Chapter 9 – Bid Opening, Bid Processing & Award

Contents

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

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*).
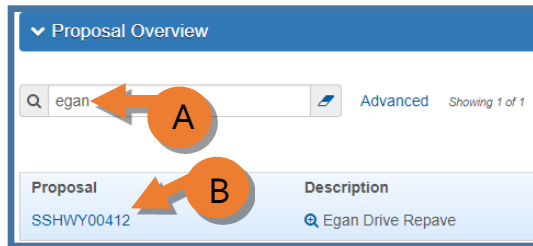4. (A) Search for and (B) select your proposal.

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**.
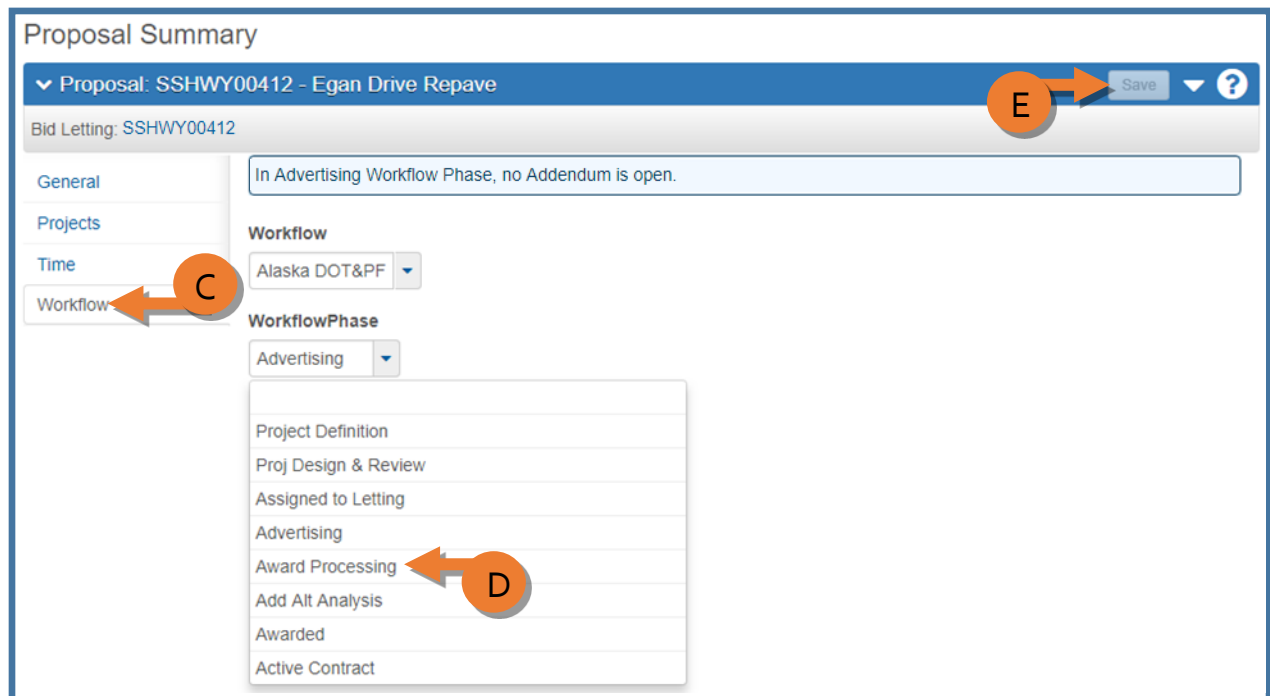7. (E) Click **<Save>**.

Figure 9.2

Always use Internet Explorer with Bid Express.

Log onto Bid Express:

1. (A) Go to 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.
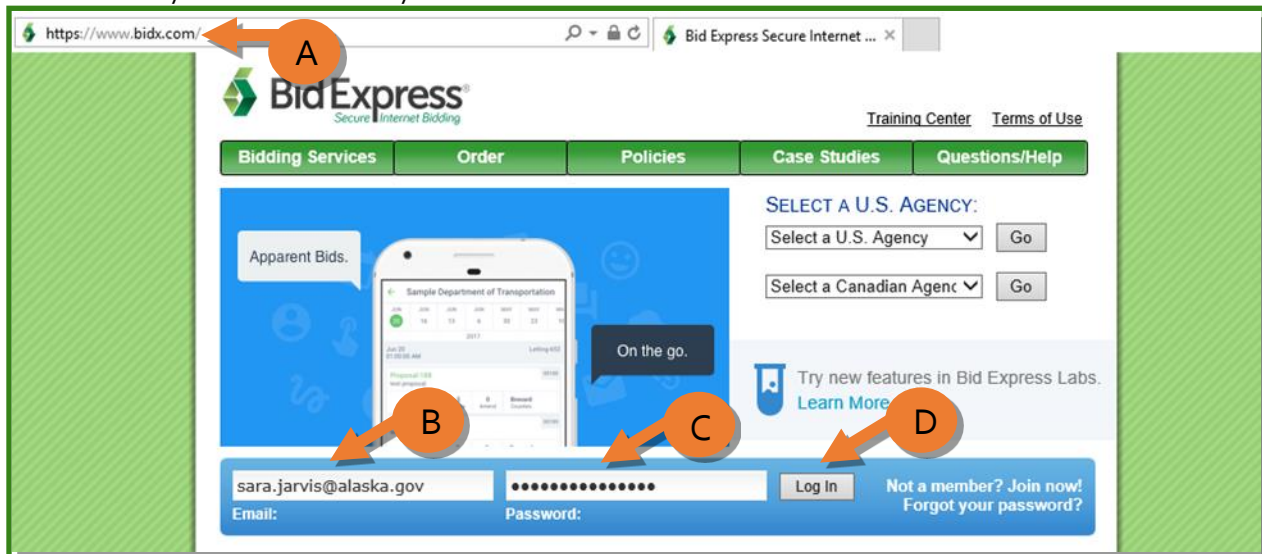

Figure 9.3

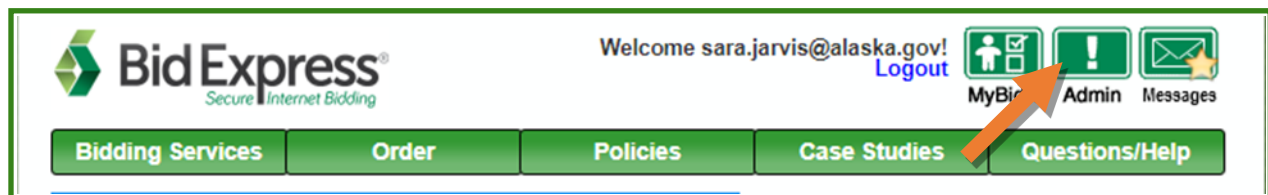5. From the home page, click the **<Admin>** button on the top right of the screen (*Figure 9.4*).

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.

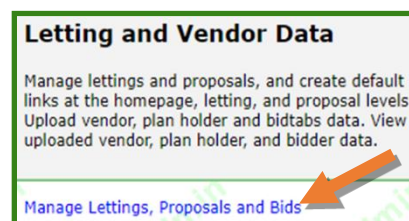6. (*Figure 9.5*) In the Letting and Vendor Data section, select **Manage Lettings, Proposals, and Bids**.

Letting and Vendor Data

Manage lettings and proposals, and create default links at the homepage, letting, and proposal levels. Upload vendor, plan holder and bidtabs data. View uploaded vendor, plan holder, and bidder data.

Manage Lettings, Proposals and Bids

Figure 9.5

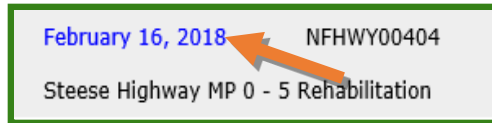7. Click the blue **Letting link** for your letting (*Figure 9.6*).

February 16, 2018   NFHWY00404

Steese Highway MP 0 - 5 Rehabilitation

Figure 9.6

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

Proposal	Call Order ▲	Project ID
SSHWY00412	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 > SSHWY00412

Manage this Proposal

◀ **Proposal SSHWY00412** ▶

Repave Egan drive from start to finish.

