

AASHTOWare Project Bids Software Installation

You may need administrative privileges and/or to temporarily suspend Internet Security software protection on your computer to install the AASHTOWare Project Bids software.

Internet Explorer 11 (IE11) is the recommended internet browser for installation of the software. Other internet browsers are partially supported (i.e. Google Chrome, Mozilla Firefox, Microsoft Edge), but may yield different steps than those outlined below.

1. Go to the Alaska DOT&PF Bid Express website: www.bidx.com/ak/main
2. In the **Downloads** box, click the **AASHTOWare Project Bids Bid** link.



3. (A) Read the AASHTOWare Project Bids Bid Component License Agreement (scroll to the bottom).
4. (B) Check the **I have read and agree to the license agreement** box.
5. (C) Click the **Install Bid Component** button. NOTE: you must complete the previous two steps before the Install Bid Component becomes active.

Name: AASHTOWare Project Bids™ Bid Component

Version: 1.0.12.0

Publisher: Published on behalf of AASHTO by Info Tech, Inc.

Software Requirement:
Microsoft .NET Framework 4.6.1 (x86 and x64)

If you do not have the .NET Framework, it will be installed when you click the Install button.

Normal operation of the AASHTOWare Project Bids™ Bid Component will include certain identifying information as part of the exported .ebs file (Your bid file). This information necessarily includes identifying information about You, Your business, and any confidential information included in Your bid. This information is not collected by AASHTO and is securely encrypted until such time as the agency to which Your bid is submitted opens Your bid. The AASHTOWare Project Bids™ Bid Component does not retain this information in any way other than the exported .ebs file. Confidentiality of any information in Your exported .ebs file is governed by the laws and regulations of the state of the agency which accepts your bid.

15. Waiver
A waiver of any term, provision or condition of this Agreement shall not be deemed a continuing waiver of any such term, provision or condition. No waiver shall be valid or binding unless agreed to in writing and signed by authorized representative of AASHTO.

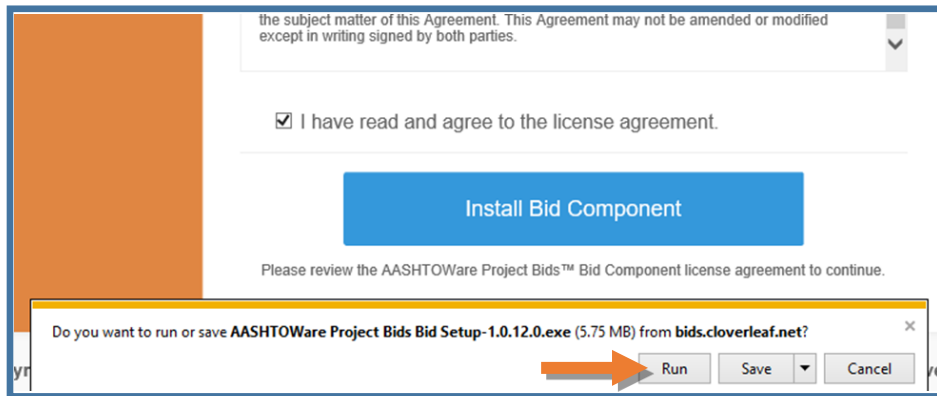
16. Entire Agreement
This Agreement constitutes the entire agreement between the parties, and supersedes all proposals, communications and agreements between the parties, oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified except in writing signed by both parties.

I have read and agree to the license agreement

Install Bid Component

Please review the AASHTOWare Project Bids™ Bid Component license agreement to continue.

In most cases, chose to "Run" the executable file.

