

# USING EXPEDITE FOR DIVISION LET CONTRACTS FREQUENTLY ASKED QUESTIONS

## How does Computer Bid Preparation work?

The computer bid preparation service allows Bidders to download project files and prepare their bid using computer software. This service will allow contractors to submit bids with more confidence in the accuracy of their calculations and with reduced possibility of transcription errors.

Contractors wishing to utilize this service to prepare their bids on Division projects will first need to download and install **Expedite** software on their computer.

*At this time, the service does not allow electronic transfer/submission of bids on Division projects, but can be a valuable tool in the preparation of bids. Bids prepared using Expedite must be submitted on paper and accompanied by the project files on a disc.*

## How do I download the Expedite software?

Expedite can be downloaded by clicking [THIS LINK](#).

Save the file, **setup.exe**, into a temporary directory. (**Note:** If this is an upgrade, you will need to export your digital id before installing the newer version-please see the help file in your current Expedite software for reference)

## How do I install the Expedite software on my computer?

1. Navigate to the temporary directory that stores the setup.exe file in from the above instructions.
2. Double click on **Setup.exe** to execute. This installs Expedite software on your computer. Follow through installation steps keeping all default settings.
3. An **EXPEDITE BID ICON** will appear on your desktop when installation is complete.
4. Double click the **EXPEDITE BID ICON** to open the program.
5. From the Expedite program choose **FILE**, then **OPEN** & select file to view.

## How do I access project files from Division 8's website?

1. Visit the [Division 8 Bid Request](#) page.  
(<http://www.ncdot.org/doh/operations/division8/BidRequests.html>)
2. Projects with associated EBS files will be designated by a special symbol.
3. Click on the "EBS File" link beside the project description - you should be prompted to save the file. Please note the location where you choose to save these files. You will need to navigate back to them later while working with the project in Expedite. Repeat this process for the "DBE File" (dbe\_nc.bin file). Save the DBE file in the within the same directory as the EBS file.

## How do I apply an addendum to my project file?

All addendum files will be available on the [Division 8 Bid Request](#) website (<http://www.ncdot.org/doh/operations/division8/BidRequests.html>) under the appropriate project description. Users will need to download these addendum files just as they did the original project files, saving them to the same location on their computer saved the original project file (\*.ebs). The filename will match the EBS filename for the same project except the file extension will be a number such as .001 instead of .ebs.

Example:       DH00041.ebs (regular ebs file)  
                  DH00041.001 (addendum file)

### To apply the addendum file

1. Open Expedite.
2. Open the appropriate EBS project file.
3. Then choose **FILE** on the menu bar and select **LOAD AMENDMENT**
4. In the “Open” window, browse and select the corresponding addendum file then click the **OPEN** button.
5. A new window will display the addendum’s changes for your review, with the option to print. After clicking the **OK** button, the changes will be applied to your existing file. At this point you resume normal operations.

### **How do I use the DBE file?**

North Carolina’s db\_e\_nc.bin file is used for accessing our list of available DBE/MBE/WBE’s through the Expedite software. This file is available from NCDOT Division 8’s [Bid Request](http://www.ncdot.org/doh/operations/division8/BidRequests.html) website (<http://www.ncdot.org/doh/operations/division8/BidRequests.html>).

1. Navigate to the desired project description.
2. Click on “DBE File” link beside the project description. Save the file in the same directory as the project files (ebs files). db\_e\_nc.bin files stored in other locations might be inaccessible to Expedite.

### **How do I use a DBE, MBE OR WBE that is not on the list?**

1. Highlight DBE, MBE OR WBE folder on the left portion of the Expedite screen
2. Click the **ADD DBE** button at the bottom of screen
3. Type in the firm’s name in the **NAME** field
4. Type in any number in the **ID** field (usually use 0000 as default)-this ID number is required in order for any associated items to count towards your reported percentage
5. Type in the address of the firm in the **ADDRESS** field
6. Select from the **USED AS** drop down box whether they are
  - SUPPLIER**
  - MANUFACTURER**
  - SUB-CONTRACTOR**
7. Thereafter, you may assign items, quantities and amounts to this firm.

### **How do I bid as a Joint Venture using Expedite?**

1. Contact NCDOT Contractual Services to obtain the required paperwork and new vendor id for the joint venture.
2. Once approved through Contractual Services, contact Bid Express for an account setup using the newly provided vendor number under the joint venture name.
3. Once approved through Bid Express, setup this vendor number and information in Expedite.
4. Enter bid and DBE information-once complete, submit bid to Bid Express under newly setup id and vendor number.

Please remember if multiple vendor ids are setup in Expedite, please ensure the bid is submitted under the appropriate id.

### **How do I submit my bid using Expedite?**

At this time, Division 8 cannot accept bids online. Do not submit bids for projects let by Division 8 to the NCDOT Statewide Project Letting office.

A final Bid Sheet must be printed using Expedite. This document will require signatures just as if done manually. A copy of the completed project file on CD or DVD must also be submitted along with the signed Bid Sheet and any other required documents.