Date Generated: 01/18/2018		**Sections:**	1
Date Revised:		**Amendments:**	0
Call Order:	1	**Highway Number:**	
Items:	11	**Counties:**	Juneau
Project ID:	N/A		

Figure 9.8

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

Alaska Department of Transportation & Public Facilities ▼

Manage Agency > Manage Lettings > January 19, 2018 > SSHWY 0412

Contractor View   Questions and Answers | Open Bids | Apparent Bids: View   Enter
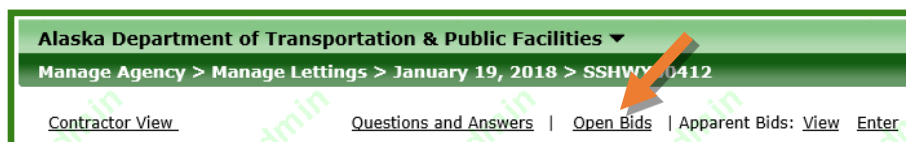
Figure 9.9

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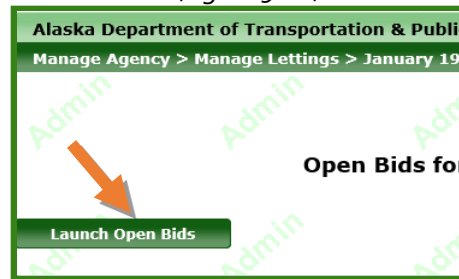
Figure 9.10

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*)
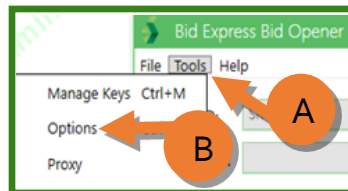

Figure 9.11

(*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.
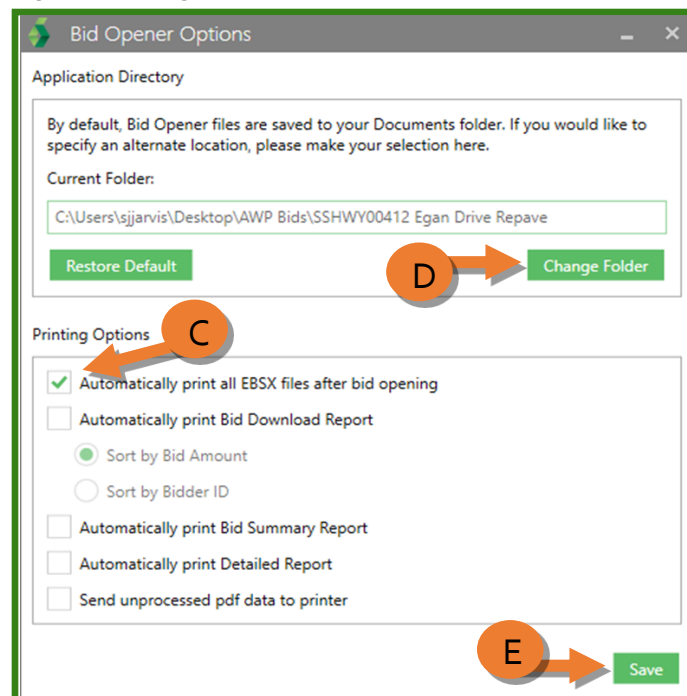
Figure 9.12

(*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.

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**.
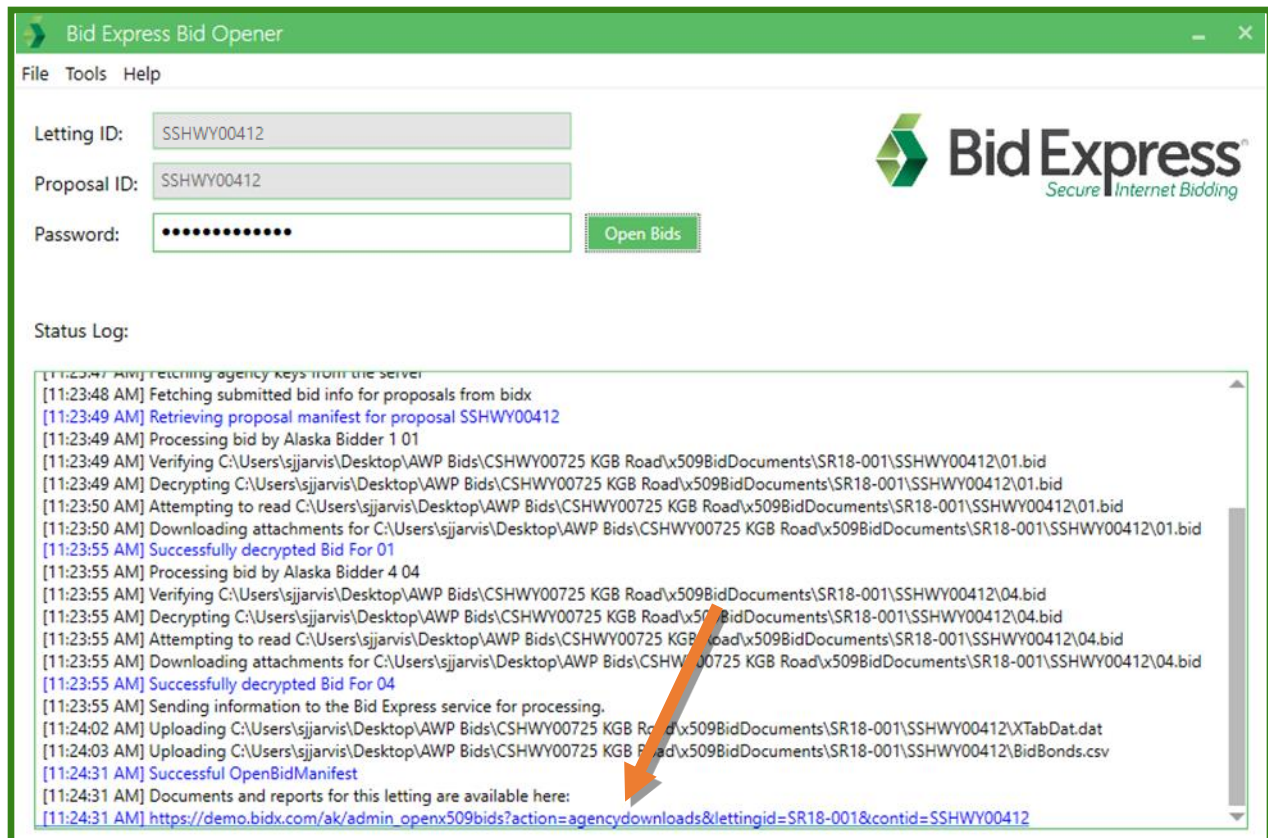
Figure 9.14

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
>
> Do you want to open or save **bidattachment_SSHWY00412.zip** (853 KB) from **demo.bidx.com**? | Open | Save | ▼ | Cancel | ✕
>
> ➢ 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.

1. 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

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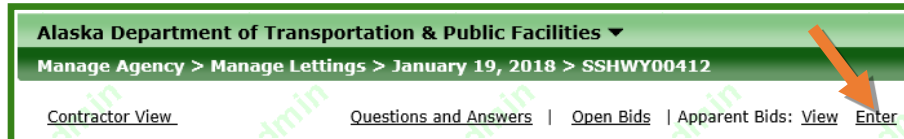
Figure 9.16

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.

3. 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).
4. (C) Enter EE in the Bidder ID field for the Engineer's Estimate.
5. (D) Enter the Engineer's Estimate amount in the **Bid** field and type **Engineer's Estimate** in the **Unknown Bidder Name** field.
6. If a state-funded proposal, enter adjusted bid amounts for all bids in the Adjusted Bid Amount column.
7. (E) Under the Public column, click **All** or individually select the bids you want to make public.
8. (F) Click the **<Publish>** button.
9. You will be asked to confirm that you want to publish bids. Click **<Ok>**.

