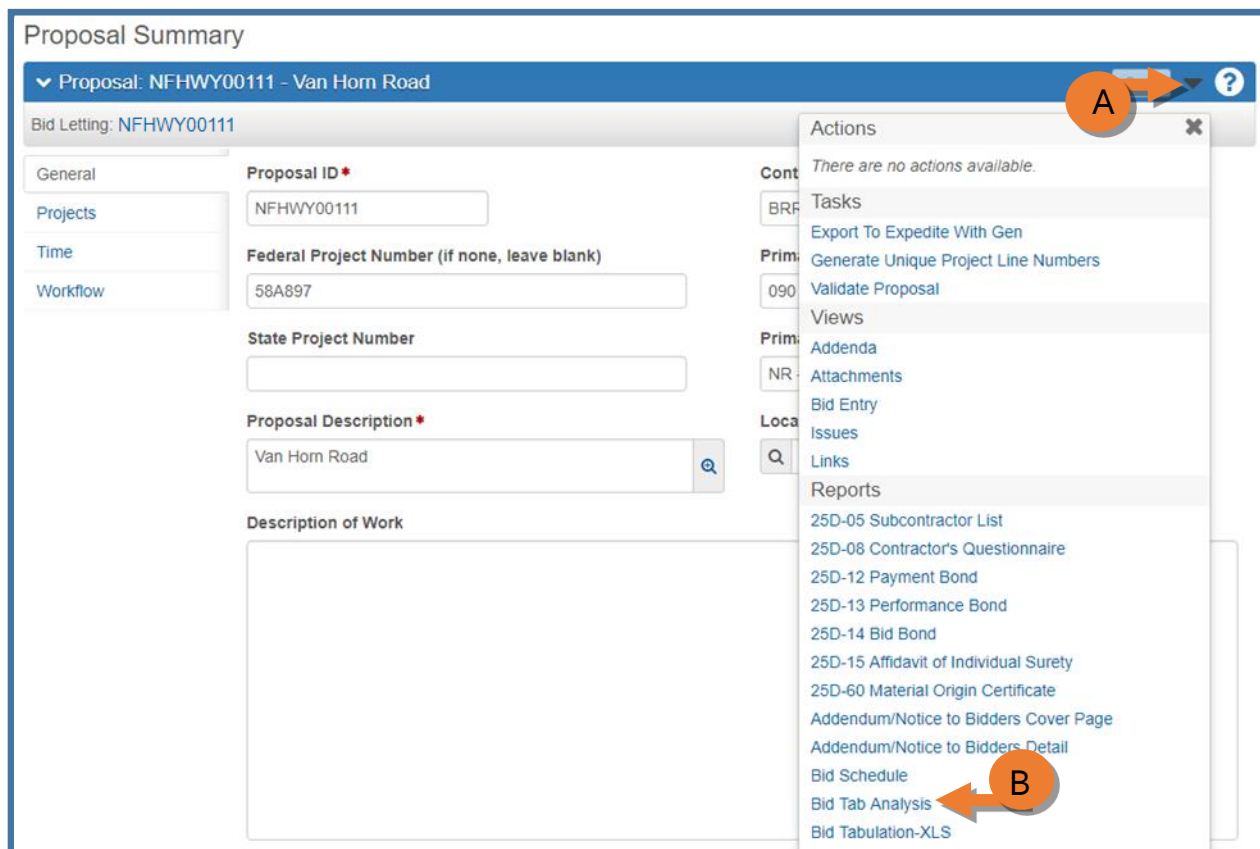
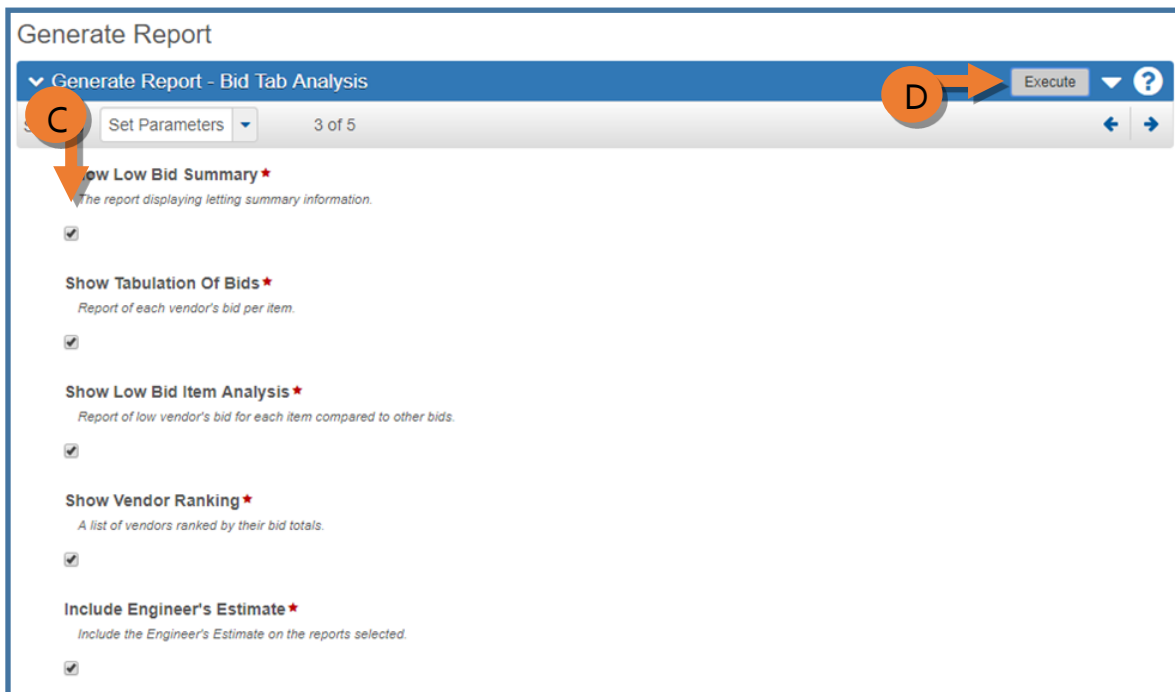


Figure 9.56

By default, all the reports included in the Bid Tab Analysis package are selected (*Figure 9.57*).

4. (C) Deselect any reports you don't want to run.
5. (D) Click **<Execute>**.



*Figure 9.57*

To generate the Bid Tabulation Excel version, expand the Proposal Summary component **action menu** and select Bid Tabulation-XLS (see *Figure 9.56*). When the Generate Report window appears, click **<Execute>**.

## 9.9 Applying Bidder Preference Amounts

To add Bidder Preference information for state-funded proposals:

1. Gather the Preference worksheets and certifications (downloaded in Bid Attachments from the electronic bid submissions or from the envelope of manual submissions).
2. If any bidders claim Alaska Products Preference, check their worksheet and calculations to verify the correct amount to be applied.
3. Navigate to the Proposal Vendor Summary component (*Figure 9.58*).
4. (A) Check any of the boxes for which bidder preference certifications were submitted.
5. (B) Click **<Save>**.

Proposal Vendor Summary

▼ Proposal: SFHWY00187 - Douglas Roundabout Pedestrian Upgrades

Save ?

Bidders Only

No Filter

0 marked for deletion | 1 changed

07 - Alaska Bidder 7 Calc: - 1,425,655.00 w/Pref: -	Bid Status: V - Not Evaluated Plan Holder Registration Date: Valid Bid: No
---	--

Select Vendors...

Vendor ID	Valid Bid
07	Yes
Vendor Short Name	Alaska Bidder Certification Received ▼
Alaska Bidder 7	<input checked="" type="checkbox"/>
Awarded	Alaska Veteran Certification Received ▼
No	<input type="checkbox"/>
Rank with Preferences	Alaska Products Worksheet Received ▼
	<input checked="" type="checkbox"/>

Figure 9.58

NOTE: You may want to do this step for all bidders submitting bidder preference certifications before moving to the next step.

6. Click the **Bid Entry** quick link at the top of the screen (*Figure 9.59*).

Overview Addenda Bid Entry Proposal Sections and Items

Proposal Vendor Summary

▼ Proposal: SSHWY00412 - Egan Drive Repave

Figure 9.59

(Figure 9.60)

7. (C) Click the **Section Bid Totals** tab.
8. (D) In the **Section Total** field, enter the number in the **Calculated Section Total** field.
9. (E) In the **AK Products Preference Amount** field, enter the verified Alaska Products Preference amount.
10. Repeat steps 8 and 9 for any additional sections (Additive Alternates/NTPs).
11. Click **<Save>**.

NOTE: Make sure the **Mismatch** field says No. If it says Yes, then check and re-enter the Calculated Section Total amount in the Section Total field.

Figure 9.60

12. From the Proposal Vendors dropdown, select the next bidder to apply preferences to and repeat steps 8 – 11 for all bidders who submitted bidder preference certifications (Figure 9.61).

