

NCDOT Division 10 is now beginning to offer electronic bidding for some contracts, and those advertised through the DDC office (Randy's office) will be among the first to offer this feature. It is highly advised that your organization participate in this type of bidding rather than the handwritten bids that you are accustomed to submitting in the past. Handwritten bids will still be accepted at this time, but this may not be an option in the future.

The benefits to using the electronic bidding software are that, once you enter your unit prices per line item, the software does the calculations for each line item as well as the total bid, therefore eliminating calculation errors. The same is true as you enter your subcontractor information....each line item calculation is done for you as well as the percentage of the goals calculation.

In order to use this feature you will need to download the ExpediteBid5.9a software provided via a link on the Division 10 bid letting page at this location:
<http://www.ncdot.org/doh/operations/division10/projects.html> You will also find at that location a link to download "Electronic Bid Service Frequently Asked Questions". This PDF file will instruct you on how to download and use the ExpediteBid5.9a software.

You will need to print from the Division 10 bid letting page the Contract Proposal and the Plans. This Division is no longer mailing bid packages via US Postal Service. Once you have printed the Contract Proposal, you may handwrite your bid on the Bid Sheet and provide all signatures and seals required, as in the past; or you may use the ExpediteBid5.9a software, then print your Bid Sheet from the software. If you use the software, it is mandatory that you do the following when preparing your bid for submission:

1. Prepare a CD disc containing your bid prices and subcontractor information that you entered in the software. (The software program will instruct you how to do this once you choose the icon to save your information [icon looks like the old-style floppy disc]). This **CD DISC MUST BE SUBMITTED ALONG WITH YOUR CONTRACT PROPOSAL THAT IS TO BE COMPLETED USING THE INSTRUCTIONS LISTED IN THE NEXT FOUR ITEMS.**
2. Print the Bid Sheet from the software. This Bid Sheet will include all the subcontractor information that you entered in the program. **THIS COMPUTER GENERATED BID SHEET MUST BE SIGNED BY THE APPROPRIATE AUTHORIZED PERSONNEL FROM YOUR ORGANIZATION.**
3. Attach this printout to the Contract Proposal. This **BID SHEET/LISTING OF SUBCONTRACTORS PRINTED FROM THE SOFTWARE PROGRAM MUST BE SUBMITTED ALONG WITH YOUR CONTRACT PROPOSAL.**
4. Provide all signatures and seals required on the Bid Sheet that was part of the Contract Proposal that you printed out. Handwrite on that Bid Sheet the total bid that the ExpediteBid5.9a software calculated for you. (You do not need to handwrite on that Bid Sheet the information that you entered for each line item) These **SIGNATURES, CORPORATE SEAL, AND HANDWRITTEN TOTAL BID AMOUNT MUST BE SUBMITTED ALONG WITH THE BID SHEET THAT IS PRINTED FROM THE SOFTWARE PROGRAM.**
5. Complete by hand the appropriate Execution of Bid for your type of organization and the Debarment Certification contained within the Contract Proposal that you printed out. **THE EXECUTION OF BID AND DEBARMENT CERTIFICATIONS MUST BE COMPLETED PRIOR TO SUBMISSION OF YOUR BID.**

I know that this sounds like a huge change, but I assure you that this software is very user friendly, and the benefits to both the contractor and the NCDOT far outweigh the small amount of effort required to download the software and learn how to use it.

If you have questions during this process, please feel free to contact me at 704-983-4400. If I am unable to answer your questions, I will be glad to find someone that can do so.

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