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*).
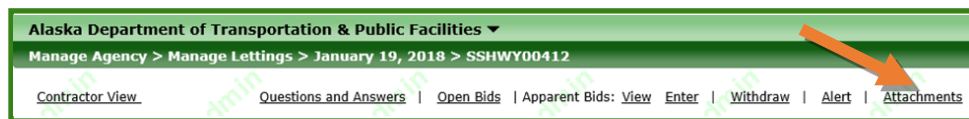
Figure 9.18

(*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.
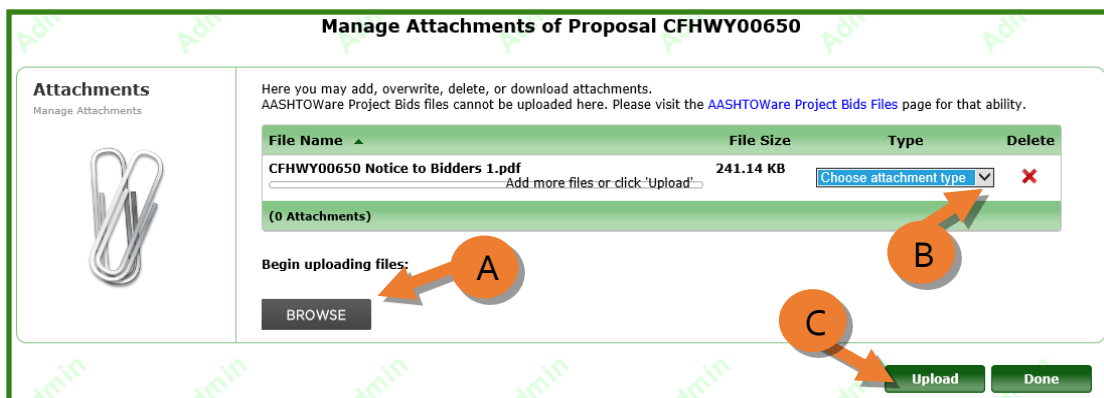
Figure 9.19

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*).

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*).
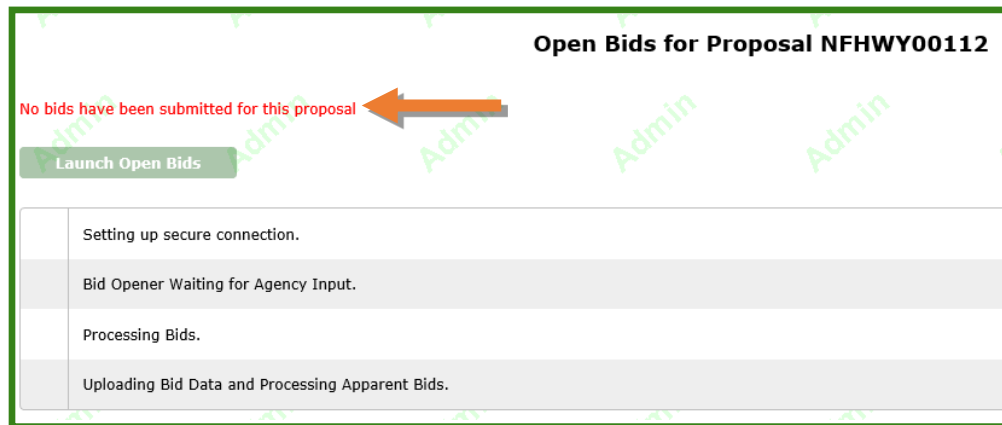
Figure 9.21

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*).

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*).
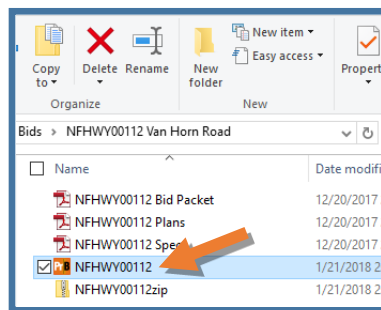
Figure 9.23

(*Figure 9.24*)

3. (A) Select **Open with**.
4. (B) Select **Entry**.
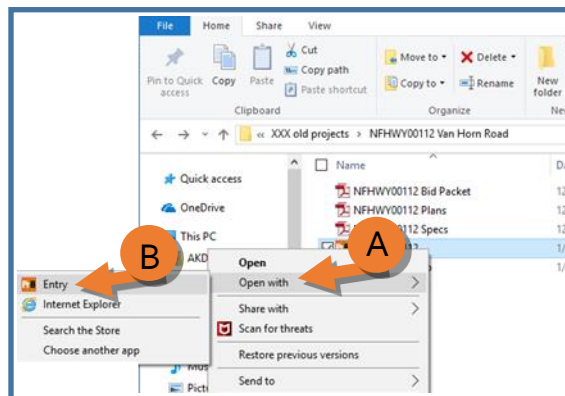
Figure 9.24

The AWP Bids Entry software will launch.

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

Figure 9.25

6. (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 the only field you need to enter to add manual bids.

Figure 9.26

(*Figure 9.27*)

7. (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.
8. (E) Click **<Save>**.

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**.
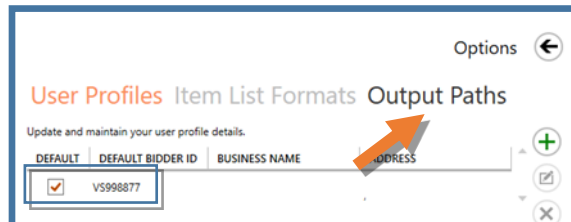
Figure 9.28

(*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>**.
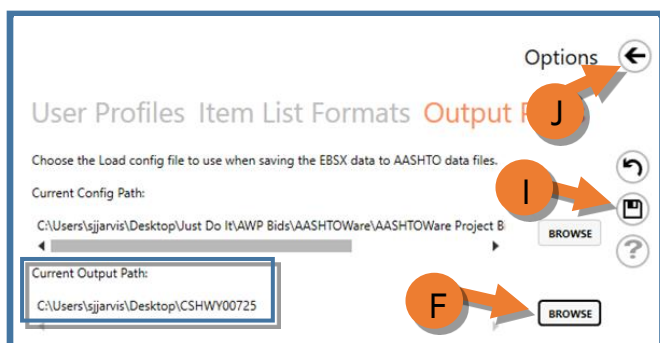
Figure 9.29
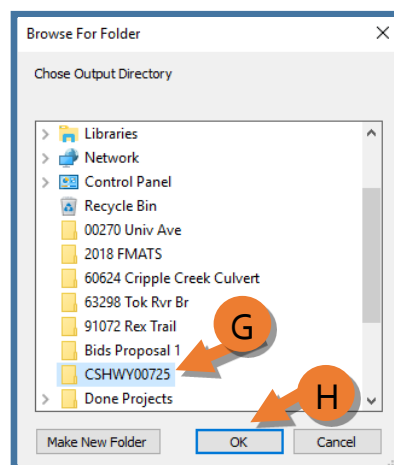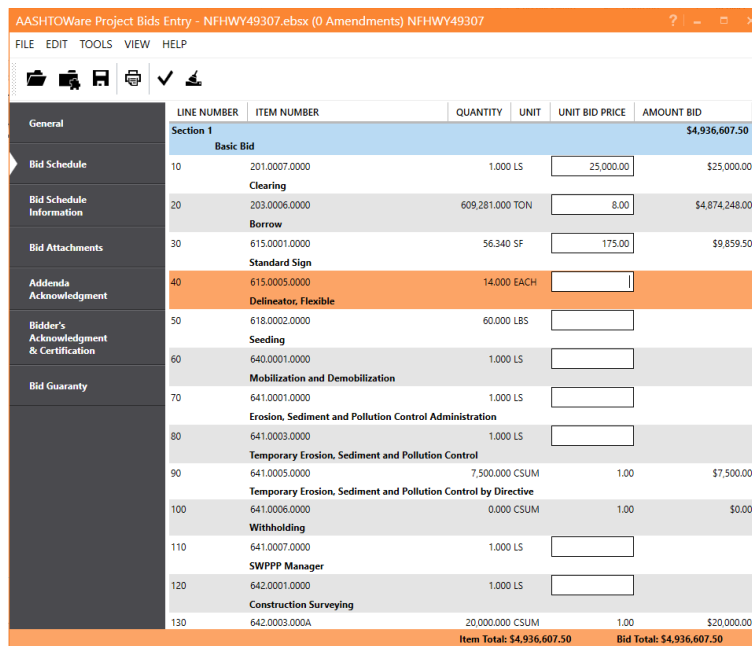
Figure 9.30

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.