Figure 9.61

Once all vendors have the AK Products Preference Amount field filled out, run the Bidder Preference Calculations global report.

13. Click the Global **Actions menu** (Figure 9.62).
14. **RIGHT** click Generate Report and select open in a new tab.  
This will allow you to easily switch tabs back and forth from the report to the Bid Entry Summary to enter in the information.

Figure 9.62

15. (I) Search for and (J) select the **Bidder Preferences Calculation** report (Figure 9.63).

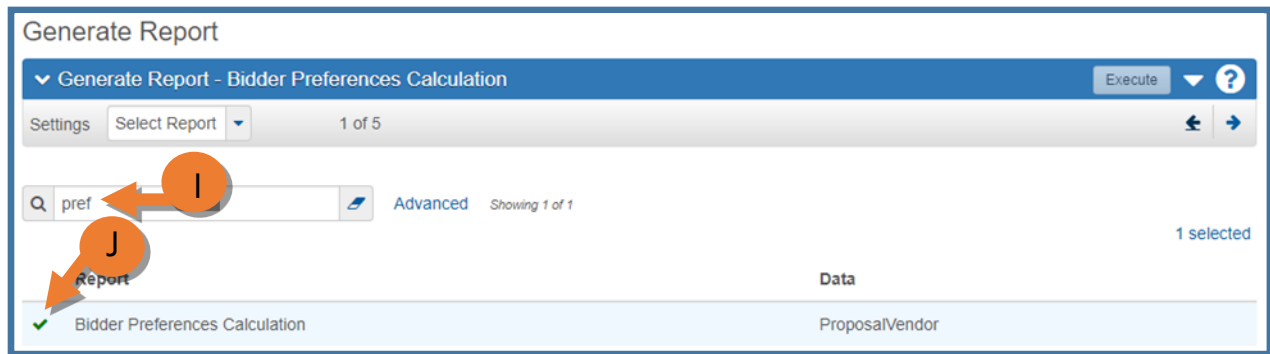


Figure 9.63

(Figure 9.64)

16. (K) Search for your proposal ID  
17. (L) Select all vendors on the proposal. Selected vendors will have a green checkmark.  
18. (M) Click <Execute>.

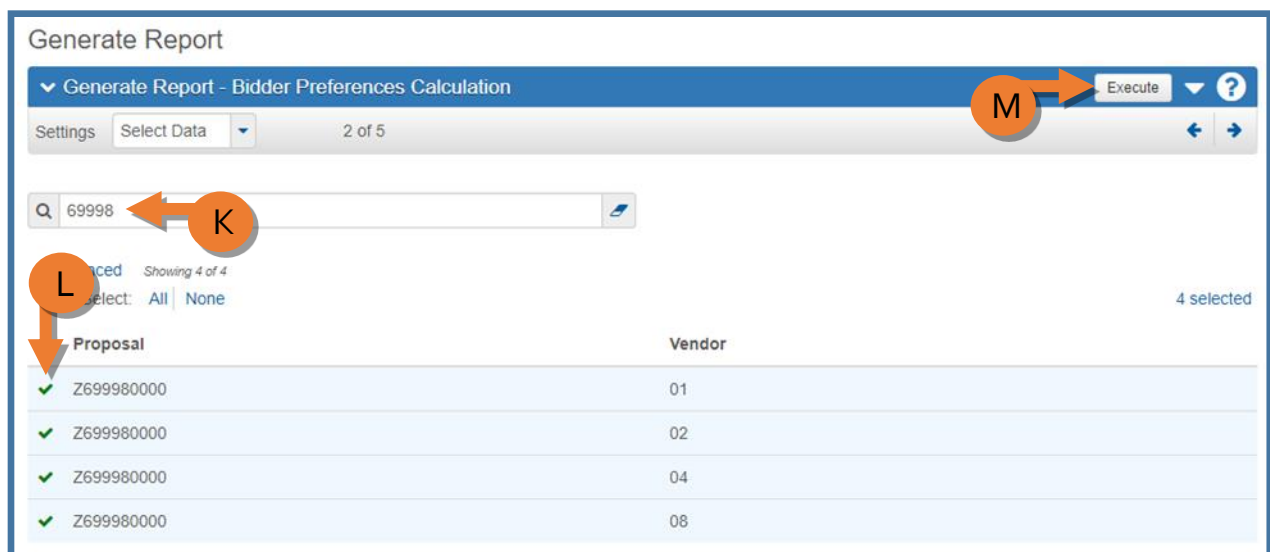


Figure 9.64

This will run the Bidder Preference Calculation report for every bidder selected on that proposal (Figure 9.65). The report will generate in a new tab.

<b>Proposal:</b>	Z699980000	<b>Description:</b>	Parks Reconstruction MP 0-99
<b>Proposal Vendor:</b>	Alaska Bidder 1	<b>Rank:</b>	1
<b>Section Description:</b>	Basic Bid		
	AK Bidder Preference Amt:		\$26,003.20
	AK Veteran Preference Amt:		\$5,000.00
	AK Products Preference Amt:		\$1,500.00
<b>Proposal Bid Total w/Preferences (Adjusted Bid Amount):</b>			<b>\$487,560.80</b>
	Total Bid:		\$520,064.00

Figure 9.65

The AK Prod Pref Amt is what you entered into the Proposal Bid Total tab in the Bid Entry component for the bidder. The AK Veteran Preference Amt calculates if the Alaska Veteran Certification Received box is checked on the Proposal Vendor record. The AK Bidder Preference Amt calculates if the Alaska Bidder Certification Received box is checked on the Proposal Vendor record. (see Figure 9.58).

19. Close the **Generate Report** tab (not the tab with the report).
20. Return to the tab with your Bid Entry Summary screen (Figure 9.66).
21. (N) In the **Proposal Bid Total** tab, enter the Proposal Bid Total w/ Preferences (Adjusted Bid Amount) from the report into the **Prop Bid Total with Preferences** field.
22. (O) Click **<Save>**.

**Bid Entry Summary**

▼ Proposal: Z699980000 - Parks Reconstruction MP 0-99

Proposal Vendors: 01 - Alaska Bidder 1

1 of 4

Proposal Bid Total

Section Bid Totals

Items

Bids Not On Proposal

Notes

**Proposal Item Bid Total**

520,064.00

**Calculated Vendor Bid Item Total**

520,064.00

**Proposal Bid Total with Preference**

487,560.80

Save

Figure 9.66

(Figure 9.67)

23. (P) Click the **Section Bid Totals** tab.
24. (Q) Enter the AK Bidder Preference Amt for this bidder from the report into the **AK Bidder Preference Amount** field.
25. (R) Enter the AK Veteran Preference Amt for this bidder from the report into the **AK Veteran Preference Amount** field.
26. Click <Save>.

Figure 9.67

27. If there are additional sections on the proposal, repeat steps 24 – 26 to apply bidder preferences.

NOTE: For proposals with multiple sections: If bidder preferences were entered in the Bid Entry area and the Additive Alternate or NTP was not awarded, the following message will appear on the Bidder Preferences Calculation report and all values for the preferences in that section will be zeroed out and will not be included in the adjusted bid amount calculations (Figure 9.68).

<b>Section Description:</b>	Additive Alternate 1	<b>This additive section is not included in the proposal.</b>
AK Bidder Preference Amt:	_____	\$0.00
AK Veteran Preference Amt:	_____	\$0.00
AK Products Preference Amt:	_____	\$0.00

Figure 9.68

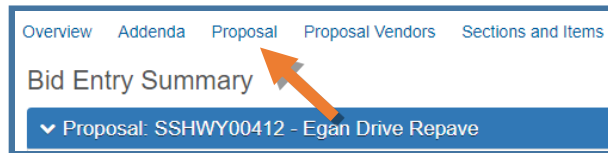
28. Switch to the next bidder in the Proposal Vendors dropdown (Figure 9.69) and repeat steps 21 through 26.

Figure 9.69



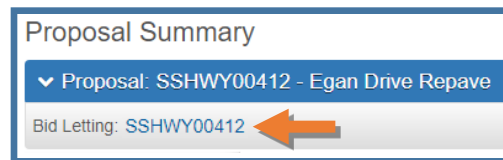
Once bidder preference amounts for all bidders have been entered, enter the bidder ranking with preferences applied.

29. Click the **Proposal** quick link at the top of the Bid Entry Summary page (*Figure 9.70*).



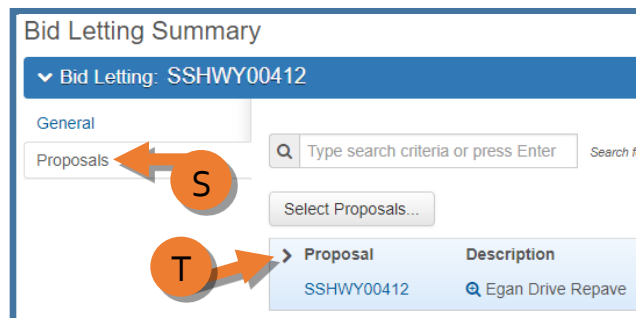
*Figure 9.70*

30. Click the **Bid Letting** hypertext link (*Figure 9.71*).



*Figure 9.71*

31. (S) Click the **Proposals** tab (*Figure 9.72*).  
32. (T) Click the **Expand arrow**.



