

EBS Contractor Bidding User Manual

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Overview

General Information

The South Dakota Department of Transportation (SDDOT) *Electronic Bid System - Bidding Program* is used for bid preparation and bid submission. Prime Bidders for a South Dakota Department of Transportation project will use this program to prepare and submit their bid. The Electronic Bid System (EBS) can be downloaded from the SDDOT Website and installed on a PC or laptop of Prime Bidders. It may also be used by those not bidding prime (subcontractors, DBE's or suppliers) to see the bid items and prepare quotes for Prime Bidders.

Software:

The Electronic Bid System performs all arithmetic, automatically calculates price times quantity extensions, subtotals by project detail and totals the bid. The program will check for an incomplete bid (failure to bid all required items) and it will not allow the contractor to bid more than one opposing alternate. For items that have fixed unit bid prices, the program will not allow the price to be edited.

The Bidding Contractor initially installs the Electronic Bid System on their computer following the download instructions available on the SDDOT Website. The SDDOT Website will always have the most current version of the installation instructions. It is important to note that the program must not be installed on a server because of licensing restrictions.

Project Items:

After installation of the Electronic Bid System on the Bidder's computer, the Bidder may then go to the SDDOT Website to download a project item data file for any project open for bid. The project item data file contains the items, quantities, and project information for bidding of the project. The Bidder will then be able to open the downloaded project data file to prepare and submit a bid from their computer using the Electronic Bid System.

Certified DBE Contractors:

Some projects may require a Disadvantaged Business Enterprise (DBE) Commitment to be included with the bid. A data file of currently certified DBE contractors is available on SDDOT's website which can be downloaded into the Electronic Bid System for use in preparing the required DBE Commitment and/or Good Faith effort documentation.

If you intend to sublet project items to DBEs, the software will assist you in the preparation of the required documentation to be submitted with your bid.

Bid Submission:

The Electronic Bid System will create an encrypted bid file that must be submitted via the SDDOT Secure Bid Submission website. Bid Submission Instructions are available on the SDDOT website.

System Requirements

The minimum recommended requirements to run the Electronic Bid System are:

- Hardware: Pentium Processor with 64 MB of RAM and Printer
- Software: Windows XP, Windows Vista, or Windows 7 (32 or 64 bit)
- Internet connection
- Web browser

Requirements for electronic bid submission:

- Contractor ID.
- Bidder ID and password
- Internet Explorer Version 7.0 or higher

It is desirable to have E-mail software (e.g., Outlook, Outlook Express), but not a requirement. As you submit a bid electronically, messages will be presented to you. The messages will also be duplicated in an email from the SDDOT and sent to the Email address associated with your Bidder ID and company. It is your responsibility to notify SDDOT if you change your email address.

Who to Contact

If you have any questions or problems, please contact the following resources:

Technical and Installation problems or questions with the EBS software, Bidder ID, Contractor ID, password or bid submission problems or questions:

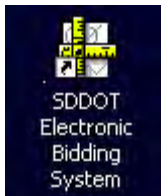
Contact the SDDOT Bid Letting Office at (605) 773-3275

Email Address: DOTBids@state.sd.us

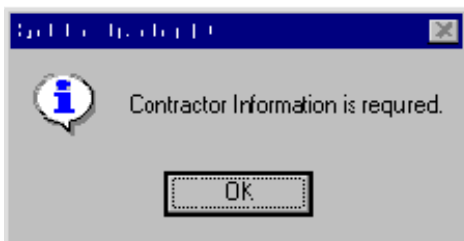
Website: <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebslettings.aspx>

Starting the Program

To run the EBS software, locate the software by going to **Start, Programs**, and then selecting **SDDOT Electronic Bidding System Program** or by double-clicking on the EBS icon installed on the desktop.



If a contractor profile has not been previously defined to the EBS software, a 'contractor information is required' message will display. After replying *OK* to the message, your contractor information can be entered in the 'Contractor Information' Window (see the 'Contractor Profile Definition and Use' and 'Contractor Profile Information' sections).



Contractor Profile/Status of Work

Contractor Profile Definition and Use

The Contractor Profile contains information about the bidding contractor that must be included in each bid submitted in order to identify the bidder on an electronic bid file or to print company information on any bid reports printed from the EBS system.

The profile information needs to be entered once and can be modified at any time. Each time a download and install of the EBS software is done, the Contractor Profile information is re-accessed from the data in the installation directory (unless the directory is manually deleted prior to the re-install of the software).

If you have multiple offices preparing bids, use only the company information for the main location in each instance of the Contractor Profile information. Company information maintained by SDDOT is updated with Contractor Profile information each time a bid is submitted.


Some contractors may be incorporated under different names and Federal Tax Ids, but may submit bids from the same central office. To accommodate this case, the contractor can add as many profiles as they require. Each profile, therefore, requires a unique Contractor ID number (see below).

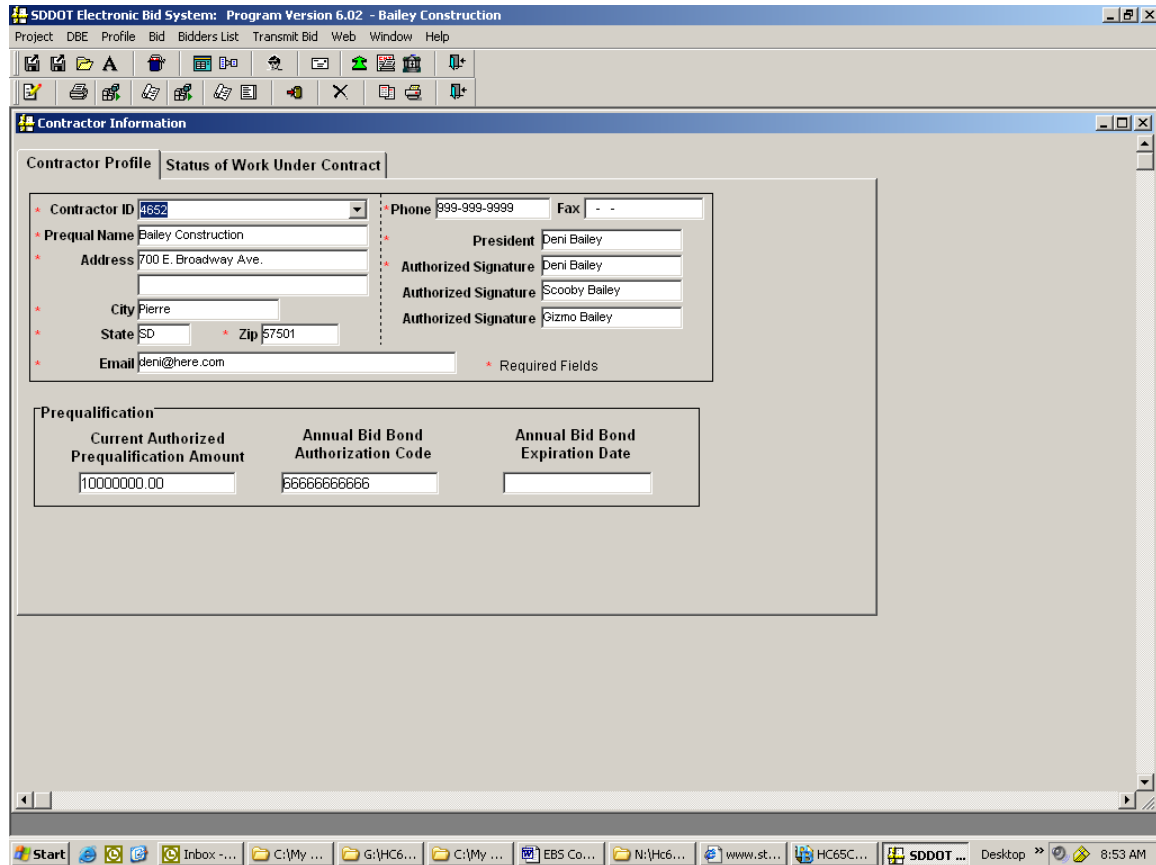
If only one profile is defined to the program, it is automatically associated with all bids created on the system. Contractor Profile associations are made either when the EBS software is started (see the 'Starting the Program' section) or prior to the load of project items into EBS (see the 'Load Project Items' section). The Contractor Profile information is needed to print on the Bid Reports, to be included in bids that are electronically submitted.

To add or edit a Contractor Profile, see the 'Contractor Profile Information' section.

Contractor Profile Information

To add a Contractor Profile, click on the menu item Profile, and then select Add Profile/Status of Work from the drop-down list. Once the 'Contractor Profile' Window displays, enter the Contractor ID Number in the new profile Contractor ID window. This number is assigned by SDDOT and it is imperative that it is obtained from SDDOT and entered correctly into your profile (**NOTE: To obtain your contractor id, please register as a new contractor on our web site <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/userregistration.aspx>**). In order to process a bid submitted electronically, the Contractor ID Number in your profile must exactly match your Contractor ID on SDDOT's central database.

To edit or view a Contractor Profile, click on the menu item Profile, and then select Edit Profile/Status of Work from the drop-down list (or click on the  on the tool bar).



If more than one profile has been entered, you may select the desired profile to view by clicking on the drop-down arrow of the **Contractor ID** listbox window and then selecting the desired profile ID.

The required information on the Contractor Profile tab is the Contractor ID (**Note: The Contractor ID Number must be obtained from SDDOT** and is unique based on the company name.), Name (prequalified name – you must be consistent in the use of the prequalified name), Address (street or P.O. Box), City, State, Zip, Phone, President's name and Authorized Signature. If you have an email address, use the email field in your contractor profile to keep your email address current with SDDOT. Each time you submit a bid, profile information included with the bid will update the SDDOT database with the two following exceptions:

- (1) Contractor ID – this must match your company ID already on the SDDOT database
- (2) Prequalified Name – If you are prequalified, you must contact SDDOT Prequalification office to change your company name. If you are not prequalified, please contact SDDOT Project Development - Bid Letting Office to change your company name.

Since the Authorized Prequalification amount is needed on the Status of Work Report, there is a field for Current Authorized Prequalification Amount. See the 'Status of Work' section for more information about the Status of Work Under Contract tab.

To submit a bid, the contractor must have a bid bond. On the Contractor Profile tab, there is a box where the contractor may enter an annual bid bond authorization code. **This bond information should be entered only for annual bid bonds issued by Surety 2000 only. If the contractor is bonding by individual contract, that bond authorization code should be entered on the Transmit Bid window. If the contractor is using a bid bond issued by SurePath the bond code must be emailed to dotbids@state.sd.us prior to the designated bid opening time.** The annual bid bond authorization code the contractor enters on the Contractor Profile tab will automatically be entered in the bond authorization code box on the 'Transmit Bid' window, but this field may be changed if the contractor has a bond for that specific contract. The contractor may also enter an Annual Bid Bond Expiration Date. This date will be for the contractors use as a reminder of when to renew their annual bid bond. This field is not required and is not submitted with the bid.

Save the data by selecting *Save* from the *Project* menu drop-down list or by clicking on the *Save* icon



on the tool bar.

Delete a Profile

To delete a Contractor Profile, click on the menu item *Profile*, select the profile to be deleted, and then



select *Delete* from the *Project* menu drop-down list or click on the *Delete* icon on the tool bar.

Status of Work

The Status of Work Under Contract information is required to be reported by bidding contractors. The Status of Work Under Contract information can be updated at any time in the 'Contractor Information' Window. This information will be sent along with the bid to SDDOT Project Development office. The contractor will need to update this information as work under contract by the contractor changes.

To add Status of Work Under Contract information, click on the menu item *Profile* and then select *Add Profile/Status of Work* from the drop-down list.

To edit Status of Work Under Contract information, click on the menu item *Profile* and then select *Edit Profile/Status of Work* from the drop-down list.

To add, edit, or delete detail work entries on the 'Status of Work Under Contract' Window, click on the **Status of Work Under Contract** tab. To add an entry, click on the *Insert Row* button. Enter the required information and then save the data. The data is saved by either selecting *Save* from the *Project* menu



drop-down list or by clicking on the *Save* icon on the tool bar. If data has been changed and not saved, you will be prompted to save the data prior to exiting from the window. To delete an entry, click on the row to be deleted and then click on the *Delete Row* button.

Status of Work Under Contract Report

To print the Status of Work Under Contract Report, select *Transmit Bid* from the menu bar (or click on the



Transmit Bid icon on the tool bar) and then click on the *View* button to the right of "Status of Work Under Contract" in the 'Forms Check List for Bid Submission' Window that displays. After viewing the information, you can print in one of three ways: (1) click on the *Print* button in the lower left corner of



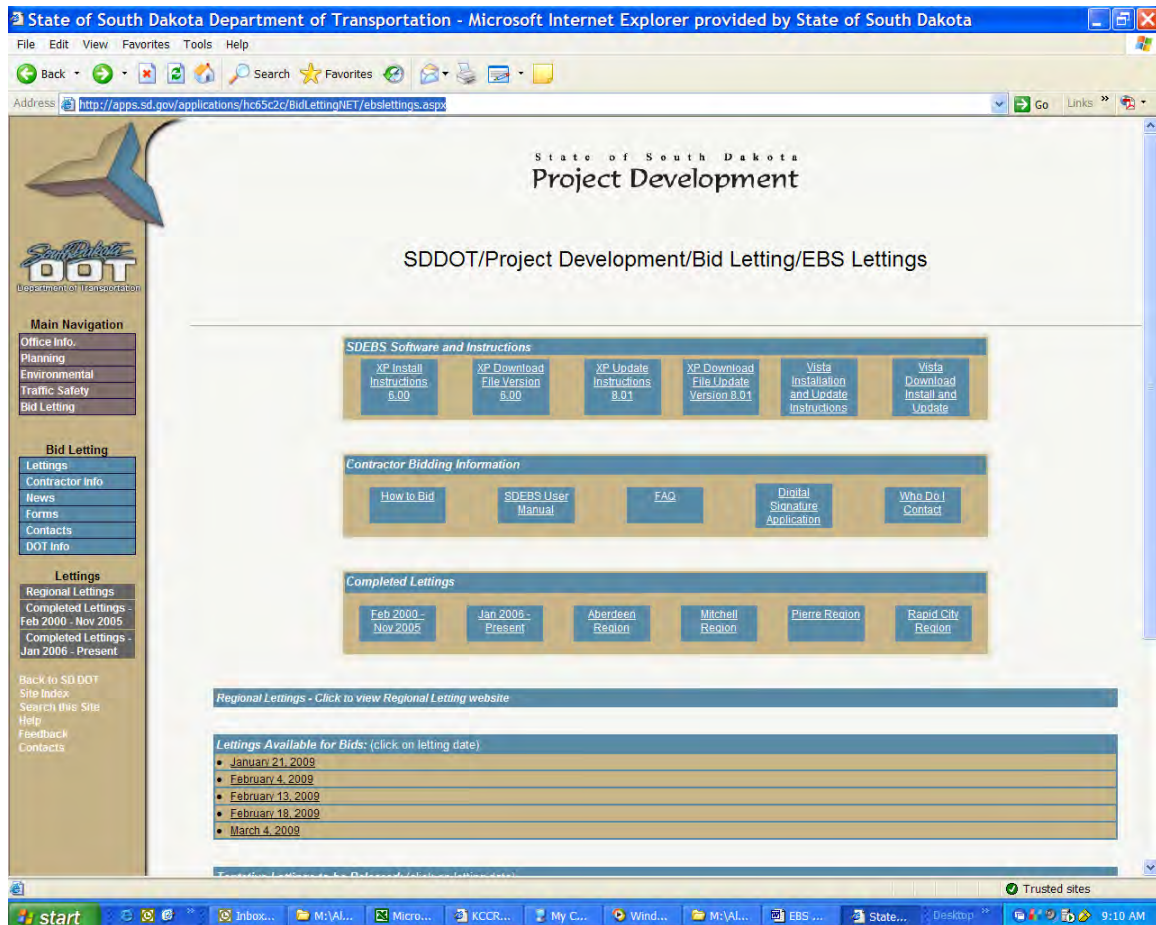
the view window (2) click on the *Printer* icon on the tool bar or (3) select *Project* from the menu bar and then *Print* from the drop-down list.

Bid Preparation

Download A Project

Project Files (Bid Item Lists) must be downloaded from the SDDOT EBS Lettings website.

<http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebslettings.aspx>



Once you have clicked the EBS Lettings link, select the letting in which you are interested. The following screen will show

State of South Dakota Department of Transportation - Microsoft Internet Explorer provided by State of South Dakota

Address: http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebsettingdetail1.aspx?LettingId=131

State of South Dakota Project Development

SDDOT/Project Development/Bid Letting/Lettings/Letting Detail

You will need the free Adobe Acrobat Reader to view these files. [Adobe Website](#)

If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in. Thank you for your patience.

Documents:

- [Notice To Contractor](#)
- [DBE Directory](#)
- [Subcontractor List](#)
- [Work Types List](#)

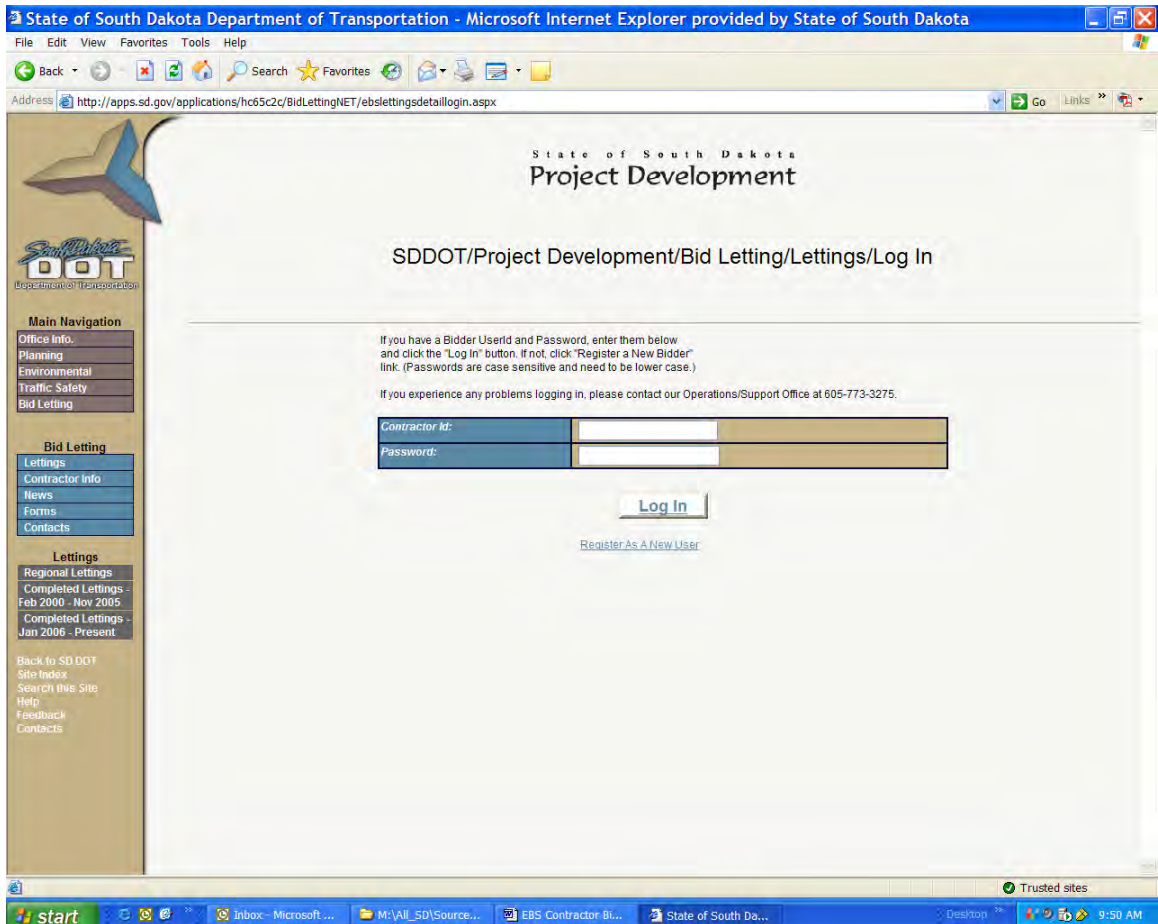
[Log In](#)

Prime Contractors must be prequalified in the work type specified for any bid \$100,000 or greater.

Letting Items		
Item	Contract Info	Plan Sets
1	BRF 6531(07) - Bridge Deck Concrete Patching - PCN - 00WG 0 - addendums for this contract Work Type S Plan Holder List Special Provisions	NonSection.pdf
2	PH-NH-EM 0081(30)155 - Urban Reconst & ADA Upgrades - PCN - 6716 0 - addendums for this contract Work Type B Plan Holder List Special Provisions	SectionA.pdf SectionB.pdf SectionC.pdf SectionD.pdf SectionF.pdf SectionI.pdf SectionII.pdf SectionS.pdf SectionX.pdf SectionZ.pdf
3	IM 0294(58)110 - PCCP, Bridge Appr, GR, & Culverts - PCN - 00WY	SectionA.pdf

This page shows the item number, project number, type of work and other information. The Work Type is the prequalified work type of the project. Prime Bidders must be prequalified in the specified work type(s) for any bid at or above \$100,000. The plan holder list link will show you who is planning to be a prime bidder, quoting, prime bidder and quoting or not bidding or quoting. The Special Provisions link is a .pdf file of any special provisions for that project. All sections of plans are then listed. The plan sets are in .pdf format and will be available for download and printing by the contractor. Printed plans will no longer be available by SDDOT. The only printed plans will be ten copies of the plans for the Contractor who is awarded the bid.

To download the bid item files (for use with the SDDOT EBS application, click the Log In link below the Work Types List.



Enter your contractor id (provided by SDDOT Project Development Office) and password.
Click the log in button. You will be taken to the following screen.

State of South Dakota Department of Transportation - Microsoft Internet Explorer provided by State of South Dakota

Address: http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebsettingitem.aspx

State of South Dakota Project Development

SDDOT/Project Development/Bid Letting/Lettings/Items

[Update Contractor Information](#)

Select the bidding type for items you wish to access.
Fill in the contact information for each item.
Click Save to retrieve bid item lists, addenda files, be added to the planholder list and send emails to DBE or Prime Contractors.

If you experience any problems,
please contact the Bid Letting Office at 605-773-3275.

Item	Project Nbr	Bid Type	Contact Information	Edit
1	BRF 6531(07)	Not Bidding or Quoting	Contact Name Phone Nbr Cell Nbr Fax Nbr Email	Edit
2	PH-NH-EM 0081(30) 155	Not Bidding or Quoting	Contact Name Phone Nbr Cell Nbr Fax Nbr Email	Edit
3	III 0294(58)110	Not Bidding or Quoting	Contact Name Phone Nbr Cell Nbr Fax Nbr Email	Edit
4	PH 8045(01)	Not Bidding or Quoting	Contact Name Phone Nbr Cell Nbr Fax Nbr Email	Edit
5	P 0021(87)	Not Bidding or Quoting	Contact Name Phone Nbr Cell Nbr	Edit

Click the Edit button by each project in order to fill in how you plan to bid that project and contact information. Once you have edited a project, click the confirm button. After editing all projects you are interested in, click the save button. You will be taken to the following page.

State of South Dakota Department of Transportation - Microsoft Internet Explorer provided by State of South Dakota

Address: http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebsitemlists.aspx

State of South Dakota Project Development

SDDOT/Project Development/Bid Letting/Lettings/Item Detail

To download the bid item list for use with the SDDOT EBS application, Right Click on the Bid Item List link
Select the Save Target As menu option. The following save dialog box will show. Select the folder where
you would like to save the file and click Save. You may want to create a new folder for each letting and
label it the letting date. Then save the bid item lists in this folder.

If a file comes up "File Not Found", please try back later as the servers
may be extremely busy for all the requests coming in.
Thank you for your patience.

[Return to EBS Lettings](#)

Item Nbr	Project Nbr	Project Item File
1	BRF 6531(07)	Item 1-BRF 6531(07)_200901231315.tbl
2	PH-NH-EM 0081(30)155	Item 2-PH-NH-EM 0081(30)155_200901231317.tbl
3	IM 0294(58)110	Item 3-IM 0294(58)110_200901231320.tbl
4	PH 8045(01)	Item 4-PH 8045(01)_200901231321.tbl
5	P 0021(87)	Item 5-P 0021(87)_200901231324.tbl
6	P 0011(56)	Item 6-P 0011(56)_200901231326.tbl
7	P 0042(37)	Item 7-P 0042(37)_200901231327.tbl
8	P 0044(139)330	Item 8-P 0044(139)330_200901231336.tbl
9	NH 0016(70)67	Item 9-NH 0016(70)67_200901231341.tbl
10	P 0014(148)202	Item 10-P 0014(148)202_200901231411.tbl

Done

Trusted sites

start | Inboxes - Microsoft ... | M:\All_SD\Source... | EBS Contractor Bl... | State of South Da... | Desktop | 9:51 AM

To download the project item file for use with the SDDOT EBS application, Right Click and

State of South Dakota Department of Transportation - Microsoft Internet Explorer provided by State of South Dakota

Address: http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebsitemlists.aspx

State of South Dakota Project Development

SDDOT/Project Development/Bid Letting/Lettings/Item Detail

To download the bid item list for use with the SDDOT EBS application, Right Click on the Bid Item List link
Select the Save Target As menu option. The following save dialog box will show. Select the folder where
you would like to save the file and click Save. You may want to create a new folder for each letting and
label it the letting date. Then save the bid item lists in this folder.

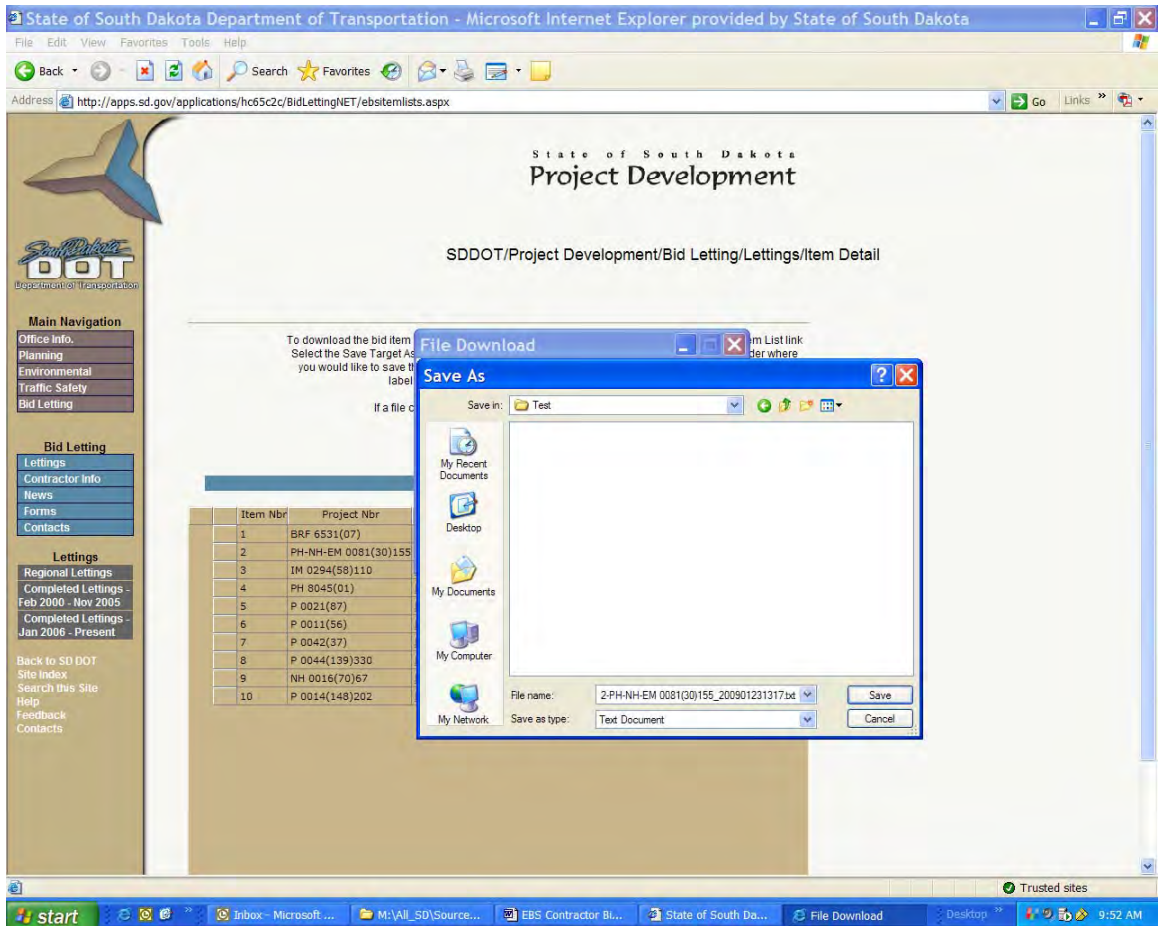
If a file comes up "File Not Found", please try back later as the servers
may be extremely busy for all the requests coming in.
Thank you for your patience.

Return to EBS Lettings

Item Nbr	Project Nbr	Project Item File
1	BRF 6531(07)	Item 1-BRF 6531(07) 200901231315.bl
2	PH-NH-EM 0081(30)155	Item 2-PH-NH-EM 0081(30)155
3	IM 0294(58)110	Item 3-IM 0294(58)110 20090123
4	PH 8045(01)	Item 4-PH 8045(01) 20090123
5	P 0021(87)	Item 5-P 0021(87) 20090123
6	P 0011(56)	Item 6-P 0011(56) 20090123
7	P 0042(37)	Item 7-P 0042(37) 20090123
8	P 0044(139)330	Item 8-P 0044(139)330 20090123
9	NH 0016(70)67	Item 9-NH 0016(70)67 20090123
10	P 0014(148)202	Item 10-P 0014(148)202 20090123

Context menu options: Open, Open in New Window, **Save Target As...**, Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., Convert link target to Adobe PDF, Convert link target to existing PDF, Properties

Select the Save Target As menu option. The following save dialog box will show. Select a folder where you would like to save the file and click Save. You may want to create a new folder for each letting and label it the letting date. Then save the bid item lists in this folder.



You will now be able to load the project file into the EBS application (See Load Project Items).

If there are any addenda for this project, they will show below the project item file. Click the 'Click Addendum Receipt' link for each addendum.

The screenshot shows a web browser window displaying the SDDOT Project Development Bid Letting/Item Detail page. The page title is "State of South Dakota Project Development" and the URL is "http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebssitemlists.aspx".