Figure 9.31

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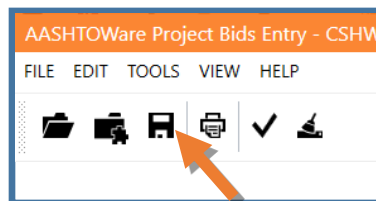
Figure 9.32

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*).
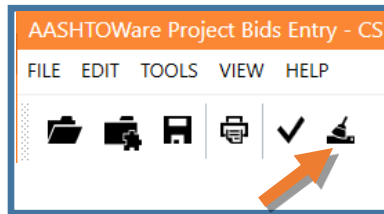

Figure 9.33

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*).
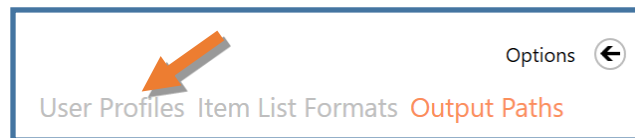

Figure 9.34

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

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**.
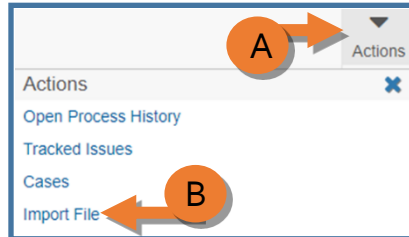
Figure 9.35

(*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.
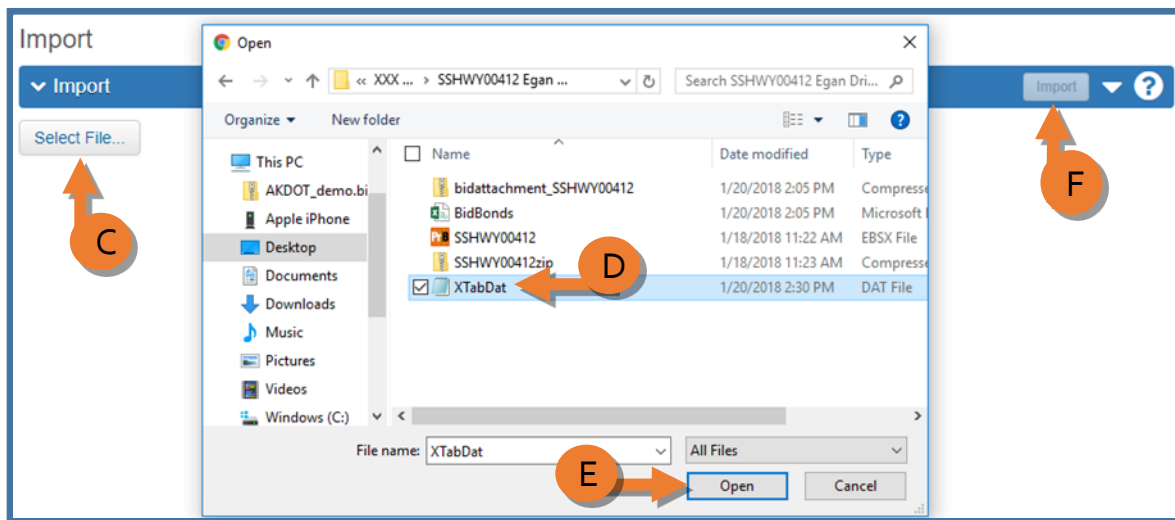
Figure 9.36

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**.
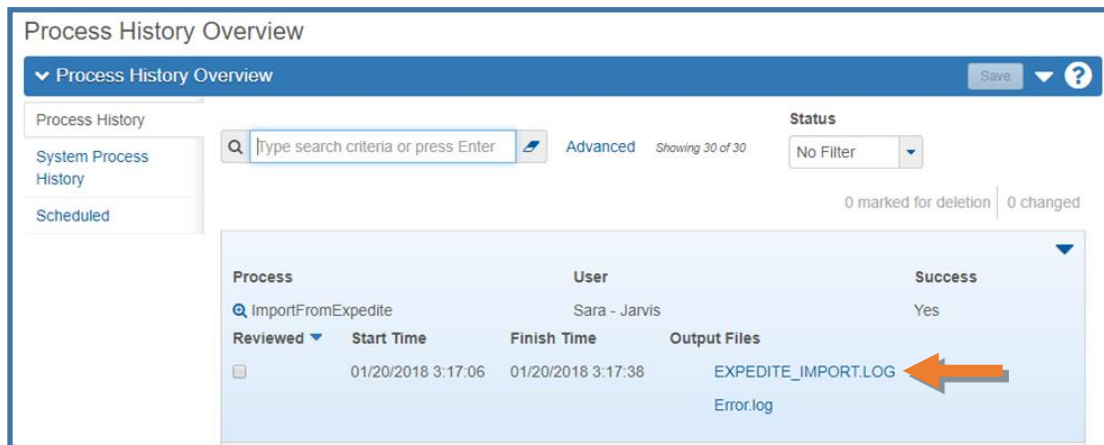
Figure 9.39
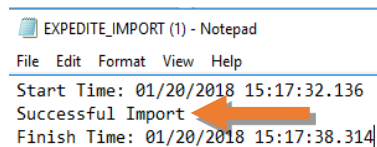
The log should indicate a Successful Import (*Figure 9.40*).

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.

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.
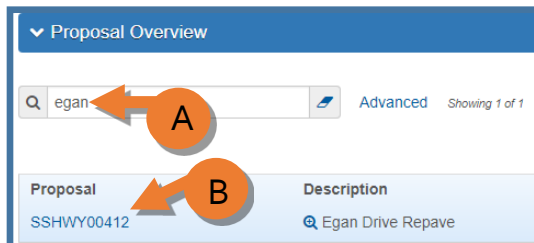
Figure 9.41

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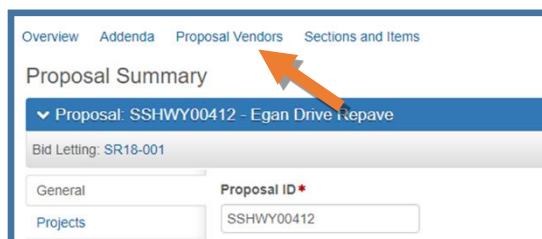
Figure 9.42

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*).
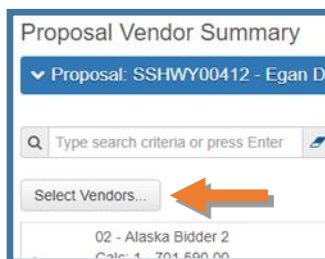
Figure 9.43

(*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.

Figure 9.44

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

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.

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>**.

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>**.

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.

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.
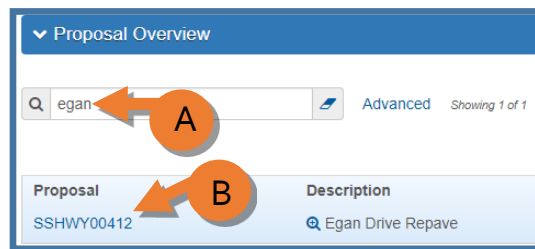
Figure 9.49

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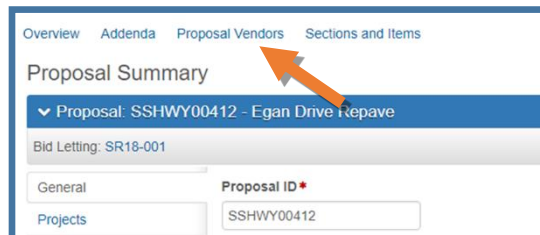
Figure 9.50

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.

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*).