*Figure 9.72*

(Figure 9.73)

33. (U) In the **Rank w/ Pref** fields, enter in the custom rankings based on the amounts in the **Prop Bid Total w/ Pref** column. NOTE: Bids will re-sort in order of adjusted amt (Prop Bid Total w/ Pref).
34. (V) Click **<Save>**.

The screenshot displays a web application for managing proposals. At the top, there is a search bar and a 'Save' button. Below the search bar, a table lists proposals. The table has columns for 'Awarded', 'Vendor', 'Short Name', 'Calc Item Total', 'Calc Rank', 'Prop Bid Total w/Pref', 'Rank w/Pref', and 'Bid Stat'. The 'Rank w/Pref' column is highlighted with an orange box, and an orange arrow labeled 'U' points to it. Another orange arrow labeled 'V' points to the 'Save' button in the top right corner.

Awarded	Vendor	Short Name	Calc Item Total	Calc Rank	Prop Bid Total w/Pref	Rank w/Pref	Bid Stat
<input type="checkbox"/>	02	Alaska Bidder 2	701,590.00	1	698,430.00	1	R - Responsive
<input type="checkbox"/>	01	Alaska Bidder 1	826,900.00	2	795,265.00	2	V - Not Evaluated
<input type="checkbox"/>	08	Alaska Bidder 08	1,130,350.00	3	1,073,832.55	3	V - Not Evaluated
<input type="checkbox"/>	04	Alaska Bidder 4	1,690,183.00	4	1,521,164.70	4	V - Not Evaluated

Figure 9.73

---

## 9.10 Additive Alternate / NTP Analysis

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To perform Additive Alternate (NTP) analysis:

In order to perform Additive Alternate analysis, the proposal workflow phase must be set to Add Alt Analysis.

1. Navigate to the Proposal Summary component (*Figure 9.74*).
2. (A) Click on the **Workflow** tab.
3. (B) In the **Workflow Phase** dropdown, select **Add Alt Analysis**.
4. (C) Click **<Save>**.

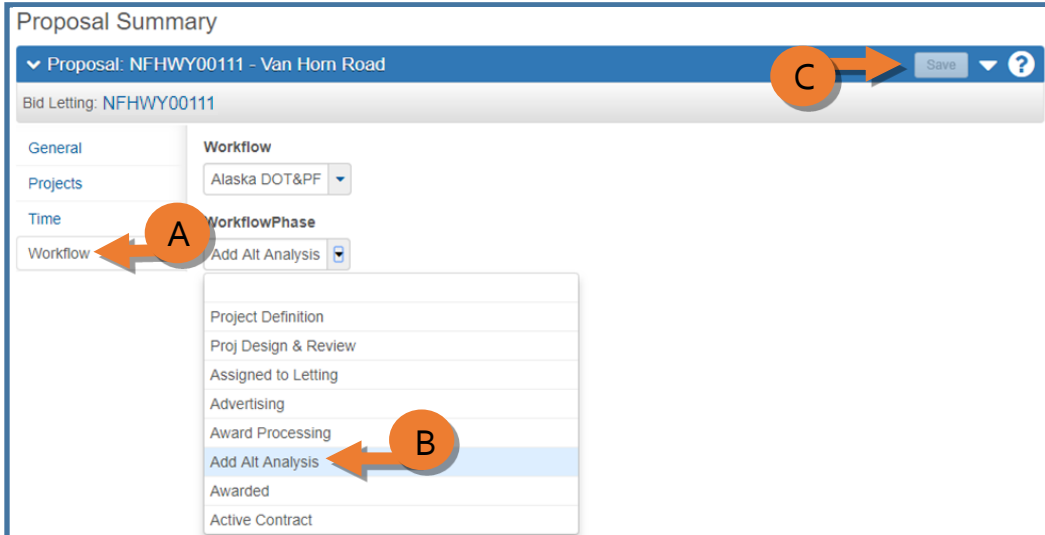


Figure 9.74

5. Navigate to the Bid Letting Summary component. You can do two (2) ways.
  - a. Option 1: Click the **<Home>** button and in the Letting Overview component, search for and select the letting for your proposal.
  - b. Option 2: From the Proposal Summary component, click the **Bid Letting** hypertext link (*Figure 9.75*).



Figure 9.75

6. On the Bid Letting Summary component, click the **Status** quick link at the top of the screen (*Figure 9.76*).

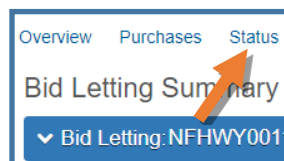


Figure 9.76

7. (D) Expand the proposal row **action menu** (Figure 9.77).
8. (E) Select **Additive Analysis**.

**Bid Letting Status Summary**

▼ Bid Letting: NFHWY00111 Save ?

<b>Bid Letting ID</b> NFHWY00111	<b>Letting Time (HH:MM AM/PM)</b> 9:30am
<b>Letting Date</b> 01/19/2018	<b>Letting Status</b> 1 - Scheduled ▼

▼ Proposals 0 changed

Proposal ID	Awarded Vendor ID
NFHWY00111	
<b>Proposal Description</b> Van Horn Road	

**Actions**

There are no actions available.

**Tasks**

- Additive Analysis
- Export To Expedite With Gen
- Re-let...

Figure 9.77

In the Additive Analysis component, you can determine which, if any, additive alternates (or NTPs) to award (Figure 9.78).

- The **Available Funds** field is read only and is populated by the Available Funds field in the Proposal Summary component.
- The **Base Total** fields display the bidders' Basic Bid or NTP 1 section bids without any additive alternates/additional NTPs.
- The **Additive Total** fields, show the bidders' additive/NTP bids based on the additive alternates/NTPs selected in the lower part of the screen.
- The **Award Total** fields show the bidders' total bid amount with the additive alternates/NTPs selected in the lower part of the screen.
- The top three bidders are shown based on the current **Award Total** amount.

9. (F) Check or uncheck the **Include** boxes for each additive alternate (NTP) to determine the **Additive Total** and then the **Award Total**.

NOTE: Please refer to the Bid Opening P&P for guidance regarding additive alternates.

10. (G) Click **<Save>**.

**Additive Analysis**

▼ Proposal: NFHWY00112 - Van Horn Road

Available Funds: 600,000.00

Rank	Vendor ID	Vendor Name	Base Total	Additive Total	Award Total
1	01	Alaska Bidder 1	50,000.00	620,000.00	670,000.00
2	03	Alaska Bidder 3	150,000.00	675,000.00	825,000.00
3	04	Alaska Bidder 4	750,000.00	165,000.00	915,000.00

▼ Base Sections

0 changed | Collapse All

Section ID: 4, Description: Basic Bid

▼ Additive Sections

0 changed | Collapse All

Section ID	Description	Include
1	Additive Alternate 1	<input checked="" type="checkbox"/>
2	Additive Alternate 2	<input checked="" type="checkbox"/>
3	Additive Alternate 3	<input checked="" type="checkbox"/>

Figure 9.78

NOTE: For state-funded projects where bidder preferences were entered on additive alternates (NTPs) that are not to be awarded:

1. Go back and run the Bidder Preferences Calculation report and in the Bid Entry Summary component:  
(Figure 9.79)
2. (A) Change the **Proposal Bid Total with Preferences** field to match the new Proposal Bid Total w/Preferences (Adjusted Bid Amount) from the new report.
3. (B) Click <Save>.
4. (C) Select the next bidder from the Proposal Vendors dropdown and repeat.

**Bid Entry Summary**

▼ Proposal: Z699980000 - Parks Reconstruction MP 0-99

Proposal Vendors: 01 - Alaska Bidder 1

1 of 4

Proposal Bid Total: 520,064.00

Proposal Item Bid Total: 520,064.00

Calculated Vendor Bid Item Total: 520,064.00

Proposal Bid Total with Preference: 487,560.80

Figure 9.79

Once the Additive Analysis has been finished, change the Workflow to Award Processing.

1. Navigate back to the Proposal Summary component from the Bid Letting Status Summary by clicking the Letting quick link (*Figure 9.80*)

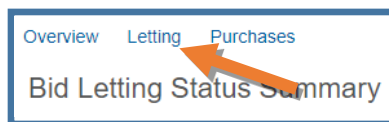


Figure 9.80

(*Figure 9.81*)

2. (A) In the Bid Letting Summary component, click the **Proposals** tab.
3. (B) Click the **Proposal ID** hyperlink.