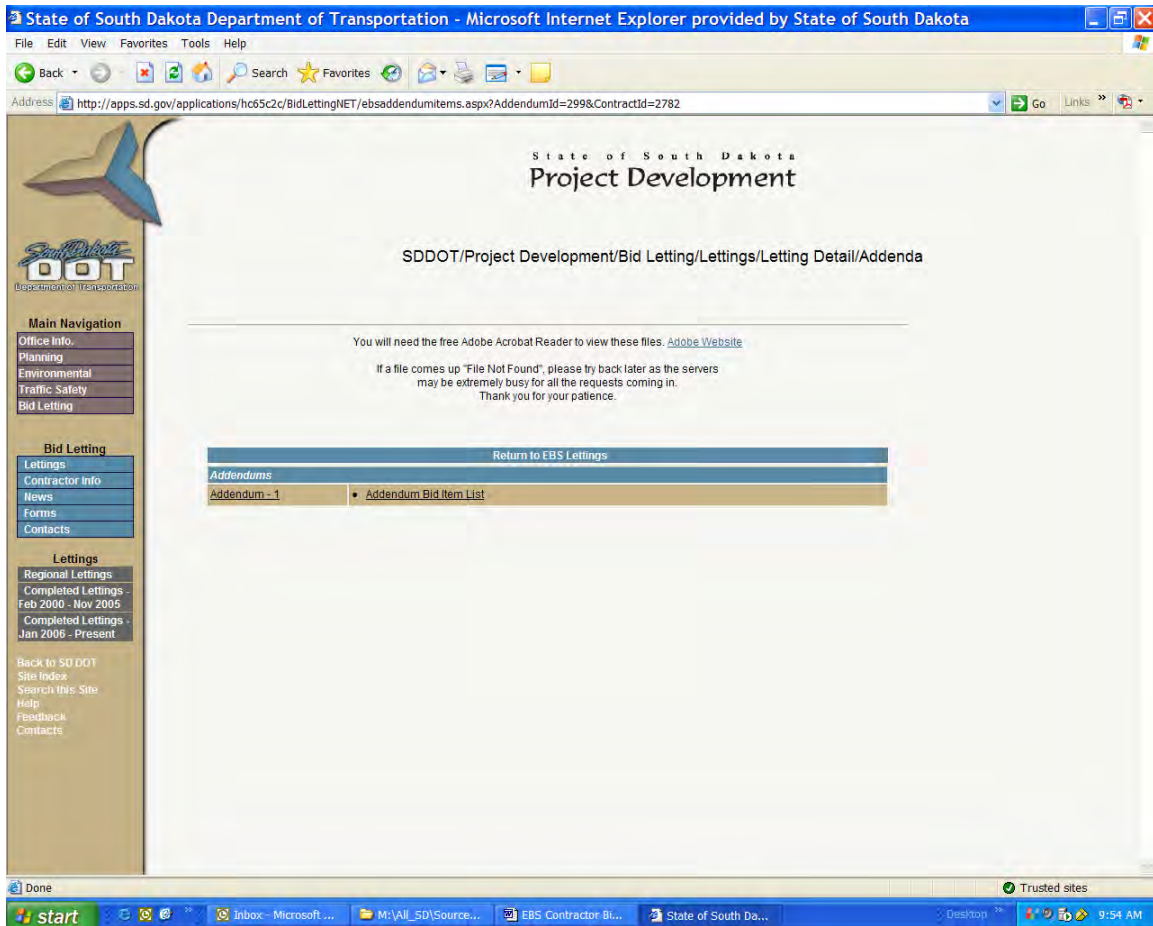
The page content includes a navigation menu on the left with sections for "Main Navigation" (Office Info, Planning, Environmental, Traffic Safety, Bid Letting) and "Bid Letting" (Lettings, Contractor Info, News, Forms, Contacts). Below this is a "Lettings" section with "Regional Lettings" (Completed Lettings Feb 2000 - Nov 2005, Completed Lettings Jan 2006 - Present) and links for "Back to SD DOT", "Site Index", "Search this Site", "Help", "Feedback", and "Contacts".

The main content area features a "Return to EBS Lettings" button and a table of bid items. The table has columns for "Item Nbr", "Project Nbr", and "Project Item File". Below the table, there is a section for addenda with columns for "Seq Nbr", "Addenda Type", "Date", and "Link".

Instructions on the page state: "To download the bid item list for use with the SDDOT EBS application, Right Click on the Bid Item List link. Select the Save Target As menu option. The following save dialog box will show. Select the folder where you would like to save the file and click Save. You may want to create a new folder for each letting and label it the letting date. Then save the bid item lists in this folder." It also notes: "If a file comes up 'File Not Found', please try back later as the servers may be extremely busy for all the requests coming in. Thank you for your patience."

Item Nbr	Project Nbr	Project Item File	
2	NH 0018(148)446	Item 2-NH 0018(148)446 200901081359.bt	
3	P 0044(75)88	Item 3-P 0044(75)88 200901081400.bt	
Seq Nbr	Addenda Type	Date	Link
1	Bid Item Change & Plan Sheet Changes	1/28/2009 12:00:00 AM	Click Addendum Receipt
4	P 0012(141)		Item 4-P 0012(141) 200901081403.bt

For each of the above addenda, the contractor will need to click the Click Addendum Receipt link. This allows SDDOT to know that the contractor is aware there is an addendum for the project. After clicking the Click Addendum Receipt link the contractor will be taken to the page with more information for that particular addendum.



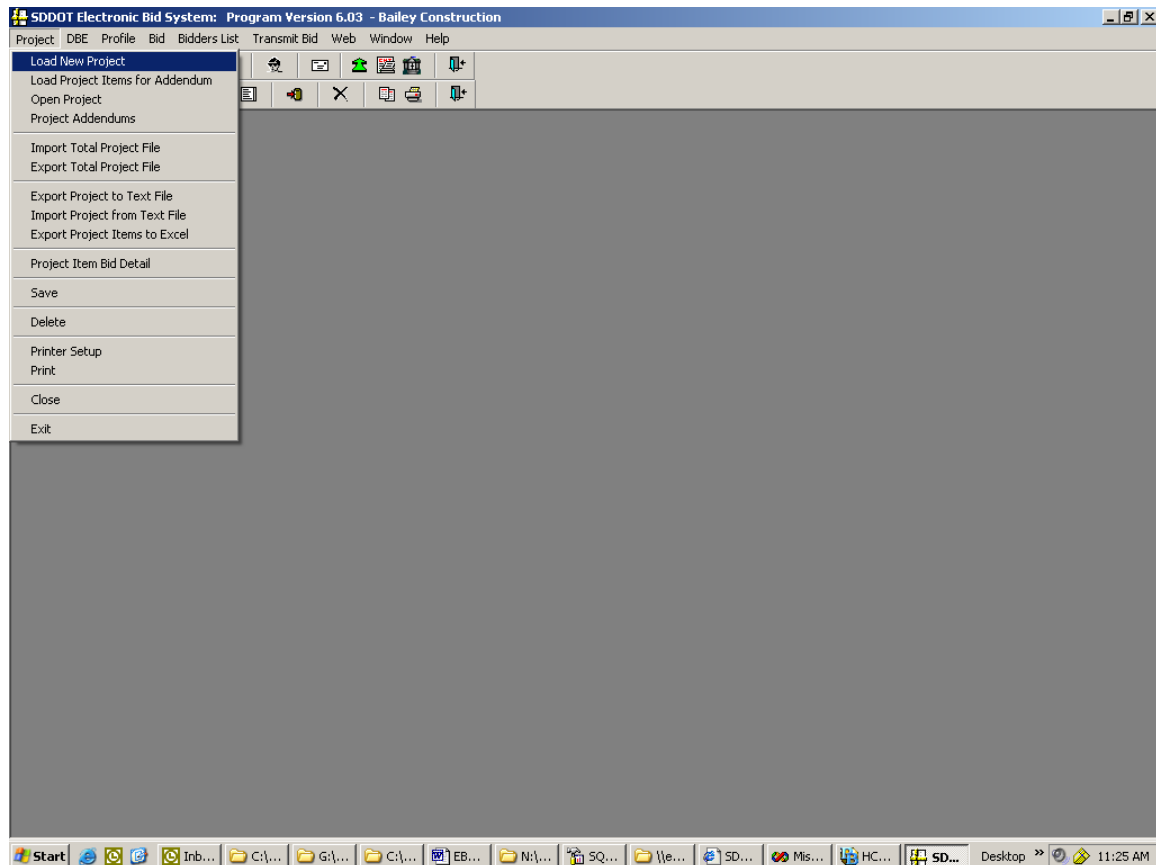
If the addendum causes a change in quantity or if a bid item has been added or deleted, an addendum bid item file will be available for download by referring to the same steps followed for downloading the original project item file. **After the download of the original project item file, each addendum bid file will need to be loaded into the SDDOT EBS application in addenda order.** If there are two addenda, make sure to load addendum 1 first and then addendum 2. The addendum files will have an A and a number right before the .txt in the file name (ie. Item 1-BRO 8043(06)_200512221400**A1**.txt). Please refer to the 'Load Project Addendum File' section of this user manual.

Load Project Items

Once the project items data file (project file) has been downloaded from SDDOT's Website and saved on your computer, the next step is to load the project items into the EBS software. Start the EBS software

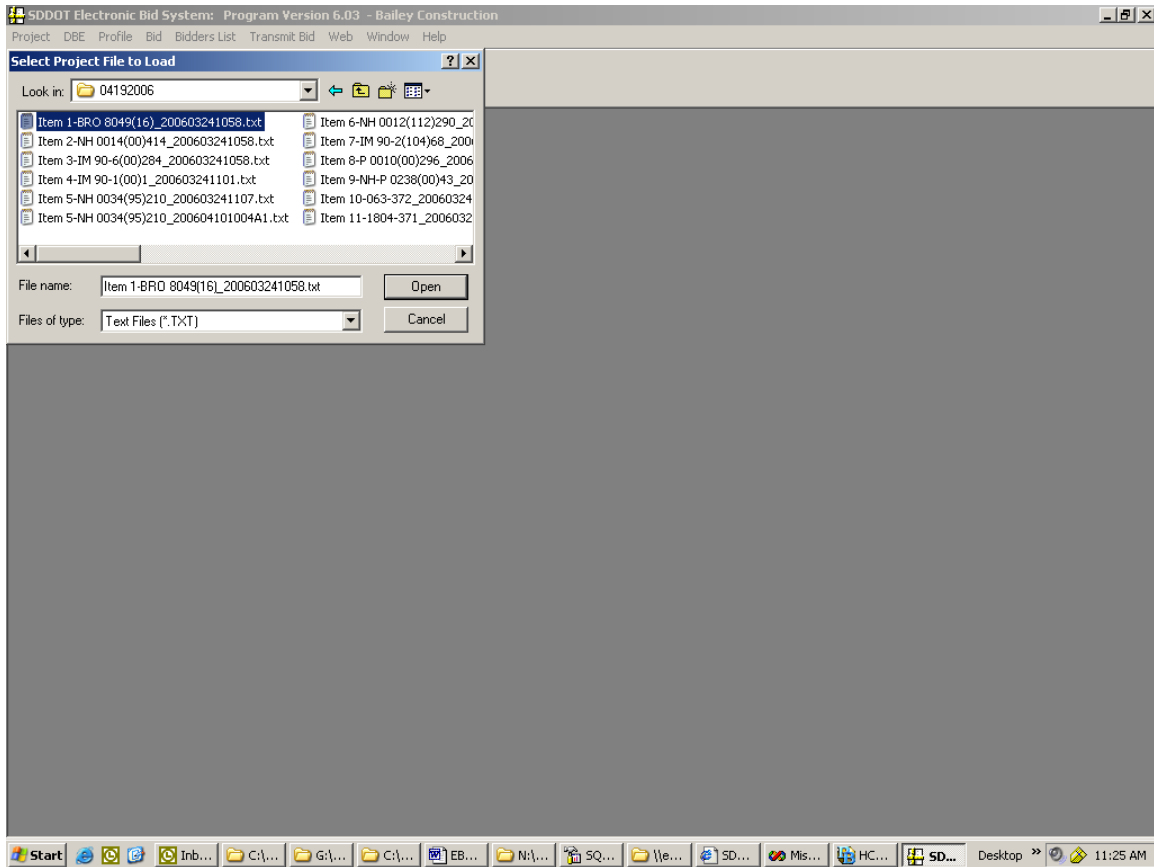


and choose Load New Project from the Project menu (or choose the *Load New Project* button from the tool bar).

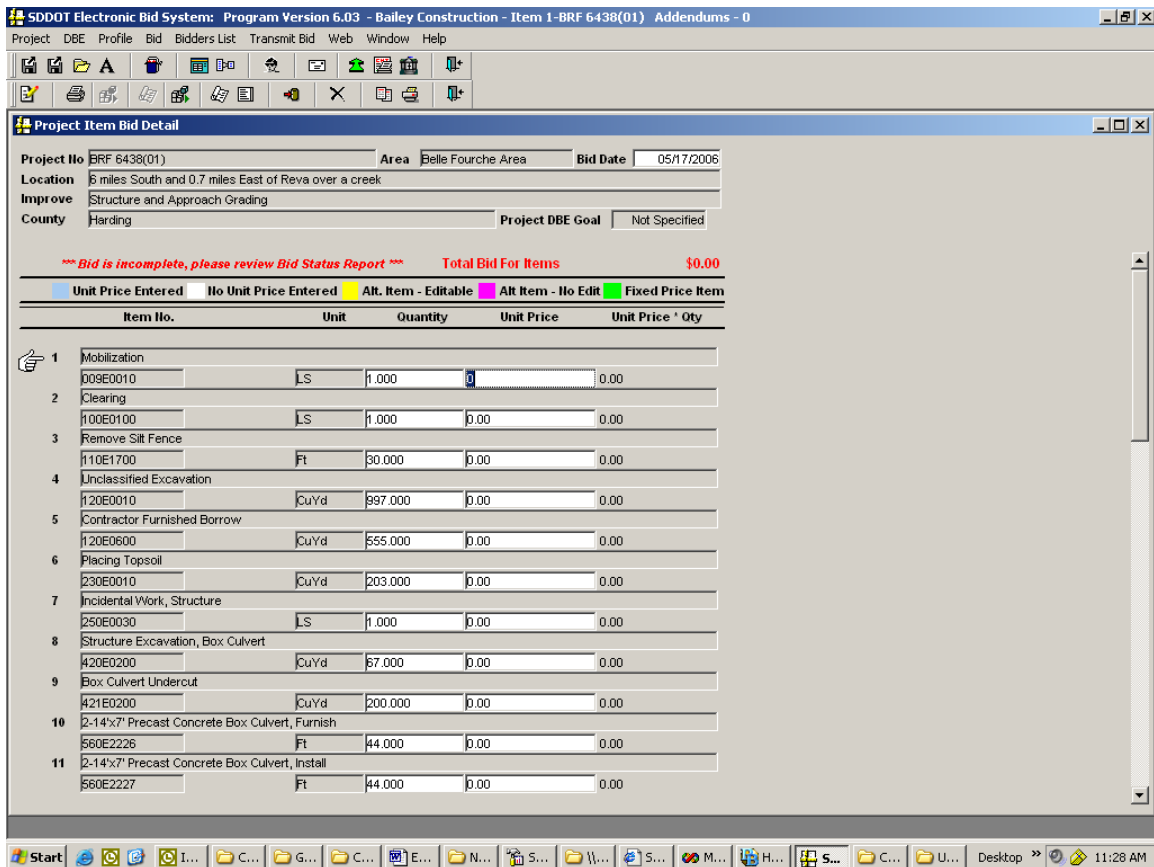


The project being loaded will be automatically associated with the Contractor Profile that was selected when the EBS software was initially started (see *Starting the Program*). If only one Contractor Profile has been defined to the EBS software, the project is always associated with that profile and a profile does not have to be selected when EBS is started. If more than one profile has been defined and a different Contractor Profile is to be associated with the project to be loaded, select Profile from the menu bar, Select Contractor from the drop-down menu, and then select the desired Contractor Profile from the 'Select Contractor' Window.

After selecting Load New Project, choose the project you want to load in the 'Select Project File to Load' Window and then click the Open button. You should be loading the project item file you saved in the previous step (Download a Project),

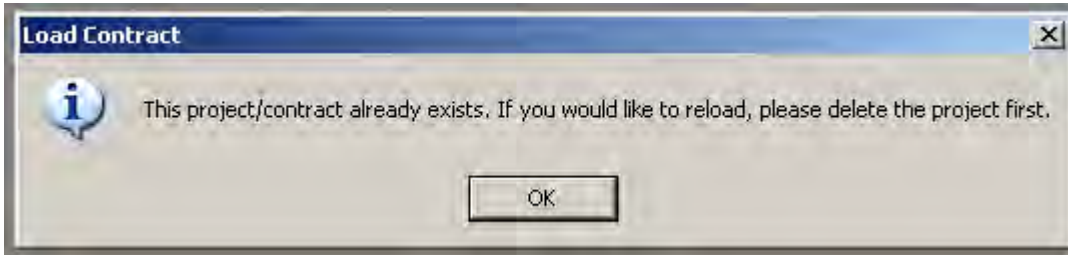


After the project is loaded, the project items will be displayed in the 'Project Item Bid Detail' Window and bid preparation can be started (see the 'Prepare Bid' section).



After the 'Project Item Bid Detail' Window is displayed, unit price information can be entered and the project data saved (see Preparing the Bid for more information). **It is good to save your work often.**

If a project has already been loaded and is being reloaded again, a warning message will show asking you to delete the project and then load it.

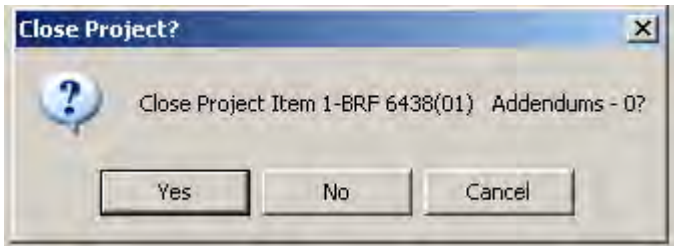


Open Project

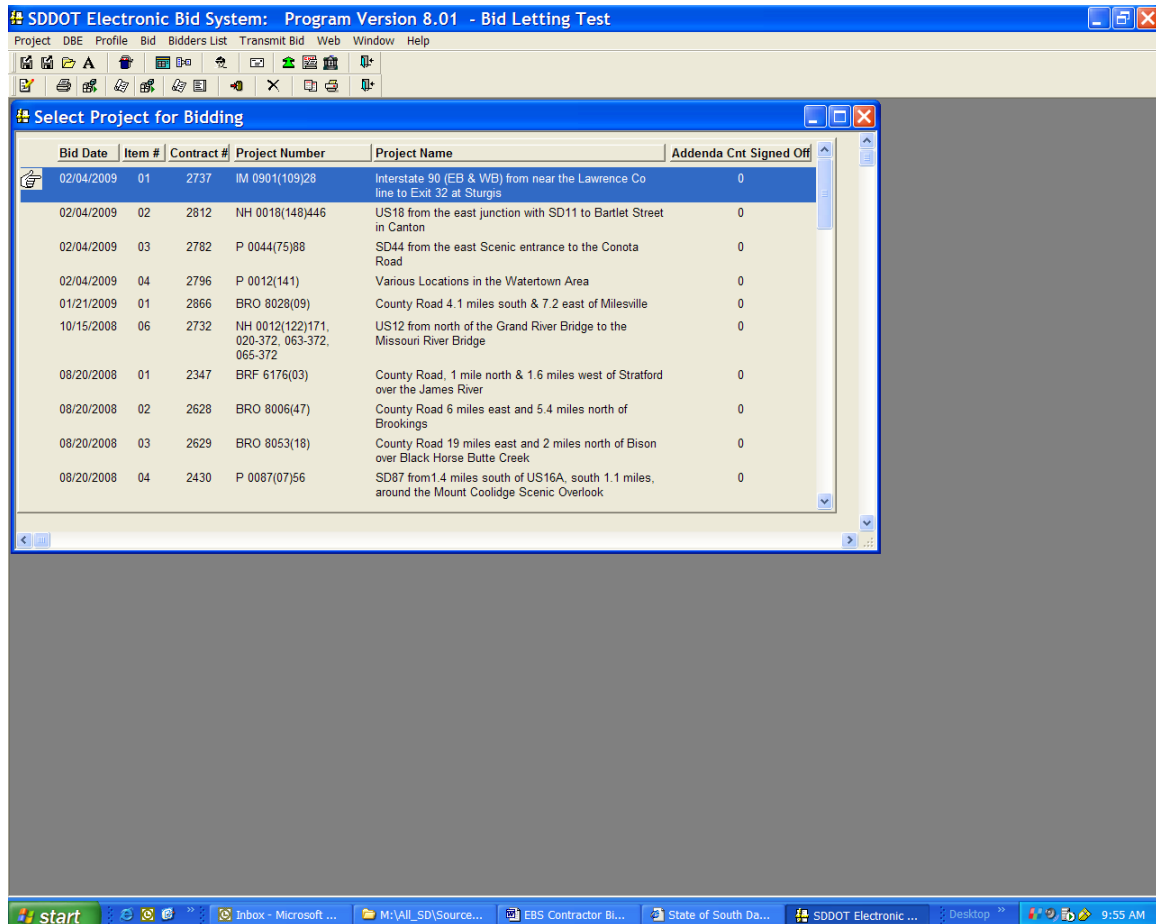
To access a project that has already been loaded, or to edit or continue preparing a bid, choose Project from the menu bar and Open Project from the drop-down menu (or click on the *Open Project* icon



on the tool bar). If any other project is currently open, the following 'Close Project' Confirmation Window will be displayed.



If another project is not currently open, or if Yes is clicked to the 'Close Project' Confirmation Window, a window similar to the following window will display a list of all the projects currently loaded on the computer.

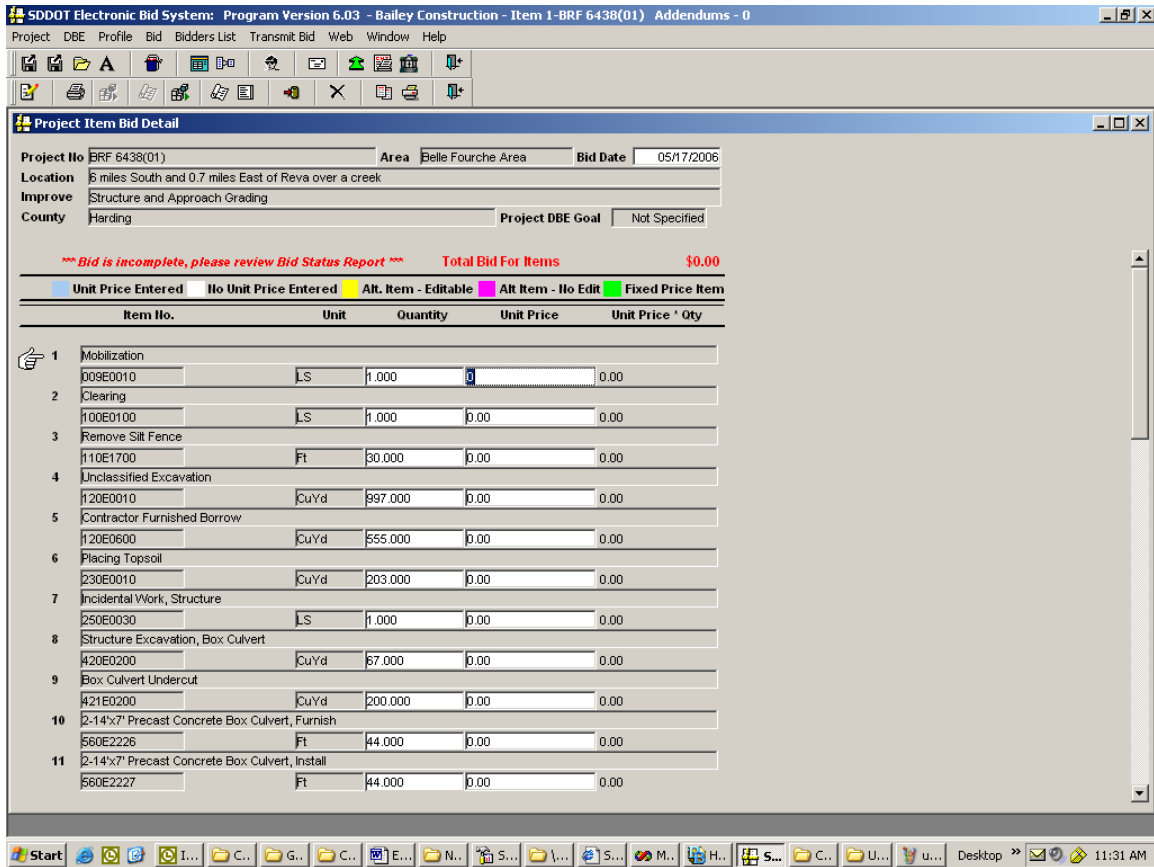


To select a project, either click on the desired project or use the arrow keys to move the selection bar from project to project and press the enter key to select the project. After a project has been selected, the project will be opened and the 'Project Item Bid Detail' Window is displayed (see Prepare Bid for additional information).

Prepare Bid

After Load New Project or Open Project action is completed, the 'Project Item Bid Detail' Window is automatically displayed. If this window has been closed, it can be opened by choosing Project from the menu bar and then Project Item Bid Detail from the drop-down menu (or clicking on the Project Item Bid

Detail icon  on the tool bar).



To prepare the bid, it is only necessary to enter Unit Prices and either Number of days for A + B bidding, days for daily lane mile rental or block closure days , if applicable. The program will compute Unit Price * Quantity extensions, subtotal the bid by Project Detail, and total the bid.

The color codes in the unit price field indicate the status of the price field. The unit price field will be white if no unit price had been entered and blue if a unit price has been entered. Some items in a SDDOT project have fixed prices (Flagging, for example). The fixed price items will be un-editable and displayed with green in the unit price field.

In some projects there are alternate items. This means that the project designers have given the bidders items they can choose between. Once a unit price has been entered for an alternate item, all the items that may have been designated as being part of the same alternate set must also have unit prices. All items that are part of the un-chosen alternate set or sets will be un-editable and colored magenta. If the bidder desires to change the choice of alternates, zeroing out the unit prices previously entered will make all alternates editable again. The following is an example of a project with alternate items:

SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2

Project DBE Profile Bid Bidders List Transmit Bid Web Window Help

Project Item Bid Detail

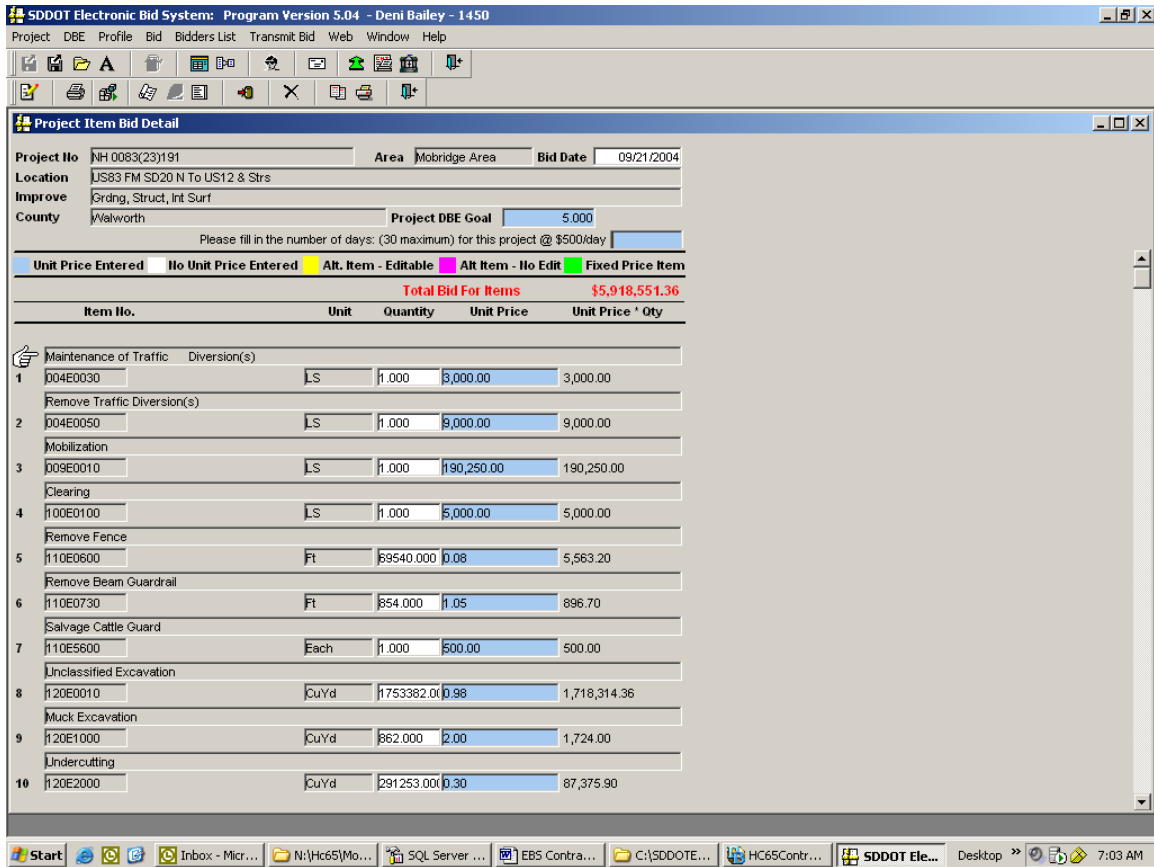
Project No NH 0016(39)41, P 0385(05)95 Area Custer Area Bid Date 03/29/2006
 Location US16 from Hill City to the Keystone Wye & US385 across the Pactola Dam
 Improve Grad, AC & PCC Surf, & Concrete Repair
 County Pennington Project DBE Goal 2 %

Total Bid For Items \$13,519,778.68

Item No.	Unit	Quantity	Unit Price	Unit Price * Qty
121 Refurbish Single Mailbox 900E0010	Each	16.000	4.00	64.00
122 Refurbish Double Mailbox 900E0012	Each	20.000	4.00	80.00
123 Permanent Vehicle Classification System 900E5840	Each	1.000	5.00	5.00
Subtotal				\$13,476,973.18
Alternate Group Alternate - Alternate A				
124 PG 64-22 Asphalt Binder 320E0006	Ton	485.000	5.00	2,425.00
125 Class E Asphalt Concrete 320E1050	Ton	8,057.000	5.00	40,285.00
Subtotal Alternate Group Alternate - Alternate A				\$42,710.00
Alternate Group Alternate - Alternate B				
126 PG 64-22 Asphalt Binder 320E0006	Ton	417.000	0.00	0.00
127 Class E Asphalt Concrete 320E1050	Ton	8,282.000	0.00	0.00
Subtotal Alternate Group Alternate - Alternate B				\$0.00
Alternate Group Alternate - Alternate A				
128 PG 64-22 Asphalt Binder 320E0006	Ton	1.100	5.00	5.50

Start I... C.. G.. C.. E... N.. S... S... M.. H... S... C.. U... u... Desktop >> 11:31 AM

Some projects are designated as "A plus B bidding" and will require the Contractor to bid a number of calendar days in which to complete the project. If a project is an "A plus B" project, the field **Daily Road User Costs** will be displayed and the Contractor must bid on a **Number of Calendar Days** in addition to the unit prices for the items in the contract for their bid to be complete. Daily Road User Costs is an estimate of the daily dollar-cost impact to the traveling public due to the construction. The Daily Road User Cost, which is estimated by SDDOT, is then multiplied by the Number of Calendar Days and added to the total bid (see below for a description of the usage of the number of calendar days). If the project is not an "A plus B" project, neither the **Daily Road User Costs** nor the **Number of Calendar Days** field will be displayed. The following is an example of an "A plus B" project that requires the number of calendar days to be specified:



In the above example, if the Contractor estimates that it will take 30 days to substantially complete the project, the daily road user cost of \$500.00 will be multiplied by 30 resulting in \$15,000.00 being added to the cost of the project as the "B" portion.

To quickly scan to see which bid items have not yet been priced and whether the number of calendar days have been entered on applicable projects, use the Bid Status Report by clicking on the *Bid Status*

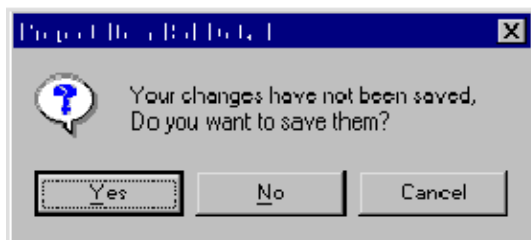


Report icon on the tool bar or by selecting *View Status Report* from the *Bid* drop-down menu (see the Bid Status Report in the [Print Bid Report](#) section for more information).

To save changes made to the 'Project Item Bid Detail' Window, choose *Project* from the menu bar, then



Save from the drop-down menu or by clicking on the *Save* icon on the tool bar. If any changes are not saved before exiting, the confirmation window below will be displayed. Select Yes to save changes, No to not save the changes, or *C*ancel to return to editing the bid.



Disadvantaged Business Enterprise (DBE)

Please refer to the Special Provision for DBE Requirements (included in the contract proposal packet (special provisions) for the project you are bidding) for specific contract requirements.

Download the Certified DBE Contractors

A list of currently certified DBE contractors is maintained on SDDOT's website. This list is updated frequently to add and delete contractors; therefore, it is important that this list is downloaded and loaded in EBS in a timely manner prior to submitting a bid to insure that any DBE sub-contractors that have been selected are still listed as Certified.