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.
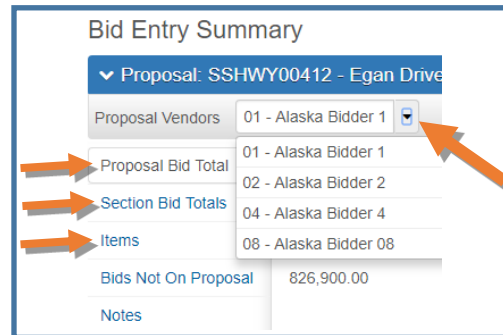
Figure 9.54

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*).
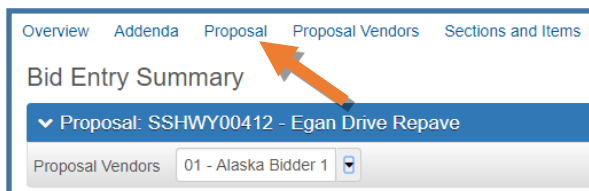
Figure 9.55

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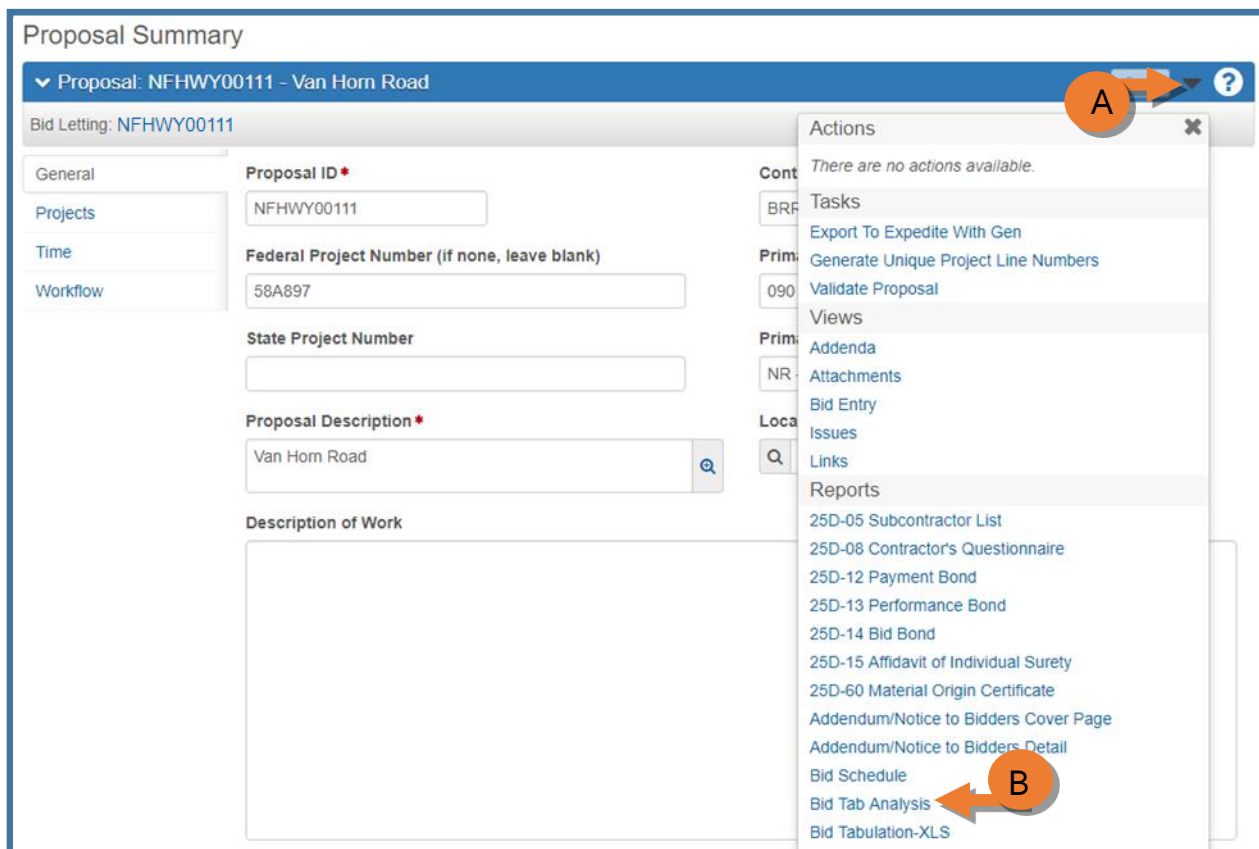3. (B) Select **Bid Tab Analysis**.

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>**.

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>**.

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*).

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*).
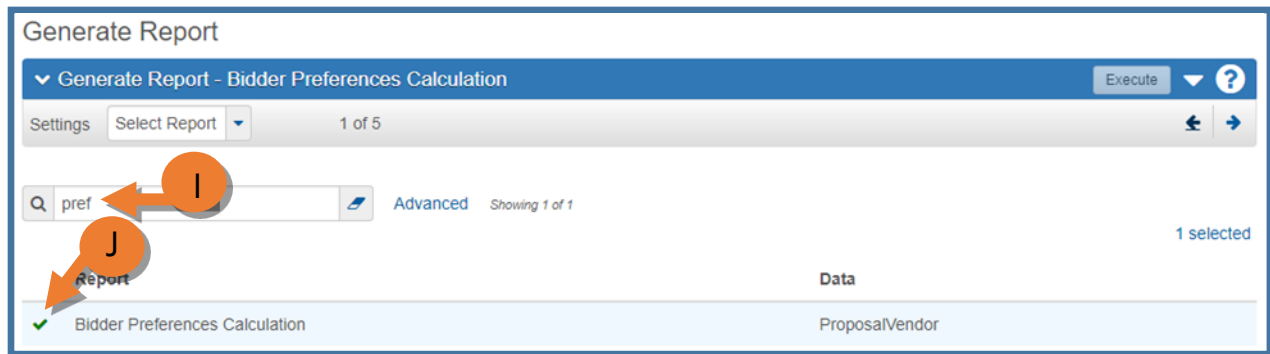

Figure 9.63

(*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.
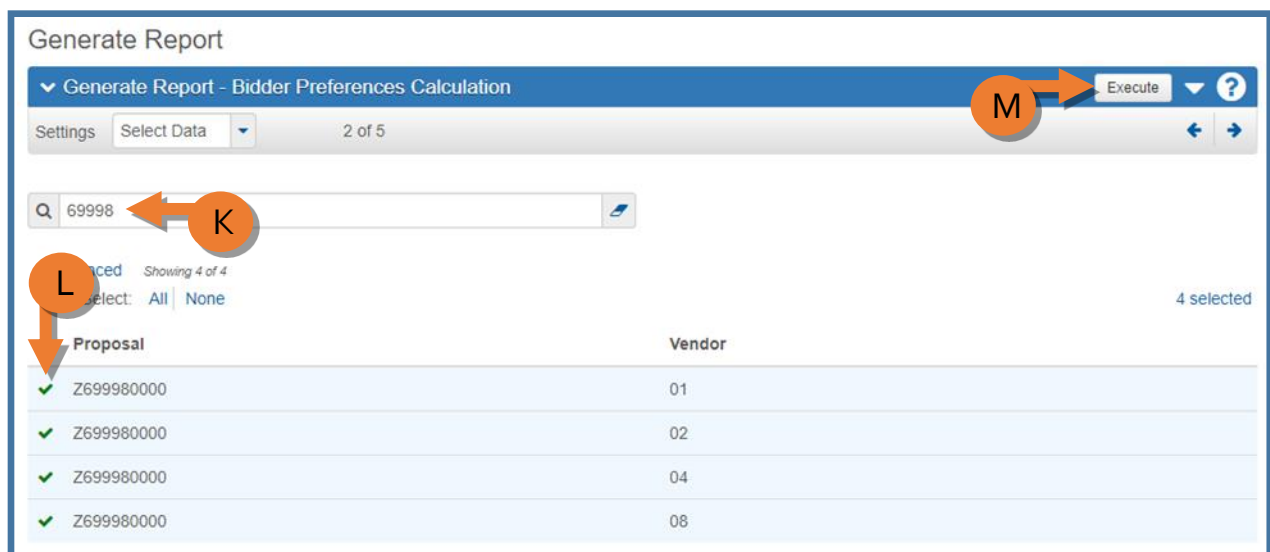18. (M) Click **<Execute>**.