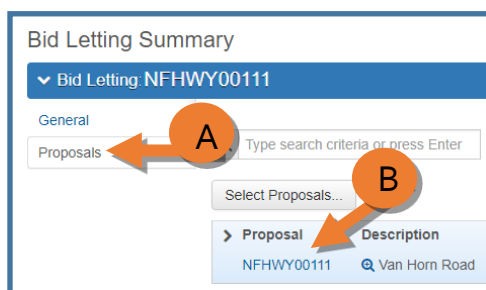


Figure 9.81

(*Figure 9.82*)

4. (C) Click the **Workflow** tab.
5. (D) From the **Workflow Phase** dropdown, select **Award Processing**.
6. (E) Click **<Save>**.

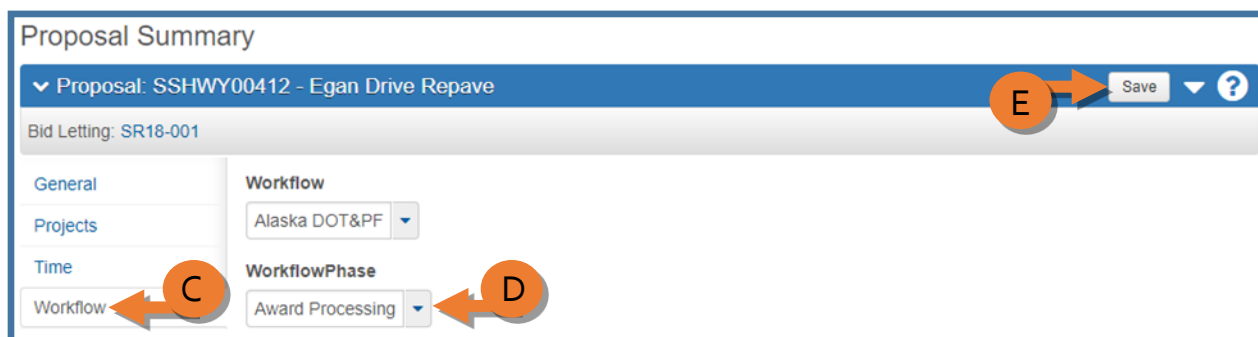


Figure 9.82

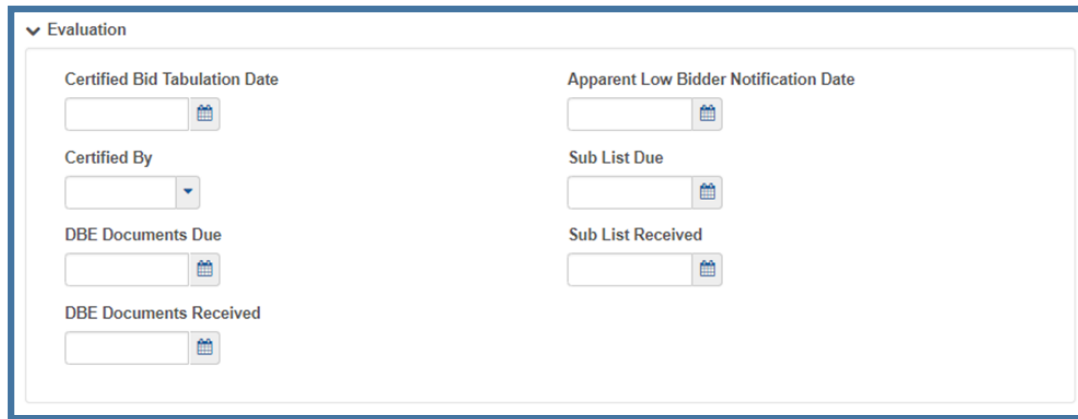
---

## 9.11 Proposal Processing

---

The Letting Summary component consists of containers of dates. Dates and fields will be filled out as the proposal processes to award.

Evaluation (Figure 9.83)



The screenshot shows a web form titled "Evaluation" with a dropdown arrow. The form is divided into two columns. The left column contains four fields: "Certified Bid Tabulation Date" (text input with a calendar icon), "Certified By" (dropdown menu), "DBE Documents Due" (text input with a calendar icon), and "DBE Documents Received" (text input with a calendar icon). The right column contains three fields: "Apparent Low Bidder Notification Date" (text input with a calendar icon), "Sub List Due" (text input with a calendar icon), and "Sub List Received" (text input with a calendar icon).

Figure 9.83

### **Apparent Low Bidder:**

1. When the apparent low bidder is determined, click the **Apparent Low Bidder Notification Date calendar icon** and select the correct date.
2. Click **<Save>**.

### Certified Bid Tab:

1. When the Bid Tab is certified, click the **Certified Bid Tabulation Date calendar icon** and select the appropriate date.
2. From the **Certified By** dropdown, select the appropriate regional contracts officer or designee.
3. Run the Certified Bid Tab report by (A) expanding the proposal component **action menu** and (B) selecting **Bid Tab Analysis** (Figure 9.84).

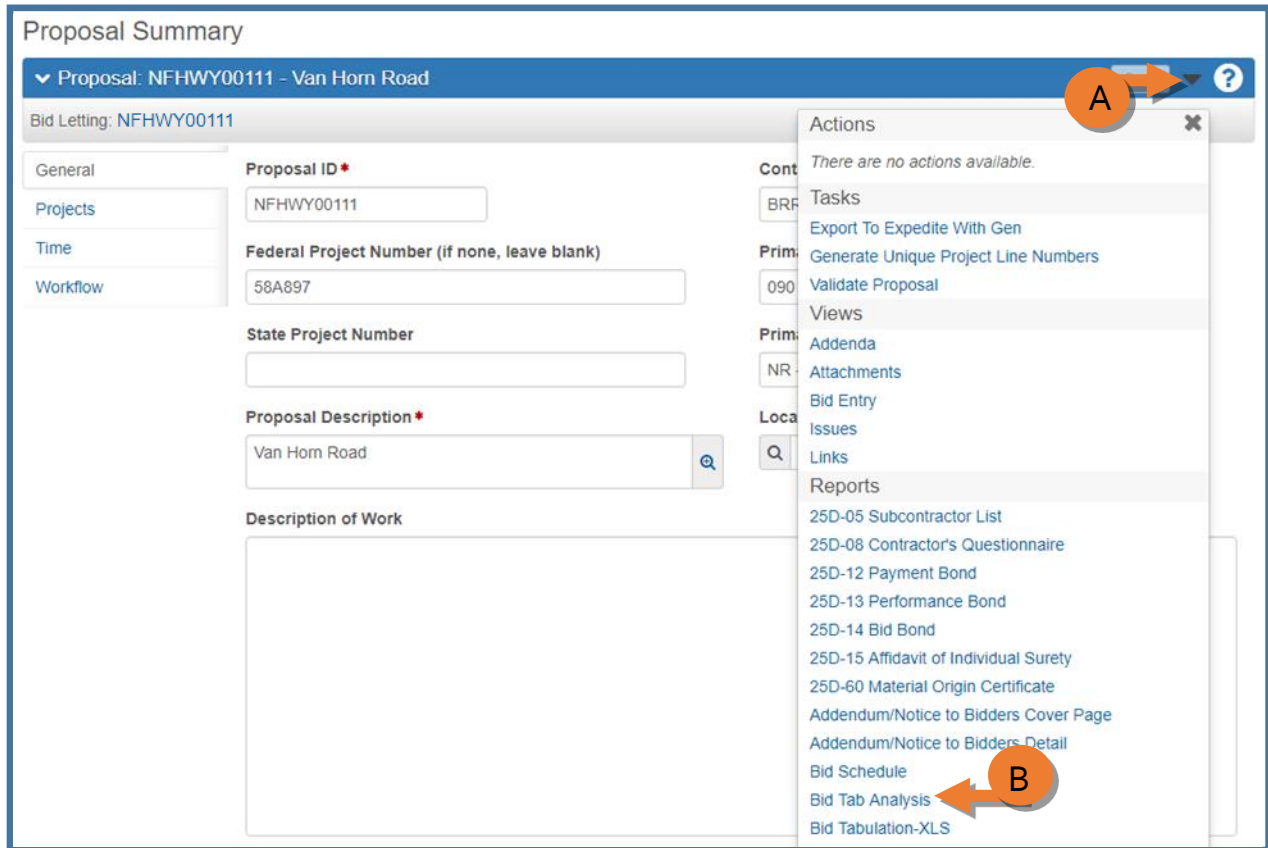


Figure 9.84



4. (C) Ensure **Show Bid Tabulation**, **Show Bidder Ranking**, and **Include Engineer's Estimate** are checked (*Figure 9.85*).
5. (D) Click **<Execute>**.

