NYSTA Instructions for Using AASHTOWare Project Bids

The New York State Thruway Authority (NYSTA) is now using AASHTOWare Project Bids software for electronic bidding. Project Bids is the latest generation of bidding software from the American Association of State Highway and Transportation Officials (AASHTO) and is now used by the majority of State Departments of Transportation.
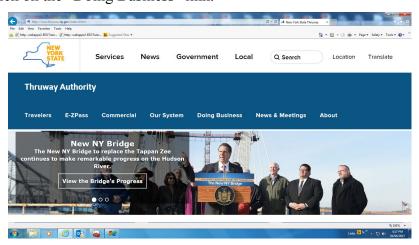
The electronic bid files are in proprietary format (*.ebsx). Bidders must use the free module called Project Bids BID to view this data and generate the appropriate bid sheets. It integrates with many existing electronic bid preparation software packages, and has import/export capability for use with database and spreadsheet systems. BID calculates item and overall bid totals on-the-fly, as estimators work through the list, and alerts estimators if an item is accidentally omitted. This greatly reduces errors in calculation and reasoning. BID also creates an electronic bid file that can be sent to the Authority to accelerate the selection process.

The following instructions assume that AASHTOWare Project Bids BID has already been downloaded, installed, and configured. If not, information on obtaining a copy of BID and configuring the software is available on the New York State Thruway Authority's website at http://www.thruway.ny.gov/business/contractors/projectbids/index.html. Contractors should periodically review the NYSTA web site for important bidding information.
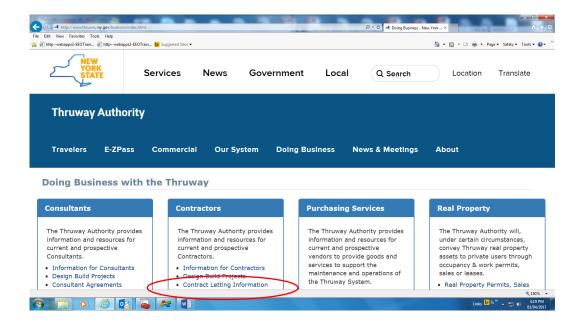
The following instructions were tested with Internet Explorer 11. Other web browsers should work, but may behave differently.

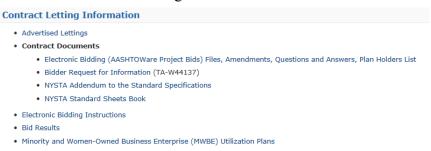## Downloading and Preparing the Initial Bid

1. Open your web browser and navigate to NYSTA's web site, http://www.thruway.ny.gov.
2. Click on the "Doing Business" link.

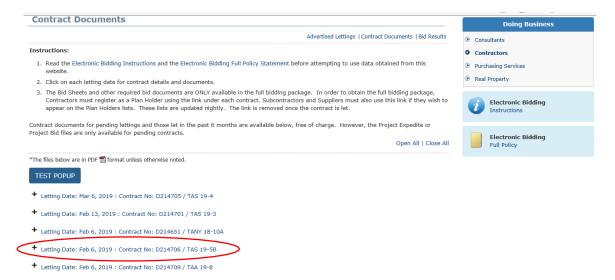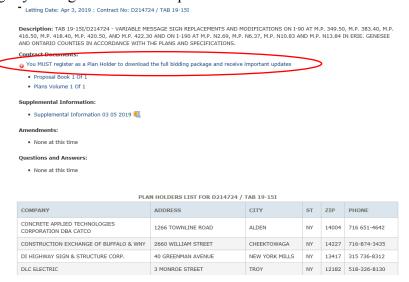3. Click on the "Contract Letting Information" link under the Contractors section.

4. Click on the "Electronic Bidding …." link under Contract Documents".

5. Click on a specific contract to display its detailed information.

6. To view the Plans or Proposal book(s), just click on their specific links. However, to obtain a complete bidding package, including specific Bid Submission files for the contract, click on the link "You MUST register as a Plan Holder to download the full bidding package and receive important updates". **Note:** The Plan Holder list is not updated immediately, but nightly through an automated process.

Letting Date: Apr 3, 2019 : Contract No: D214724 / TAB 19-15I

Description: TAB 19-15I/D214724 - VARIABLE MESSAGE SIGN REPLACEMENTS AND MODIFICATIONS ON I-90 AT M.P. 349.50, M.P. 383.40, M.P. 416.50, M.P. 418.40, M.P. 420.50, AND M.P. 422.30 AND ON I-190 AT M.P. N2.69, M.P. N6.37, M.P. N10.83 AND M.P. N13.84 IN ERIE. GENESEE AND ONTARIO COUNTIES IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.