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.

Proposal: Z699980000	**Description:** Parks Reconstruction MP 0-99
Proposal Vendor: Alaska Bidder 1	**Rank:** 1
Section Description: Basic Bid	

AK Bidder Preference Amt:	$26,003.20
AK Veteran Preference Amt:	$5,000.00
AK Products Preference Amt:	$1,500.00
Proposal Bid Total w/Preferences (Adjusted Bid Amount):	**$487,560.80**
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>**.

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*).

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*).
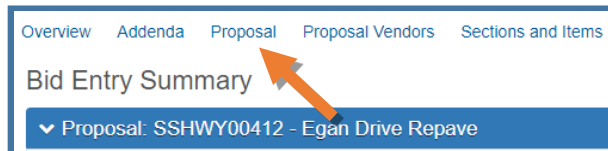
Figure 9.70

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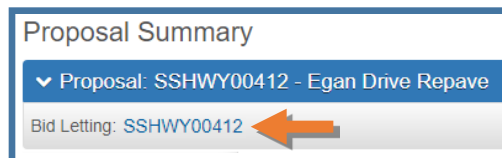
Figure 9.71

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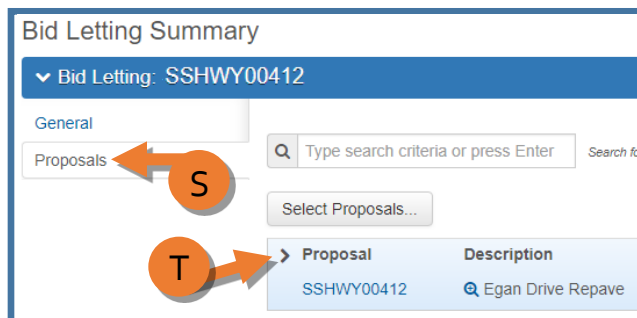
Figure 9.72

(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>**.

Figure 9.73

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>**.
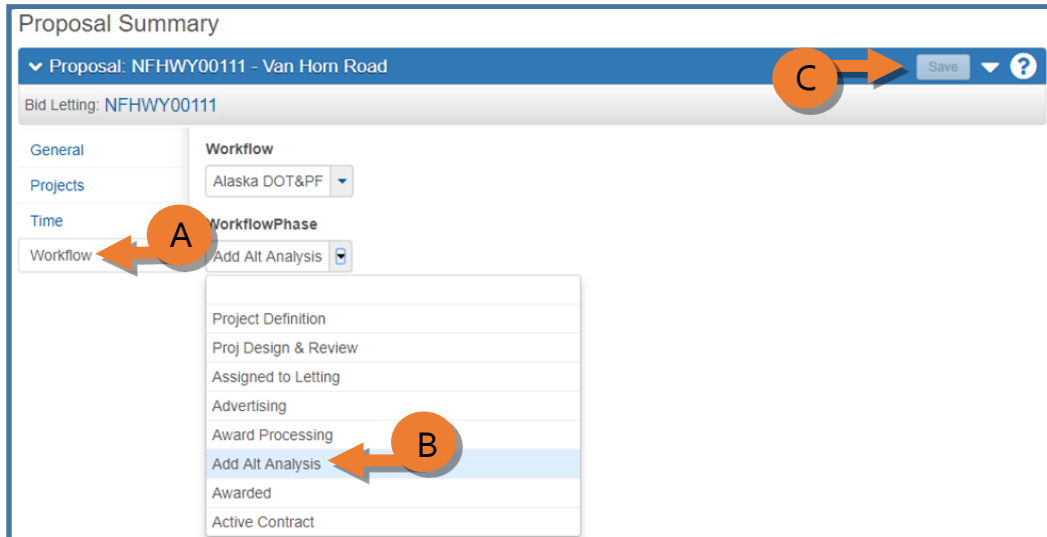
Figure 9.74

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*).
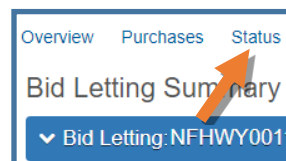
Figure 9.76

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

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: If you want to include additive alternates above the available funding, but the ranking would change, make note of the winning bidder per the Bid Opening P&P and then check all the **Include** boxes for the additive alternates (NTPs) you want to award.
10. (G) Click **<Save>**.

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.

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*)
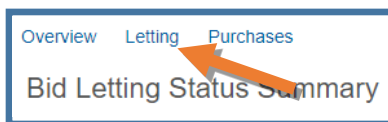
Figure 9.80

(*Figure 9.81*)
2. (A) In the Bid Letting Summary component, click the **Proposals** tab.
3. (B) Click the **Proposal ID** hyperlink.
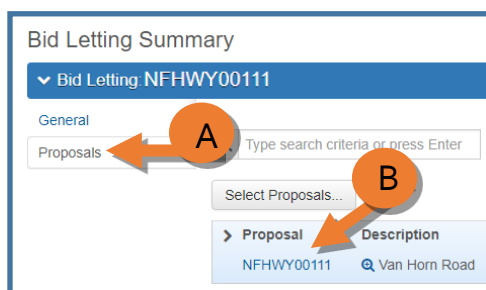
Figure 9.81

(Figure 9.82)
4. (C) Click the **Workflow** tab.
5. (D) From the **Workflow Phase** dropdown, select **Award Processing**.
6. (E) Click **<Save>**.
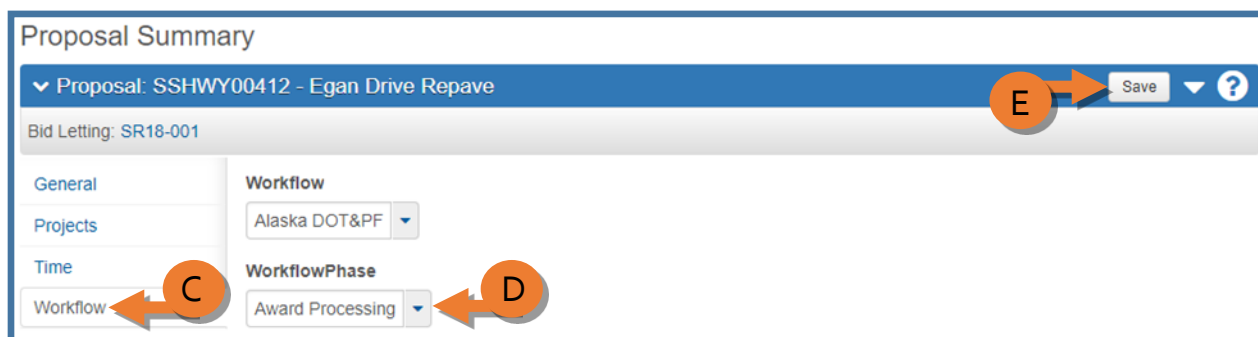
Figure 9.82

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*)

