

## **Alaska DOT&PF and Bid Express FAQs**

### **What is the Department's timeline for requiring bids to be submitted electronically?**

There is no timeline set for requiring contractors to bid on DOT&PF projects using only Bid Express. The Department is tracking the type of bids submitted for each proposal and will review quarterly. **If** the Department decides to only receive electronic bids, contractors will be given at least 6 months' notice.

### **What DOT&PF procurements will Bid Express be used for?**

Electronic bidding will be made available for all projects possible: Federal Highways, Federal Aviation, Public Facilities, Alaska Marine Highway System, State-funded large procurements and some small procurements. If electronic bidding will NOT be offered for a particular project, that will be noted in the bidding documents.

### **What Bid Express services is the Department utilizing?**

**The Department is ONLY offering the Basic Service.** The Department is NOT utilizing Bid Tab Analysis, the Advantage suite service, or the Online Plan Sheets service. The Department may use the Small Business Network in the future, but not at this time.

### **What are the costs of using the Bid Express service for electronic bidding?**

You need to have these services in order to bid electronically using Bid Express:

- Basic Service
- Internet Bidding Service
- Info Tech<sup>®</sup> Digital ID<sup>™</sup>

See the Bid Express [fee schedule](#) for current costs for each service listed.

### **How many times do I need to log in to use Bid Express?**

There is one log in to get into Bid Express and another for the secure Digital ID. The Digital ID is only required at time of bid submission. Advertised documents, the ebsx Bid Forms file, and addendum files are available without logging in, as is the ability to submit questions and review answers posted by the Department. The Bid Express log in allows contractors to manage their Bid Express account information and see the proposal's schedule of items without downloading the advertised documents.

### **Why do I need to pay for another Digital ID if I forget/lose my password?**

Because of the secure nature of Digital IDs, passwords cannot be recovered by Bid Express. Though it is inconvenient for contractors to have to acquire a second Digital ID due to a lost password, this is what is necessary for Digital IDs to be 100% secure.

### **How long will it take to get bid signers/Digital IDs approved?**

Bid Express recommends contractors request a Digital ID 7 days before wanting to submit a bid. It often takes less time than this, but there is nothing to prevent contractors from getting their Digital ID set up well in advance of needing to submit a bid.

**Why does the Bid Submission Receipt show Eastern Standard Time, not Alaska Time?**

Bids are housed on the Bid Express servers which are used for bid openings throughout the country. These servers are set to EST. The Bid Submission Receipt tells the bidder the time the Bid was received at the Bid Express server. This cannot be changed to reflect AKST.

**How do I know the last electronic bid I submitted was received?**

The Bid Submission Receipt that you will receive each time you submit a bid via the Bid Submission Wizard is your confirmation that the bid was submitted. The most recent bid submission prior to the Bid Opening Time specified on the Invitation to Bid is the bid the Department will receive if there is not a future change to the Bids Due Date and Time.

**How do I submit a Bid Modification via Bid Express?**

When electronic bidders want to modify their bids, they do not need to withdraw their current bid. Open your saved Bids file with your bid information and resubmit using the Bid Submission Wizard. Save your Bid Submission Receipts.

**If I submit an electronic bid using Bid Express, do I have to use an electronic bid bond?**

No. Even if submitting a bid electronically, bidders can opt to submit any form of bid guaranty accepted by the Department by mailing in or hand delivering to the appropriate regional contracts office before the time specified in the Invitation to Bid.

**What are the benefits of submitting my bid electronically via the Bid Express service?**

There are several benefits to subscribing to the Bid Express service and submitting your bid electronically:

- Ease of submission.
- Ease of modifying and resubmitting bids as many times as needed up until the Bid Opening time.
- Extended item bid amounts auto-calculate resulting in time savings and error minimization.
- Allows for the use of electronic bid bonds.
- Eliminates cost of overnight/express mail.
- Immediate bid receipt confirmation.
- Allows for paperless bidding.

**Bid Express has more information on their FAQ page.**

To visit the Bid Express FAQ page, [click here](#).

**Need Additional Assistance?**

If you require assistance with your Bid Express account including setting up a new account, forgotten passwords, or additional training on the Bid Express service, please contact the [Bid Express Customer Support](#) team.