Contract Documents:

- You MUST register as a Plan Holder to download the full bidding package and receive important updates
  - Proposal Book 1 Of 1
  - Plans Volume 1 Of 1

Supplemental Information:

- Supplemental Information 03 05 2019

Amendments:

- None at this time

Questions and Answers:

- None at this time

PLAN HOLDERS LIST FOR D214724 / TAB 19-15I

COMPANY	ADDRESS	CITY	ST	ZIP	PHONE
CONCRETE APPLIED TECHNOLOGIES CORPORATION DBA CATCO	1266 TOWNLINE ROAD	ALDEN	NY	14004	716 651-4642
CONSTRUCTION EXCHANGE OF BUFFALO & WNY	2660 WILLIAM STREET	CHEEKTOWAGA	NY	14227	716-874-3435
DI HIGHWAY SIGN & STRUCTURE CORP.	40 GREENMAN AVENUE	NEW YORK MILLS	NY	13417	315 736-8312
DLC ELECTRIC	3 MONROE STREET	TROY	NY	12182	518-326-8130

7. If you have registered previously with the Authority, then simply enter your Federal EIN (Employer Identification Number) in the appropriate box, click the submit button and proceed to step 10. If you have not registered previously or the system reports that it cannot locate your registration information, then click the link, "Click here if you are not already registered as a Contractor".

Download the Full Bidding Package

NOTE: You MUST be pre-registered as a Contractor and have a VALID email address on file before you can download the Full Bidding Package. This is a one-time registration.

Click here if you are not already registered as a Contractor.

If you are already registered as a Contractor, enter your Employer Identification Number (EIN).

EIN (ex. 12-3456789): [   ] Submit

Close Window

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8. Enter the information requested and click the Register button.

Contractor Registration

To register as a Contractor, please Submit the following information:

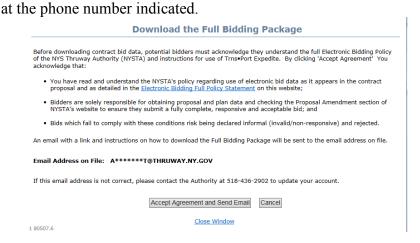|	
EIN:	
Company Name:	
Address:	
City:	
State:	
Zip Code:	
Phone:	
Email Address:	
Contact Name:	

[Register] [Cancel]

Close Window

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9. The registration system should display the submission page below. Once you receive a follow-up email confirming that you are registered, repeat steps 1 – 7 to obtain the Full Bid Package.
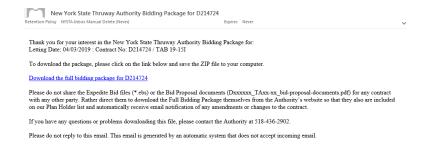
Contractor Registration

Your registration information has been successfully submitted. You will receive a follow-up email from the Authority once your information has been verified and has been entered into the system.

If you do not receive this email within 2 business days please contact the Authority at 518-436-2902 .

Close Window

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10. Once the Authority's automated system confirms that your company EIN is on our system the following message appears. You **must** acknowledge that you understand the Electronic Bidding Policy of the NYSTA. The full policy may be viewed by clicking on the link, "Electronic Bidding Full Policy Statement". To acknowledge this click on the Accept Agreement and Send Email button. An email will be sent containing a link to where a compressed zip file containing the full bidding package may be obtained.
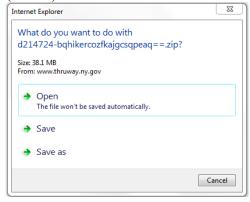**Note:** As a security measure, the address where the email will be sent is partially obscured by asterisks. If the part of the email address that is displayed is obviously incorrect or there are doubts regarding whether we have the correct address in our system, please call the Authority at the phone number indicated.
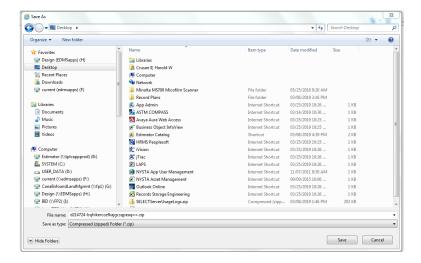
Download the Full Bidding Package

Before downloading contract bid data, potential bidders must acknowledge they understand the full Electronic Bidding Policy of the NYS Thruway Authority (NYSTA) and instructions for use of Trns•Port Expedite. By clicking 'Accept Agreement' You acknowledge that:

- You have read and understand the NYSTA's policy regarding use of electronic bid data as it appears in the contract proposal and as detailed in the Electronic Bidding Full Policy Statement on this website;

- Bidders are solely responsible for obtaining proposal and plan data and checking the Proposal Amendment section of NYSTA's website to ensure they submit a fully complete, responsive and acceptable bid; and

- Bids which fail to comply with these conditions risk being declared informal (invalid/non-responsive) and rejected.