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*).
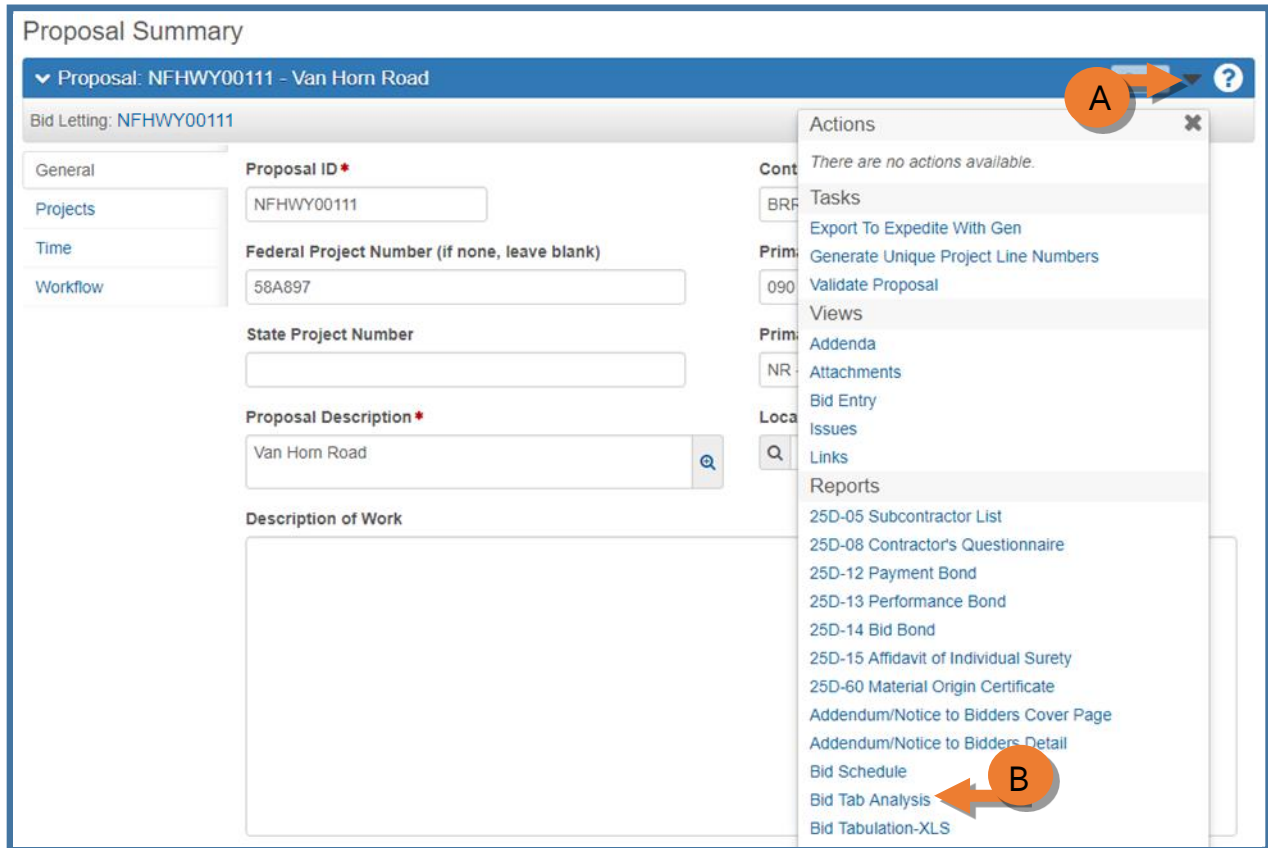
Figure 9.84

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

Figure 9.85

Sub List / DBE Documents:

1. When the apparent low bidder notification date is known, click the **Sub List/DBE Docs Due calendar icon** and select the date that information is due from the contractor.
2. Click **<Save>**.
3. When the Sub List/DBE documents have been received from the contractor, enter the date in the **Sub List/DBE Docs Received** field 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 Vendor record.
   a. (A) From the Letting Summary component, select the **Proposals** tab (*Figure 9.86*).
   b. (B) Click the **Proposal ID** hyperlink.
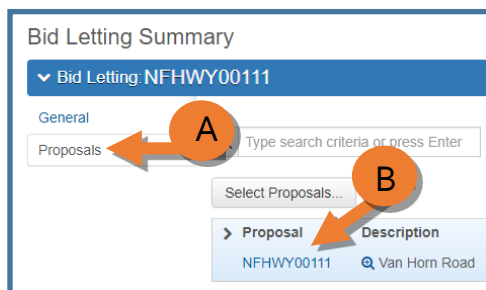
Figure 9.86

   c. Click the **Proposal Vendors** quick link at the top of the screen (*Figure 9.87*).
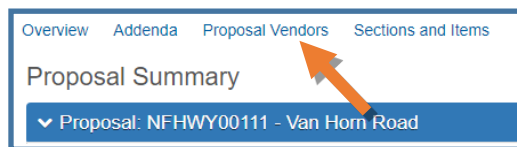
Figure 9.87

   d. (C) For the vendor that submitted the Sub List/DBE Docs, expand the row **action menu** (*Figure 9.88*).
   e. (D) Select **Attachments**.
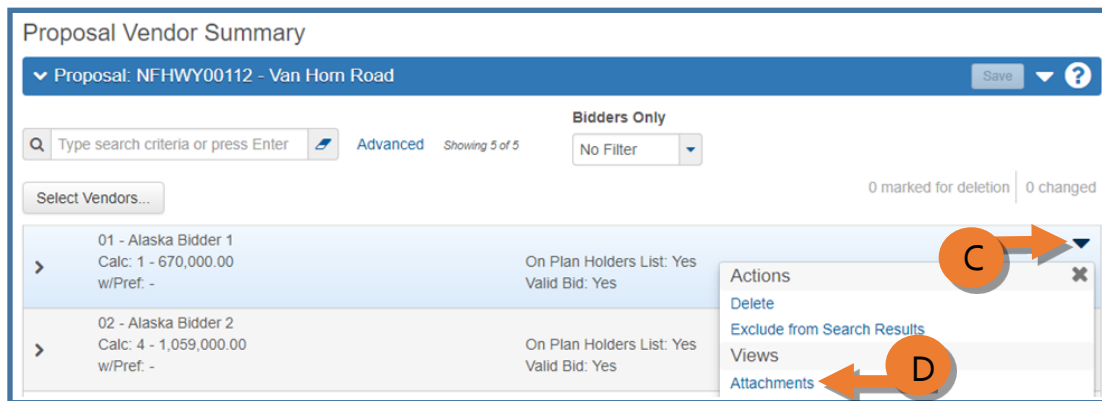
Figure 9.88

(*Figure 9.89*)

 f. (E) Click the **<Select File>** button.

 g. 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.

 h. Click **<Open>**.

 i. (F) In the **Description** field, enter the attachment description.

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

Figure 9.89

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

Award (*Figure 9.90*)

Figure 9.90

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 9.91*)
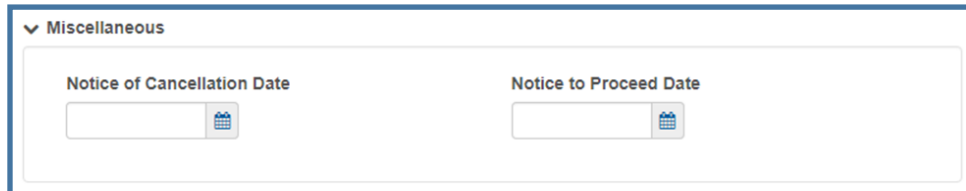
Figure 9.91

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.

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 9.92*).
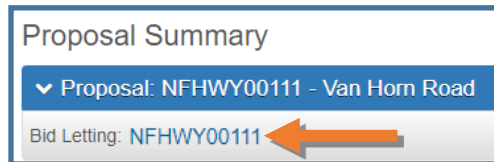

Figure 9.92

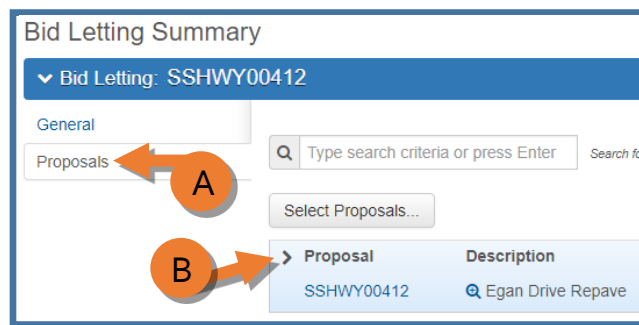1. (A) Click the **Proposals** tab (*Figure 9.93*).
2. (B) Click the **Expand** arrow.

Figure 9.93

All bidders with a valid bid status (responsive or not evaluated) will appear on the list (*Figure 9.94*).