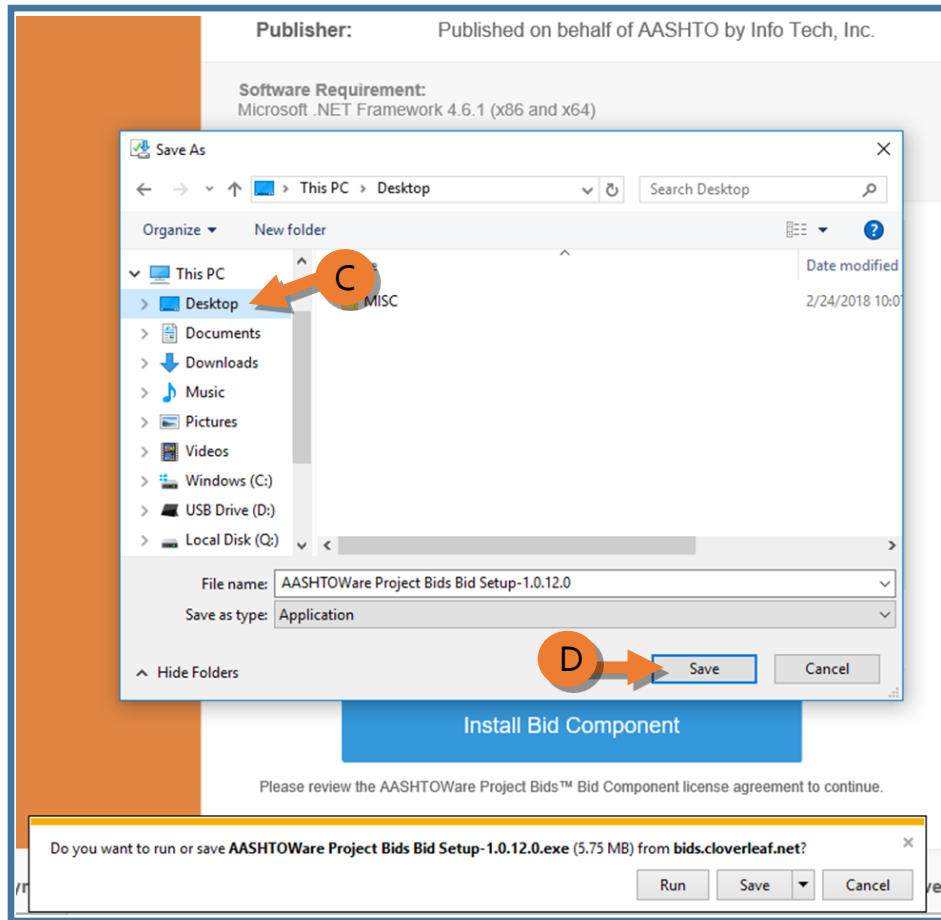


Some users may need to "Save As" to the Desktop first and "Run" once the file has been saved locally.

6. (A) Click the **down arrow** on the Save button.
7. (B) Click **Save As**.

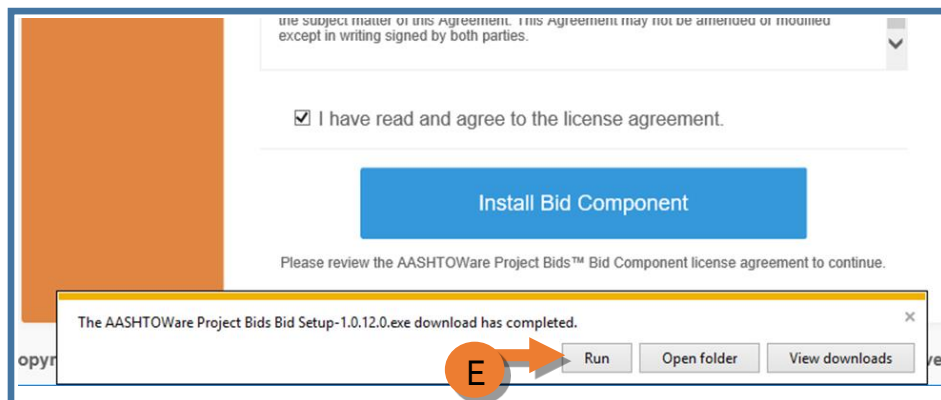


8. (C) Navigate to your Desktop or a folder on your Desktop.
9. (D) Click Save.



Once your file has saved, you will be given the option to “Run” the executable file.

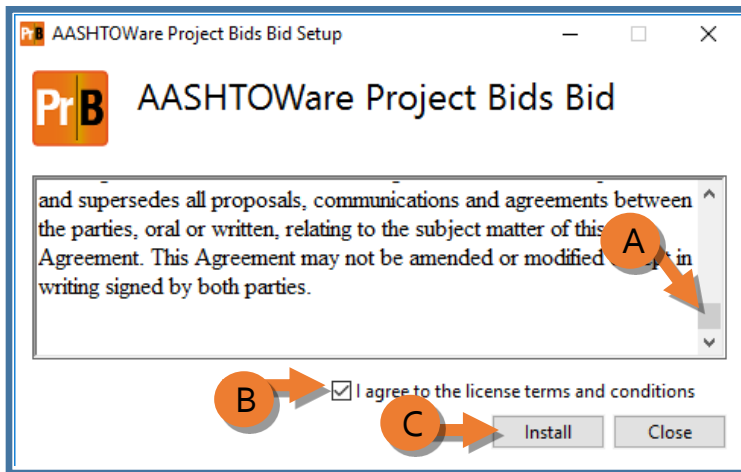
10. (E) Click **Run**.



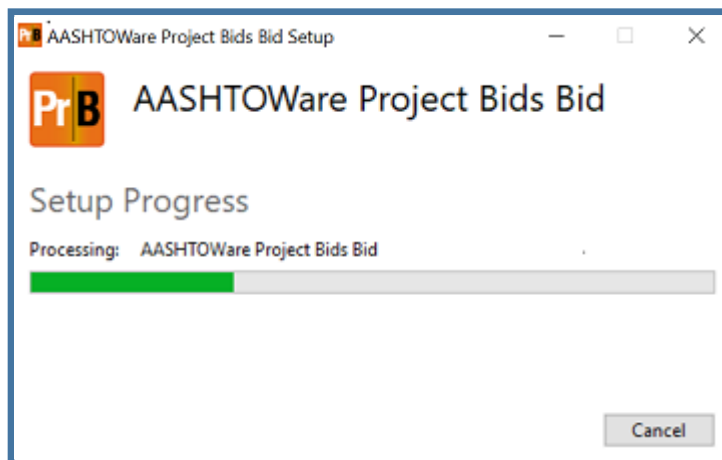
If you are not given the option to select "Run", navigate to the executable file on your Desktop and **double click** on it and then select "Run".