Each time you import a current DBE directory file into EBS, the software will review all DBE Commitments on your computer that have a bid open date in the future or a bid open date on the day of the import. Any DBE used on a Commitment that is not on the new imported file will be deleted from the Commitment. You will receive a message box indicating the changes that were made.

To download the Certified DBE Contractors:

1. Click the following link: <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebslettings.aspx>
2. Select the letting on which you are bidding, the DBE Directory will be under the Notice to Contractors.

State of South Dakota Department of Transportation - Microsoft Internet Explorer provided by State of South Dakota

Address: <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebslettingsdetail1.aspx?LettingId=131>

State of South Dakota
Project Development

SDDOT/Project Development/Bid Letting/Lettings/Letting Detail

You will need the free Adobe Acrobat Reader to view these files. [Adobe Website](#)

If a file comes up "File Not Found", please try back later as the servers may be extremely busy for all the requests coming in.
Thank you for your patience.

Documents:

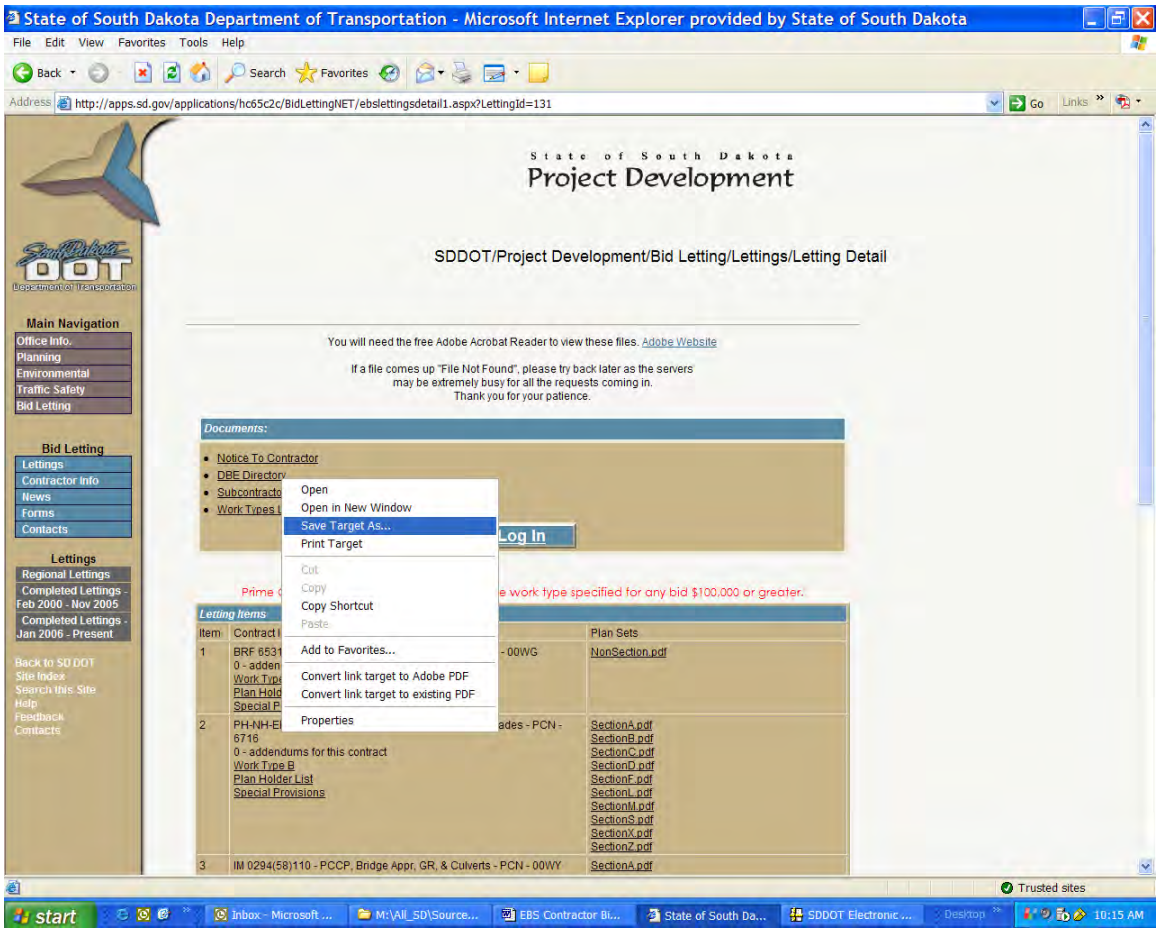
- Notice To Contractor
- DBE Directory
- Subcontractor List
- Work Types List

[Log In](#)

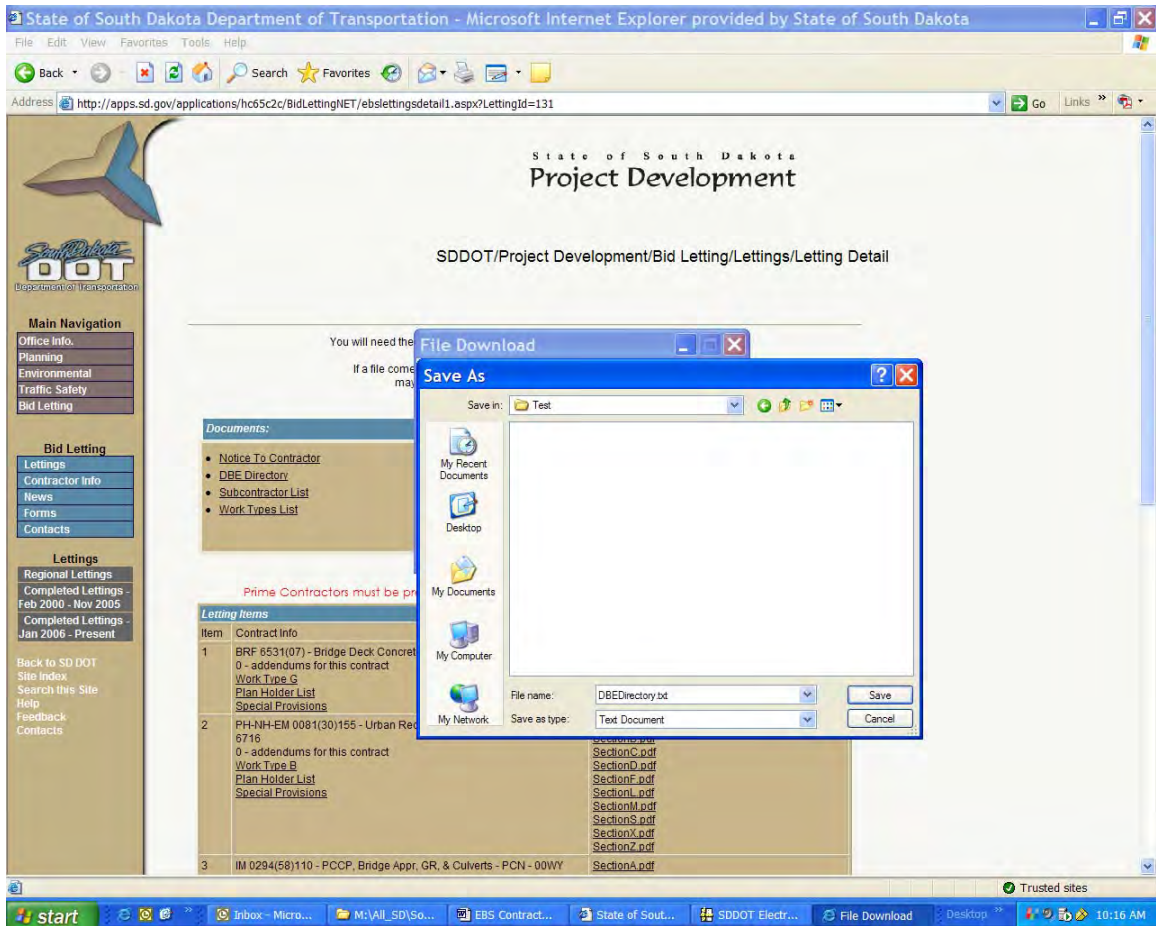
Prime Contractors must be prequalified in the work type specified for any bid \$100,000 or greater.

Item	Contract Info	Plan Sets
1	BRF 6531(07) - Bridge Deck Concrete Patching - PCN - 00WG 0 - addendums for this contract Work Type G Plan Holder List Special Provisions	NonSection.pdf
2	PH-NH-EM 0081(30)155 - Urban Reconst & ADA Upgrades - PCN - 6716 0 - addendums for this contract Work Type B Plan Holder List Special Provisions	SectionA.pdf SectionB.pdf SectionC.pdf SectionD.pdf SectionE.pdf SectionF.pdf SectionG.pdf SectionH.pdf SectionI.pdf SectionJ.pdf SectionK.pdf SectionL.pdf SectionM.pdf SectionN.pdf SectionO.pdf SectionP.pdf SectionQ.pdf SectionR.pdf SectionS.pdf SectionT.pdf SectionU.pdf SectionV.pdf SectionW.pdf SectionX.pdf SectionY.pdf SectionZ.pdf
3	IM 0294(E8)110 - PCCP, Bridge Appr, GR, & Culverts - PCN - 00WY	SectionA.pdf

3. Right click on the link DBE Directory



Select the Save Target As menu option. The following save dialog box will show. Select the folder where you would like to save the file and click Save

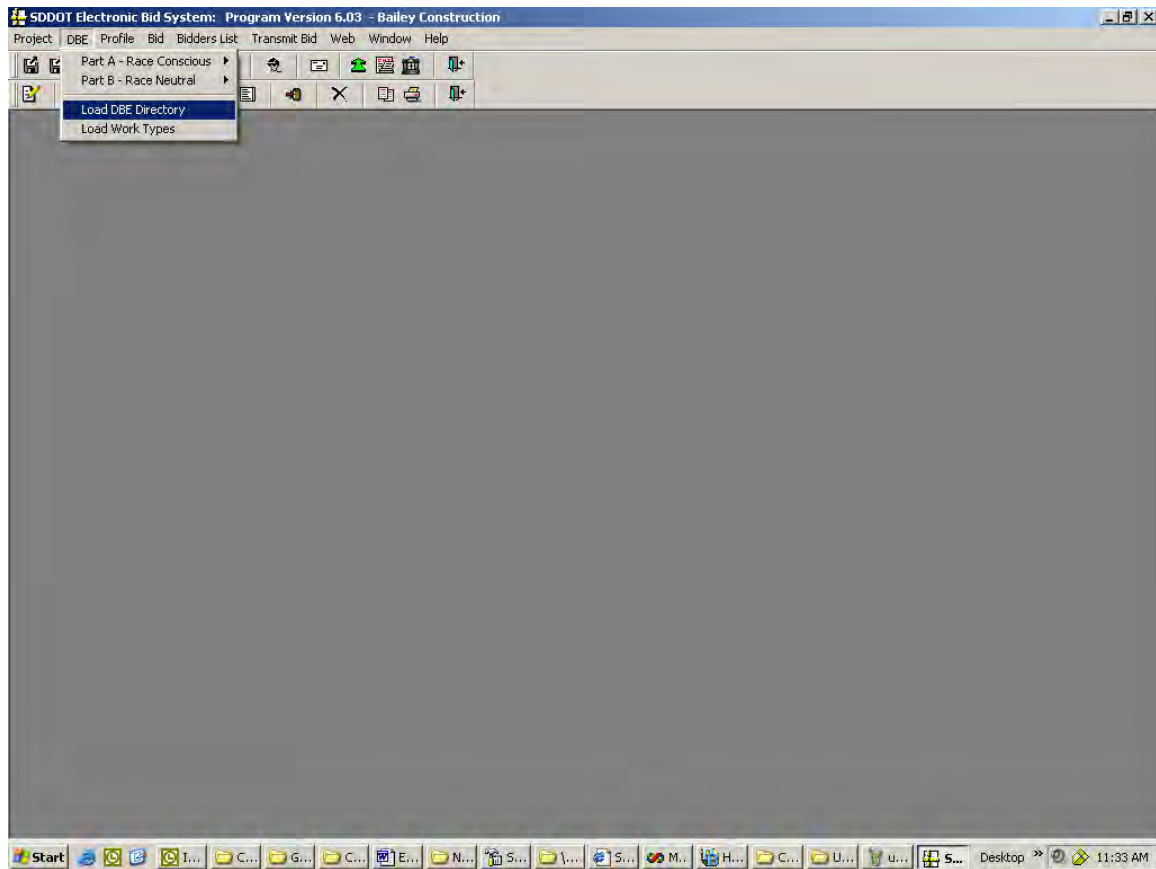


You will now be able to load the DBE Directory file into the EBS application (See Load Certified DBE Contractors into EBS)

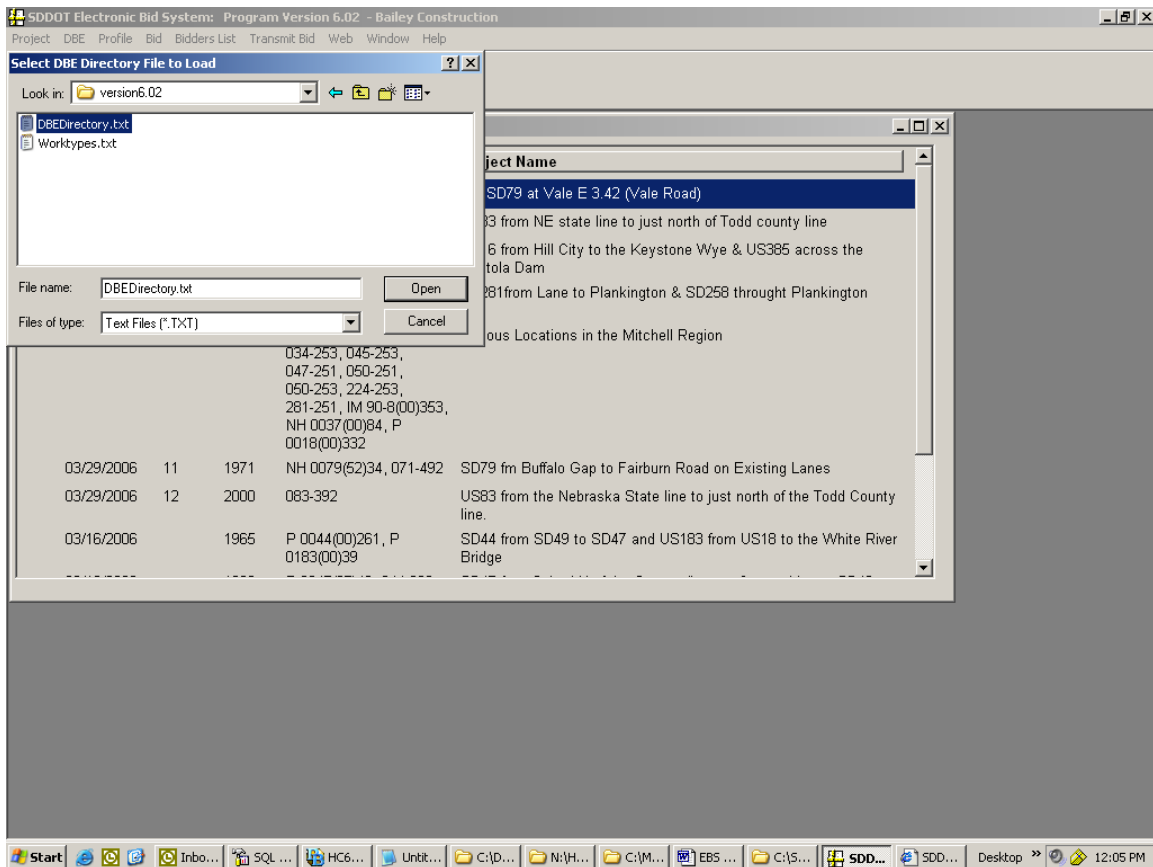
Load the Certified DBE Contractors into EBS

To load the Certified DBE Contractors into SDEBS:

1. Open the SDEBS software
2. Select the DBE menu option
3. Select the Load DBE Directory menu option



4. A Select DBE Directory to Load dialogue box will show. Select the DBEDirectory.txt file



5. After highlighting the DBEDirectory.txt file, click Open. The DBE Directory will load into the software. It will also check current DBE Commitments.

6. You will receive a message when the load is complete



Download DBE Work Types

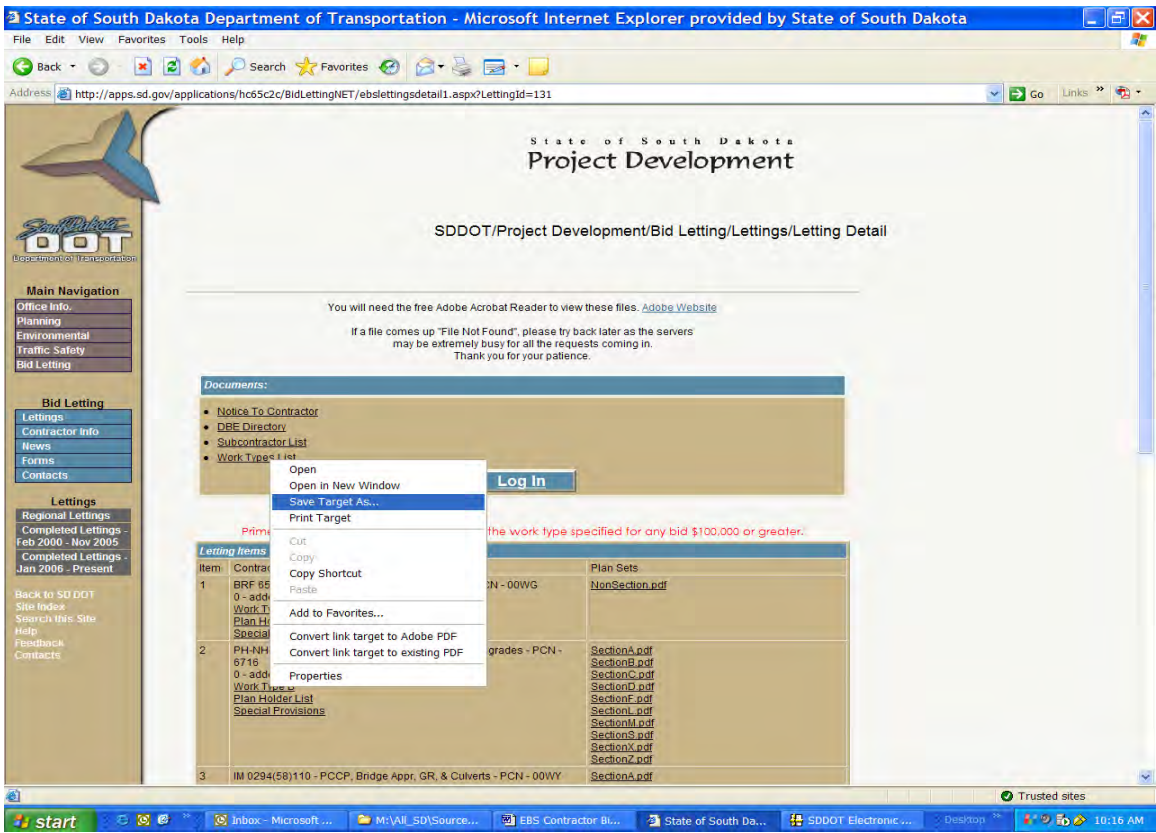
A list of currently certified DBE work types is maintained on SDDOT's website. This list is not updated frequently, however it is recommended that the Work Types List file be downloaded periodically. Please check the update date and compare it to the update date in the software. If your date is previous to the date on the website, download and load the work types.

To download the Certified DBE Work Types:

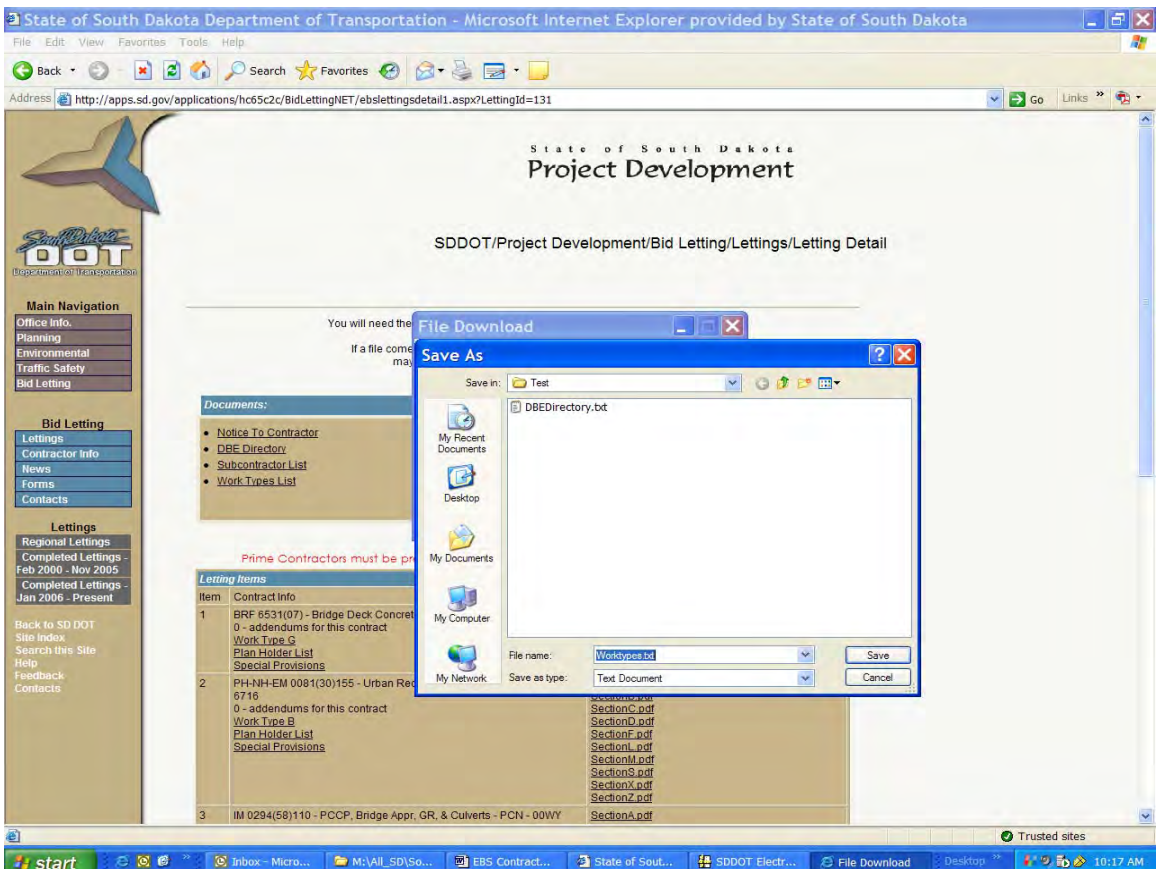
1. Click the following link: <http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettings.asp>
2. Select the letting on which you are bidding, the Work Types List will be under the Notice to Contractors.

Item	Contract Info	Plan Sets
1	BRF 6531(07) - Bridge Deck Concrete Patching - PCN - 00WG 0 - addendums for this contract Work Type G Plan Holder List Special Provisions	NonSection.pdf
2	PH-NH-EM 0081(30)155 - Urban Reconst & ADA Upgrades - PCN - 6716 0 - addendums for this contract Work Type B Plan Holder List Special Provisions	SectionA.pdf SectionB.pdf SectionC.pdf SectionD.pdf SectionE.pdf SectionL.pdf SectionM.pdf SectionS.pdf SectionX.pdf SectionZ.pdf
3	IM 0294(58)110 - PCCP, Bridge Appr, GR, & Culverts - PCN - 00WY	SectionA.pdf

3. Right click on the link Work Types



Select the Save Target As menu option. The following save dialog box will show. Select the folder where you would like to save the file and click Save



You will now be able to load the DBE Work Type file into the EBS application (See Load Certified DBE Work Types into EBS)

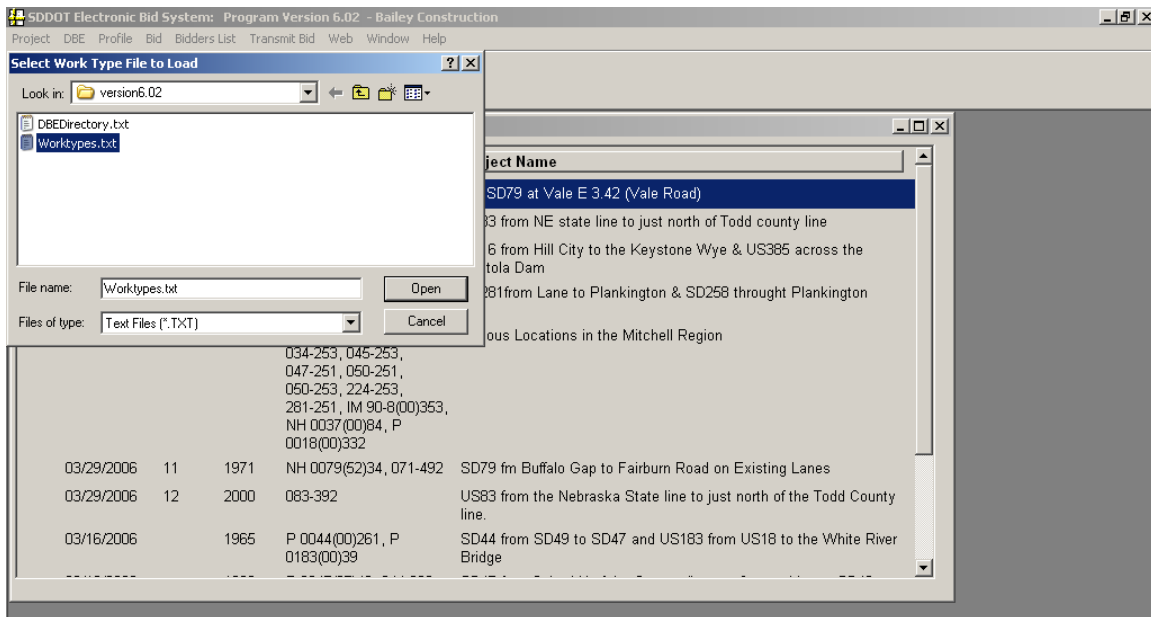
Load the Certified DBE Work Types into EBS

To load the Certified DBE Work Types into SDEBS:

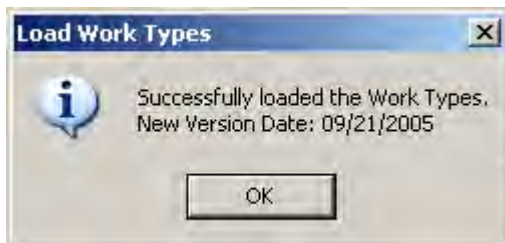
1. Open the SDEBS software
2. Select the DBE menu option
3. Select the Load Work Types menu option



4. A Select Work Type file to Load dialogue box will show. Select the worktypes.txt file



5. After highlighting the worktypes.txt file, click Open. The Work Types file will load into the software. You will receive a message when the load is complete



DBE Commitment & DBE Utilization

PART A – RACE CONSCIOUS --- DBE Commitment

If a project has a Specified DBE Goal assigned, the contract is Race Conscious (i.e., when the 'Project DBE Goal' in the 'Project Item Bid Detail' Window contains a non-zero percentage). When a Specified Goal is assigned to a contract a DBE Commitment must be created and included as part of your bid if you intend to use a DBE sub-contractor to perform a portion of the work on a project and/or supply materials for a project.

PART B – RACE NEUTRAL PARTICIPATION – DBE Utilization

If the DBE goal indicates 'Not Specified' the contract is Race Neutral (i.e., when the 'Project DBE Goal' in the 'Project Item Bid Detail' Window states 'Not Specified'). When a contract indicates "Not Specified" bidders are encouraged to include their anticipated DBE Utilization as part of the bid if intending to use a DBE sub-contractor to perform a portion of the work on a project and/or supply materials for a project.

The following is shown as an example of where the DBE Goal is indicated within SDEBS. For this particular project, there is a Specified DBE goal of 2%.

SDDOT Electronic Bid System: Program Version 6.03 - Bailey Construction - Item 4-NH 0016(39)41 Addendums - 2

Project DBE Profile Bid Bidders List Transmit Bid Web Window Help

Project Item Bid Detail

Project No NH 0016(39)41, P 0385(05)95 Area Custer Area Bid Date 03/29/2006
Location US16 from Hill City to the Keystone Wye & US385 across the Pactola Dam
Improve Grad, AC & PCC Surf, & Concrete Repair
County Pennington Project DBE Goal 2 %

Total Bid For Items \$13,519,778.68

Unit Price Entered	No Unit Price Entered	Alt. Item - Editable	Alt. Item - No Edit	Fixed Price Item
Item No.	Unit	Quantity	Unit Price	Unit Price * Qty
1 Mobilization				
009E0010	LS	1.000	1.00	1.00
2 Checker				
009E3320	LS	1.000	1.00	1.00
3 Training Program				
009E9900	Hour	600.000	1.00	600.00
4 Clearing				
110E0100	LS	1.000	1.00	1.00
5 Remove Concrete Curb and Gutter				
110E0300	Ft	500.000	1.00	500.00
6 Remove Beam Guardrail				
110E0730	Ft	225.000	1.00	225.00
7 Remove 3 Cable Guardrail Anchor Assembly				
110E0740	Each	2.000	1.00	2.00
8 Remove W Beam Guardrail Breakaway Cable Terminal				
110E0770	Each	6.000	2.00	12.00
9 Remove Concrete Pavement				
110E1100	SqYd	6,834.700	3.00	20,504.10
10 Remove Tie Bar				
110E1185	Each	2,322.000	4.00	9,288.00
11 Remove Pavement Marking, 4" or Equivalent				
110E1400	Ft	16,060.000	2.00	32,120.00

Regardless of if the goal is 'Specified' or 'Not Specified', the same process should be followed to enter your DBE Commitment or Anticipated DBE Utilization.

CREATE DBE Commitment & DBE Utilization

To create a DBE Commitment or DBE Utilization, the appropriate project must be open (choose *Project* from the menu bar and *Open Project* from the drop-down menu (or click on the *Open Project* icon on the tool bar).

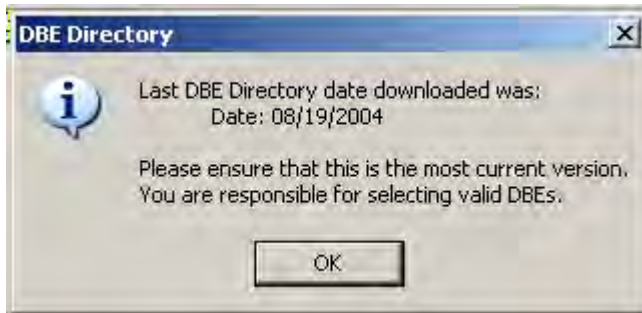


Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar.