1. (C) Check the **Awarded** box next to the vendor to which the contract is awarded.
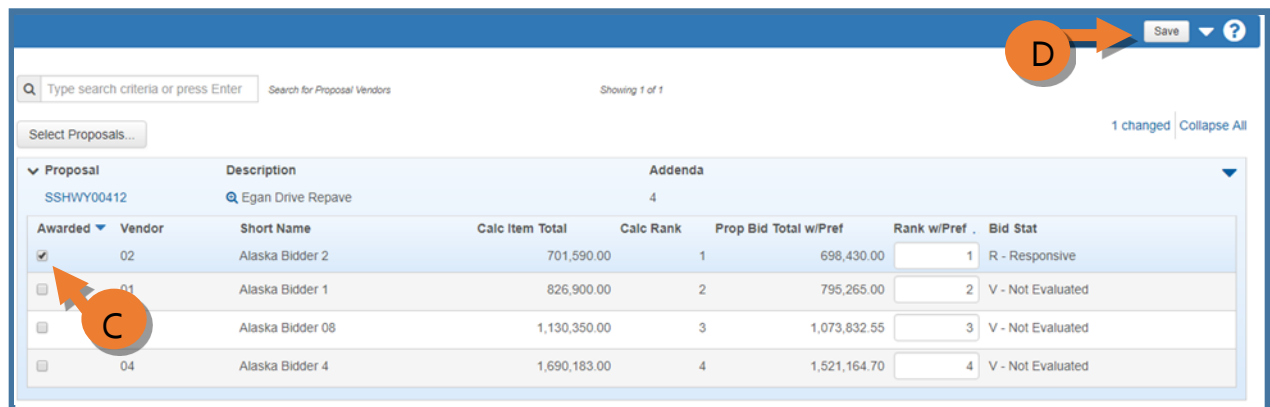2. (D) Click **<Save>**.

Figure 9.94

3. Change the proposal workflow phase to Awarded.
   a. Navigate to the Proposal Summary component (*Figure 9.95*).
   b. (E) Select the **Workflow** tab.
   c. (F) From the **Workflow Phase** dropdown, select **Awarded**.
   d. (G) Click **<Save>**.

Figure 9.95

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.

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 9.96*).
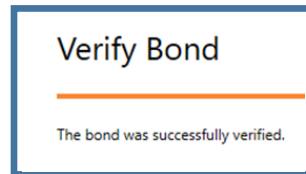

Figure 9.96

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 9.97*).
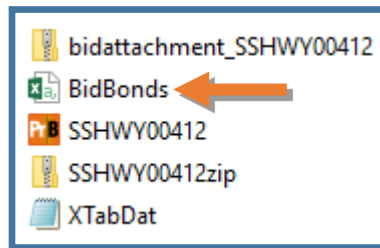

Figure 9.97

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 9.98*).

d Type	Bond Company	Appr Flag	Bond ID	Bond
:ty	Surety2000		SAK18307913	
:ty	SurePathNetwork		5YVH-WRAH-PLJL-M6QD	

Bond Sta	Agency	Letting ID	Contract II	Bidder ID	Letting Da	Call Order	Proposal 1	Required	Bond Type	Bond Company	Appr Flag	Bond ID	Bond Perc	Max Bc	State Of Ir	Affir	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		5YVH-WRAH-PLJL-M6QD	5		CA		Kanga Surety Company

Figure 9.98

For Surety2000:

1. Go to www.surety2000.com.
2. Click the **Login Page** button (*Figure 9.99*).

Figure 9.99

(*Figure 9.100*)

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 9.100

(Figure 9.101)

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>**.

Figure 9.101

The electronic bond information will appear (*Figure 9.102*).

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

Figure 9.102

A new window will appear with the Bid Bond showing the electronic signature at the bottom (*Figure 9.103*).

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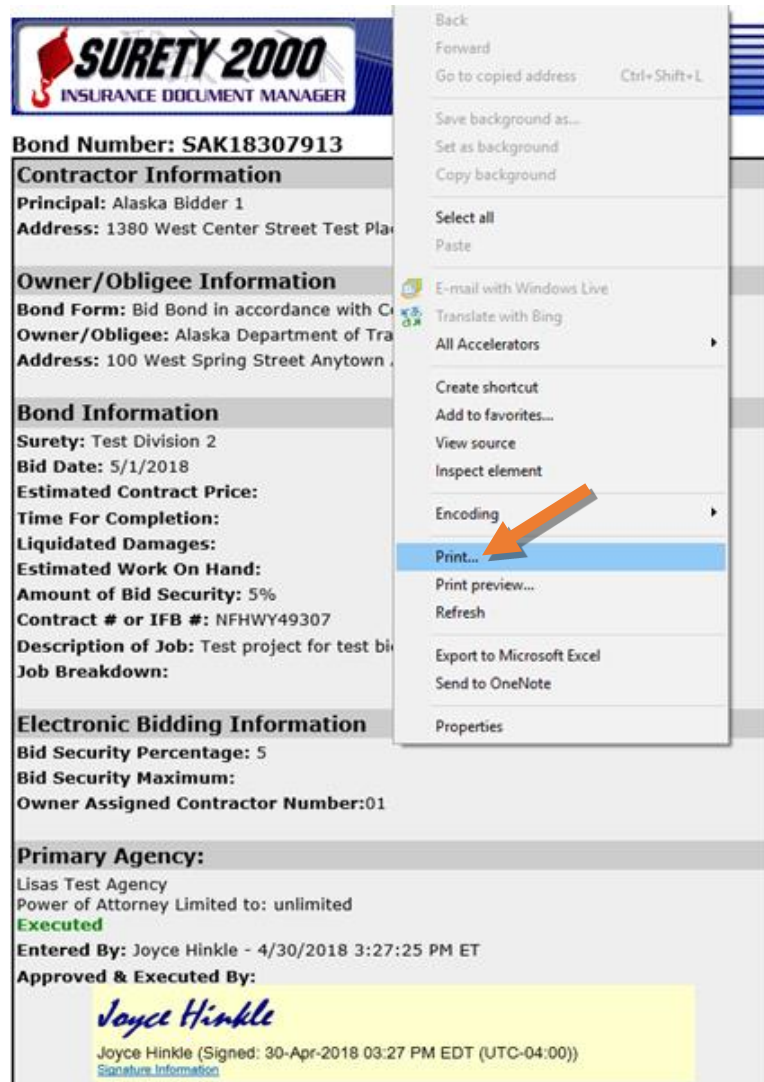10. Save the Bid Bond to the project folder or wherever your regional process directs.

Figure 9.103

For SurePath (SuretyWave):

1. Go to www.suretywave.com.
2. Click the **<SurePath Login>** button (*Figure 9.104*).
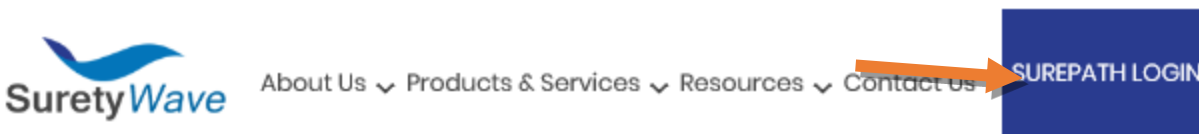

Figure 9.104

(*Figure 9.105*)
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 9.105

(*Figure 9.106*)
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 9.106

7. When the new page opens, scroll to the **Transaction History** section at the bottom of the page (*Figure 9.107*).
8. Click the **PDF link** for the *Signing Document*.

Figure 9.107
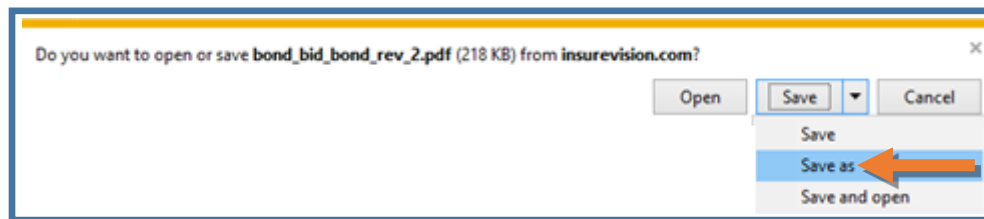
9. Click **<Save As>** (*Figure 9.108*).

Figure 9.108

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 9.109*) or just close the browser window.
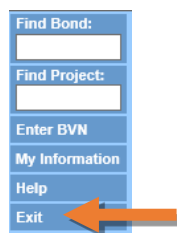

Figure 9.109