An email with a link and instructions on how to download the Full Bidding Package will be sent to the email address on file.

Email Address on File: A*****T@THRUWAY.NY.GOV**

If this email address is not correct, please contact the Authority at 518-436-2902 to update your account.

[Accept Agreement and Send Email] [Cancel]

Close Window

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11. Once received, open the email and click on the embedded link.

New York State Thruway Authority Bidding Package for D214724
Retention Policy   NYSTA-Inbox Manual Delete (Never)   Expires   Never

Thank you for your interest in the New York State Thruway Authority Bidding Package for:
Letting Date: 04/03/2019 : Contract No: D214724 / TAB 19-15I

To download the package, please click on the link below and save the ZIP file to your computer.

Download the full bidding package for D214724

Please do not share the Expedite Bid files (*.ebs) or the Bid Proposal documents (Dxxxxxx_TAxx-xx_bid-proposal-documents.pdf) for any contract with any other party. Rather direct them to download the Full Bidding Package themselves from the Authority's website so that they also are included on our Plan Holder list and automatically receive email notification of any amendments or changes to the contract.

If you have any questions or problems downloading this file, please contact the Authority at 518-436-2902.

Please do not reply to this email. This email is generated by an automatic system that does not accept incoming email.

12. Select the 'Save As' option and browse to the location where the Full Bidding Package (in ZIP) format should be downloaded and the files extracted.

13. Highlight the ZIP file, click the right mouse key and select the Extract All command to copy out all the files. The names of the BID files (*.ebsx and *.00*x) should not be altered.

14. Start Project Bids BID on your computer. Note that the program checks for and automatically applies any updates to the BID software. Select the Open Other Proposal command.

15. Navigate to the location where the BID files were extracted, select the appropriate base BID file (*.ebsx) and click the 'Open' button.
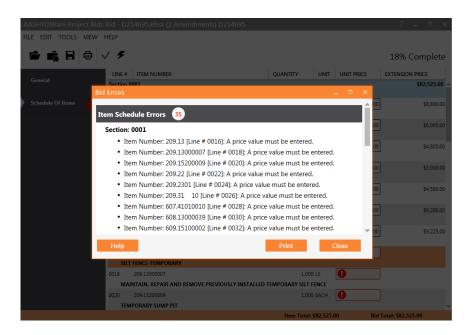

16. The Agency code (NYSTA) displayed in the right window pane confirms that the file is for the NYS Thruway Authority. The TA number assigned to the project should appear in both the Project ID field and in the beginning of the Description field.

17. Click on the "Schedule of Items" tab in the left navigation pane to display detailed information about the items in the contract.

18. The Check Bid command from the Tools menu (or Check Bid icon on the Toolbar) may be used to obtain a detailed list of errors, which can be printed for reference.

19. Use the Save command from the File menu (or Save icon on the Toolbar) to save all additions or changes to the base BID file (*.ebsx).

20. There are some menu commands and configuration options in BID that are used with Internet Bidding services such as Bid Express. As NYSTA does not currently participate in Internet bidding, these command and options will not be used.

Applying Amendments

When a bidder receives an amendment announcement or sees that an amendment has been posted on NYSTA's Internet site, the BID amendment file (*.00*x) needs to be applied to the base BID file (*.ebsx) file using the following procedure:

1. Repeat steps 1 through 6 from the previous section. However, instead of clicking on the link to download the entire bid package, click on the link for the appropriate BID file (e.g. *.001x, *.002x, etc.) under the Amendments section and save the file to your local system. **Note:** The amendment notice (*.pdf) and the BID amendment file (*.00*x) will also be added to the full bidding package whenever an amendment is issued. Existing plan holders, as well as new plan holders, can always download the full package to retrieve these files. The system will only enter you onto the Plan Holder list once.
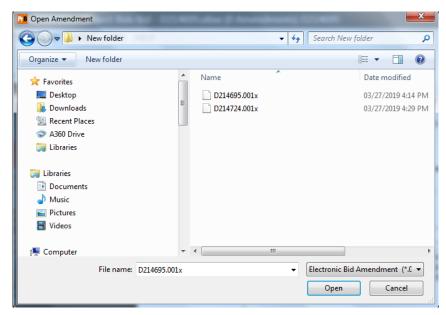
Note: The BID amendment file shown in this example would now be named D214731.001x.

2. Start Project Bids BID and open the base BID file (*.ebsx) originally downloaded and worked on (or if available, select it from the file history list).