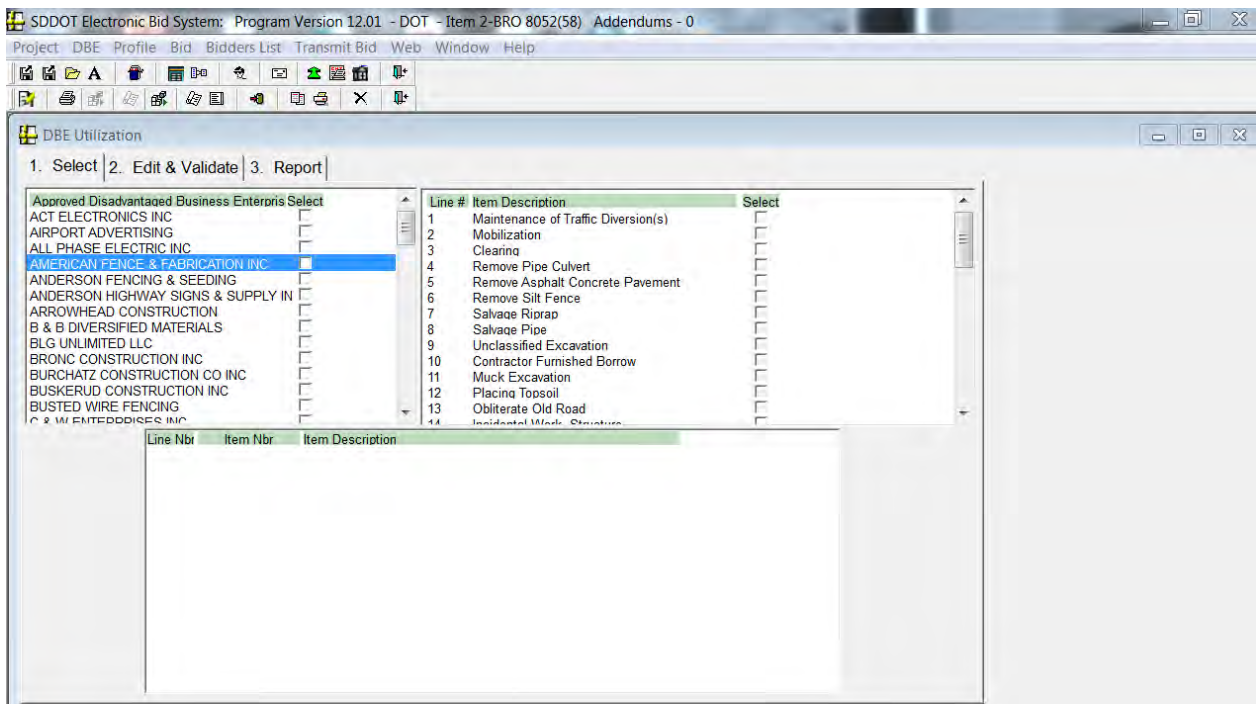
After the desired project is open, select *DBE* from the menu bar and either Part A – Race Conscious - DBE Commitment or Part B – Race Neutral – Anticipated Utilization from the drop-down menu (or click on the



Build DBE Commitment icon on the tool bar). **It is important that you are using the latest available DBE Directory when creating or updating a DBE Commitment or Anticipated Utilization and submitting your bid.** (See the 'Download the Certified DBE Contractors' section for more information.) As the 'DBE Utilization' Window opens, an informational message similar to the following will display to remind you of the effective date of the last DBE Directory that you downloaded from the SDDOT website.



After replying *OK* to the warning message, the 'DBE Utilization' Window will be available to create or to continue to build the project's DBE Commitment or anticipated Utilization.



Three steps are required to build a DBE Commitment or Anticipated Utilization. Note the three window tab descriptions on the above graphic:

[Step 1 Select](#)

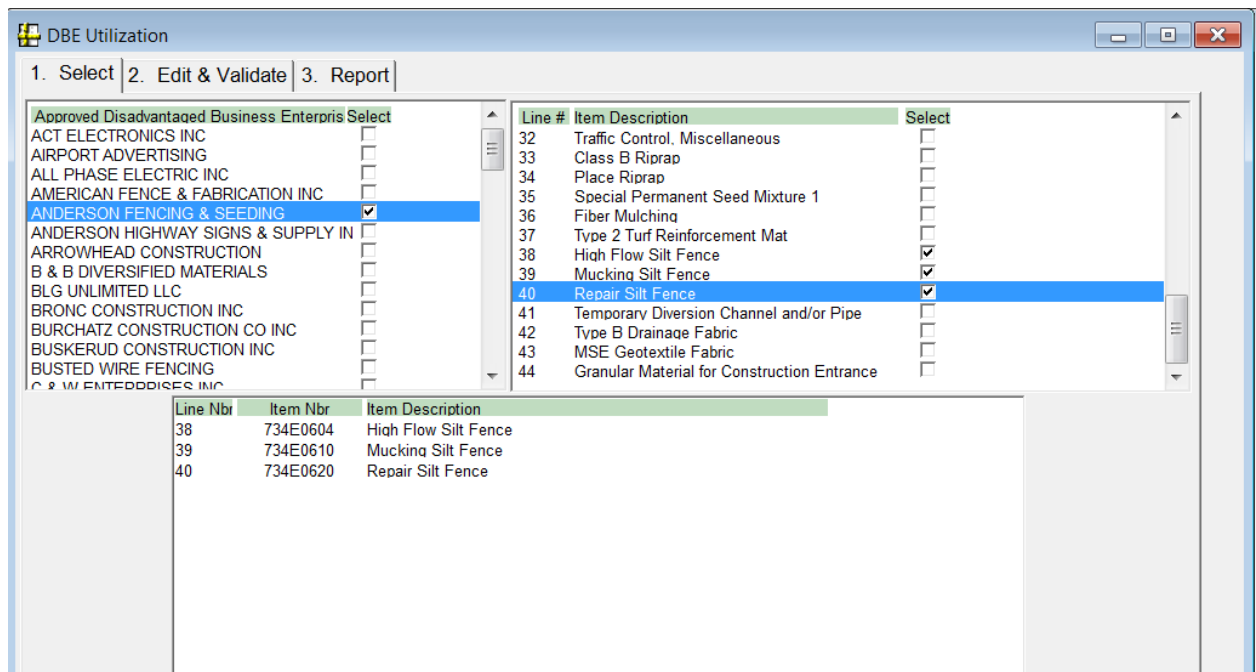
[Step 2 Edit & Validate](#)

[Step 3 Report](#)

Step 1_Select

By default, the 'Select' tab of the 'DBE Utilization' Window is active. From the 'Approved Disadvantaged Business Enterprises' Window on the left, select a DBE sub-contractor that will perform some of the contract work by clicking in the 'Select' checkbox next to a sub-contractor's name. You can scroll through the list of contractors by using the scroll bar. If you do not see the contractor's name that you are looking for, either the contractor is not certified by SDDOT or you do not have the latest certified DBE Contractors file from SDDOT (also see the 'Download the Certified DBE Contractors' and 'Load Certified DBE Contractors in EBS' sections).

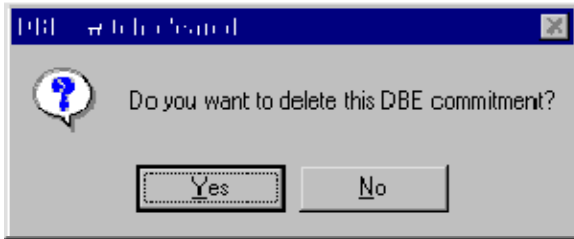
After selecting a sub-contractor, select the item or items to be assigned to that sub-contractor by clicking in the 'Select' checkbox next to the item or items in the window on the right. You can scroll through the list of items by using the scroll bar. Once an item has been selected for that sub-contractor, the item will display in the window at the bottom. The following is an example where items have been selected for a sub-contractor:



If you want to delete (or remove) a committed item from a sub-contractor, select the item in the window on the right of the 'Select' tab and click in the 'Select' checkbox to remove the check. Reply 'Yes' to the following message to delete the committed item from that sub-contractor or 'No' to cancel the delete process.



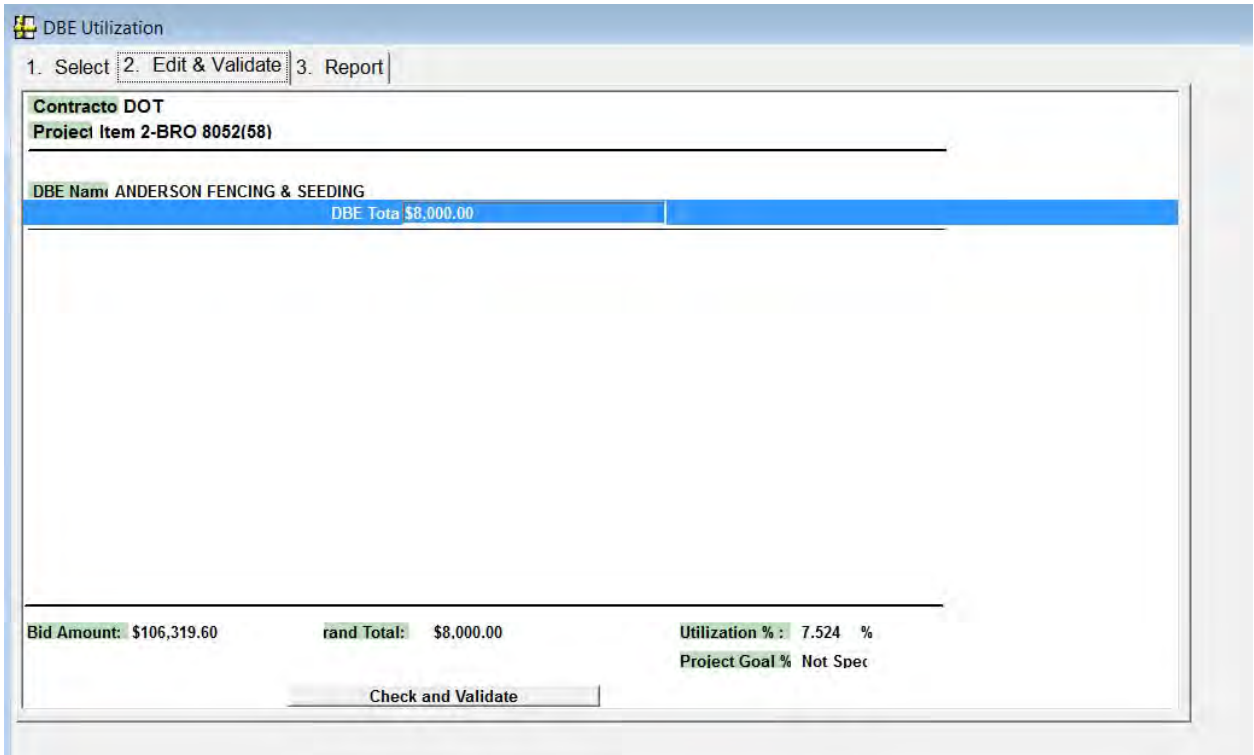
If you want to delete (or remove) a sub-contractor from the DBE Commitment, select the contractor in the window on the left of the 'Select' tab and click in the 'Select' checkbox to remove the check. Reply 'Yes' to the following message to delete the sub-contractor from the Commitment or 'No' to cancel the delete process.



If you want to delete the entire commitment or anticipated utilization, delete the individual sub-contractors from the 'DBE Utilization' Window.

Step 2_Edit and Validate

To edit or validate any item in the window at the bottom of the 'Select' tab, click on the 'Edit & Validate' tab. The following is an example of a Project's 'Edit & Validate' tab window:



For each DBE that displays in the window, only the DBE Total column can be changed.

- 'DBE Total' - specify the dollar amount you will be paying the DBE Contractor for the work they will be performing. The amount cannot exceed the total bid amount. The default is \$0.00.

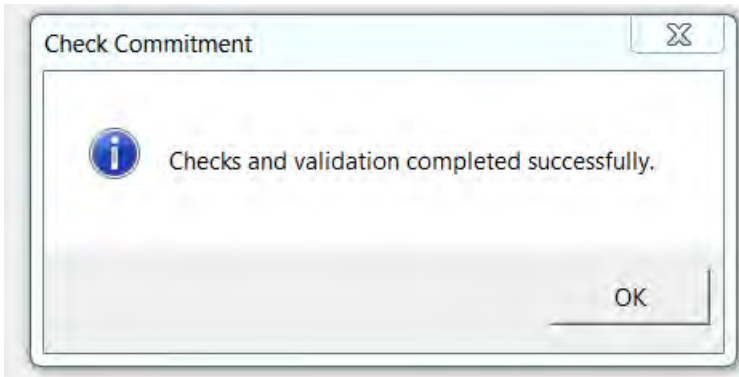
To validate the data, click on the *Check and Validate* button at the bottom of the window. If an item is in error or is incomplete, an appropriate error message will be issued. If the commitment passes the validation check, a successful Check Commitment message will display. Reply *OK* to continue.



Save the DBE Commitment or Anticipated Utilization data by selecting *Project* from the menu bar and



then *Save* from the drop-down menu (or click on the Save icon on the tool bar). If you close the 'DBE Utilization' Window and data needs to be saved, reply 'OK' to the following message.



Step 3_ Report

To view or create a report of the DBE Commitment or Anticipated Utilization, click on the 'Report' tab of the 'DBE Utilization' Window. A report similar to the following will display. Scroll through the report to



review it or print it by clicking on the Printer icon on the tool bar or selecting *Project* from the menu bar and *Print* from the drop-down menu.

A screenshot of the "DBE Utilization" window. The window has a title bar with a plus icon and the text "DBE Utilization". Below the title bar is a navigation bar with three tabs: "1. Select", "2. Edit & Validate", and "3. Report", with "3. Report" being the active tab. The main content area displays project and contract information, a table of DBE subcontractors, and a list of items.

Project Nbr: Item 2-BRO 8052(58)	Contract Nbr: 3846
Bid Amount: \$106,319.60	
Assigned Goal Percent: Not Specified	Amount Utilized: \$8,000.00
Allocated Assigned Goal: \$0.00	Percentage: 7.524 %
DBE Subcontractor: ANDERSON FENCING & SEEDING	Total for DBE Amount: \$8,000.00
Items	
734E0604	High Flow Silt Fence
734E0610	Mucking Silt Fence
734E0620	Repair Silt Fence

A DBE report can also be viewed and printed by selecting *Transmit Bid* from the menu bar (or click on the



Transmit Bid icon on the tool bar). See the '[Transmit Bid](#)' section for more information about viewing and printing reports.

Create 'Good Faith Effort' Documentation


PART A – RACE CONSCIOUS --- Good Faith Effort

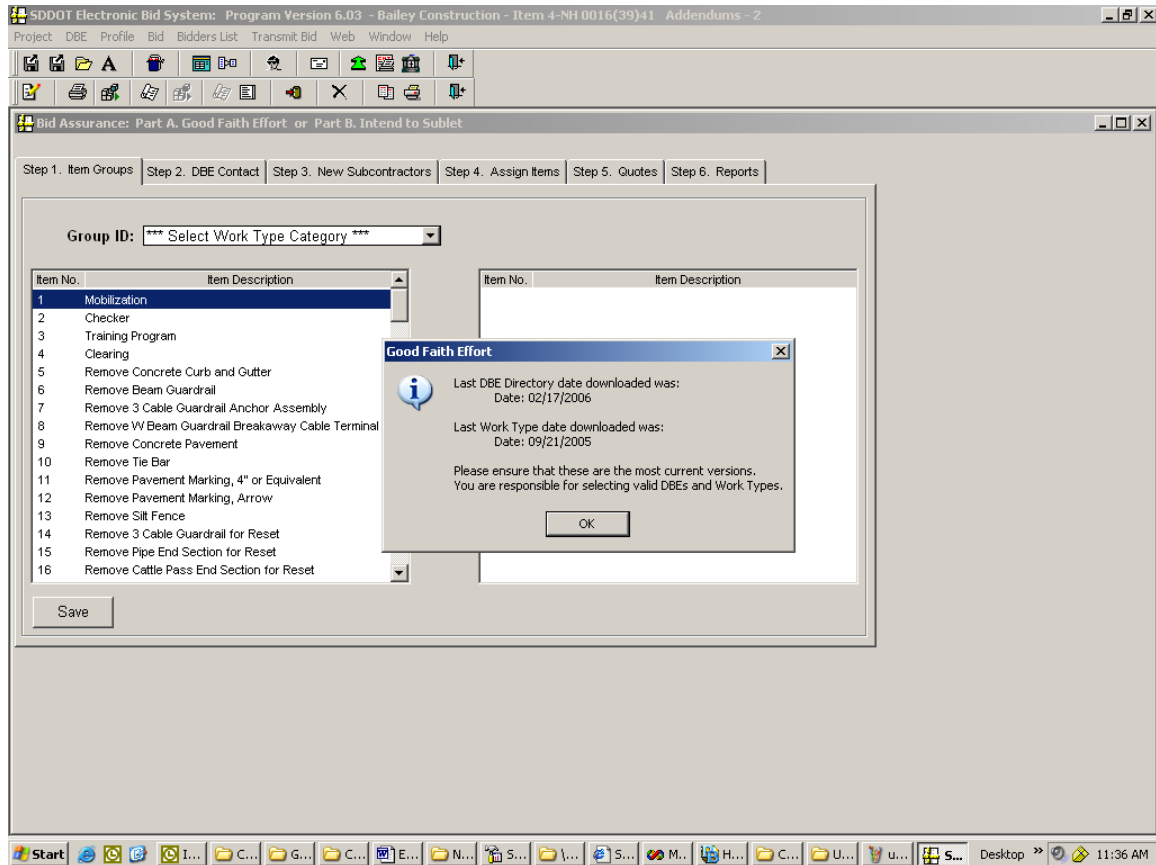
If a project has a numerical Disadvantaged Business Enterprise (DBE) Goal assigned, a DBE Commitment is Race Conscious (i.e., when the 'Project DBE Goal' in the 'Project Item Bid Detail' Window contains a non-zero percentage). However, if a DBE Commitment cannot be created or the required goal cannot be met, 'Good Faith Effort' (GFE) documentation must be provided to SDDOT by the low bidder. GFE documentation can be submitted after the letting as well. Please see the DBE Special Provision for more information. See the 'DBE Commitment' section for additional information about creating a DBE Commitment.

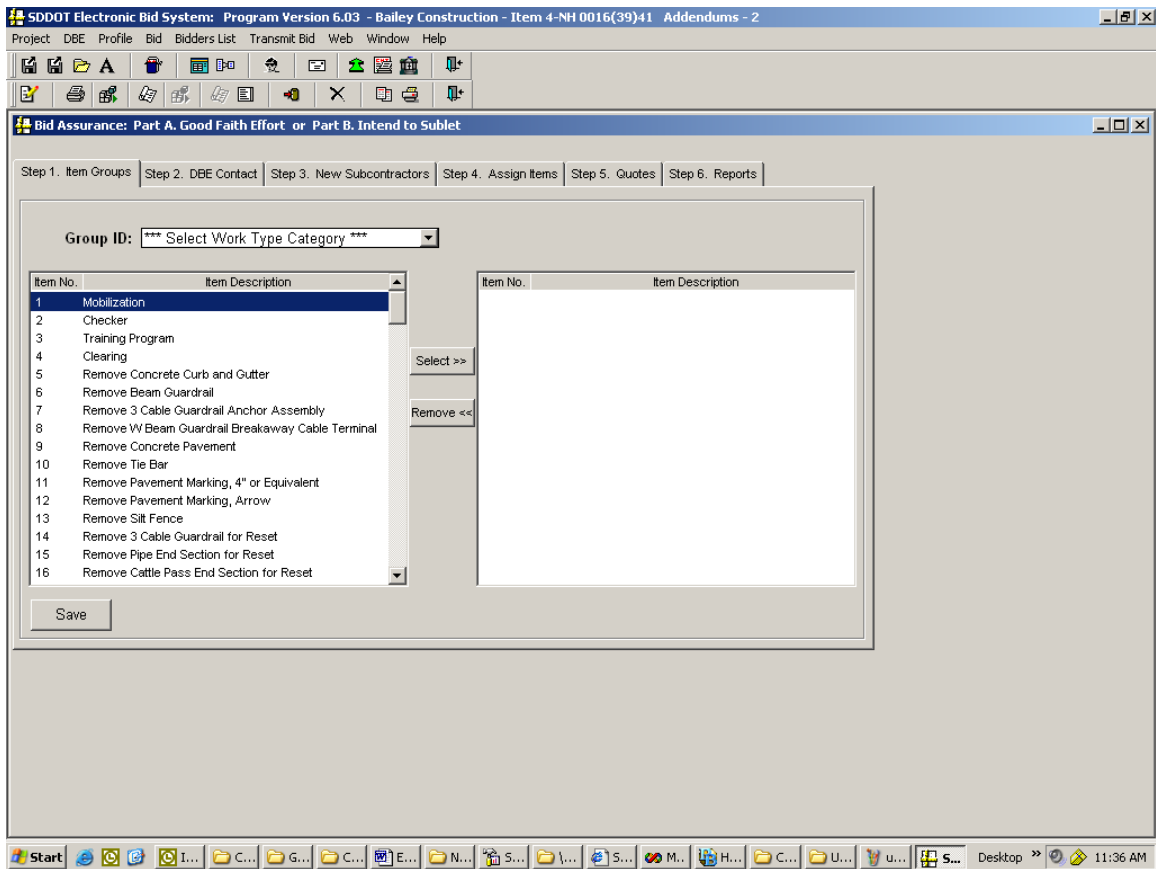
Please refer to the project's *Special Provisions* for more information about Disadvantaged Business Enterprise commitment and 'Good Faith Effort' documentation requirements.

The following functions are provided in the EBS software to create documentation to support a 'Good Faith Effort' to meet the assigned DBE goal: DBE Contact Log and Quote Comparison.

Navigate to the 'Good Faith Effort' Documentation from the Menu Items 'DBE', 'Part A – Race Conscious

By DBE' and then 'Good Faith Effort Documentation' or by the 'Good Faith Effort'  icon on your Toolbar.





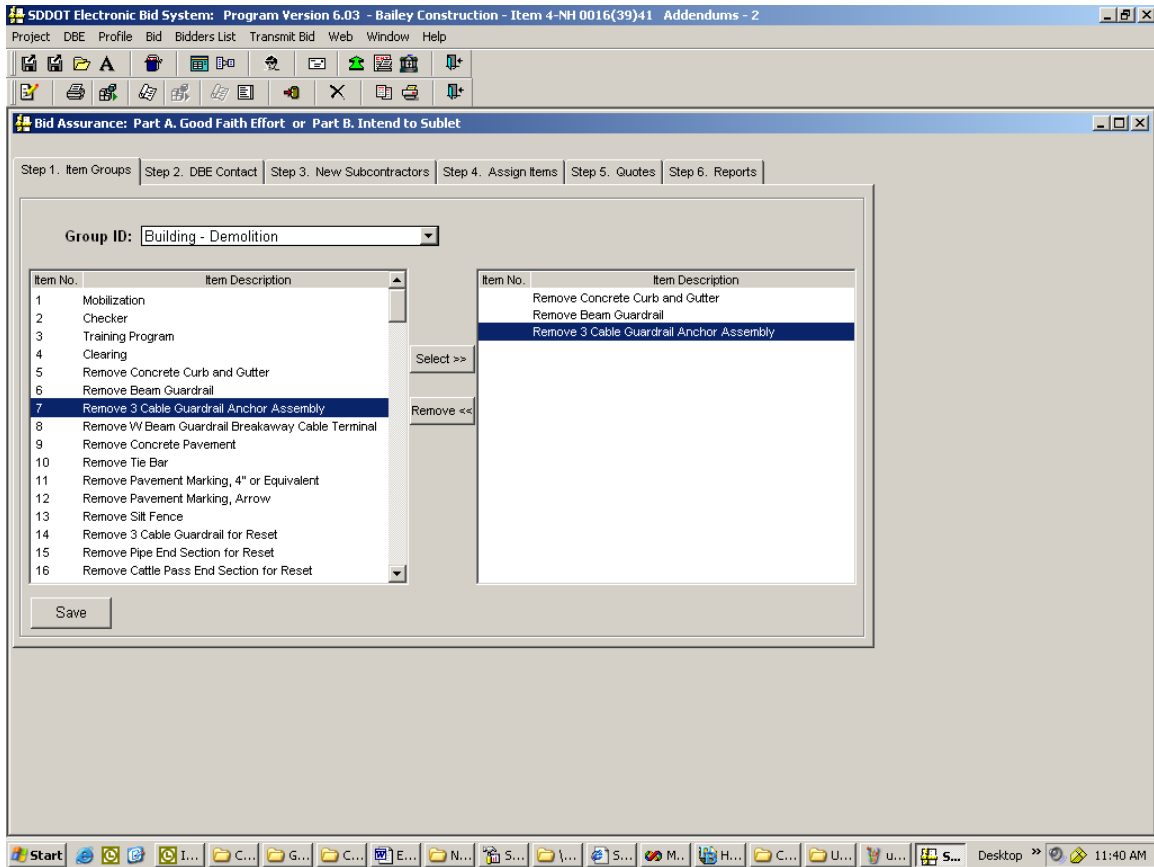
Grouping Items into Work Classifications

Project items can be grouped into work categories in order to solicit bids from subcontractors on similar types of project items. SDDOT has provided a list of typical work categories available on the SDDOT website to be downloaded and imported into EBS. (See 'Download DBE Work Types' section for more information.)

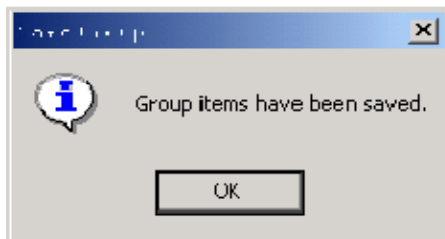
Select the tab labeled 'Step 1. Item Groups'. Select a Group ID that will identify the type of work to be performed. You can scroll through the list of work types by clicking on the down arrow to the right of the box and using the scroll bar. Once you have selected the Group ID, project items can be identified as part of the work type group.

The list of DBE work types is sometimes changed by SDDOT. If this occurs, a new list of work types will be available on the SDDOT website for you to download. See Download DBE Work Types section for more information.

Use the Select and Remove Buttons to add individual project items to the selected Group ID. Or Double Click the items to move them



Click the Save Button on the bottom of the window to save the Work Classification/Project Item group. You will see a 'Save Group' message box similar to the one below if the information was saved successfully.



You will be reminded to save if you close the window before clicking the Save Button. Click 'OK' to Save or 'N' to Exit. The 'Save Group' message box does not appear, but your data is saved in the database.

The Item Groups will now be available to assign to subcontractors (See [Associating Project Item Work Groups with Contractors](#) for more information.)

[Grouping Items into Work Classifications](#) and [Associating Project Item Work Groups with Contractors](#) must be complete before [Entering Price Quote Amounts](#) can be completed. Once all three steps are complete, the data is available for the [Quote Comparison Report](#).

DBE Contact Log

The 'DBE Contact Log' Window can be used to document DBE subcontractors you contacted in the process of your bid preparation. It allows you to select the DBE subcontractor name from a drop-down list and then indicate the date of contact, method of contact, result of the contact. You may also add comments to any contact record. The information entered into the 'DBE Contact Log' Window will be used to create the Contact List Report and will be included as part of your electronic bid package. You also have the option to print a DBE Contact Log Report.

To create a DBE Contact Log (or to update an existing DBE Contact Log), the appropriate project must be open (choose Project from the menu bar and Open Project from the drop-down menu (or click on the



Open Project icon on the tool bar). Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar.

After the desired project is open, navigate to either

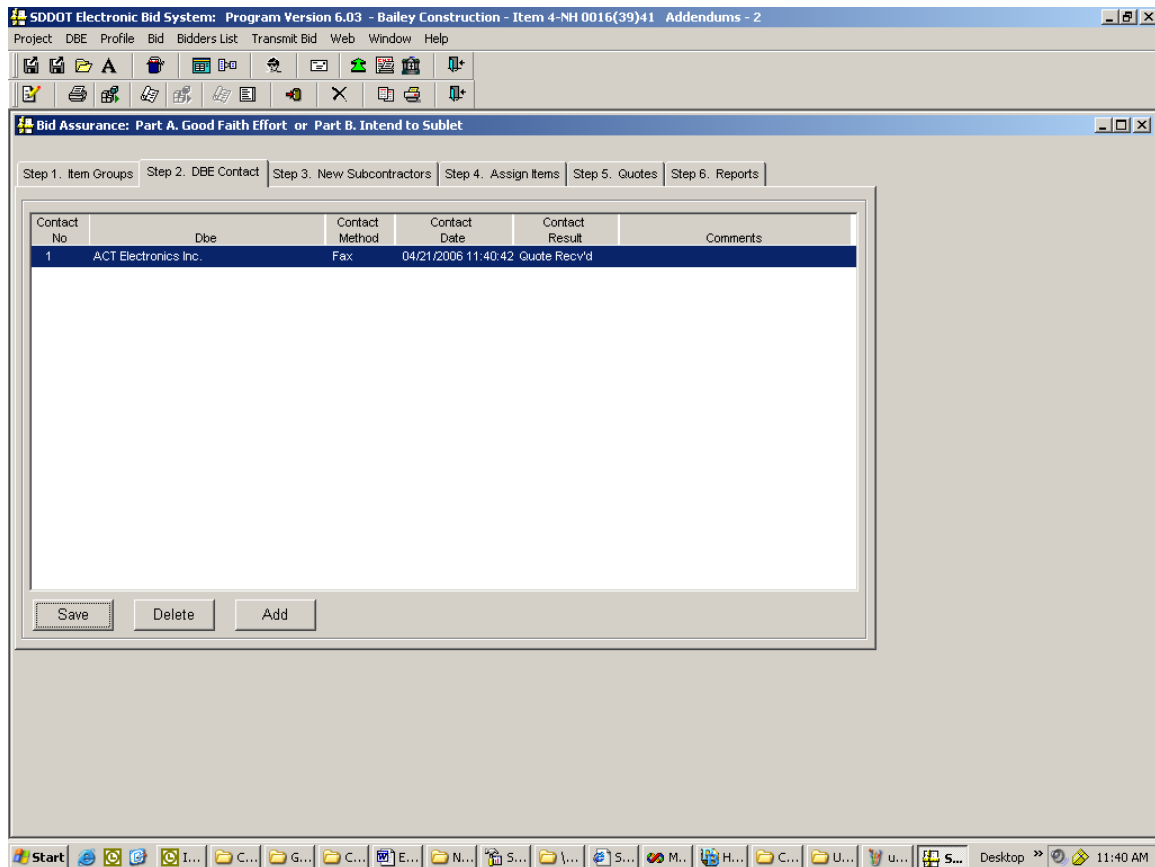
'Part A – Good Faith Effort Documentation' Window from either the Menu Items 'DBE', 'Part A – Race Conscious', and 'Good Faith Effort' Documentation' or by the 'Good Faith Effort



Documentation' icon on your Toolbar.

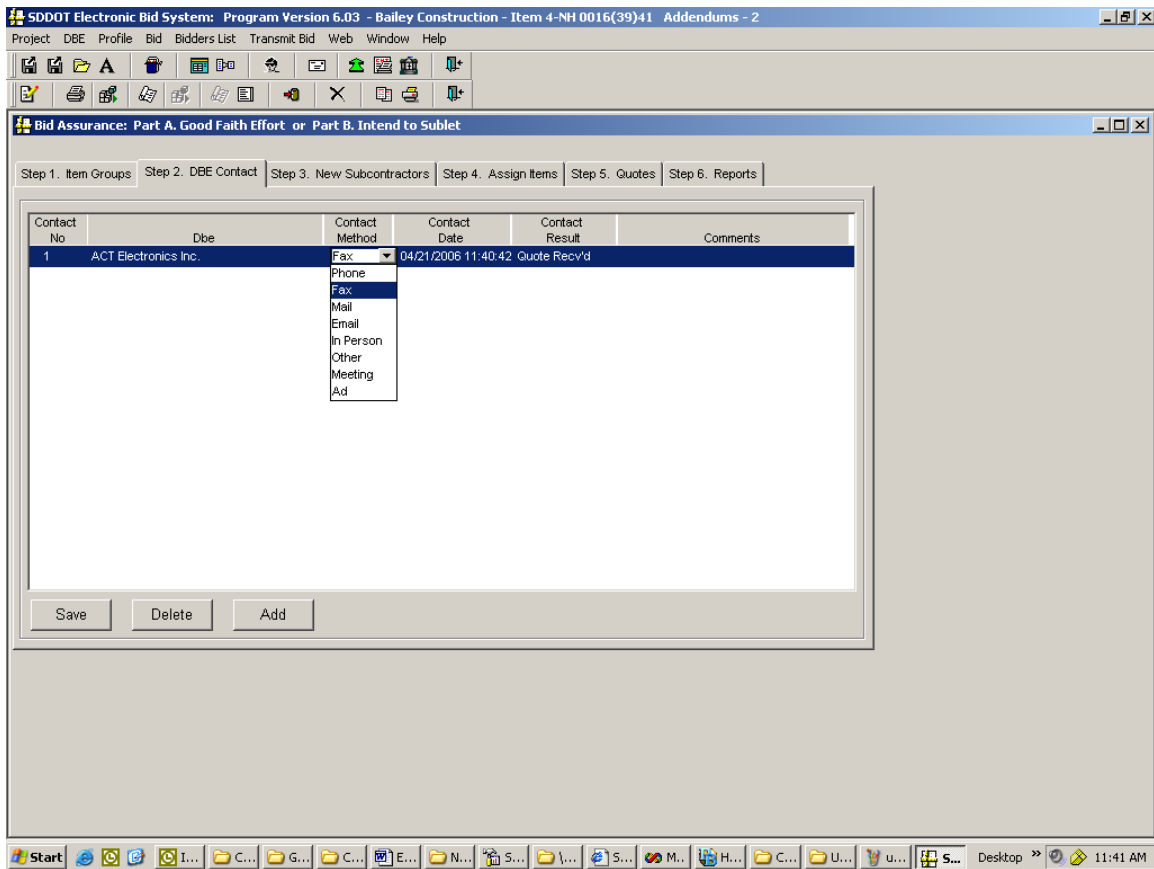
It is important that you are using the latest available DBE Directory when creating or updating a DBE Commitment and submitting your bid. (See the 'Download the Certified DBE Contractors' section for more information.) As the window opens, an informational message similar to the following will display to remind you of the effective date of the last DBE Directory that you downloaded from the SDDOT website.