The screenshot shows a web application interface titled "Generate Report". Below the title is a blue header bar with the text "Generate Report - Bid Tab Analysis". To the right of this bar is an "Execute" button with a dropdown arrow and a help icon. Below the header bar is a grey bar containing a "Set Parameters" dropdown menu and the text "3 of 5". To the left of this bar is an orange circle with the letter "C" and an arrow pointing to the "Show Low Bid Summary" checkbox. Below the "Set Parameters" bar is a list of report options, each with a checkbox and a description:

- Show Low Bid Summary \***  
The report displaying summary information.  
☐
- Show Bid Tabulation \***  
Report of each vendor's bid per item.  
☒
- Show Bidder Variance \***  
Report of low 3 vendors' bids for each item compared to other bids.  
☐
- Show Bidder Ranking \***  
A list of bidders ranked by their bid totals.  
☒
- Include Engineer's Estimate \***  
Include the Engineer's Estimate on the reports selected.  
☒
- Show Proposal Totals \***  
Show the Proposal Totals for the Bid Tabulation sub report.  
☐

To the right of the "Execute" button is an orange circle with the letter "D" and an arrow pointing to the "Execute" button.

Figure 9.85

### Sub List / DBE Documents:

1. When the apparent low bidder notification date is known, click the **Sub List Due** and **DBE Documents Due** calendar icons and select the date that information is due from the contractor.
2. Click **<Save>**.
3. When the Sub List and DBE Documents have been received from the contractor, enter the dates in the **Sub List Received** and **DBE Documents Received** fields by clicking **calendar icon** and selecting the date that information was received from the contractor.
4. Attach the Sub List/DBE Docs to the Proposal Summary.
  - a. (A) From the Letting Summary component, select the **Proposals** tab (Figure 9.86).
  - b. (B) Click the **Proposal ID** hyperlink.

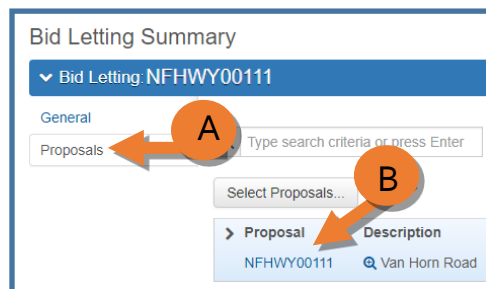


Figure 9.86

- c. (C) Expand the **Proposal Summary Component Action Menu** (Figure 9.87).
- d. (D) Select **Attachments**.

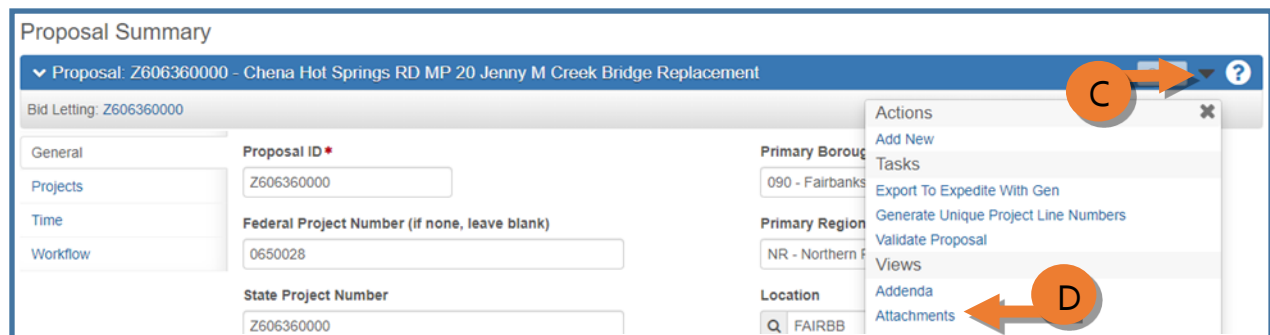


Figure 9.87

(Figure 9.88)

- e. (E) Click the **<Select File>** button.
- f. Navigate to and select the PDF of the Sub List and DBE Docs.  
NOTE: If the attachment size is large, you may want to put the PDF(s) in a compressed or zip folder for attaching.
- g. Click **<Open>**.
- h. (F) In the **Description** field, enter the attachment description.

- i. (G) Click <Save>.

Figure 9.88

5. Email the Civil Rights Office that the Sublist/DBE Docs are ready to reviewed.

#### Award (Figure 9.89)

Figure 9.89

#### Award Recommendation Date:

1. When the recommendation to award is made, click the **Award Recommendation Date calendar icon** and select the correct date.
2. Click <Save>.

#### Notice of Intent to Award Date:

1. When the notice of intent to award date is determined, click the **Notice of Intent to Award Date calendar icon** and select the correct date.
2. Click <Save>.

#### Protest Period End Date:

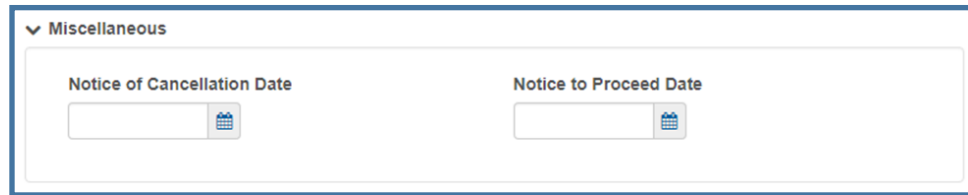
1. When the protest period is determined, click the **Protest Period End Date calendar icon** and select the date the protest period ends.
2. Click <Save>.

Letter of Award Date:

1. When the award date is determined, click the **Letter of Award Date calendar icon** and select the correct date.
2. Click **<Save>**.

\*Awarding the contract in AWP is in the next section.

Miscellaneous (Figure 9.90)



The screenshot shows a section titled "Miscellaneous" with a dropdown arrow. Below the title are two date selection fields. The first field is labeled "Notice of Cancellation Date" and the second is labeled "Notice to Proceed Date". Each field consists of a text input box and a calendar icon to its right.

Figure 9.90

Notice of Cancellation Date:

1. In the event of an award cancellation, click the **Notice of Cancellation Date calendar icon** and select the date the contractor was notified.
2. Click **<Save>**.

Notice to Proceed Date:

1. When the notice to proceed date is determined, click the **Notice to Proceed Date calendar icon** and select the correct date.
  2. Click **<Save>**.
- NOTE: The NTP date is a Construction date. When the AWP Construction module is launched, this date will be removed from AWP Preconstruction.

## 9.12 Awarding a Proposal in AWP

To award a proposal in AWP:

1. Navigate to the Bid Letting Summary component. You can do two (2) ways.
  - a. Option 1: Click the **<Home>** button and in the Letting Overview component, search for and select the letting for your proposal.
  - b. Option 2: From the Proposal Summary component, click the **Bid Letting** hypertext link (Figure 9.91).

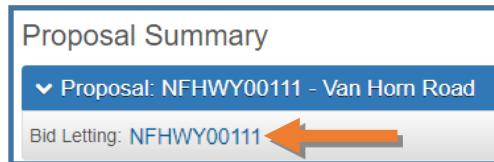


Figure 9.91

1. (A) Click the **Proposals** tab (Figure 9.92).
2. (B) Click the **Expand** arrow.

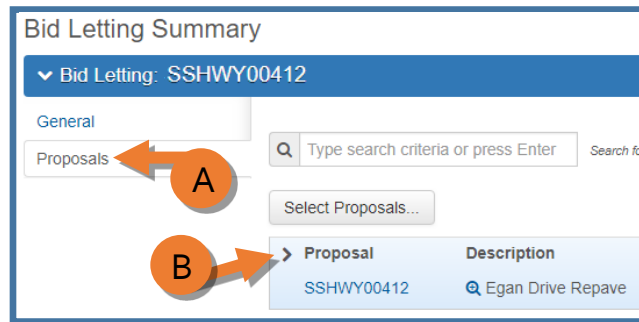


Figure 9.92

All bidders with a valid bid status (responsive or not evaluated) will appear on the list (Figure 9.93).

1. (C) Check the **Awarded** box next to the vendor to which the contract is awarded.  
NOTE: If you are awarding a proposal that was Re-Let, uncheck the **Rejected** box.
2. (D) Click **<Save>**.

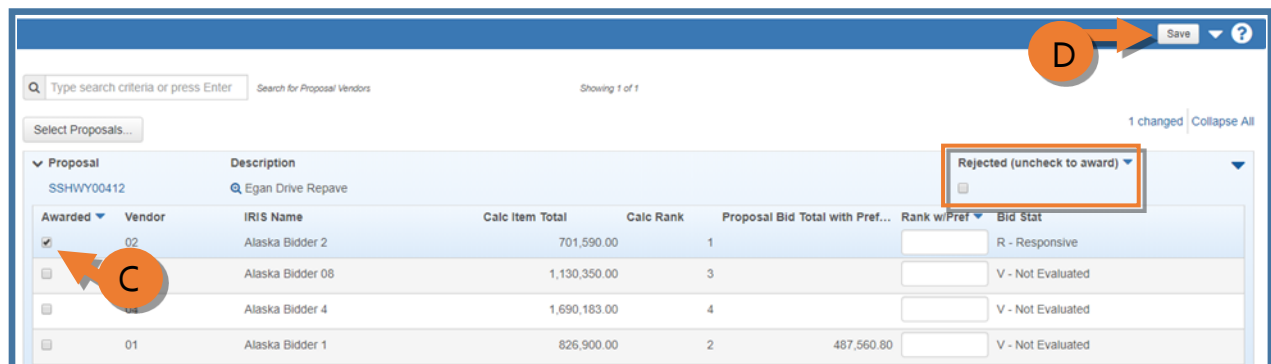


Figure 9.93

3. Change the proposal workflow phase to Awarded.
  - a. Navigate to the Proposal Summary component (*Figure 9.94*).
  - b. (E) Select the **Workflow** tab.
  - c. (F) From the **Workflow Phase** dropdown, select **Awarded**.
  - d. (G) Click **<Save>**.

