

# USING EXPEDITE FOR DIVISION LET CONTRACTS

## FREQUENTLY ASKED QUESTIONS

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### How does Computer Bid Preparation work?

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

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

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

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### How do I download and install the Expedite software?

Expedite can be downloaded by visiting <https://connect.ncdot.gov/letting/Pages/EBS-Information.aspx>. The Setup.zip file is located under **Download Current Software**.

(**Note:** If this is an upgrade, you will need to export your digital ID before installing the new version. Please see the help file in your current Expedite software for reference)

1. Click on the **Setup.zip** file link and save the file to your desktop.
  2. Navigate to the zip file on your desktop and double click to open it and extract or unzip file. Note the location of the extracted file.
  3. Double click on **setup.exe** file to execute. This installs Expedite software on your computer. Follow through the installation steps, keeping all default settings. An **EXPEDITE BID** icon will appear on your desktop when installation is complete.
  4. Double click the **EXPEDITE BID** icon to open the program.
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### How do I access project files from the Division's website?

1. Visit the **Division Letting** page (<https://connect.ncdot.gov/letting/Pages/Division.aspx>) and navigate to the appropriate letting.
  2. Click on the "EBS File" link beside the project description - you should be prompted to save the file. Please note the location where you choose to save these files. You will need to navigate back to them later while working with the project in Expedite.
  3. From the Expedite program choose **File**, then **Open**, and select file to view.
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### How do I use the DBE file?

North Carolina's dbe\_nc.bin file is used for accessing our list of available DBE/MBE/WBE's through the Expedite software. This file is also available from the appropriate **Division Letting** page of interest.

1. Navigate to the desired project letting.
  2. Click on "DBE File" link. Save the file in the same directory as the project files (\*.ebs files). DBE files stored in other locations will be inaccessible to Expedite.
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## How do I apply an addendum to my project file?

Any necessary addendum files will be available on the **Division Letting** website under the appropriate project description. Users will need to download these addendum files just as they did the original project files, saving them to the same location on their computer as the original project file (\*.ebs). The filename will match the EBS filename for the same project except the file extension will be a number such as .001 instead of .ebs.

Example: DB00041.ebs (regular ebs file)  
DB00041.001 (addendum file)

### To apply the addendum file

1. Open Expedite.
2. Open the appropriate EBS project file.
3. Choose **File** on the menu bar and select **Load Amendment**.
4. In the open window, browse and select the corresponding addendum file, then click the **Open** button.
5. A new window will display the addendum's changes for your review, with the option to print. After clicking the **OK** button, the changes will be applied to your existing file. At this point you can resume normal operations.

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

1. Highlight **DBE, MBE, or WBE** folder on the left portion of the Expedite screen
2. Click the **Add DBE** button at the bottom of screen
3. Type in the firm's name in the **Name** field
4. Type in any number in the **ID** field (usually use 0000 as default) – this ID number is required in order for any associated items to count towards your reported percentage
5. Type in the address of the firm in the **Address** field
6. Select from the **Used As** drop down box whether they are  
**Supplier**  
**Manufacturer**  
**Sub-Contractor**
7. Now you may assign items, quantities, and amounts to this firm.

**Note:** In order to receive DBE/MBE/WBE credit towards established project goals, the firm must be properly certified as such by the NCDOT Contractual Services Unit.

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## How do I submit my bid using Expedite?

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

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