After replying *OK* to the warning message, the Window will be available to create or to continue to build the DBE Contact Log.

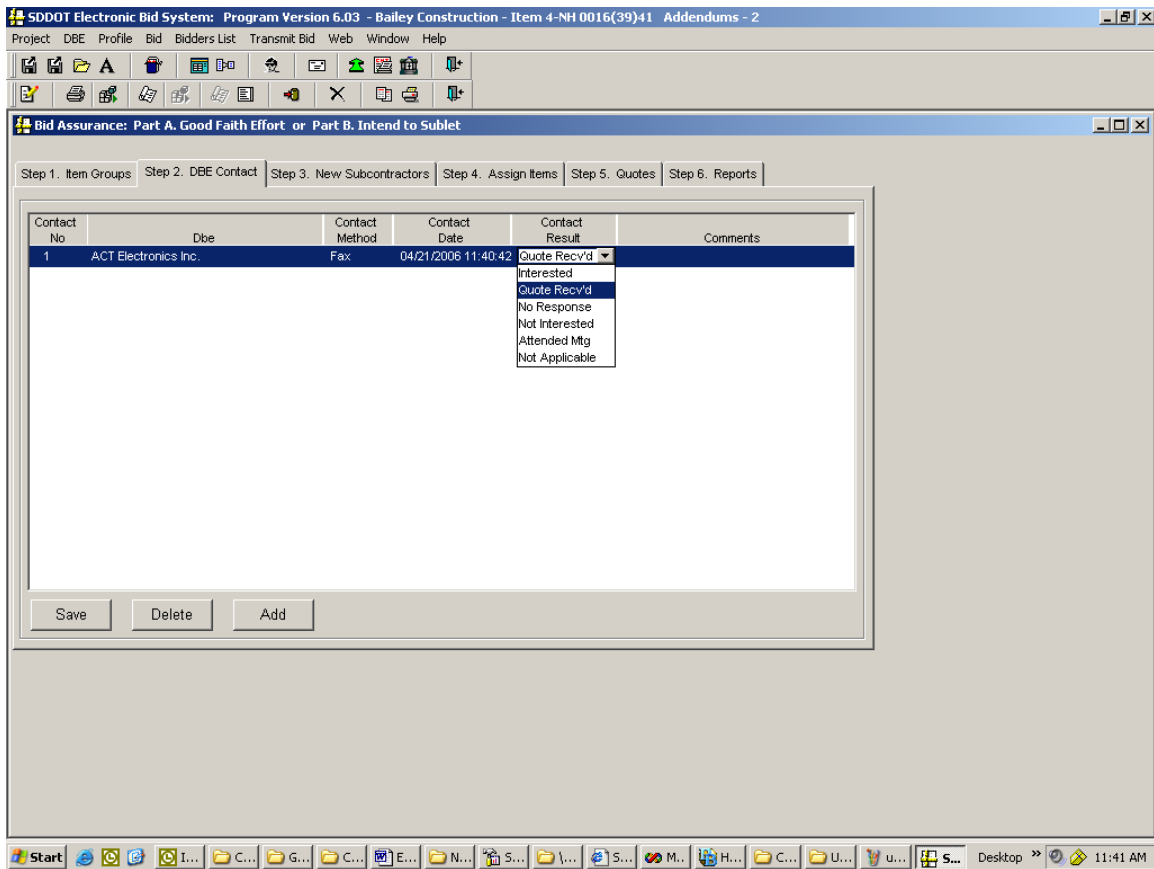


Select the tab labeled 'Step 2. DBE Contact'. Select a DBE sub-contractor that you are soliciting to perform some of the contract work by clicking in box under the 'DBE' column. You can scroll through the list of DBE contractors by clicking on the down arrow to the right of the box and using the scroll bar. If you do not see the DBE contractor's name that you are looking for, either the contractor is not certified by SDDOT or you do not have the latest certified DBE Contractors file from SDDOT (also see the 'Download the Certified DBE Contractors' and 'Load Certified DBE Contractors in EBS' sections).

After selecting a sub-contractor, tab to the Contact Method column and select from the drop-down list.



Tab again and enter the Contact Date and one more tab to select the Contact Result.



You may also add comments appropriate for this contact. The Contact No. is generated each time you add a record to this window.

To Save the record, click the Save Button on the bottom of the window.



The Add button will generate a new blank record to enter another contact. Each record represents one contact, so if you make more than one attempt to contact a DBE, you will enter a record on this window for each attempt. If DBE firms are not interested or not responding, the Contact Log is the tool for documenting this situation.

To view the DBE Contact Log Report, click on the 'Step 6 Reports' tab. (See DBE Contact Log Report section for more information.)

New Subcontractors (Non-DBE Companies)

This function is used to add company names and addresses for new Non-DBE companies submitting price quotes to you. Once the company name and address information has been added on this window, it will be listed in the drop down for selection when preparing Good Faith Effort Documentation or Intend to Sublet Documentation.

To create a Non-DBE Company (or to update an existing Non-DBE Company, the appropriate project must be open (choose Project from the menu bar and Open Project from the drop-down menu (or



click on the *Open Project* icon on the tool bar). Make sure the project that is open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar.

After the desired project is open, navigate to

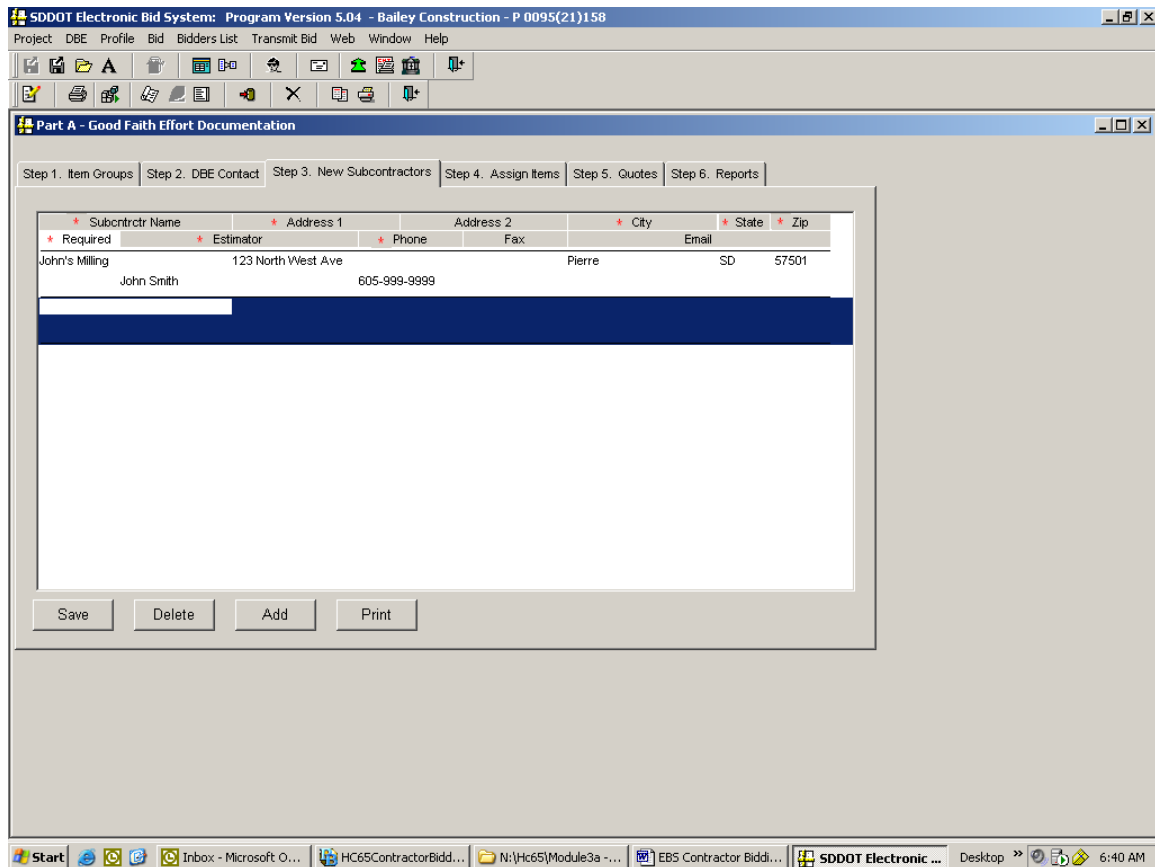
'Part A – Good Faith Effort Documentation' Window from either the Menu Items 'DBE', 'Part A – Race Conscious', and 'Good Faith Effort' Documentation' or by the 'Good Faith Effort



Documentation' icon on your Toolbar.

Before adding a new company, go to 'Step 4. Assign items' tab to see if they are on the contractor list. If they are not on the list, add them under 'Step 3 New Subcontractors' tab.

Select the tab labeled 'Step 3. New Subcontractors'. By clicking the Add Button on the bottom of the window, the fields become available for data entry. Once you have entered the name and address information, click the Save Button on the bottom of the window to add the Non-DBE Company to your contractor drop-down list for the project. The name may then be used in creating the Quote Comparison Report as part of the Race Neutral Documentation or in preparation of your Good Faith Effort Documentation.

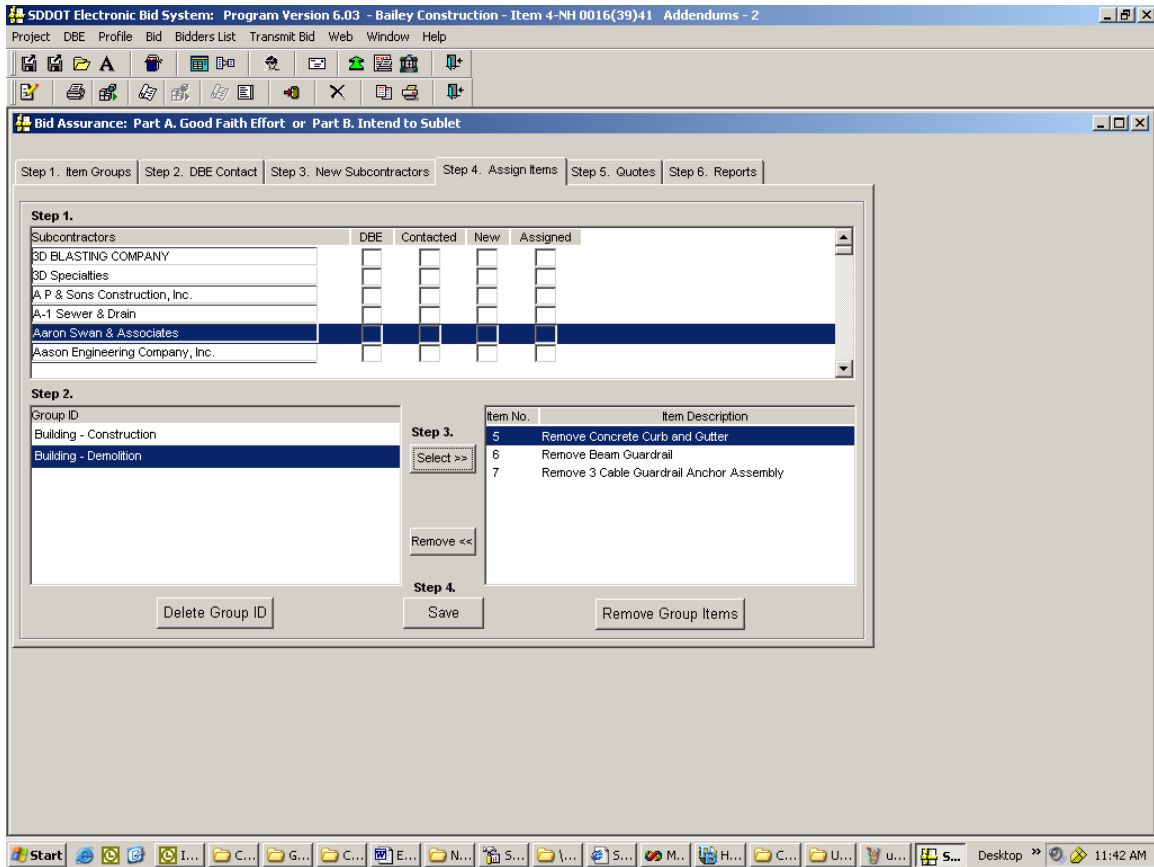


You may also print a report of the Non-DBE Companies by clicking the Print Button on the bottom of the window.

Associating Project Item Work Groups with Contractors

Select the tab labeled 'Step 4. Assign Items'. **Step 1**, Select a Subcontractor from the Subcontractor List Window. You can scroll through the list by using the scroll bar. This list will have all DBE and Non-DBE Contractors/Subcontractors downloaded from the SDDOT Website (DBE's will be identified with "X" in the "DBE" column), plus any new DBE and Non-DBE Contractors/Subcontractors you have added (identified with "X" in the "New" column). "X" in the "Contacted" column indicates the subcontractor was added in Tab 2. DBE Contact. "X" in the "Assigned" column indicates the subcontractor has been assigned to a Group Id.

Step 2, Once you have selected the Subcontractor, select a Group ID from the 'Group ID' Window. All project item groups you created on tab labeled 'Step 1. Item Groups' will be listed for your selection. (See Grouping Items into Work Classifications for more information). You may assign more than one group to the selected subcontractor. **Step 3**, Use the "Select" and "Remove Buttons" to select the item groups you wish to assign to the selected subcontractor. As you select a group from the 'Group ID' window on the left, the individual project items in the group will show in the 'Item Description' Window in the right. You may remove individual items from the 'Item Description' window by using the Remove Button. However, if you do this, you will eliminate consistency among contractors bidding on the entire group of items.



Step 4, Click the "Save" button to save the Subcontractor and the associated Groups/Items.

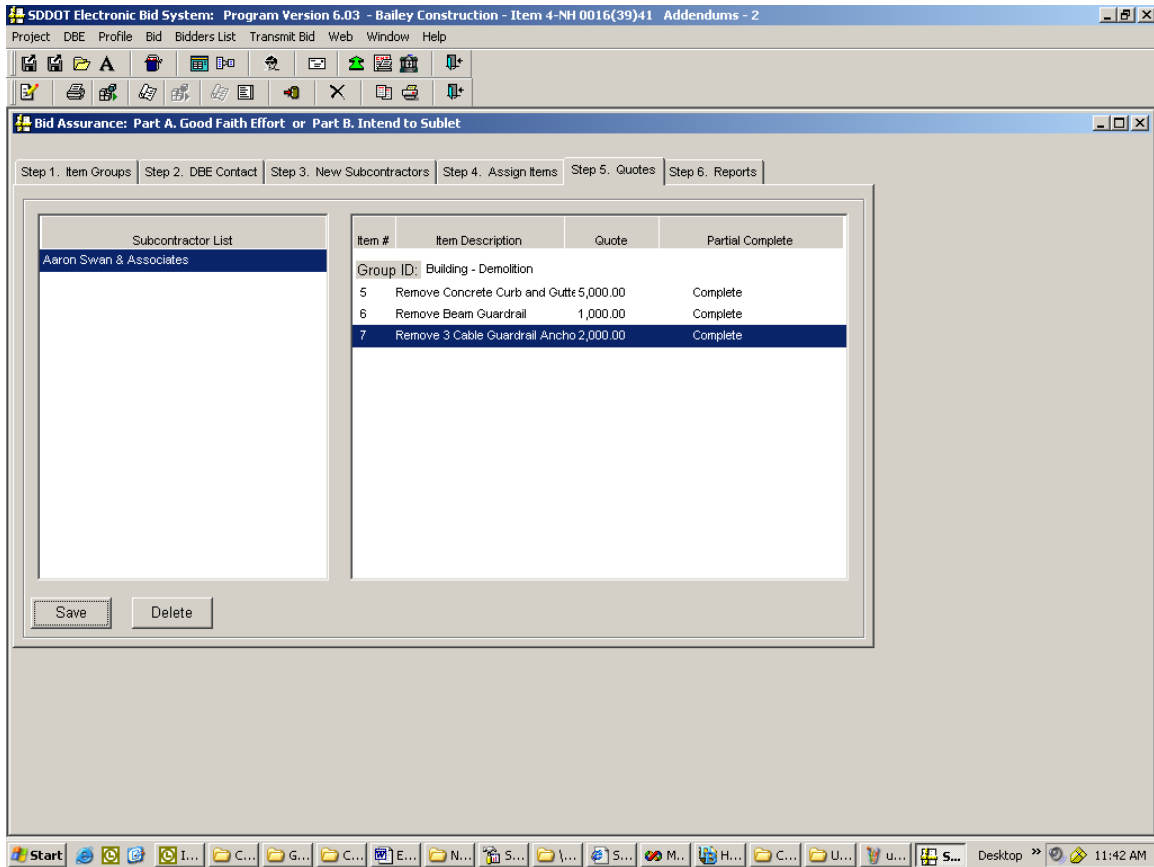
Grouping Items into Work Classifications and Associating Project Item Work Groups with Contractors must be complete before Entering Price Quote Amounts can be completed. Once all three steps are complete, the data is available for the Quote Comparison Report.

Entering Price Quote Amounts

Please refer to the Quote Comparison Overview before entering information into this window.

[Grouping Items into Work Classifications](#) and [Associating Project Item Work Groups with Contractors](#) must be complete before [Entering Price Quote Amounts](#) can be completed. Once all three steps are complete, the data is available for the [Quote Comparison Report](#).

Select the Tab labeled 'Step 5. Quotes'. Select a Subcontractor from the List on the Left. Enter the quote amount and select a partial/complete item from the drop down list. Both are required for you to save quote information.



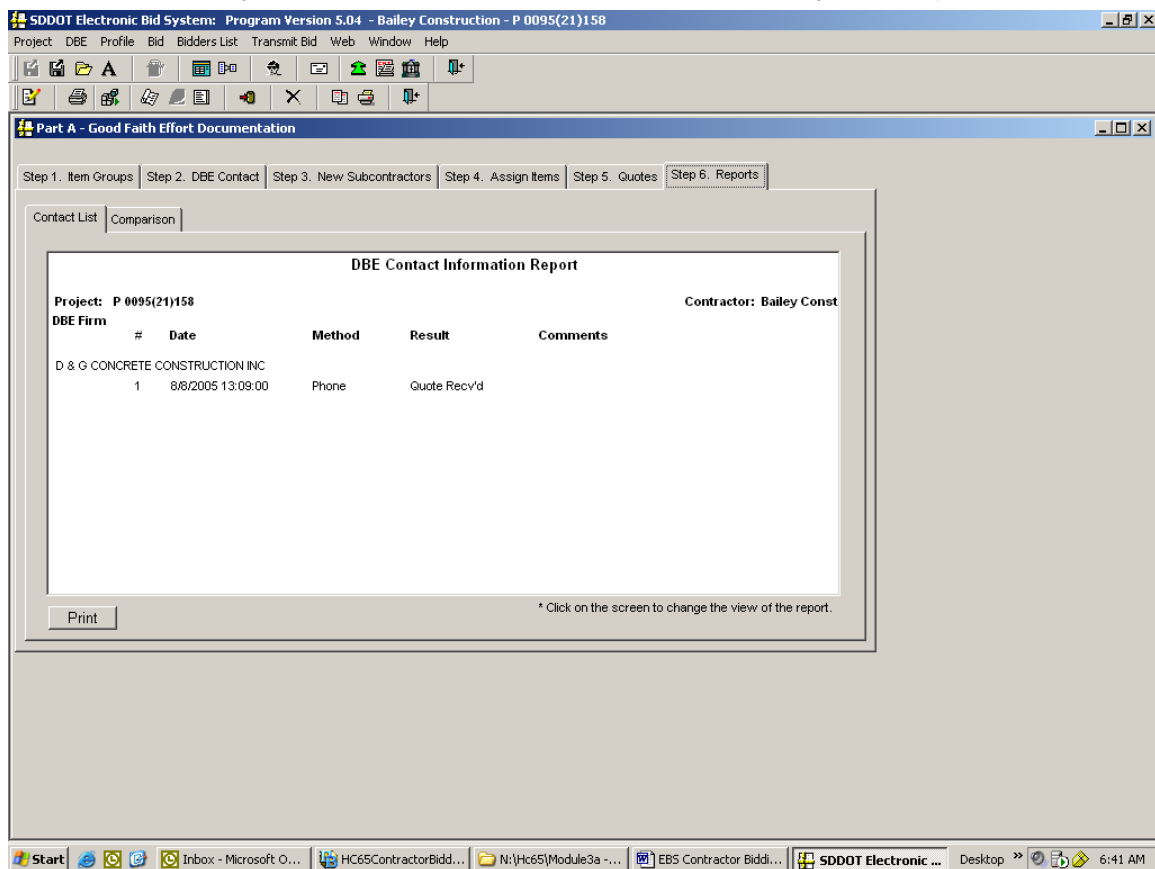
When you have completed entering the quotes, click the Save button on the bottom of the window. You should see a message box like the one below indicating that your data has been saved.




Once this step is complete, the Quote Comparison Report is available to review and print. The quote information will automatically be included in your bid packet.

DBE Contact Log Report

To view or create the DBE Contact Log Report, click on the 'Step 6. Reports' tab. If information exists (See DBE Contact Log for more information) , a report similar to the following will display.




Scroll through the report to review it or print it by clicking on the Print Button on the bottom of the

Window, clicking the Printer icon  on the tool bar or selecting Project from the menu bar and Print from the drop-down menu.

The information on the DBE Contact Log Report will be included as part of your bid packet.


The DBE Contact Log Report can also be viewed and printed by selecting Transmit Bid from the menu

bar (or click on the Transmit Bid icon  on the tool bar). See the 'Transmit Bid' section for more information about viewing and printing reports.

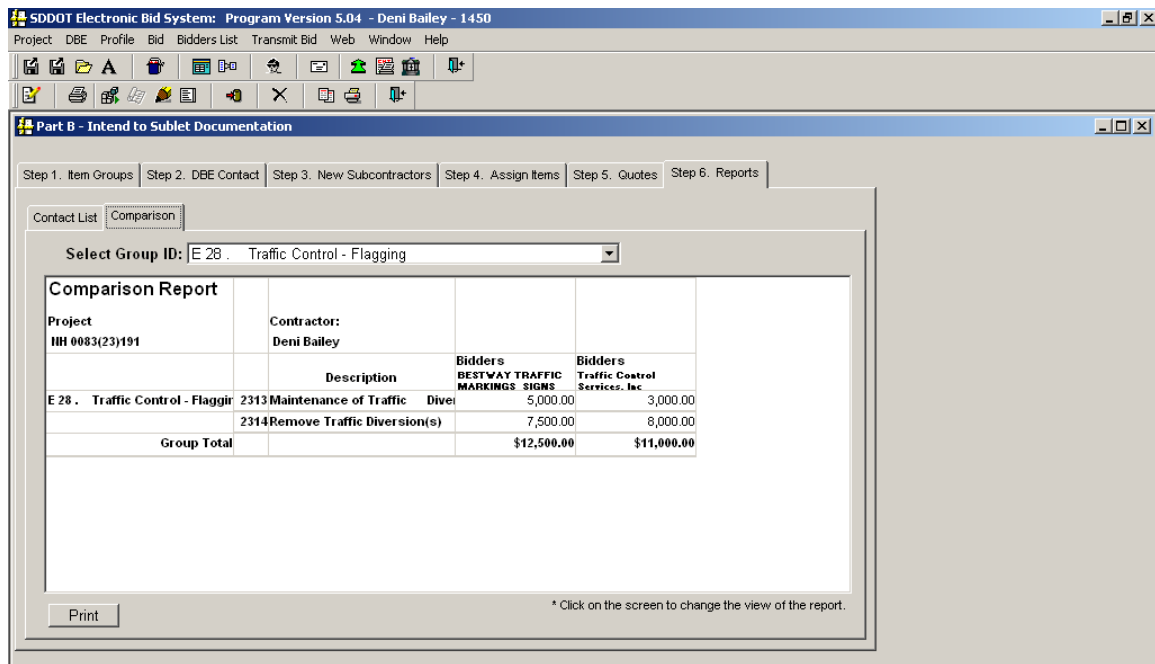
Quote Comparison Report

To view or create a report of the Quote Comparison Report, click on the 'Step 6. Reports' tab. If quote information exists, a report similar to the following will display. Steps for Grouping Items into Work Classifications and Associating Project Item Work Groups with Contractors must be complete before Entering Price Quote Amounts can be completed. Once all three steps are complete, the data is available for the Quote Comparison Report.

Scroll through the report to review it or print it by clicking on the Print Button on the bottom of the

Window, clicking the Printer icon  on the tool bar or selecting Project from the menu bar and Print from the drop-down menu.

Use the scroll bar to view quote information received from all bidders. The far right column will indicate the low bid amount for each project item.



The Quote Comparison Report can also be viewed and printed by selecting *Transmit Bid* from the menu



bar (or click on the *Transmit Bid* icon on the tool bar). See the 'Transmit Bid' section for more information about viewing and printing reports.

PART B – RACE Neutral --- Good Faith Effort

If the DBE goal indicates 'Not Specified' the contract is Race Neutral (i.e., when the 'Project DBE Goal' in the 'Project Item Bid Detail' Window states 'Not Specified'). When a contract indicates "Not Specified" bidders are encouraged to include their anticipated DBE Utilization as part of the bid if intending to use a DBE sub-contractor to perform a portion of the work on a project and/or supply materials for a project. Although bidders are not required to furnish GFE documentation for 'Not Specified' contracts, the SDBES software allows bidders to document their efforts on the DBE contact log if desired.

DBE Contact Log

The 'Good Faith Effort Documentation' Window can be used to document DBE subcontractors you contacted in the process of your bid preparation. It allows you to select the DBE subcontractor name from a drop-down list and then indicate the date of contact, method of contact, result of the contact. You may also add comments to any contact record. The information entered into the 'Good Faith Effort Documentation' Window will be used to create the DBE Solicitation List Report and will be included as part of your electronic bid package. You also have the option to print a Good Faith Effort Documentation DBE Solicitation report

After the desired project is open, navigate to

'Part B – Good Faith Effort Documentation' Window from either the Menu Items 'DBE', 'Part B – Race Neutral', and 'Good Faith Effort Documentation' or by the 'Good Faith Effort



Documentation' icon on your Toolbar.

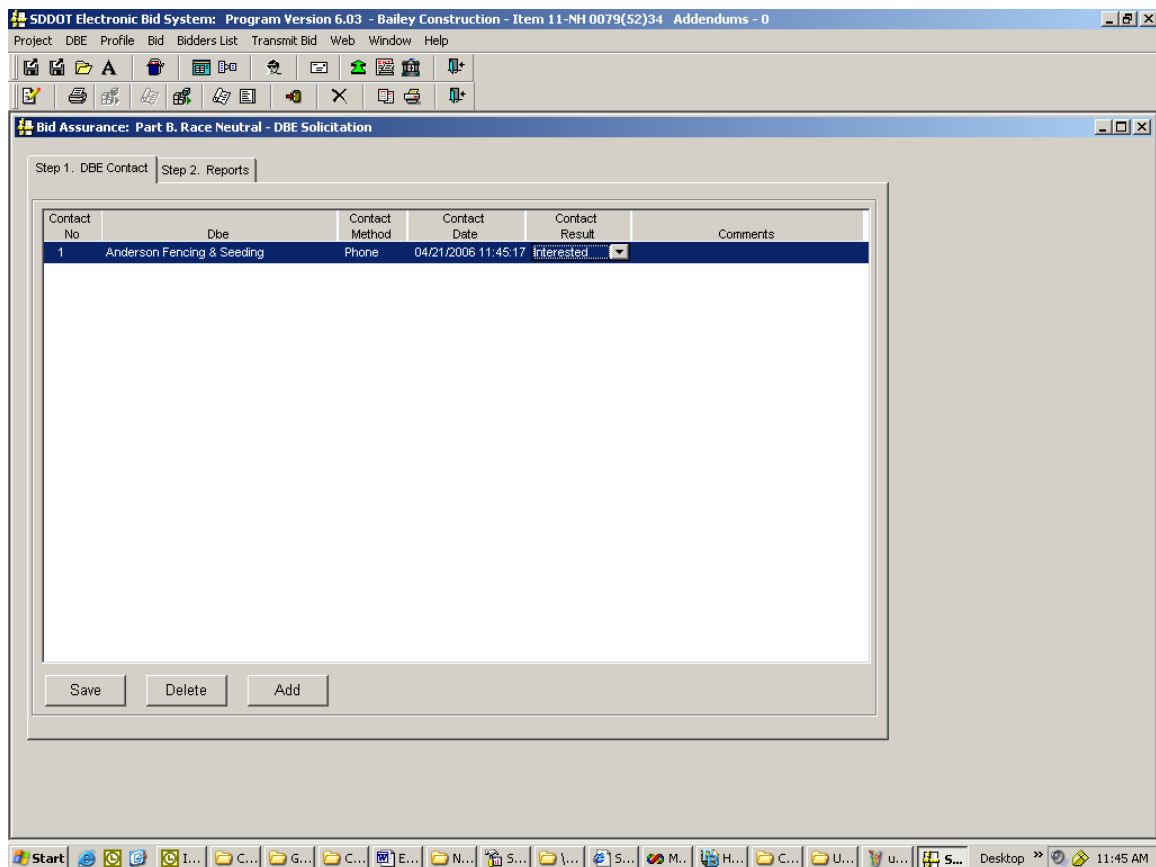
It is important that you are using the latest available DBE Directory when creating or updating a DBE Commitment and submitting your bid. (See the 'Download the Certified DBE Contractors' section for more information.) As the window opens, an informational message similar to the following will display to remind you of the effective date of the last DBE Directory that you downloaded from the SDDOT website.

After replying *OK* to the warning message, the Window will be available to create or to continue to build the Good Faith Effort Documentation.

Select the tab labeled 'Step 1. DBE Contact'. Select a DBE sub-contractor that you are soliciting to perform some of the contract work by clicking in box under the 'DBE' column. You can scroll through the list of DBE contractors by clicking on the down arrow to the right of the box and using the scroll bar. If you do not see the DBE contractor's name that you are looking for, either the contractor is not certified by SDDOT or you do not have the latest certified DBE Contractors file from SDDOT (also see the 'Download the Certified DBE Contractors' and 'Load Certified DBE Contractors in EBS' sections).

After selecting a sub-contractor, tab to the Contact Method column and select from the drop-down list.

Tab again and enter the Contact Date and one more tab to select the Contact Result.



You may also add comments appropriate for this contact. The Contact No. is generated each time you add a record to this window.

To Save the record, click the Save Button on the bottom of the window.



The Add button will generate a new blank record to enter another contact. Each record represents one contact, so if you make more than one attempt to contact a DBE, you will enter a record on this window for each attempt. If DBE firms are not interested or not responding, the Contact Log is the tool for documenting this situation.

To view the DBE Contact Log Report, click on the 'Step 2 Reports' tab. (See DBE Contact Log Report section for more information.)

DBE Contact Log Report

To view or create the DBE Contact Log Report, click on the 'Step 2. Reports' tab. If information exists (See DBE Contact Log for more information) , a report similar to the following will display.