    Note: If the BID amendment files (*.00*x) are located in the same folder as the base BID file (*.ebsx), then they will automatically be applied and you can skip Step 3.

3. Select the Load Amendment command from the File menu (or Load Amendment icon on the Toolbar). The following dialog box will appear. Navigate to the location where the BID amendment file (*.00*x) is located, select the appropriate amendment and click the 'Open' button.

The program will not load an amendment that does not belong to the contract currently open. It will also guide you in applying the amendment files in the proper order. The View Amendment Summary command from the Tools menu will display info on all the amendments that have been applied (i.e. items added, quantities changed, letting date

changed, etc….). The number of amendments applied should be displayed on the top of the program window, next to the file name.

4. You may now continue working on the bid proposal. Any bid items added by the amendment will be appended to the end of the item list and any items deleted by the amendment will be removed from the base BID file (*.ebsx). In addition, the unit price will be removed on any existing item whose quantity has changed due to the amendment, thereby requiring a new unit price to be entered.

Printing the Bid Proposal

1. Before printing out a final bid proposal, confirm that a green check mark appears on the Schedule of Items tab, indicating that all bid information is complete.

Incomplete bid sheets (e.g. items with no pricing information, etc…) can be printed but must be manually filled in on the paper submission in order to make the bid legitimate. Doing so will also require manual adjustment of the printed bid total and will affect the maximum bid price allowable for the mobilization item.

2. Use the Save command from the File menu (or Save icon on the Toolbar) to save the bid information from the original base file and all applied amendments back to the base BID file (*.ebsx). This is the only Project Bids file that needs to be included with the other documents in your bidding package.

3. Select the Print command from the File menu. A check code stored in the electronic file will be printed on every proposal page. If the electronic file is modified the code in the file will change. This is used to confirm that the printed proposal and electronic file match.

Submitting an Expedite Bid to NYSTA

Bidders using the Project Bids BID software to create bid proposals should submit both the completed BID file (*.ebsx) and a corresponding paper print. The check code on each printed proposal sheet should match the code in the electronic file's Checksum field (which can be viewed in BID by selecting the General tab). **Any differences indicate a mismatch, resulting in the bid values on the paper submission being used in the event of any discrepancies between the paper submission and the electronic file.** Bidders should send only one BID file (*.ebsx) and paper submission per contract and include the following information on the CD:

1. Firm Name
2. Letting Date
3. Contract (i.e. D number)

In addition, include a statement as to whether the paper bid does or does not include any handwritten changes.

Exporting to and Importing from 3rd Party Bid Preparation Software

For instructions regarding exporting to and importing from 3rd party bid preparation software, please refer to that software vendor's documentation. The Export Proposal and Import Proposal commands on the Tools menu in BID are designed to assist with this.

Tips for Successful Bidding using Project Bids BID

1. The bidder should ensure that the appropriate user profile is set as the default under the User Profile tab, accessible using the Options Command from the Tools menu. Both NYSTA and NYSDOT use a company's EIN as their Project Bids Bidder ID (formatted as xx-xxxxxxx, two digits, dash, seven digits). Therefore, the same user profile may be used when bidding for either organization. Joint ventures should create and save a new user profile with the legal name and Federal-ID assigned to the joint venture, if possible. If a joint venture name and Federal ID are not available, use the name and Federal-ID of the joint venture partner with the largest financial commitment, or managing role in cases of 50/50 financial commitments.
2. If a contract has alternate items, enter a bid price only for the item you choose. Leave the price fields for the other alternate item choices blank.
3. Print the bid as per the instructions. As stated previously, the check code on each printed proposal sheet should match each other and the code in the BID file's Checksum field. **Any differences indicate a mismatch, resulting in the bid values on the paper submission being used in the event of any discrepancies between the paper submission and the electronic file.**
4. Mobilization cost should be entered last, based on the running total displayed in the lower right corner of BID.
5. BID proposals for NYSTA should not include subtotals.
6. Bid items added by amendment should appear at the end of the item list.
7. The number of amendments applied should be displayed on the top of the program window, next to the file name. While NYSTA generates a BID amendment file for every project amendment to keep both in sync, be aware that some project amendments only contain informational changes and do not actually result in changes to item information in the BID amendment file.

Additional Information and Assistance

- Bidding Questions: Contact NYSTA's Office of Capital and Contracts Management at 518-436-3164.
- Contract Questions: Contact NYSTA's Engineering Services Bureau at 518-471-4430.
- Software Questions: Contact NYSTA's Department of Information Technology Help Desk, at 518-471-4400.
- Web Site Questions: Refer to the "Contact Us" section of NYSTA's Internet site or contact the Authority's Public Affairs Department at 518-436-2983.