The screenshot shows the 'Proposal Summary' interface for 'Proposal: NFHWY00112 - Van Horn Road'. The 'Workflow' tab is selected in the left sidebar, indicated by an orange circle 'E' and an arrow. The 'WorkflowPhase' dropdown menu is open, showing a list of phases: Project Definition, Proj Design & Review, Assigned to Letting, Advertising, Award Processing, Add Alt Analysis, Awarded, and Active Contract. The 'Awarded' phase is highlighted with an orange circle 'F' and an arrow. In the top right corner, the 'Save' button is highlighted with an orange circle 'G' and an arrow.

*Figure 9.94*

NOTE: An automatic notification is sent to the Department of Labor to issue the NOW (Notice of Work) one day after the date in the Letter of Award Date field. The Contract information is pushed into MRS when either there is an LOA date plus the proposal has been awarded to a vendor or when the letting status has been changed to awarded with the LOA date populated.

### 9.13 Electronic Bid Bonds

This section details how to log into the two electronic bid bond clearinghouses and access bid bond information.

When electronic bidders chose to submit an electronic bid bond, they will enter their bid bond ID into the AWP Bids file and click **<Verify>**. The image below appears to let them know the electronic bond has been verified (*Figure 9.95*).

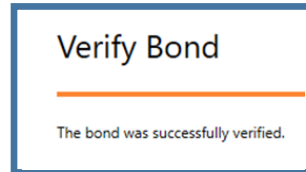


Figure 9.95

To access the bid bonds on the clearinghouse websites, you must have the Bid Bond IDs and the Bond Company information. This can be found in the BidBonds excel file that was produced by Bid Express when electronic bids were decrypted (*Figure 9.96*).

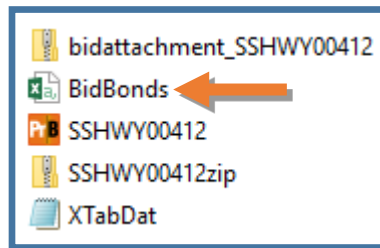


Figure 9.96

Open the BidBonds excel file. All electronically submitted bids will appear with the type of Bid Guaranty selected in the Bids file. The verified electronic bid bonds submitted will include a Bond Company and Bond ID (*Figure 9.97*).

Bond Type	Bond Company	Appr Flag	Bond ID	Bond
Surety	Surety2000		SAK18307913	
Surety	SurePathNetwork		SYVH-WRAH-PLJL-M6QD	

Bond Sta	Agency	Letting ID	Contract I	Bidder ID	Letting Da	Call Order	Proposal	Required	Bond	Type	Bond Company	Appr Flag	Bond ID	Bond	Perc	Max Bc	State Of Ir	Affirm	Surety Name
1	AKDOT	NFHWY49	NFHWY49	1	#####	1	1246345	5	Surety	Surety2000			SAK18307913		5		Tennessee		Test Division 2
1	AKDOT	NFHWY49	NFHWY49	1	#####	1	14044090	5	Surety	SurePathNetwork			SYVH-WRAH-PLJL-M6QD		5		CA		Kanga Surety Company

Figure 9.97

For Surety2000:

1. Go to [www.surety2000.com](http://www.surety2000.com).
2. Click the **Login Page** button (Figure 9.98).



Figure 9.98

(Figure 9.99)

3. (A) Enter the company ID, your username, and password.  
Ask your regional contracts officer for AKDOT&PF's company ID, username and password.
4. (B) Click the <Login> button.

Figure 9.99



(Figure 9.100)

5. (C) In the **Enter Bond Number** field, type (or copy and paste) the Bond ID from the BidBonds excel file.
6. (D) Click <Search>.

**SURETY 2000**  
INSURANCE DOCUMENT MANAGER

Insurance Document  
Management  
System 3.0

Test Only - Test Purposes

[Logout](#) [Home](#) [Employees](#)

**Test Only**

**CompanyID:**  
P02163827

**Contact:**  
Testing  
555-121-1212


**Address:**  
100 West Spring Street  
Anytown Florida 32502  
United States

Enter Bond Number:

Figure 9.100

The electronic bond information will appear (Figure 9.101).

7. Click the **red Lock icon**.



Test Only - Test Purposes

Bond Number: SAK18307913

<b>Contractor Information</b>
<b>Principal:</b> Alaska Bidder 1 907-555-6900
<b>Address:</b> 1380 West Center Street Test Place Alaska 94042 United States
<b>Contractor's State Vendor ID Number:</b> 01
<b>Owner/Obligee Information</b>
<b>Bond Form:</b> Bid Bond in accordance with Contract Specifications
<b>Owner / Obligee:</b> Alaska Department of Transportation TEST ONLY
<b>Address:</b> 100 West Spring Street Anytown Alaska 99502 United States
<b>Bond Information</b>
<b>Surety:</b> Test Division 2
<b>Rider Present:</b> <a href="#">Click here to view</a>
<b>Amount of Bid Security:</b> 5%
<b>Contract ID Number:</b> NFHWY49307
<b>Description of Job:</b> Test project for test bid bond
<a href="#">View AMBest Information</a> <a href="#">Treasury List</a>
<b>Primary Agency:</b>
Lisas Test Agency
Power of Attorney Limited to: unlimited
<b>Executed</b>
<b>Executed By:</b>
Joyce Hinkle - 4/30/2018 3:27:35 PM ET  
Phone: 913-383-2080
Email: joyce@surety2000.com
Know all men by these presents that Test Division 2, a Corporation duly organized under the laws of the State of Tennessee, are held and firmly bound unto the above owner/obligee by this transmission. The surety agrees to waive the Statute of Fraud defense and further agrees that the owner/obligee is a third party beneficiary of the waiver for the purposes of enforcing this bid bond.

Figure 9.101

A new window will appear with the Bid Bond showing the electronic signature at the bottom (*Figure 9.102*).

8. **Right click** on the image.
9. Select **Print**, and print to PDF.
10. Save the Bid Bond to the project folder or wherever your regional process directs.

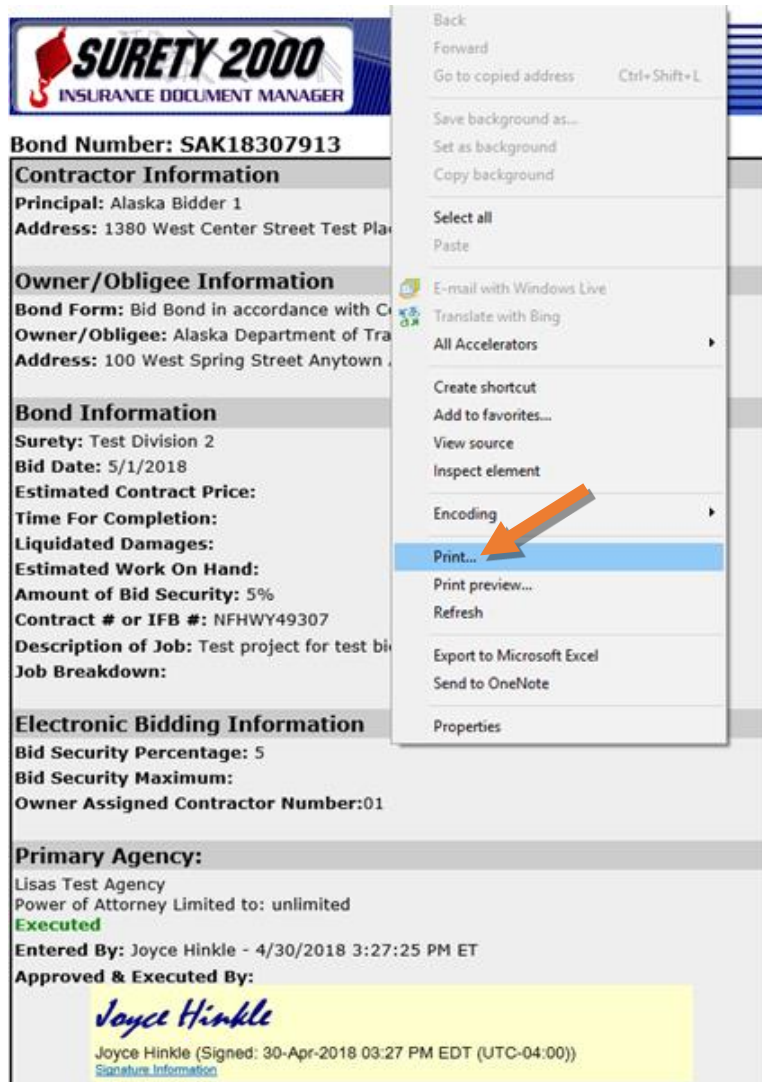


Figure 9.102

For SurePath (SuretyWave):