The screenshot shows the SDDOT Electronic Bid System interface. The main window is titled "Bid Assurance: Part B. Race Neutral - DBE Solicitation". It has two tabs: "Step 1. DBE Contact" and "Step 2. Reports". The "Step 2. Reports" tab is active, displaying a "DBE Contact Information Report".

The report header includes:


- Project: Item 11-IH 0079(52)34
- Contract Hbr: 1971
- Contractor: Bailey Const

The report table is as follows:

DBE Firm	#	Date	Method	Result	Comments
Anderson Fencing & Seeding	1	04/21/2006 11:45:00	Phone	Interested	


At the bottom of the report window, there is a "Print" button and a note: "* Click on the screen to change the view of the report." The Windows taskbar at the bottom shows the time as 11:45 AM.

Scroll through the report to review it or print it by clicking on the Print Button on the bottom of the

Window, clicking the Printer icon  on the tool bar or selecting *Project* from the menu bar and *Print* from the drop-down menu.

The information on the DBE Contact Log Report will be included as part of your bid packet.

The DBE Contact Log Report can also be viewed and printed by selecting *Transmit Bid* from the menu

bar (or click on the *Transmit Bid* icon  on the tool bar). See the 'Transmit Bid' section for more information about viewing and printing reports.

Bidders List

Bidders List Overview

Federal regulations mandates SDDOT create and maintain a bidders list as part of the DBE annual goal setting methodology. SDDOT's Special Provision for Disadvantaged Business Enterprise, Section II. requires all prime bidders to submit a bidders list with their bid. The bidders list information consists of **all bidders/quoters**, including subcontractors, suppliers, or service providers who have submitted a bid to the prime contractor for the project.

Download the Subcontractors

A list of subcontractors is maintained on SDDOT's website. This list is updated frequently to add and delete contractors; therefore, it is important that this list is downloaded and loaded in EBS in a timely manner prior to submitting a bid to insure that you have the most current list of subcontractors.

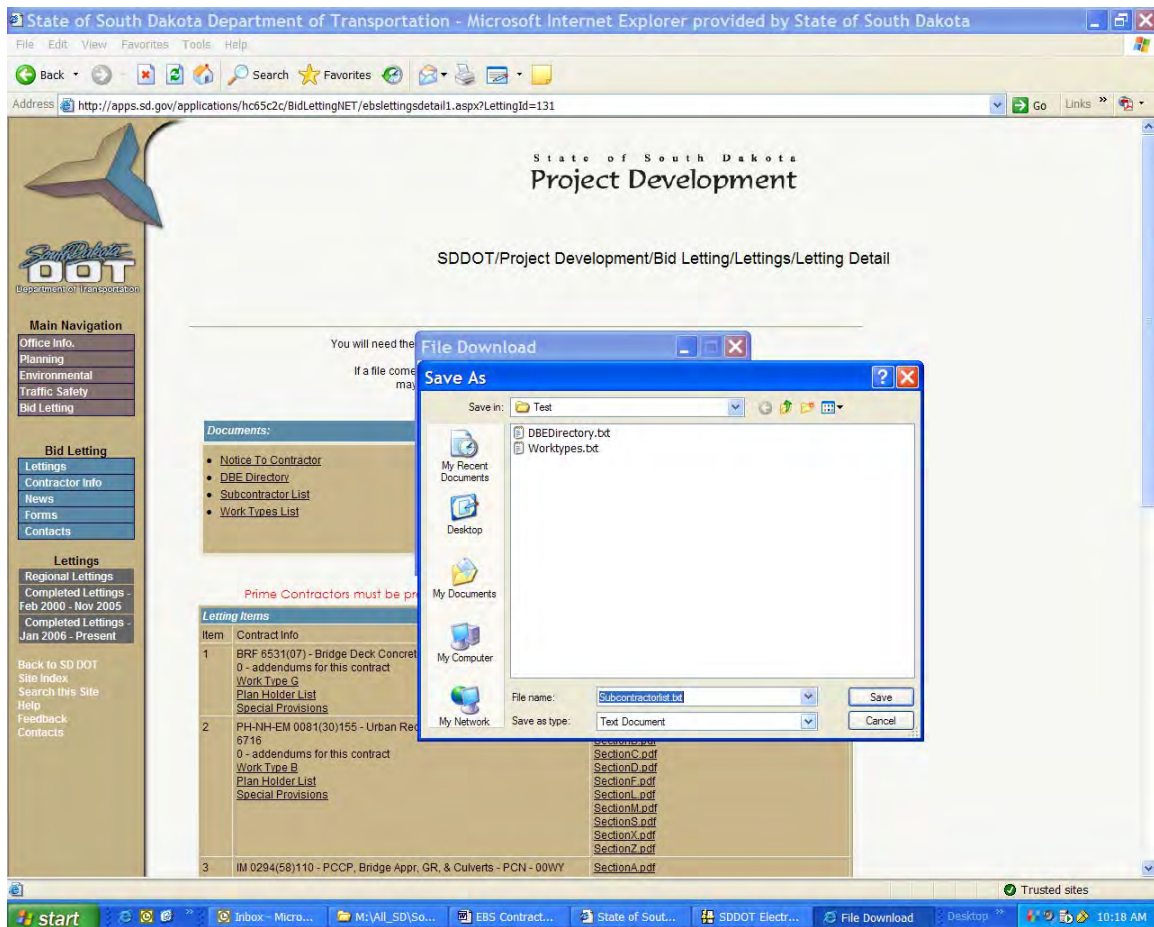
To download the SubContractors:

1. Click the following link: <http://www.state.sd.us/applications/HC65C2C/BidLetting/ebslettings.asp>
2. Select the letting on which you are bidding, the Subcontractor List will be under the Notice to Contractors.
3. Right click on the link Subcontractors
4. Select the Save Target As menu option.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SDDOT Project Development website. The address bar shows the URL: <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/ebslettingsdetail1.aspx?LettingId=131>. The page title is "State of South Dakota Department of Transportation - Microsoft Internet Explorer provided by State of South Dakota". The main content area displays "Project Development" and "SDDOT/Project Development/Bid Letting/Lettings/Letting Detail". A message indicates that Adobe Acrobat Reader is required to view files. A "Documents" list is visible, containing links for "Notice To Contractor", "DBE Directory", "Subcontractor List", and "Work Type". A context menu is open over the "Subcontractor List" link, showing options like "Open", "Open in New Window", "Save Target As...", "Print Target", "Cut", "Copy", "Copy Shortcut", "Paste", "Add to Favorites...", "Convert link target to Adobe PDF", "Convert link target to existing PDF", and "Properties". Below the documents list, there is a table with columns for "Item", "Contract", "Plan Sets", and "Properties". The table contains three rows of data.

Item	Contract	Plan Sets	Properties
1	BRF 66 0 - add Work T Plan H Specia	NonSection.pdf	
2	PH-NH 6716 0 - add Work Type B Plan Holder List Special Provisions	SectionA.pdf SectionB.pdf SectionC.pdf SectionD.pdf SectionE.pdf SectionF.pdf SectionG.pdf SectionH.pdf SectionI.pdf SectionJ.pdf SectionK.pdf SectionL.pdf SectionM.pdf SectionN.pdf SectionO.pdf SectionP.pdf SectionQ.pdf SectionR.pdf SectionS.pdf SectionT.pdf SectionU.pdf SectionV.pdf SectionW.pdf SectionX.pdf SectionY.pdf SectionZ.pdf	grades - PCN -
3	IM 0294(58)110 - PCCP, Bridge Appr, GR, & Culverts - PCN - 00WY	SectionA.pdf	

5. The following save dialog box will show. Select the folder where you would like to save the file and click Save

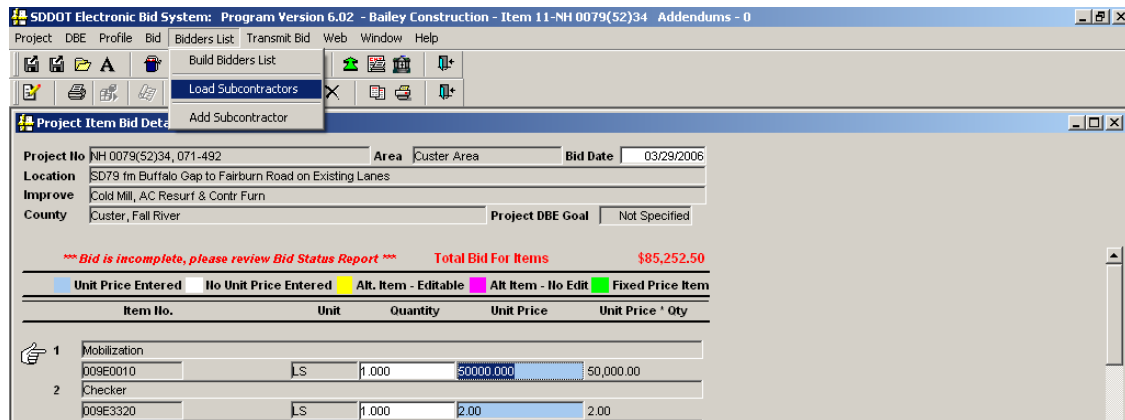


You will now be able to load the Subcontractor file into the EBS application (See Load SubContractors into EBS)

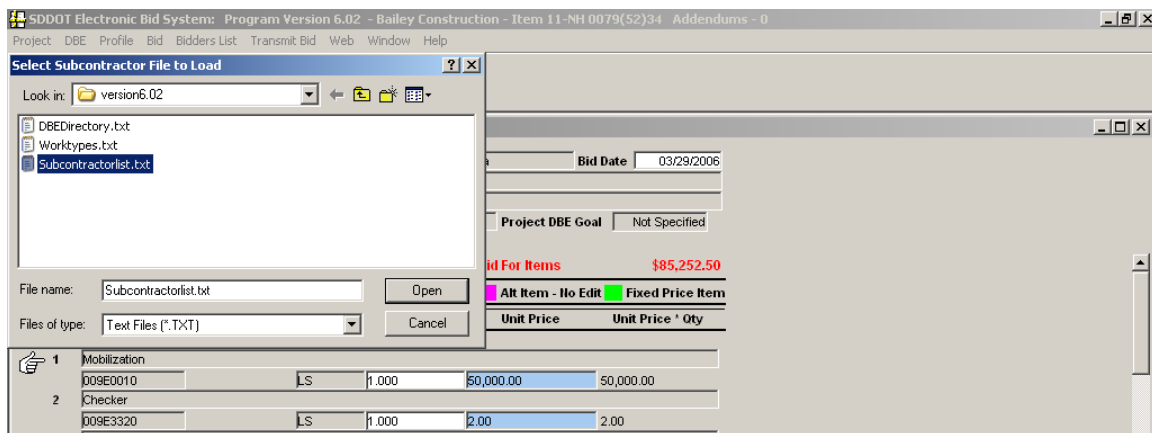
Load the SubContractors into EBS

To load the SubContractors into SDEBS:

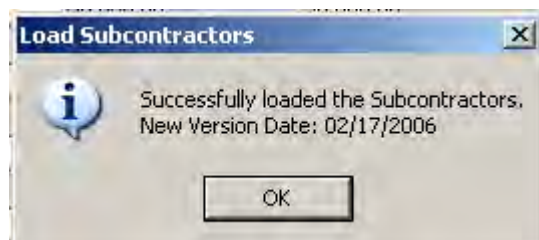
1. Open the SDEBS software
2. Select the Bidders List menu option
3. Select the Load Subcontractors menu option



4. A Select Subcontractor File to Load dialogue box will show. Select the Subcontractorlist.txt file





5. After highlighting the Subcontractorlist.txt file, click Open. The Subcontractor List will load into the software.
6. You will receive a message when the load is complete

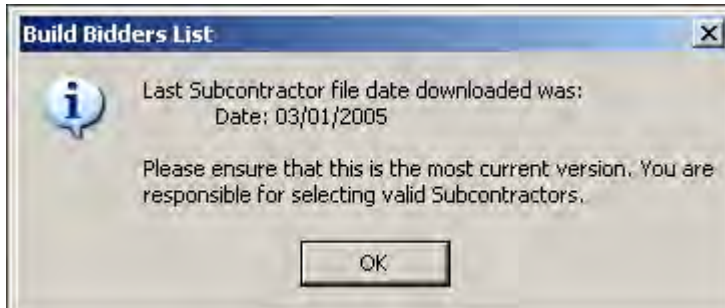


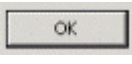
Creating a Bidders List

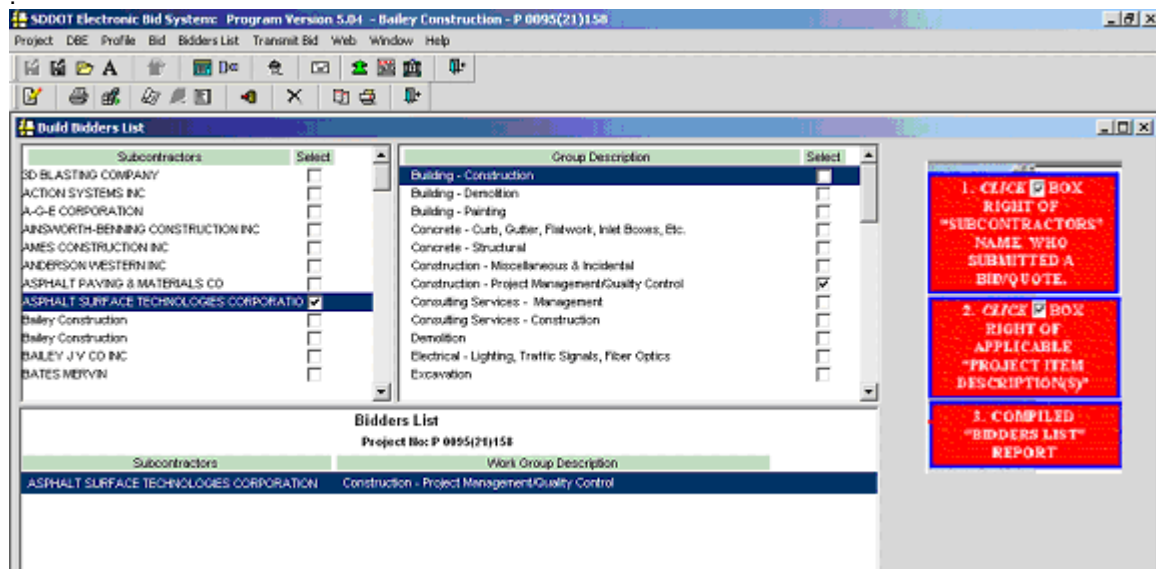
To create a Bidders List, the appropriate project must be open (choose *Project* from the menu bar and

Open Project from the drop-down menu or click on the *Open Project* icon  on the tool bar.

Confirm the project open is associated with the correct Contractor Profile. The Contractor Profile name and the project number are both displayed in the EBS Window's title bar. After the desired project is open, select **Bidders List** from the menu bar and **Build Bidders List** from the drop-down menu (or click the *Build Bidders List* icon  on the toolbar). As the 'Build Bidders List' window opens, an informational message similar to the following will display to remind you of the effective date of the last 'Subcontractor' and 'Work Type' files you downloaded from the SDDOT website. Check this date with the last modified date on the SDDOT website to verify you have the current file loaded. (See 'Load Subcontractors' and 'Load Work Type' for additional information).




After clicking  to the warning message, the 'Build Bidders List' window will be available to create the Bidder List.




Upper Left Column: Select the subcontractors, suppliers and service providers who submitted a bid to the prime bidder from the '*Subcontractor*' list by clicking in the select box to the right side of their name.

Upper Right Column: After selecting the subcontractor, select the applicable items from the 'Project Item Descriptions' by clicking in the box to the right of the item.

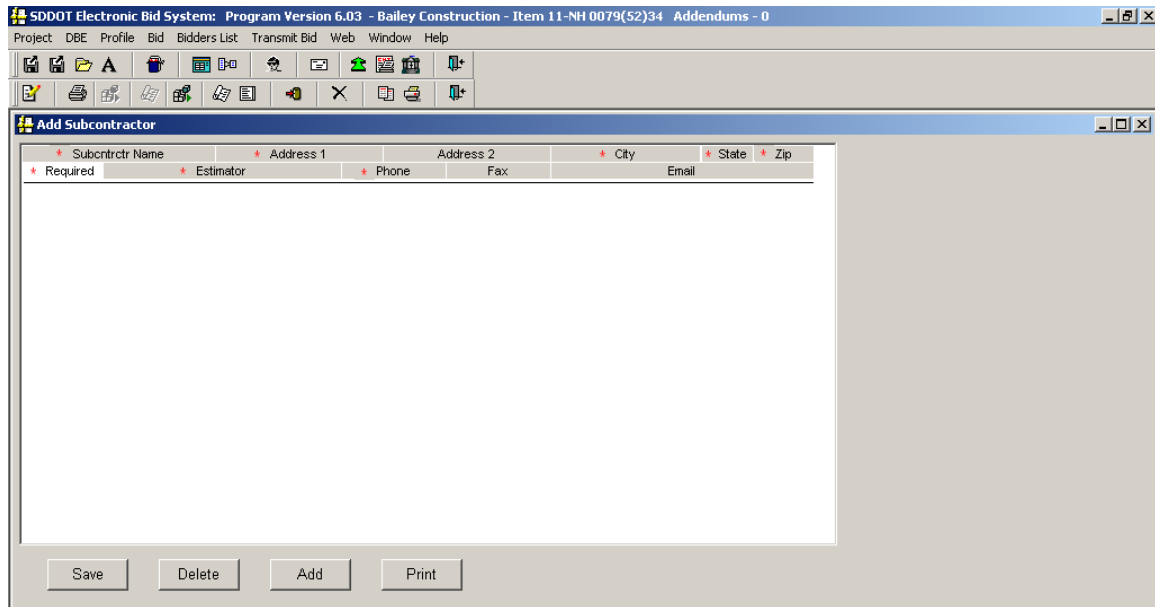
Bottom Section: Compiles the "**Bidders List**" for the selected contractor/subcontractors and applicable items.

To **Print** the bidders list from the bidders list window, click the  icon on the toolbar. You can also print/view/edit the bidders list from the **'Bid Submission and Check List'** window.

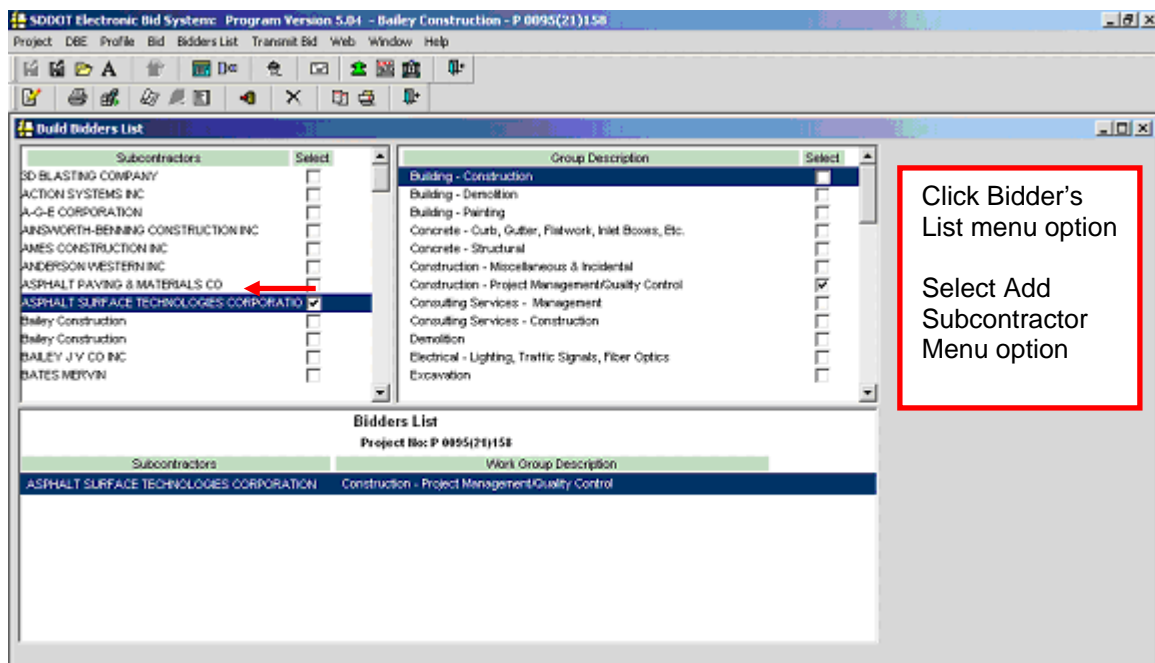
Select, **'Transmit Bid'** from the menu or the transmit bid  icon from the toolbar.

Add Subcontractor

If a subcontractor's name does not appear in the "Bidders List", "Good Faith" or "Intend to Sublet" windows for selection, use "Add Subcontractor".



New subcontractors name will be available for selection in the "Bidders List" and "Good Faith" windows:



Bid Submission

Obtaining a Bidder ID for Submission of Bids

Prime contractors are required to obtain a Company ID and password. The Company ID and password enable a company to access necessary bidding files, view addenda and sign in to a plan holders list for any project of interest. A Company ID & password can be obtained by submitting the necessary information at: <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/userregistration.aspx>

In addition to a Company ID, a prime contractor must obtain Bidder ID(s) and Password(s) for individuals intending to submit bids on behalf of the company. Bidder ID(s) & password(s) can be obtained by completing and mailing or hand delivering the following form - *Bidding Authorization Form* available at: <http://apps.sd.gov/applications/HC65C2C/EBS/BidAuthorizationForm.pdf> . Please be certain the correct email addresses are listed on this form as they will be used to communicate the successful submission or withdrawal of a bid. Once this form is successfully completed and submitted, the Department will issue a Bidder ID and Password via email to the individual bidders. The form must be received, by the Department, a minimum of 48 hours prior to a designated bid opening time in order for Bidder ID(s) and Password(s) to be assigned in advance of the letting.

The Bidder ID and Password, together with the Company ID, will be needed to access the Department's secure bid submittal site, which is the only means of submitting bids to the Department.

Accessing the SDDOT Bid Submittal Site

After obtaining a Company ID, and an associated Bidder ID & Password, the prime bidder is able to submit bids to the Department's secure bid submission site at: <http://apps.sd.gov/applications/hc65c2c/BidLettingNET/bidsubmittallogin.aspx>

The bid submission page requires three pieces of information for the secure submittal of bids: The Company ID, the Bidder ID for an authorized bidder of the company, and the individual password for the authorized bidder.

The first time an authorized bidder logs into the bid submission page, the system will require the password to be changed with several criteria, as shown on the Change Password webpage: The password must:

1. be at least 7 characters in length
2. contain at least one uppercase letter
3. contain at least one lowercase letter
4. include at least one number

It is recommended that your ID is not used in your new password.

Once access is gained to the secure bid submittal site, the contractor has the opportunity to upload bids, update bids, or delete previously submitted bids. Specific Instructions for the Bid Submission page are available in this user manual (Submitting Bid – Step 3).

Security of the Bidder ID

The security of the bidder ID is only as secure as the individual who has received the ID & password, wishes it to be. It is the responsibility of the authorized bidder to keep their ID & password secure. If the password needs to be reset, the Department must be notified so the password can be reset.

Submitting Bid – STEP 1(Bid Submission Checklist)

When a bid has been prepared and is ready to be submitted to SDOT, select Transmit Bid from the menu



bar (or click on the *Transmit Bid* icon on the tool bar) and a 'Bid Submission Check List and Forms' Window, similar to the following, will display. This window will allow you to view and optionally print the forms that are to be submitted with the bid.

The screenshot shows the 'Bid Submission Check List and Forms' window within the SDDOT Electronic Bid System. The window title is 'Bid Submission Check List and Forms'. The main content area is titled 'Forms Check List for Bid Submission' and contains several sections:

- Change Contractor Profile** (Edit) - (Change of address, phone #'s, authorized signatures)
- Status of Work Under Contract** (View) - See Special Provision for Electronic Bidding Requirements
- Bid Report** (View)
- Receipt of Addendums** (View)
- Bidders List** (Edit, View)
- DBE Bid Assurance** - Project Goal: 2.000%
- Part A. Race Conscious DBE Participation**
 - DBE Bid Condition Assurance** (View)
 - DBE Commitment Report** (View, Edit)
 - ** If DBE Commitment is less than Goal **
 - ** Good Faith Effort is Required By Low Bidder **
 - Good Faith Effort Reports** (View, Edit)
- Part B. Race Neutral DBE Participation**
 - DBE Bid Condition Assurance** (View)
 - DBE Report** (View, Edit)
 - DBE Contact Report** (View, Edit)
 - (The DBE Report and/or the DBE Contact Report are being included with your bid submission.)
- Affidavit/Declaration** (View Affidavit, View)
- Part C. State Funded** (Utilization of Minority Business, View)
- Bid Bond Authorization** (View) - [ssd#####]
- Proposal Guaranty** (Edit) - (See Special Provision for Electronic Bidding Requirements)
- Bond Type Selection:**
 - Surety 2000
 - SurePath
 - Paper Bond
- Print Setup** | **Print Forms** | **Transmit Bid**
- (See Special Provision for Electronic Bidding Requirements)

The 'Bid Submission Check List and Forms' Window contains several sections with various forms available for viewing and printing. The availability of the forms depends on the project being submitted for bid (e.g., DBE forms are only applicable for Federal Aid projects) or on other criteria (e.g., Status of Work Under Contract may not include information if no work was specified in the Contractor profile). See the 'Print Forms' section for more information about each form.

PROPOSAL GUARANTY / BID BONDS

In addition to viewing the forms that will be transmitted, the 'Bid Submission Checklist and Forms Window' is where bidders can verify and/or enter their proposal guaranty information. The following outlines choices for submitting a proposal guaranty to the Department:

Surety 2000: If Surety 2000 is selected the Bid Bond Authorization Field will automatically fill in the Annual Bid Bond code entered in the Contractor Profile Screen. If nothing is entered in the contractor profile screen the field will be blank. If you wish to enter a project specific bid bond code issued by Surety 2000 in lieu of an annual bid bond code the field is editable and may be overwritten with the project specific code.

SurePath: If SurePath is selected a message will appear stating "please email your bid bond code to dotbids@state.sd.us" and the Bid Bond Authorization Code field will automatically fill in with "SD SurePath" which notifies Bid Letting staff at bid opening time that SurePath is being used. Please be sure to email you bid bond code to dotbids@state.sd.us prior to the designated bid opening time. *(Information Only: At this time, Surepath is working to make modifications to their bid bond codes so they are compatible with the SDEBS. Therefore, it was decided to use the email address provided above for bidders to submit their bond code for the time being.)*

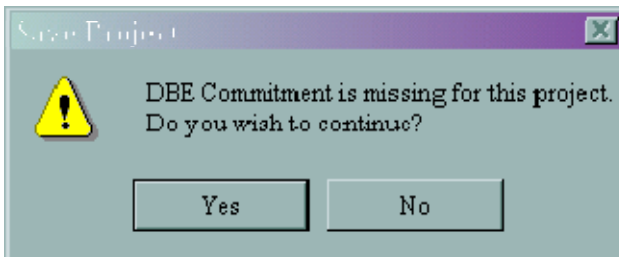
Paper Bond: If Paper Bond is selected a message will appear stating "Please mail in your original hardcopy to the SDDOT Bid Letting Office" and the Bid Bond Authorization Code field will automatically fill in with "Paper Bond1" which notifies Bid Letting staff at bid opening time that a paper bond is being used. The hardcopy must be received by the Department (Office of Project Development – Bid Letting) prior to the designated bid opening time.

Proposal Guaranty: The Proposal Guaranty should be selected if you will be submitting a Cashiers or Certified Check in lieu of a bond. If Proposal Guaranty is selected a message will appear stating "Form is incomplete". You must 1st select the edit button and then fill in the Cashier or Certified Check # that you will be submitting to the Department prior to the designated bid opening time.

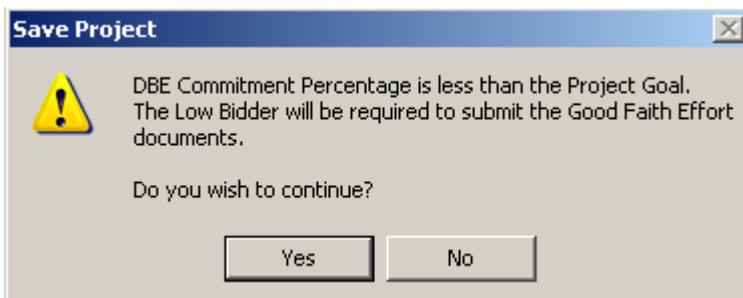
Submitting Bid – STEP 2 (Creating your Bid Proposal File)

Once you have reviewed the items on the Bid Submission Checklist and Forms page and are satisfied with the preparation of your bid, please select the Transmit Bid button located at the bottom of this page.

If you have not included required information in your bid packet, you will be prompted to complete it prior to submission. Following are some examples of the messages:



The above message would be displayed if the project has an assigned DBE goal and the DBE Commitment has not been provided. This message does not stop the bidder from submitting a bid. If you plan to include a DBE commitment, but have not, click on 'No' and add the commitment at this time. If you have included your DBE commitment, or do not have any commitment, click on the 'Yes' button to continue processing.



The above message would be displayed if the project has an assigned DBE goal and the DBE Commitment does not meet the assigned DBE goal. This message does not stop the bidder from submitting a bid. If you plan to include a DBE commitment, but have not, click on 'No' and add the commitment at this time. If you have included your DBE commitment, or do not have any commitment, click on the 'Yes' button to continue processing.

The contractor may want to send in the Good Faith Effort if they have completed it for bid submission in EBS. In order to include the Good Faith Effort in the bid submission, click the Good Faith Reports

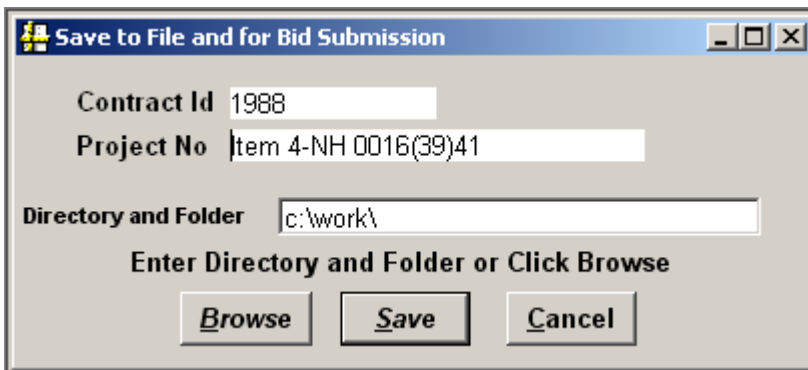
**** If DBE Commitment is less than Goal ****
**** Good Faith Effort is Required By Low Bidder ****

Good Faith Effort Reports: **View** **Edit**

checkbox before clicking the Transmit Bid button.

If this checkbox is blank, the Good Faith effort will not be submitted with the bid.

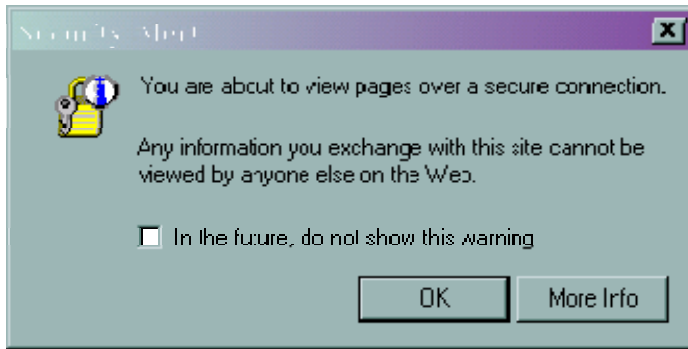
After all of the warning messages have been displayed a 'Save to File and for Bid Submission' window, similar to the following, will display. Click on the Browse button to select where to save the bid submission file. Click the Save button to save the encrypted bid to the folder selected. The encrypted file for your records will be saved with the filename of 00xxx_00####_YYMMDD.txt where 00XXX is the contract number set by SDDOT, 00#### is the Company ID, and YYMMDD is the bid letting date for the project. The bid file 00xxx_00####_YYMMDD.txt should not be confused with the bid download file which begins with *Item #*.



If the bid has been saved successfully, a *Bid Submission* message similar to the following will display. Click on the OK button to continue processing.



The EBS software will open Internet Explorer on your computer to and direct you to the SDDOT Secure Bid Submittal Site. You may see a security warning message similar to the one below. Click OK to proceed.



Click 'Ok' to continue.

Submitting Bid – STEP 3 (Secure Electronic Bid Submittal Site)

The following log-in page will load:



Fill in the necessary information and click on 'Log In'.

The first time a new Bidder logs into the bid submission site, the website will take you to a webpage similar to:

HTML>

State of South Dakota
Project Development

SDDOT/Project Development/Bid Letting/Lettings/Change Password

You are required to change your password on first log in. Your new password must be at least 7 characters long and contain at least one of each of the following: uppercase letter, lowercase letter, and a number. Do not include your username or contractor ID in your password. (Example of minimum requirements: bid2Day)

New Password:

Confirm New Password:

Main Navigation

- Office Info.
- Planning
- Environmental
- Traffic Safety
- Bid Letting

Bid Letting

- Lettings
- Contractor Info
- News
- Forms
- Contacts

Lettings

- Regional Lettings
- Completed Lettings - Feb 2000 - Nov 2005
- Completed Lettings - Jan 2006 - Present

Please note the criteria for your password, to help in making the password as secure as possible. The password must:

5. be at least 7 characters in length
6. contain at least one uppercase letter
7. contain at least one lowercase letter
8. include at least one number

It is recommended that your ID is not used in your new password. Once the password has been accepted, you will be prompted to either 'Continue to Bid Upload Page', or 'Log Out'.

If you have previously changed your password, or if you select 'Continue to Bid Upload Page' after changing of the new password, you will be securely logged into the website. The bid submission page looks like:

State of South Dakota
Project Development

SDDOT/Project Development/Bid Letting/Lettings/Bid Submittal

Logged in as [username] from [IP]

Click on Browse and locate the bid file you want to submit, then click upload to submit the bid file. Upon successful upload of your bid, you will receive a confirmation email that your bid has been received.

Select File To Upload: [Log Out](#)

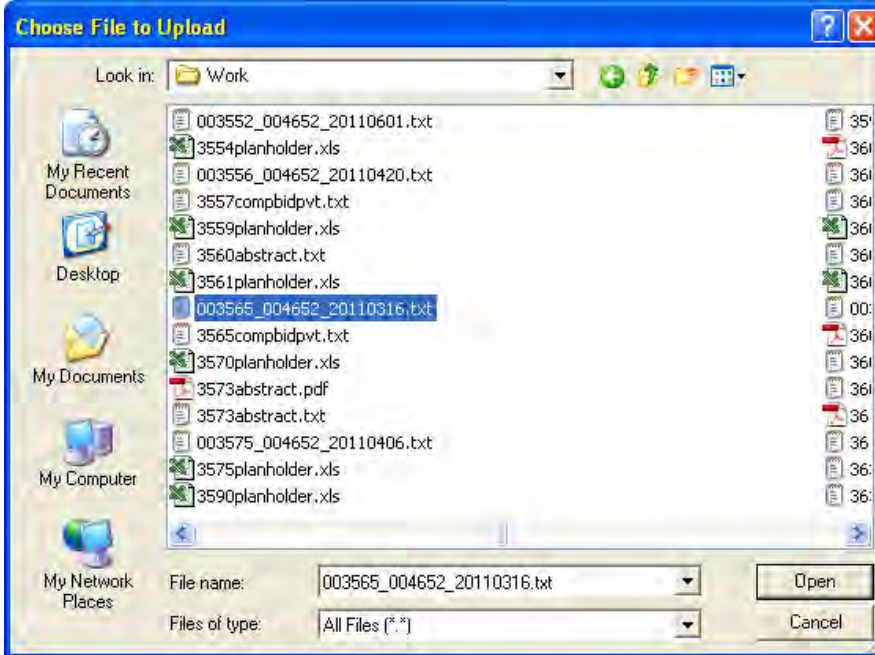
Select a button below to view the log or withdraw your bid.

Withdraw Bid View Log

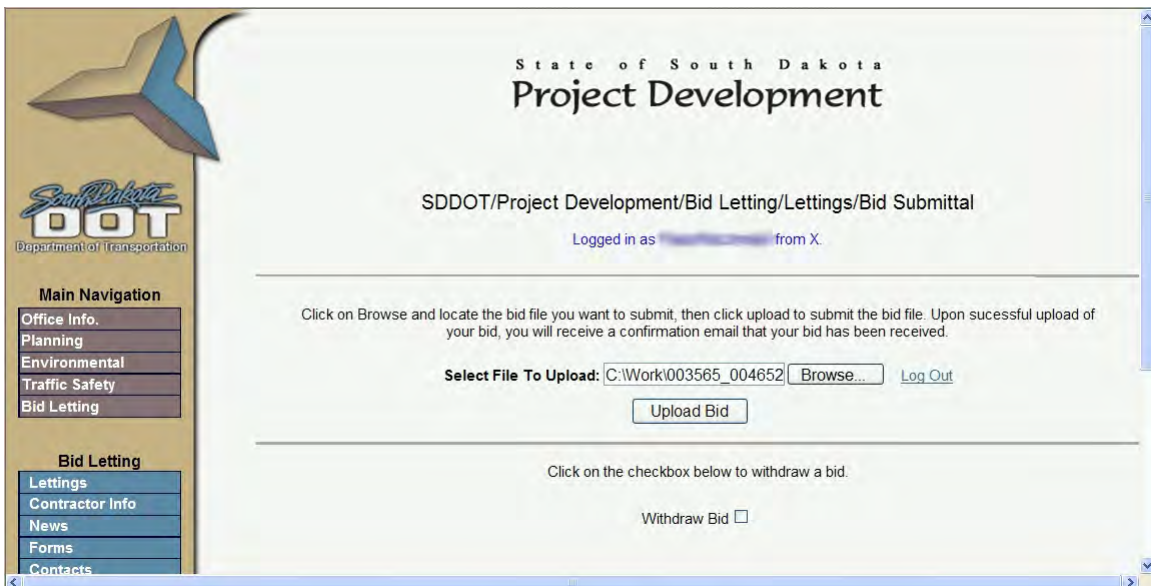
This site the contractor to submit, revise and withdraw bids for any current letting. In addition, the site also allows you to “View Log” which keeps history of your bidding activity with the Department. After the time and date of letting, the files will no longer be accessible, and will become property of the SDDOT.

Submitting / Uploading Your Bid

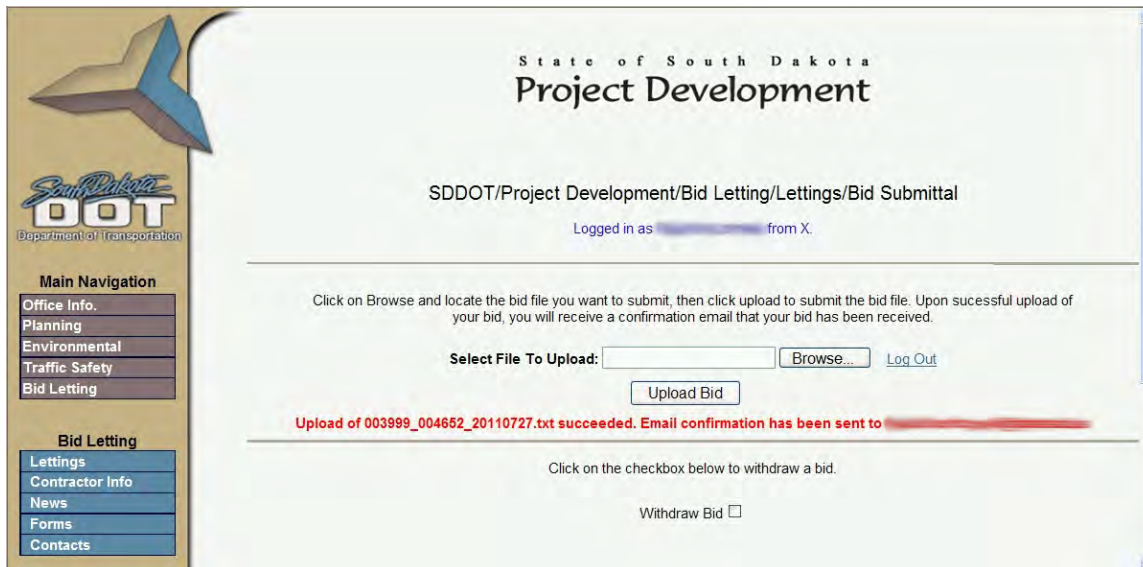
To submit a bid, click on ‘Browse’ and proceed to the directory where the bid file (00XXXX_00####_YYYYMMDD.txt) was saved (see Encrypted Bid File Submission section above). and choose the appropriate file.



Click on ‘Open’, and the file will be selected in the ‘Select File To Upload’ window.



Select ‘Upload Bid’. If the file selected is for a current letting, the website will indicate a successful submittal of the bid with a page similar to:



In addition, an email will be sent to the specific email registered with the Bidder ID utilized in submittal of the bid.

Please note, the bid submission site will not allow submittal of bids that are do not have the correct format, are being submitted for lettings that have passed, or are being submitted for a company other than the company who is currently logged into the bid submittal page.

BID REVISIONS

If you would like to submit a revised bid, the process is the same as submitting an original bid. Make the changes to the bid utilizing the EBS, create a new encrypted bid file, and save the file to your own directory. Follow all the steps necessary as detailed in the Electronic Bid Submission to SDDOT section above. Re-submission of a bid file will overwrite the original file. The website will prompt you to accept the overwrite.



The latest bid received prior to 10:00 A.M. on bid open day will be the only bid that will be opened for consideration.

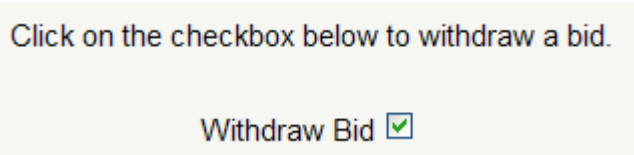
If you select 'Overwrite File', the previous file will be over-written and will not longer be available. Choosing 'Cancel' will not allow for the overwriting of the file previously submitted. If you overwrite a file,

You will receive an email to the specific email registered with the Bidder ID utilized in submittal of the bid that will indicate that a bid has been overwritten.

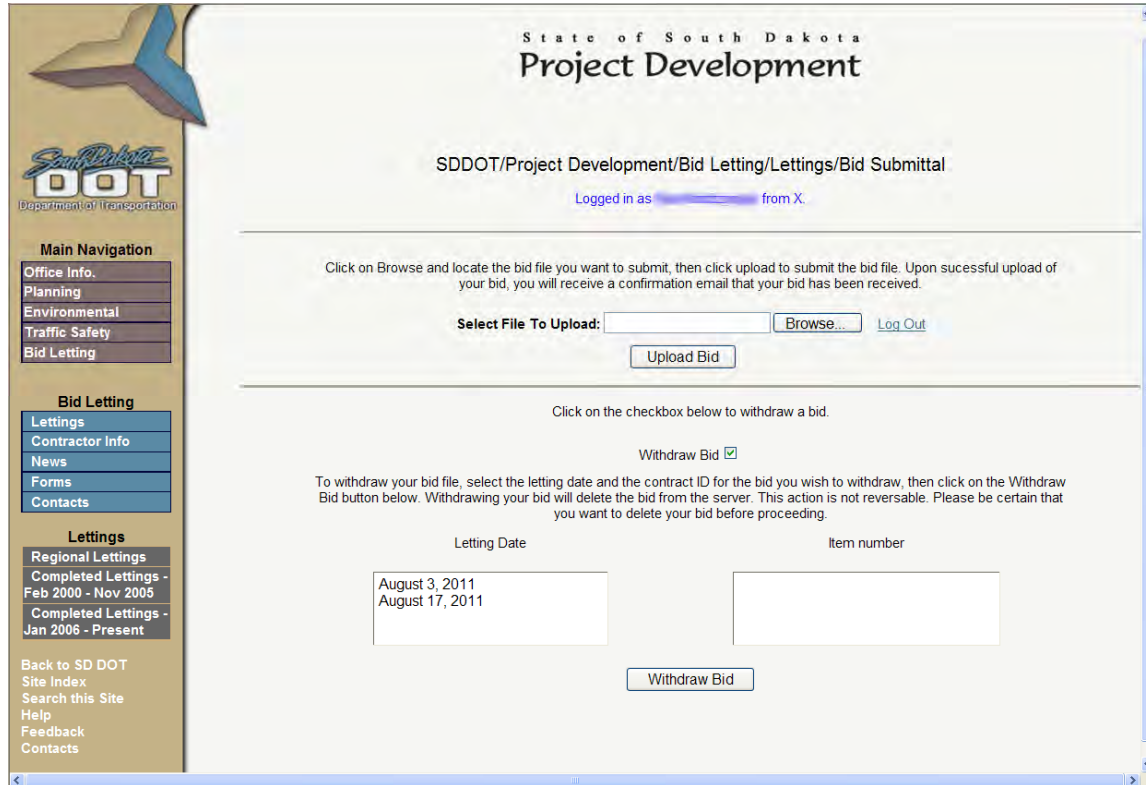
WITHDRAWAL OF A BID

Bids may be withdrawn any time after bid submission, and prior to the date and time of the bid opening. After the bid opening time, the bid may no longer be withdrawn.

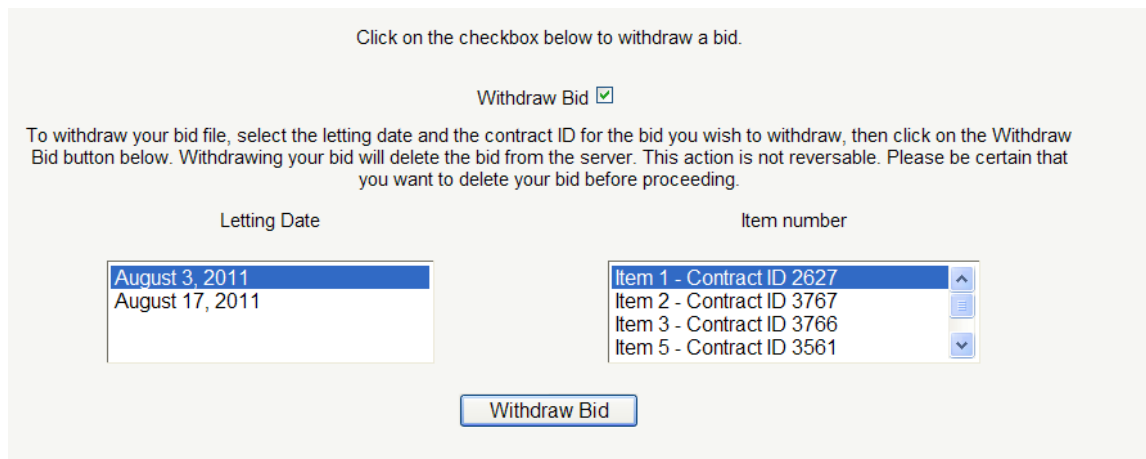
To withdraw a bid, click on the checkbox by the 'Withdraw Bid' at the bottom of the page:



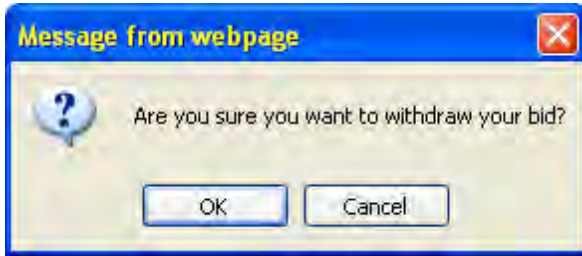
Once checked, the bottom of the webpage will open with the bid withdrawal options.



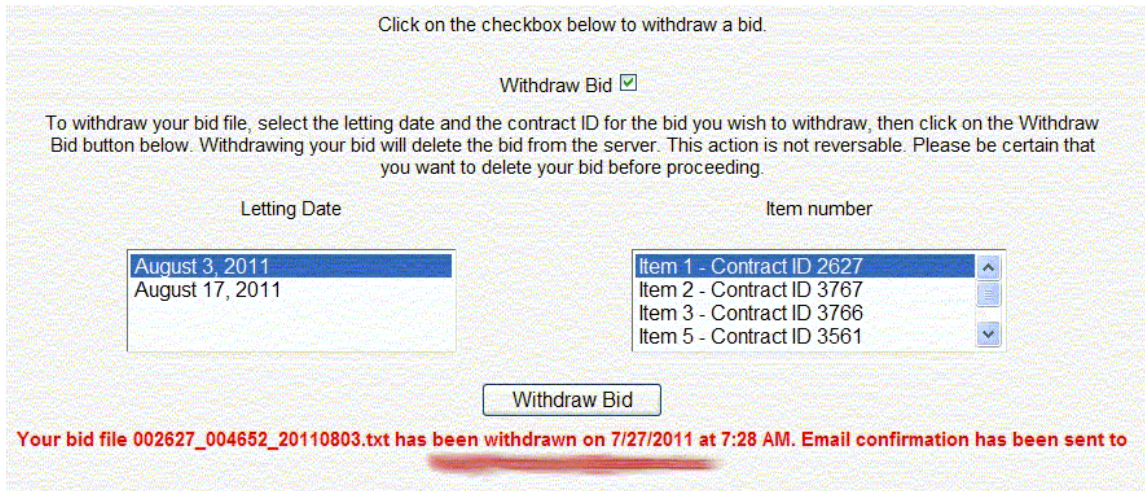
First select the letting date for the project that you wish to withdraw from the letting from the current lettings listed in the Letting Date box.



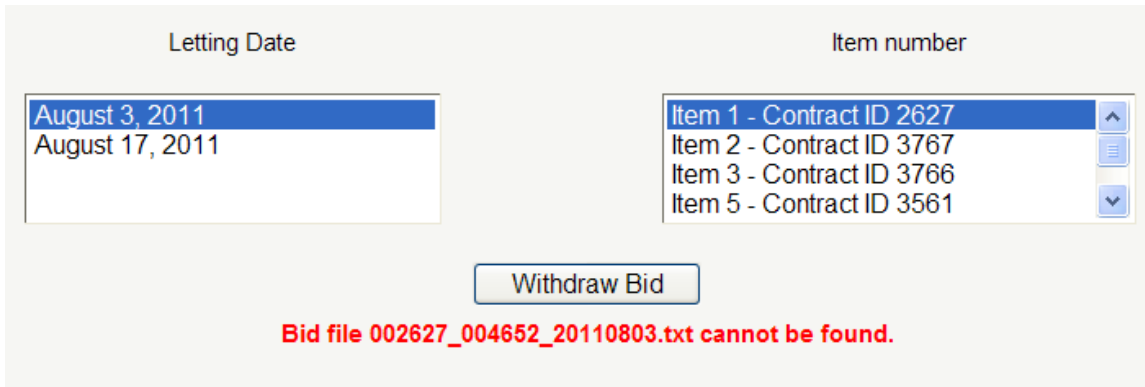
After selecting a letting date, the Items for that letting will be presented in the item Number box. Highlight the item number for which the bid was previously submitted. Please note that the list will include all items for that letting, whether a bid was previously submitted or not. After selecting the Item number, click the 'Withdraw Bid' button on the bottom of the page.



The system will provide a confirmation box, to ensure that the correct item was selected. If the bid is to be withdrawn, select 'OK'. A confirmation notice will appear on the bottom of the page. The system will also send a confirmation to the specific email registered with the Bidder ID utilized in withdrawal of the bid which will indicate that a bid has been withdrawn.

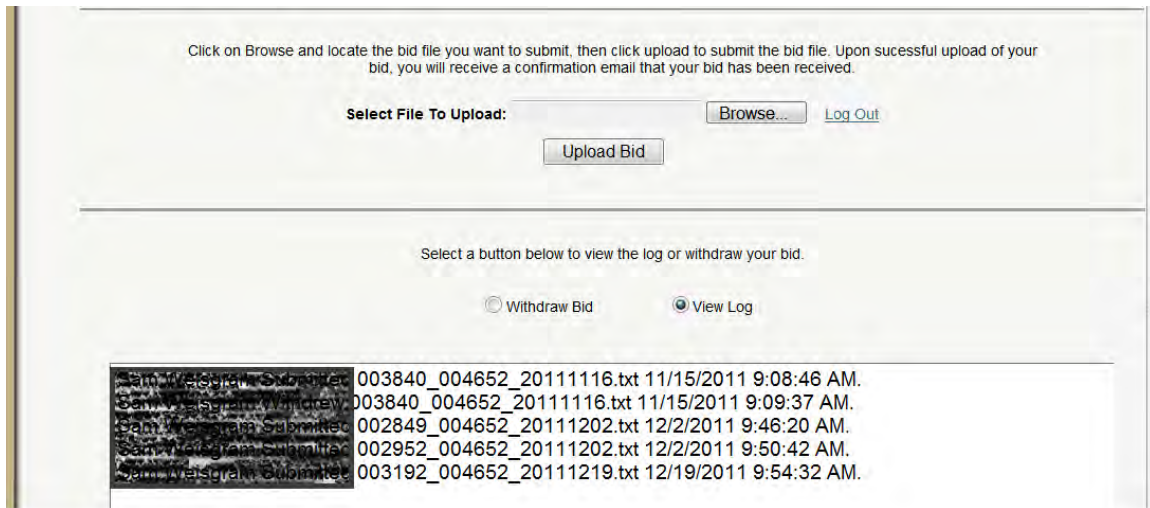


If a bid has not previously been submitted from your company for that project, the webpage will indicate that the file cannot be found:



Viewing Log of Bid Activity

Select the View Log button at the bottom of the screen to view history of your bidding activity with the Department.



Click on Browse and locate the bid file you want to submit, then click upload to submit the bid file. Upon successful upload of your bid, you will receive a confirmation email that your bid has been received.

Select File To Upload: [Log Out](#)

Select a button below to view the log or withdraw your bid.

Withdraw Bid View Log

003840_004652_20111116.txt	11/15/2011 9:08:46 AM.
003840_004652_20111116.txt	11/15/2011 9:09:37 AM.
002849_004652_20111202.txt	12/2/2011 9:46:20 AM.
002952_004652_20111202.txt	12/2/2011 9:50:42 AM.
003192_004652_20111219.txt	12/19/2011 9:54:32 AM.

Please contact SDDOT Bid Letting staff to report any issues with the log.

Late Bid Submission

If a bid submission is attempted after the 10:00 A.M. bid opening deadline for a project, the bid submittal page will not allow the submission of the file and will provide a message indicating the time of letting has expired.

It is your responsibility to ensure that the bid transmission is completed prior to 10:00 a.m. on bid open day. This means not started at 10:00, not in progress at 10:00, but transmission is completed prior to 10:00. Be sure to allow time for the completion of the transmission. Your Internet service provider could be a factor affecting the successful timely completion of an electronic bid transmission. If your connection is slow, you need to begin your upload sooner. If your connection is not reliable, you need to allow time to reconnect to the Internet and begin the transmission again.

When the bid upload is completed successfully, you will be notified of the bid receipt time. The time must be prior to 10:00 A.M.

Reports

Print Bid Report

To print the Bid Report, choose *Bid* from the menu bar and then choose Print Bid Report from the drop-



down menu (or click on the Print Bid Report icon on the tool bar). **Note: The project must be Open before the bid can be printed.** The report can also be printed by choosing *Transmit Bid* from the menu bar (see the '[Print Forms](#)' section for more information).

The Bid Report will have the project information, Contractor name, and Contractor ID printed in the heading of each page.

If an item is a fixed price item, that will be indicated in the item description.

Subtotals are printed for each section (a section is known as a "Project Detail"). If a project is an "A plus B Bidding" project, both the "A" and "B" portions are tabulated. If the bid is incomplete, the title "**Bid is Incomplete**" will print next to the total. When the **bid is complete**, the title "**Total Bid**" will print next to the total.

The Signature Page follows the Project Items portion of the Bid Report. If the project is a Federal project (i.e., a portion or all of the project is Federally funded), there will be a section for the Contractor to indicate if the source of steel on the project will be of domestic or foreign origin. The Authorized Signature line must be completed, as must the Receipt of Addenda section, if there have been Addenda to the project.

It is important to note that at the bottom of the Signature Page, there is a **SDDOT Project Creation Date**. This date will be an important reference in the case where a project design is changed by an Addendum. In that case, the SDDOT project data will be reissued and made available on the SDDOT Web Page. **Contractors who have purchased plans previous to that Addendum and have installed the project data will need to reinstall the project data.** A check of whether the correct project data was used to prepare the bid will be the SDDOT Project Creation Date. It is also necessary to complete the **Receipt of Addenda** block on the Signature Page with **Date and Initials for each Addendum received on the project.**

If an incomplete bid is printed, the Bid Status Report will automatically be printed as well.

Print Forms

The EBS Construction Project Bidding Program provides for printing of all the reports or forms prior to submission. The EBS software allows for completing all required reports and forms, which need to be electronically submitted, including the Bid Bond or Proposal Guaranty.

The 'Bid Submission Check List and Forms' Window contains several sections with various forms or portions of forms available for viewing and printing. The availability of the forms depends on the project being submitted for bid (e.g., DBE participation forms are only applicable for Federal Aid projects) or on other criteria (e.g., Status of Work Under Contract may not be required depending on what was specified in the Contractor profile). If the form or item is to be included in the bid, the EBS software will include it in the bid file. When the form, item, or report listed has a *View* button to its right, the button can be selected to view the form, a portion of the form that is affected by the item, or the report.



If the form or report is being viewed, it can be printed by selecting the printer icon on the tool bar or by choosing Project from the menu bar and then Print from the drop-down menu.

Information on the forms must be added or updated through the menu items provided in EBS. Update is not available from the View report function on the 'Bid Submission Check List and Forms' Window. If a report view does not include information or a report is missing from 'Bid Submission Check List and Forms' Window, select the appropriate EBS function from the menu bar, enter or update the required information and then return to the 'Bid Submission Check List and Forms' Window to view your bid reports.

Export Project to Text File

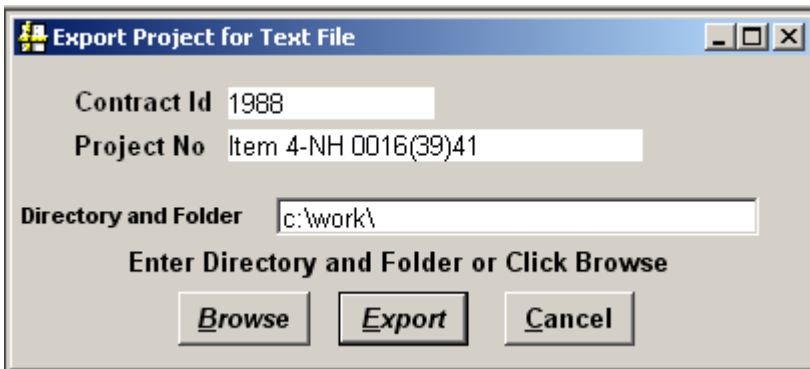
Export Project to Text File

Many Contractors make use of spreadsheets or packaged software packages to assist in bid preparation. The Export Project to Text File feature exports a project, items, and bid information to an ASCII text format file which can be opened in a spreadsheet application, worked with there, and then the bid prices can be imported back into the Electronic Bid System (see the 'Import Project from Text File' section). **The export/import option does work with Timberline Estimating software and HCSS. I am also currently working with Bid2Win also.**

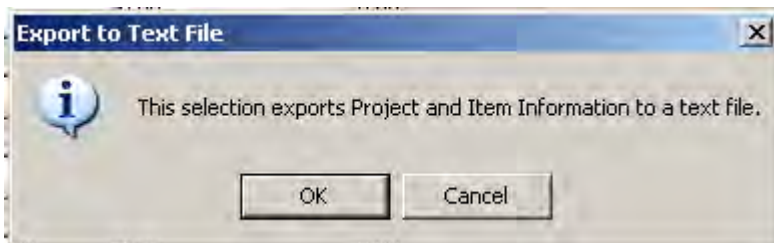
It is very important to note that the original columns of the data exported to text must not be moved (i.e., they must remain in the same sequence); and the file must be saved back to an ASCII text format in order for the import to be successful. Specifically, the **sequence of columns must not be moved** (i.e., their sequence must remain in the original sequence when the file was exported from EBS) **and, except for the column with the unit price, should not be edited.**

If using Excel, note that the information is in **tab-delimited** ASCII format.

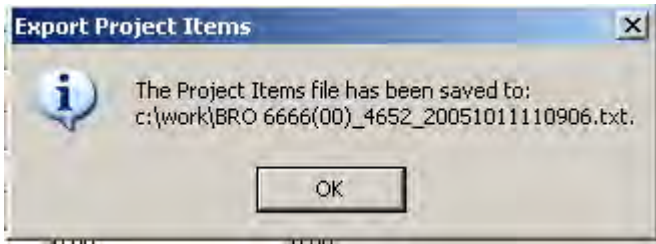
To Export data, Open the project to be exported, select Project from the menu bar, and then Export Project to Text File from the drop-down menu (or clicking on the Export Project to Text File icon on the tool bar). A window similar to the following will be displayed. Click on Cancel to discontinue the export; otherwise, click on Export to continue the export process.



Once Export has been selected, the following information message box will be displayed. To continue, click OK; otherwise, click Cancel to discontinue the export process.



When the export is complete, the confirmation box below will be displayed.



The Contractor can now open the text file using their spreadsheet program.

Import Project from Text File

After calculations have been made in a spreadsheet program that the Contractor has chosen to use, the unit bid prices can be imported into the Electronic Bid System. It is important to note that in the spreadsheet program **columns must not be moved** (i.e., their sequence must remain in the original sequence when the file was exported from EBS) and, except for column with unit prices, should not be edited.

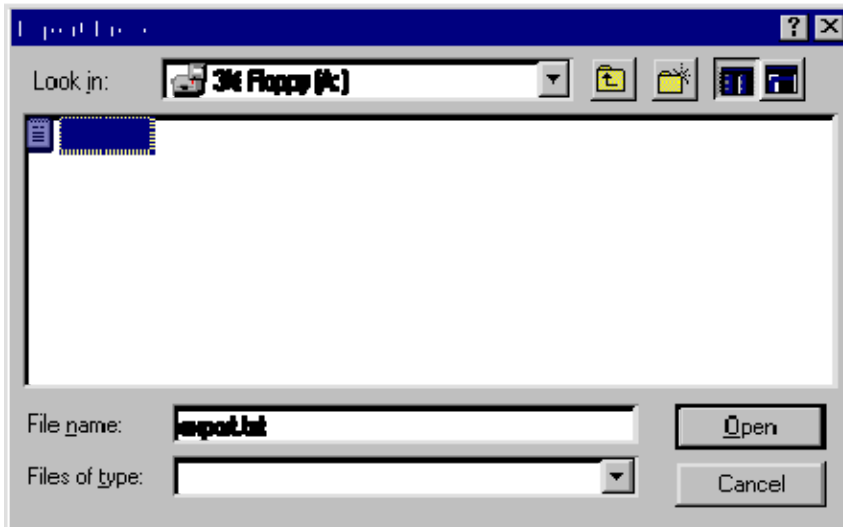
The information must be converted back to a text file with the same format as the exported file. If the file layouts are not the same, the import will not work.

To import data, choose *Project* from the menu bar, and then *Import Project from Text File* from the drop-

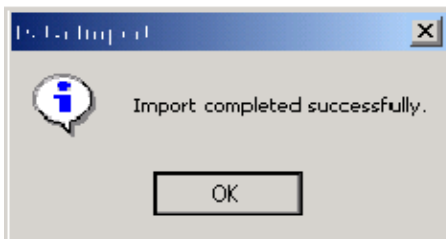


down menu (or click on the Import Project form Text File icon from the tool bar).

The **Import From ...** dialog box, similar to the following, will be displayed. Select the source of the data, and click *Open* to continue the import process; otherwise click *Cancel* to discontinue the import.