1. Go to [www.suretywave.com](http://www.suretywave.com).
2. Click the <SurePath Login> button (Figure 9.103).

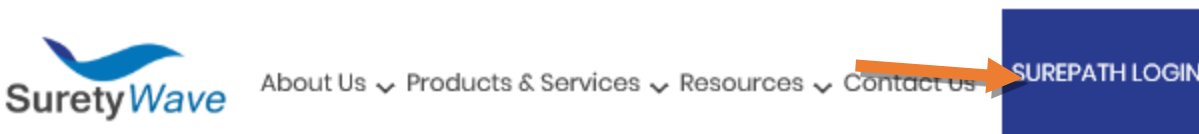


Figure 9.103

(Figure 9.104)

3. (A) Enter your Logon (username) and Password.  
Ask your regional contracts officer for AKDOT&PF's username and password.
4. (B) Click the <Logon> button.

Figure 9.104

(Figure 9.105)

5. In the **SurePath Bond Validation Number** field, type (or copy and paste) the Bond ID from the BidBonds excel file.
6. (D) Click <Submit>.

Figure 9.105

7. When the new page opens, scroll to the **Transaction History** section at the bottom of the page (Figure 9.106).
8. Click the **PDF link** for the *Signing Document*.

Transaction History						
Transaction	Date Processed	User	Effective Date	Power of Attorney	Document	
Execution	5/1/2018	Gina O'Shea	4/30/2018	Electronic Power	<u>Original bond document created at bond execution.</u>	Sign/View Signatures PDF
Initial Percent Complete = 0	5/1/2018	Gina O'Shea	5/1/2018			
Signing Document	5/1/2018	Gina O'Shea	5/1/2018	Electronic Power	<u>Revised Bond Document</u>	Sign/View Signatures PDF

Figure 9.106

9. Click **<Save As>** (Figure 9.107).

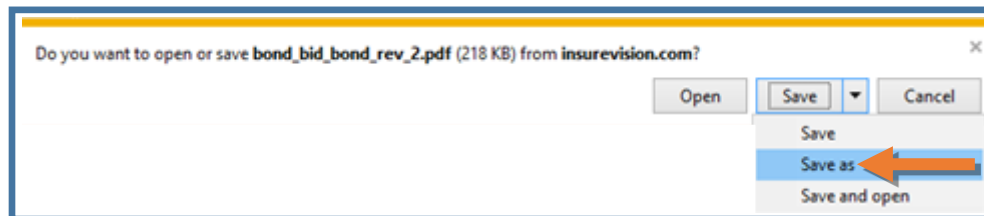


Figure 9.107

10. Save the Bid Bond to the project folder or wherever your regional process directs.
11. Exit SurePath/SuretyWave by clicking **Exit** on the upper left of the screen (Figure 9.108 or just close the browser window).

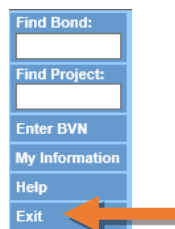


Figure 9.108

## 9.14 Rejecting Bids

First, you must change the Proposal Workflow phase to Award Processing.

1. Log into AWP (see chapter 1).
2. Make sure you are in the **Letting User** role.
3. Navigate to Proposal Overview on the dashboard (*Figure 9.109*).
4. (A) Search for and (B) select your proposal.

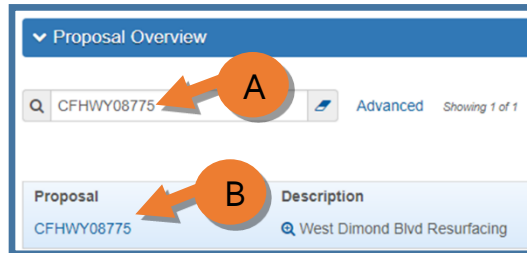


Figure 9.109

(*Figure 9.110*)

5. (C) Navigate to the **Workflow** tab on the Proposal Summary component.
6. (D) From the **Workflow Phase** dropdown, select **Award Processing**.
7. (E) Click **<Save>**.
8. (F) Navigate to the Bid Letting Summary component by clicking the **Bid Letting** hyperlink.

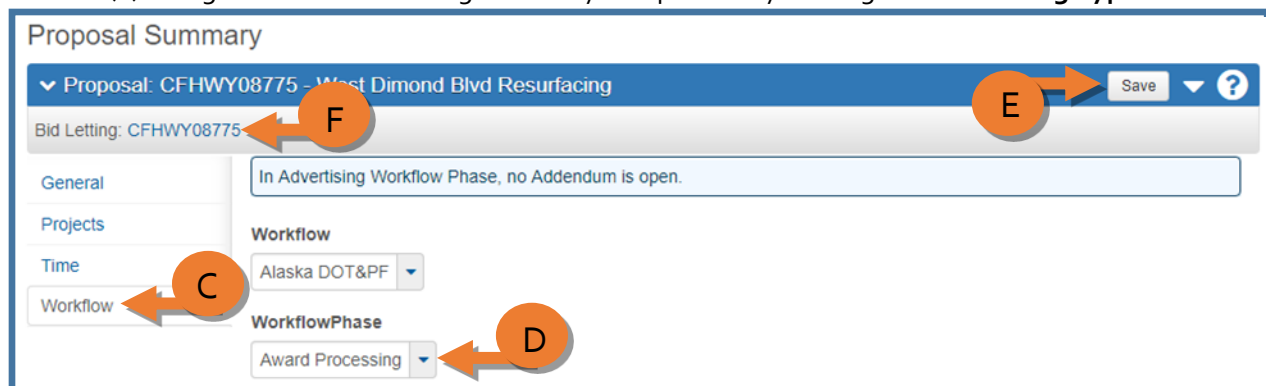


Figure 9.110

9. In the Award container on the Bid Letting Summary component, (G) enter the date the solicitation was cancelled in the **Letter of Award Date** field (*Figure 9.111*).

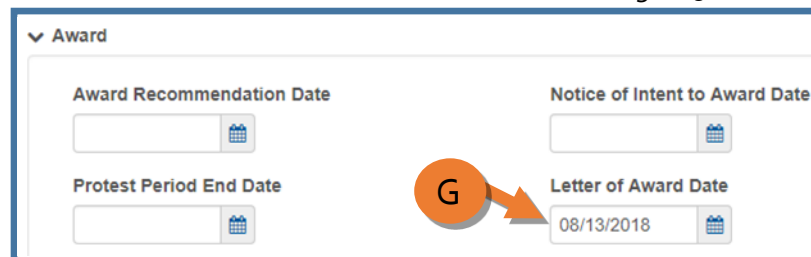


Figure 9.111

10. Click **<Save>**.

11. On the top of the Bid Letting Summary component page, click the **Status** quicklink (Figure 9.112).

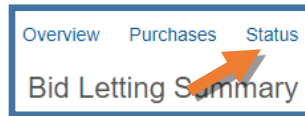


Figure 9.112

(Figure 9.113)

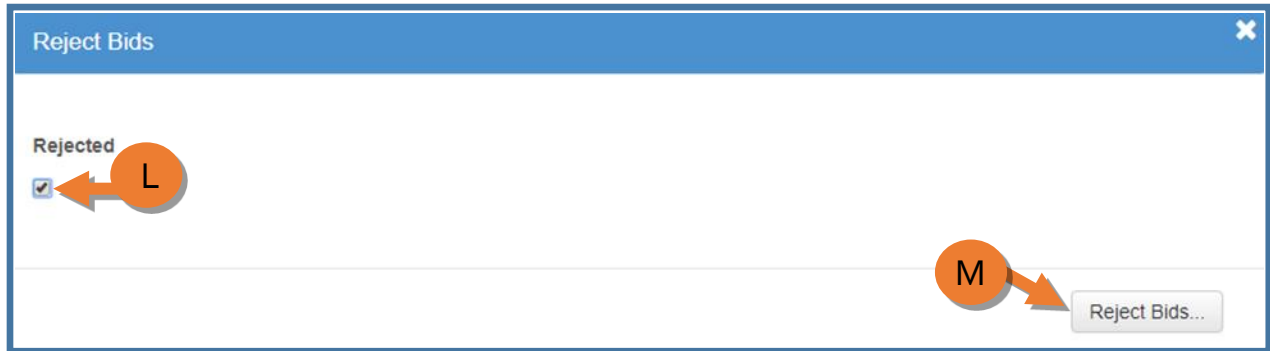
12. On the Bid Letting Status component, (H) change the **Letting Status** field to **Bids Rejected**.
13. (I) Click **<Save>**.
14. (J) Expand the Proposal row **action menu**.
15. (K) Click **Reject**.