If the import is successful, the following message will appear. Click 'OK' to continue. If the import fails, a failure message will be displayed.



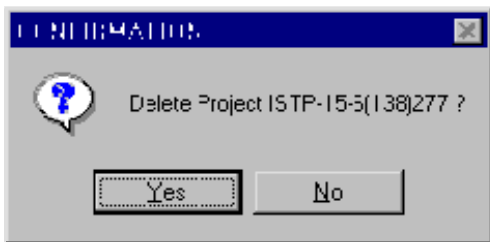
Deleting Projects

Deleting Projects

Once a bid opening has taken place and the project has been awarded, you may want to delete the project. Select the project to be deleted by either choosing the project from the list of projects in the *Open Project* window or selecting the current project in the *Project Item Bid Detail* window. Then choose

Project from the menu bar and *Delete* from the drop-down menu (or click on the *Delete* icon  on the tool bar).

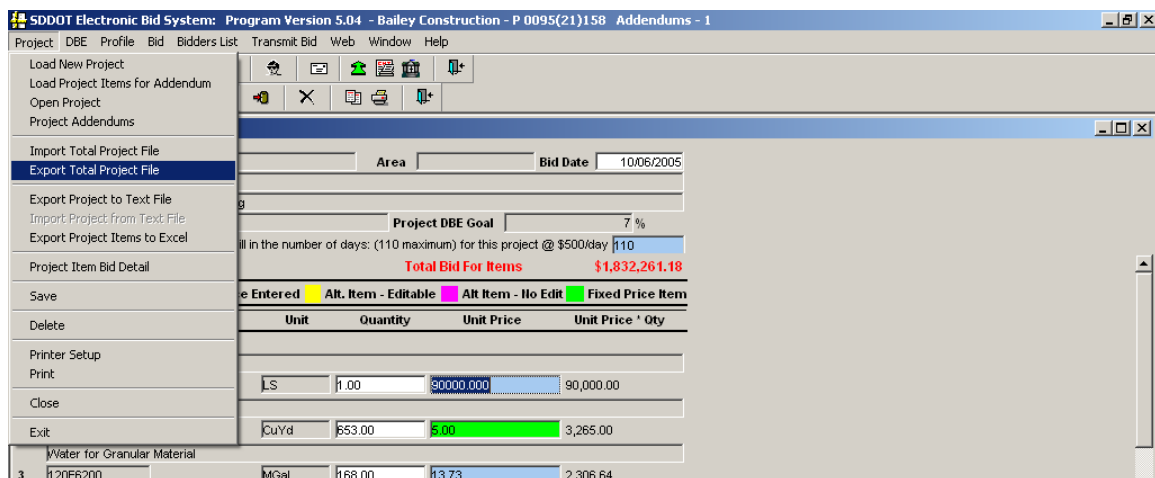
After selecting Delete, a confirmation window, similar to below, will be displayed. To delete the project, either press enter or click Yes. Click No to cancel the deletion.



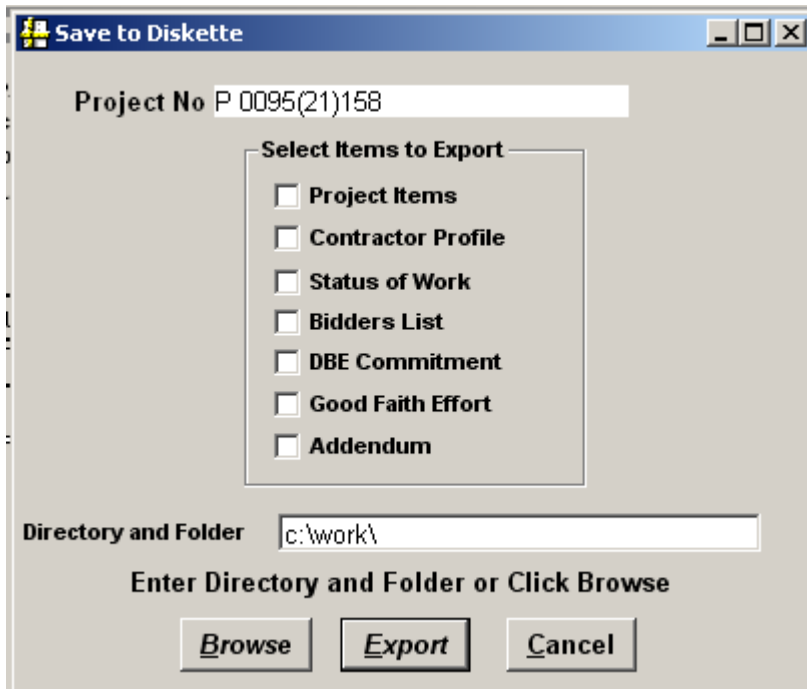
Import/Export Total Project File

Export Total Project File

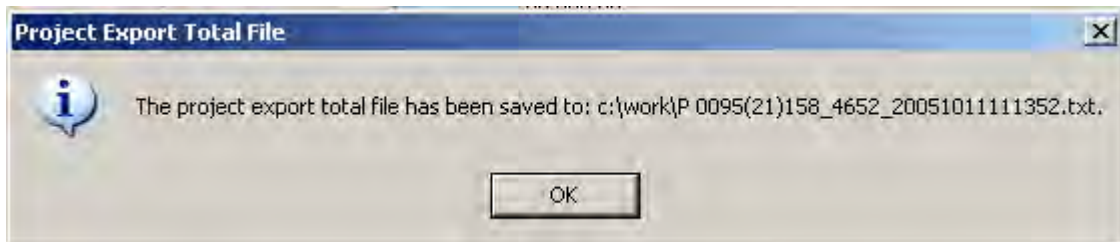
Many contractors may want to have a parts of the bid for a project created on another machine. In order to allow the contractor to create the different parts on one machine and then connect it to the contract/project file that they will be bidding on, the Export Total Project File and Import Total Project File options were created. To export the Total Project, the contractor will need to select a project and open it. Then the contractor will then select the Project Menu option and within that, the Export Total Project File menu option. See example:



To Export data, Open the project to be exported, select *Project* from the menu bar, and then *Export Total Project File* from the drop-down. A window similar to the following will be displayed. Click on *Cancel* to discontinue the export; otherwise, use the Browse button to find the folder in which you would like to export the file. Select the checkboxes of those items you would like to export, click on *Export* to continue the export process. (default folder is c:\work\)



You will receive the following message (although the file name will change based on the project number).

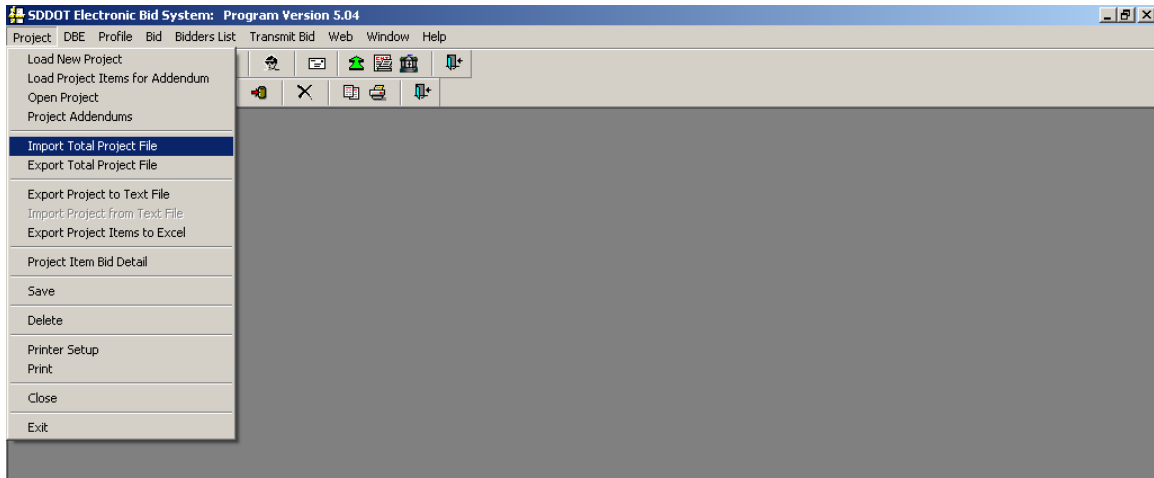


This file can then be imported back into the Electronic Bid System (see the 'Import Total Project File' section) on another machine.

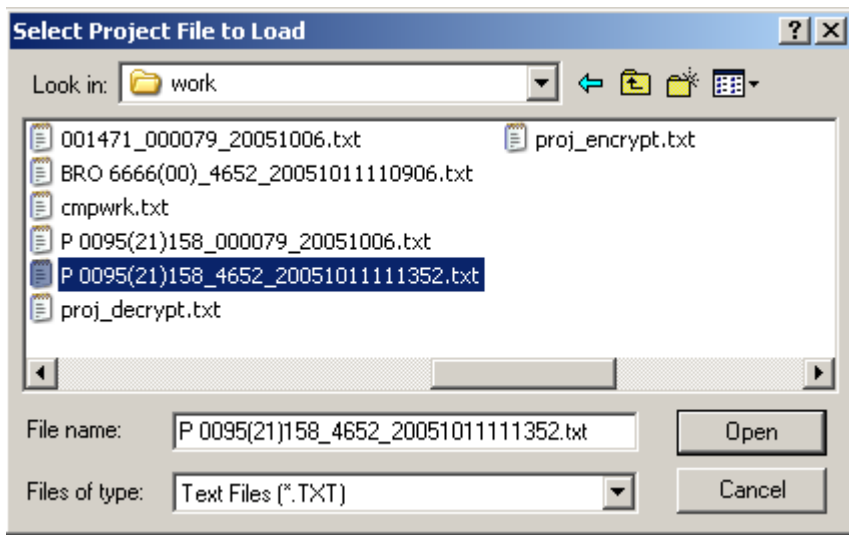
Import Total Project File

After the file for Total Project File has been exported on one machine, the contractor may import the Total Project File to another machine. The reason the contractor may want to do this is that one person may work on the different parts of a project on one machine, while another works on the estimate for bid on another machine. Instead of re-entering the information so all the information is on one machine, the contractor may choose to import the different parts.. After completion of the export Total Project File, the file may be imported into the EBS software on another machine. **Both machines will need to have the project file.** After moving the exported Total Project file to a folder (or disk) that may be shared by both machines, on the machine to import the file into the user may import the parts of the project.

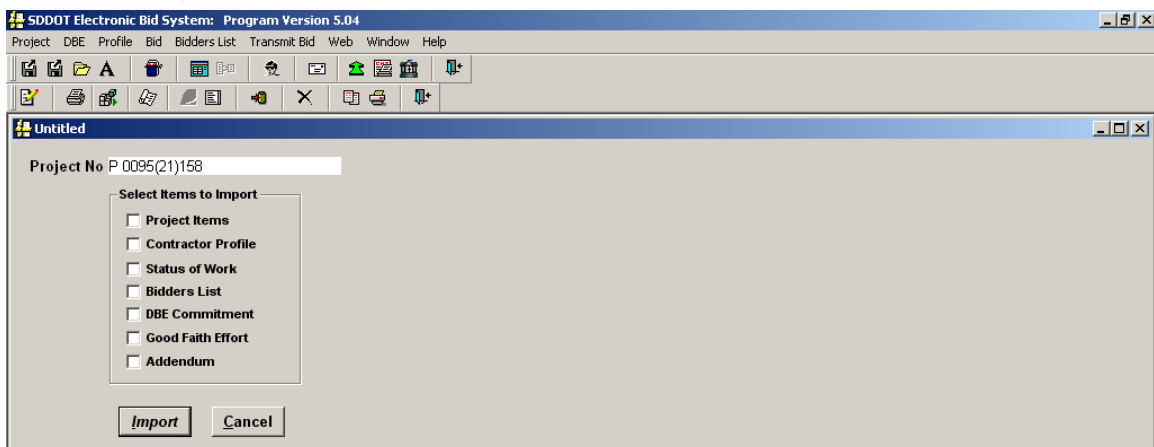
To import data, choose *Project* on the menu bar, and then *Import Total Project File* from the drop-down Menu.



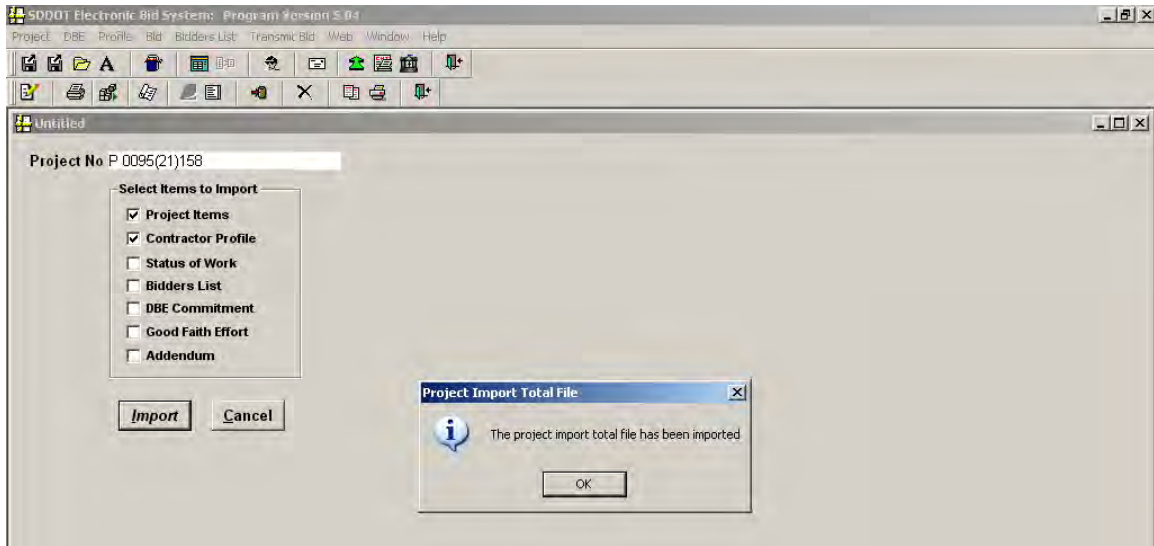
The **Import From ...** dialog box, similar to the following, will be displayed. Select the source of the data, and click Open to continue the import process; otherwise click Cancel to discontinue the import.



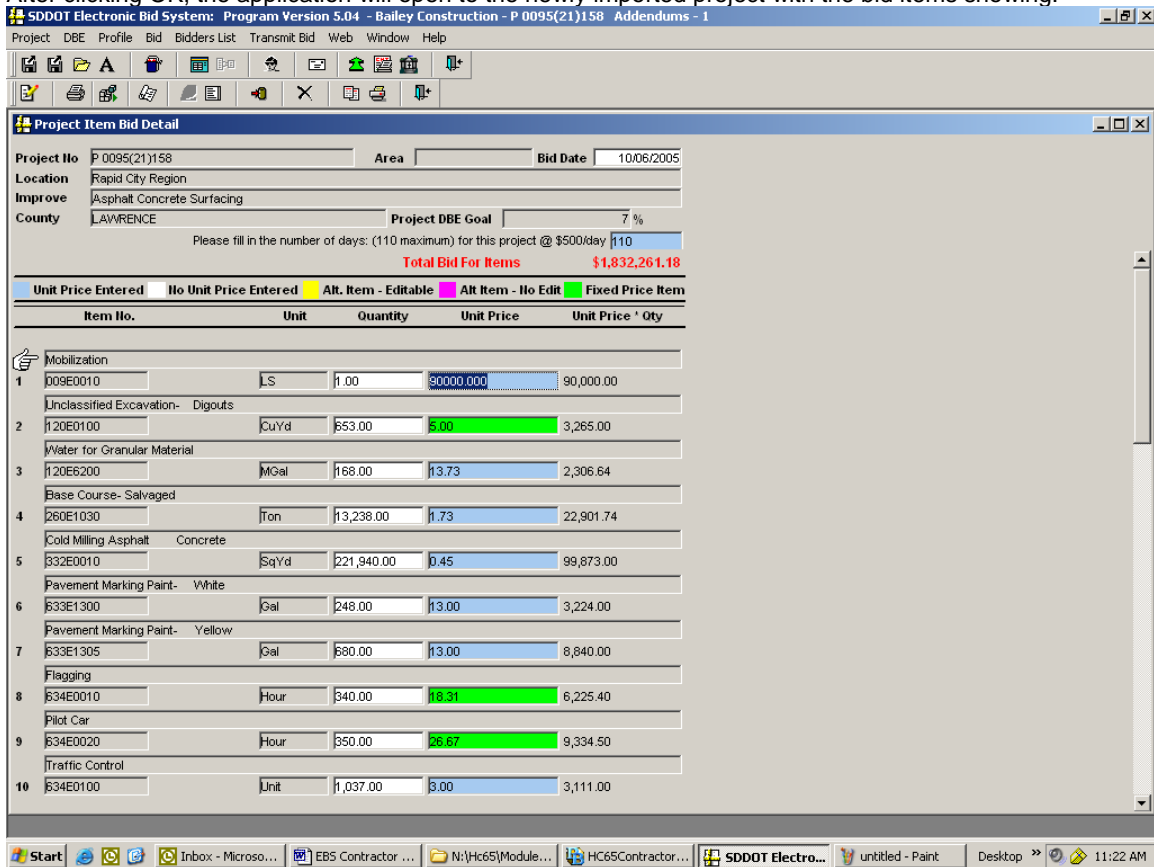
The contractor will see the following window. They can select which items to import. If the file has the selected items, the information will be imported. **It is important to remember that this machine must contain the project file itself.**



After selecting which items to import, click the Import button. The contractor will see the following message.



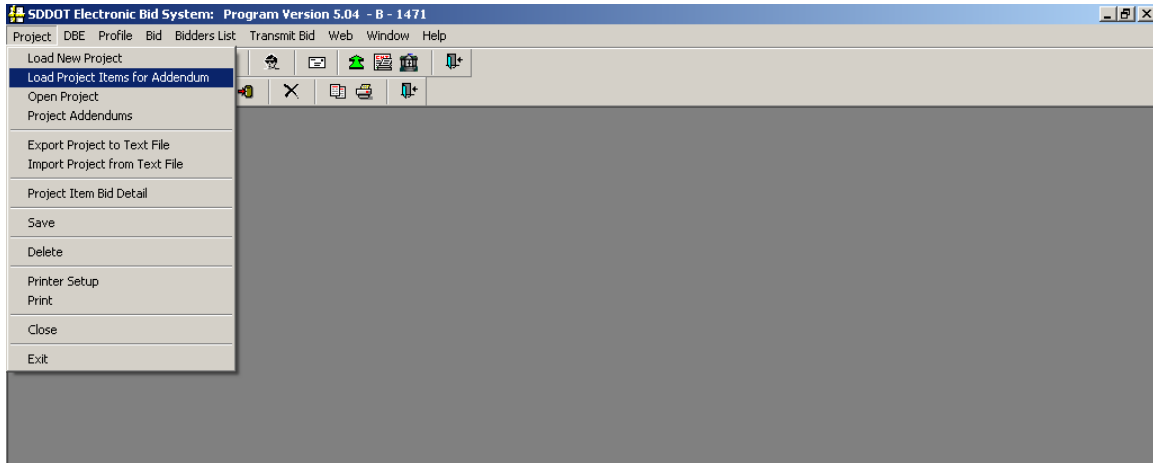
After clicking OK, the application will open to the newly imported project with the bid items showing.



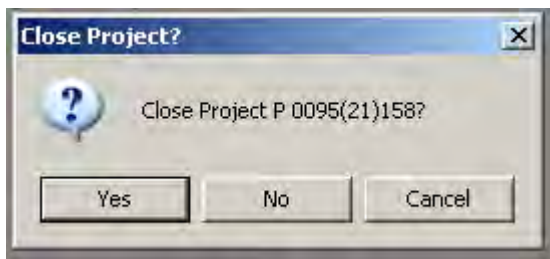
Load Project Addendum File

Load Project Addendum File

If an addendum is issued that causes a change in quantity or if a bid item has been added or deleted, an addendum bid item file will be available for download by referring to the same steps followed for downloading the original project item file. **After the download of the original project item file, each addendum bid file will need to be loaded into the SDDOT EBS application in addenda order.** If there are two addenda, make sure to load addendum 1 first and then addendum 2. The addendum files will have an A and a number right before the .txt in the file name (ie. Item 1-BRO 8043(06)_200512221400A1.txt). This menu option will allow the contractor to download the new items and make changes to existing items without losing any previously entered unit prices for the project.

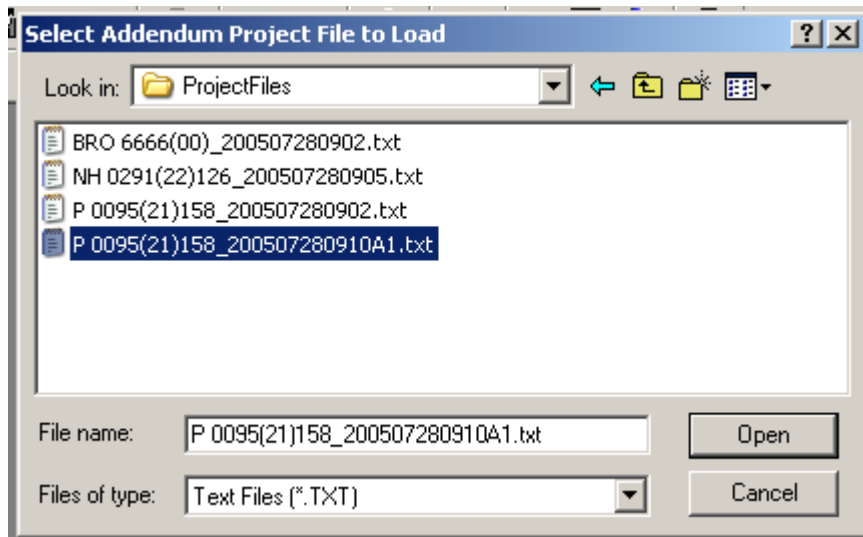


To Load a project addenda file, Open the project to be that has the addendum, select *Project* from the menu bar, and then Load Project Addendum Items from the drop-down. The contractor will receive a message similar to the following:

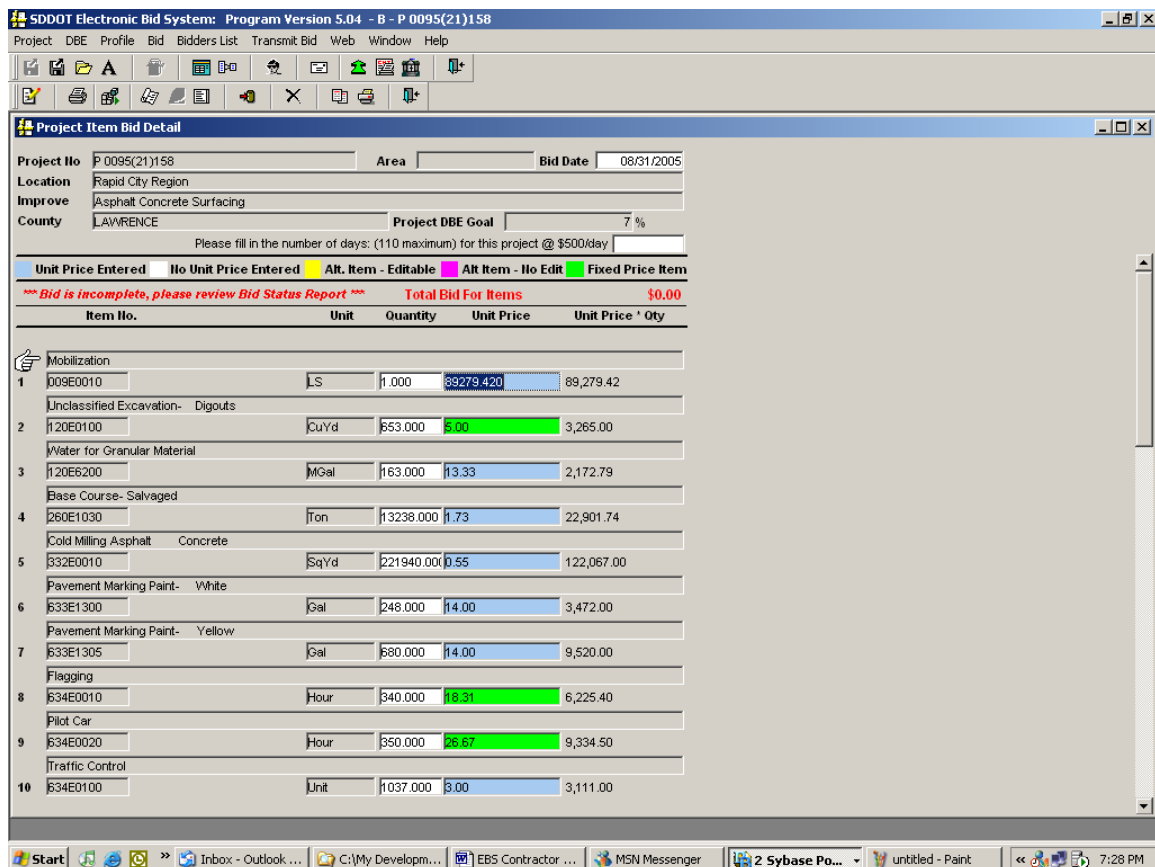


Click yes to close the project if you want to continue to load the addendum file. If you do not want to load the items at this time, click Cancel.

You will now see a file open dialog box. Select the file to load and click open.



The new project items will load into the software and open with the unit prices filled in. If your computer is connected to a printer, you will receive a printed copy of what items changed and how. For example, if an item quantity was changed, the report will say '120E6200' - Water for Granular Material – Quantity Change. If an item was added, it will give the same message with Item Added. A deleted item will give the message – Item Deleted. An example of the items after loading the file is:

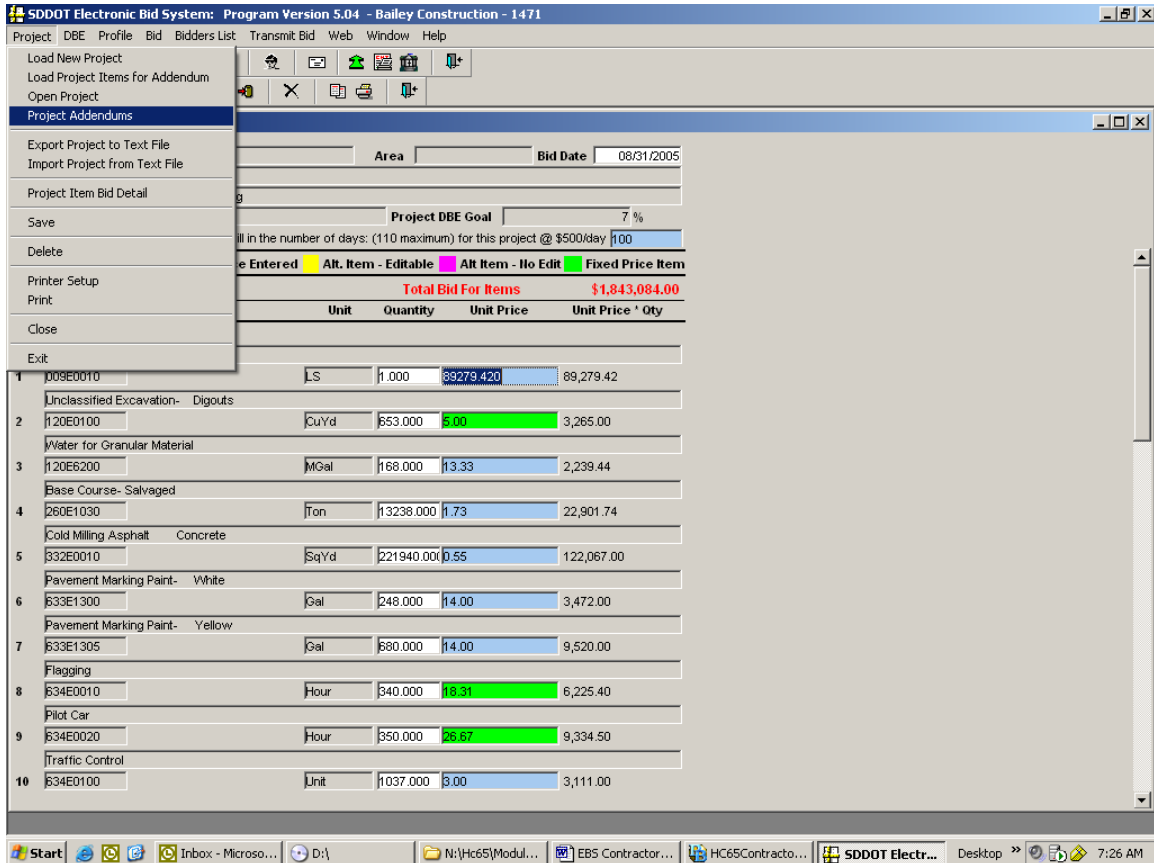


You may then change your unit prices for those items that have changed.

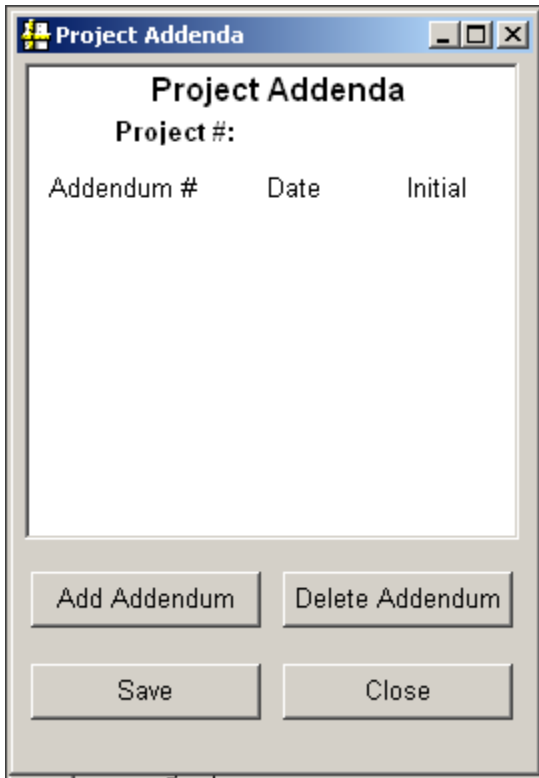
Project Addendum

Initial of Project Addendum

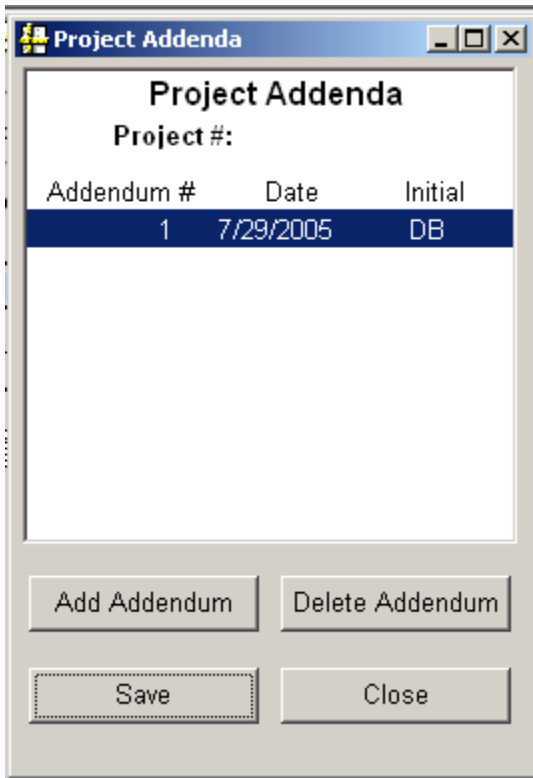
Once an addendum file is loaded, the contractor will need to initial the receipt of the addendum. This will be transmitted with the bid as proof of receipt of addendum. On the *Project* menu, select *Project Addendums*.



The following window will open:



Click 'Add Addendum'. A line will be entered with the addendum number and current date. Enter your initials in the initial column and click Save.



The number of addendums from this screen will be transmitted with the bid.