A screenshot of the 'Bid Letting Status Summary' page. The page has a blue header with the title 'Bid Letting Status Summary'. Below the header, there's a section for 'Bid Letting: CFHWY08775'. This section contains fields for 'Bid Letting ID' (CFHWY08775), 'Letting Time (H:MM AM/PM)' (2:00pm), 'Letting Date' (08/30/2018), and 'Letting Status' (BR - Bids Rejected). An orange circle with the letter 'H' is next to the 'Letting Status' dropdown menu. To the right of this section is a 'Save' button with a dropdown arrow, with an orange circle with the letter 'I' next to it. Below this is a 'Proposals' section with a dropdown arrow and the text '0 changed'. Under 'Proposals', there's a row for 'CFHWY08775 - West Dimond Blvd Resurfacing'. To the right of this row is an 'Actions' menu with a dropdown arrow, with an orange circle with the letter 'J' next to it. The 'Actions' menu is open, showing options: 'There are no actions available.', 'Tasks', 'Additive Analysis', 'Export To Exp...', and 'Reject...'. An orange circle with the letter 'K' is next to the 'Reject...' option. The 'Proposals' section also contains a table with columns 'Proposal ID' and 'Awarded Vendor'. The 'Proposal ID' column has the value 'CFHWY08775' and the 'Proposal Description' column has the value 'West Dimond Blvd Resurfacing'.

Figure 9.113

A Reject Bids popup window will appear (*Figure 9.114*).

16. (L) Click the **Rejected** checkbox.
17. (M) Click the **<Reject Bids>** button in the lower right of the popup.



*Figure 9.114*

Create Alerts on both the Letting and Proposal page announcing the rejection of bids.

For proposals with bids rejected, reports will show "Bids Rejected" in place of the vendor and no value will appear for the awarded amount.



## 9.15 Re-Letting a Proposal

Before you can re-let your proposal, you must follow the Rejecting Bids process outlined in the previous section.

Once the bids have been rejected, you must copy your original Proposal (which includes any projects associated with the Proposal):

1. Log into AWP (see chapter 1).
2. Make sure you are in the **Letting User** role.  
(Figure 9.115)
3. Navigate to Proposal Overview on the dashboard.
4. (A) Search for your Proposal.
5. (B) Expand the Proposal row **action menu**.
6. (C) Click **Copy Proposal and Project**.

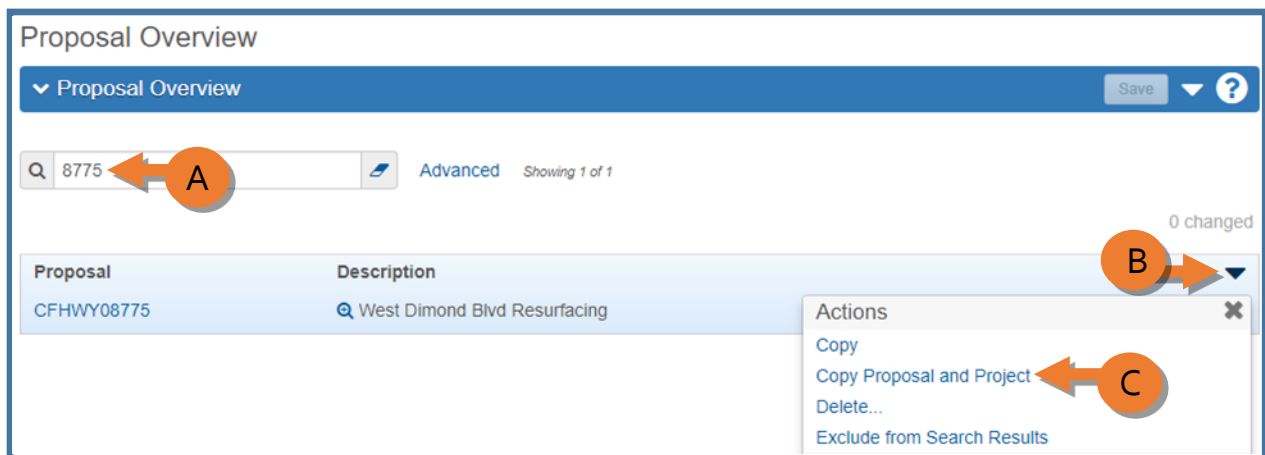


Figure 9.115

A Copy Proposal window will appear (Figure 9.116).

7. (D) In the **New Proposal ID** field, enter the previous Proposal ID with A, B, C after it (as applies).
8. (E) Click the blue **Advance Arrow**.

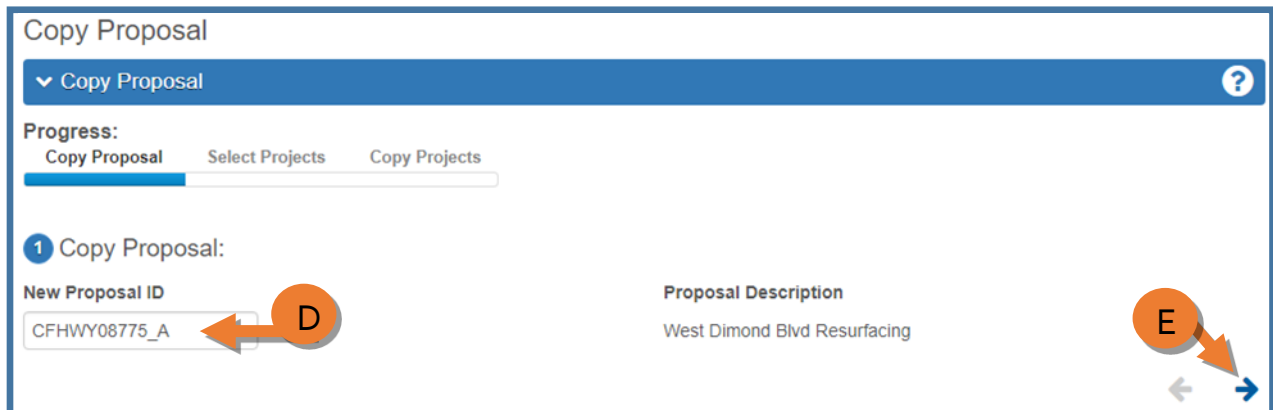


Figure 9.116

(Figure 9.117)

9. (F) Select the Project(s) from the original Proposal to be included in the new Proposal.
10. (G) Click the blue **Advance Arrow**.

Copy Proposal

▼ Copy Proposal ?

Progress:

Copy Proposal Select Projects Copy Projects

2 Select Projects:

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select: All None 1 selected

Pro	Name	Type
✓ CFHWY08775	West Dimond Blvd Resurfacing	01 - Highways

← →

Figure 9.117

(Figure 9.118)

11. (H) In the **New Project ID** field, enter the previous Project ID with A, B, C after it (as applies).
12. (I) Click the green **<Copy Proposal>** button.

Copy Proposal

▼ Copy Proposal ?

Progress:

Copy Proposal Select Projects Copy Projects

3 Copy Projects:

0 changed

New Project ID\* Name Type

CFHWY08775\_A

Copy Proposal

← →

Figure 9.118

You will get a green message bar telling you the Proposal has been copied (*Figure 9.219*) and you should be taken to the Proposal Summary component of your new Proposal.



Figure 9.219

(*Figure 9.220*)

18. (J) Click the **Workflow** tab.
19. (K) From the **Workflow** dropdown, select **Alaska DOT&PF**.
20. (L) From the **Workflow Phase** dropdown, select **Proj Design & Review**.
21. (M) Click **<Save>**.

Proposal Summary

▼ Proposal: CFHWY08775\_A - West Dimond Blvd Resurfacing

Bid Letting:

General Projects Time Workflow

Workflow

Alaska DOT&PF

WorkflowPhase

Proj Design & Review

Save

Figure 9.220

(*Figure 9.221*)

22. (N) Click the **Projects** tab.
23. (O) Check the **Controlling Project** box for the project (or the Primary/Controlling Project if more than one project on the Proposal).
24. (P) Click **<Save>**.

Proposal Summary

▼ Proposal: CFHWY08775\_A - West Dimond Blvd Resurfacing

Bid Letting:

General Projects Time Workflow

Select Projects...

1 changed

Project	Name	Fed Proj Num	Control P
CFHWY08775_A	West Dimond Blvd Resurfacing	00035689	<input checked="" type="checkbox"/>

Save

Figure 9.221

Follow the Bid Letting creation process detailed in Chapter 7 to finish re-letting your Proposal. Begin with the section Managing Proposal Workflow.