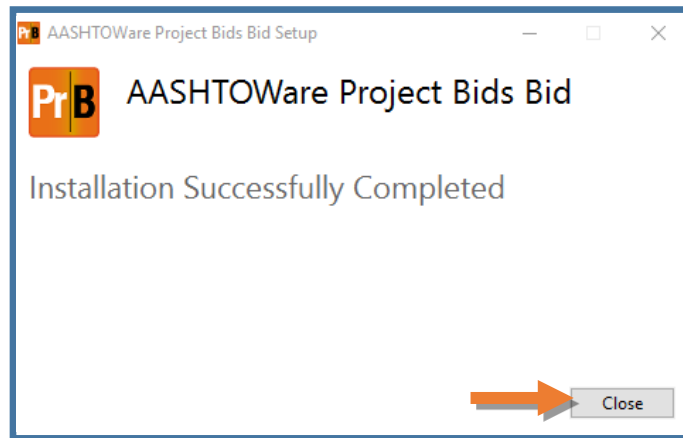
11. (A) Read the AASHTOWare Project Bids Bid Component Annual License Agreement (scroll to the bottom).
12. (B) Check the **I agree to the license terms and conditions** box.
13. (C) Click **Install**.



The file will install and will launch automatically.



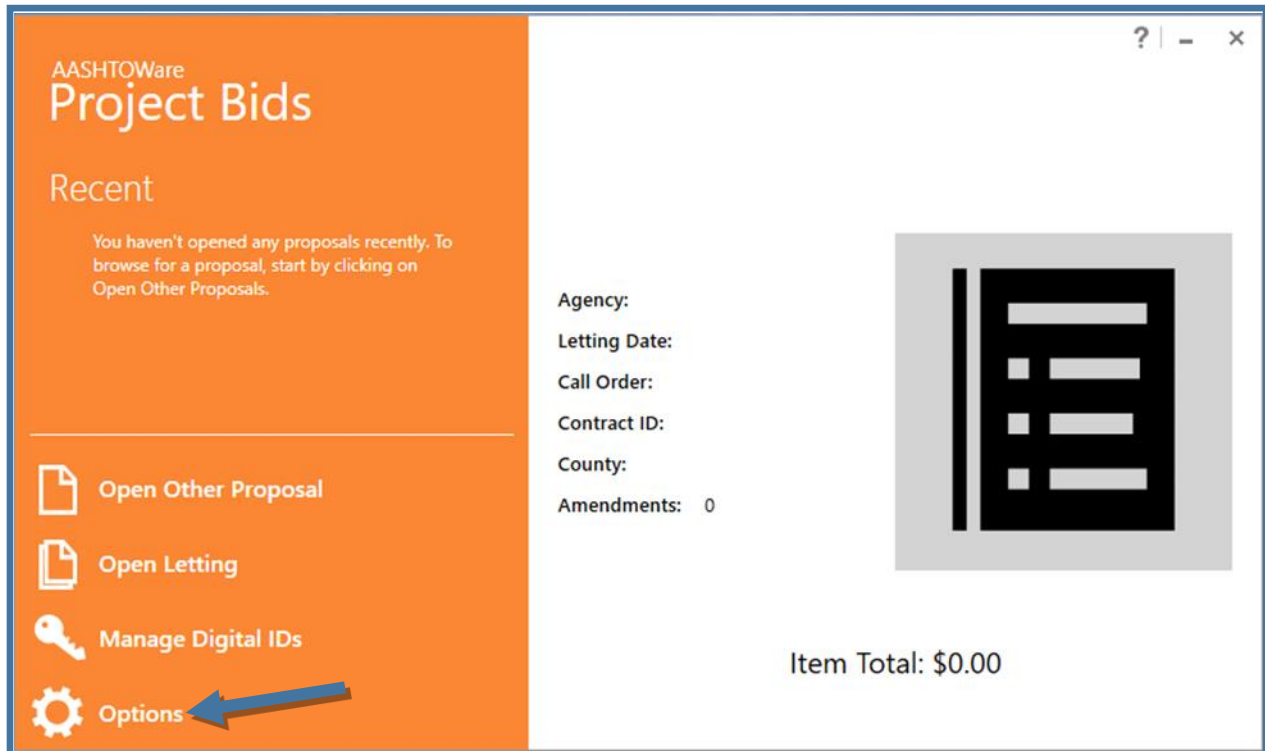
Once the file installation is completed, click **Close**.



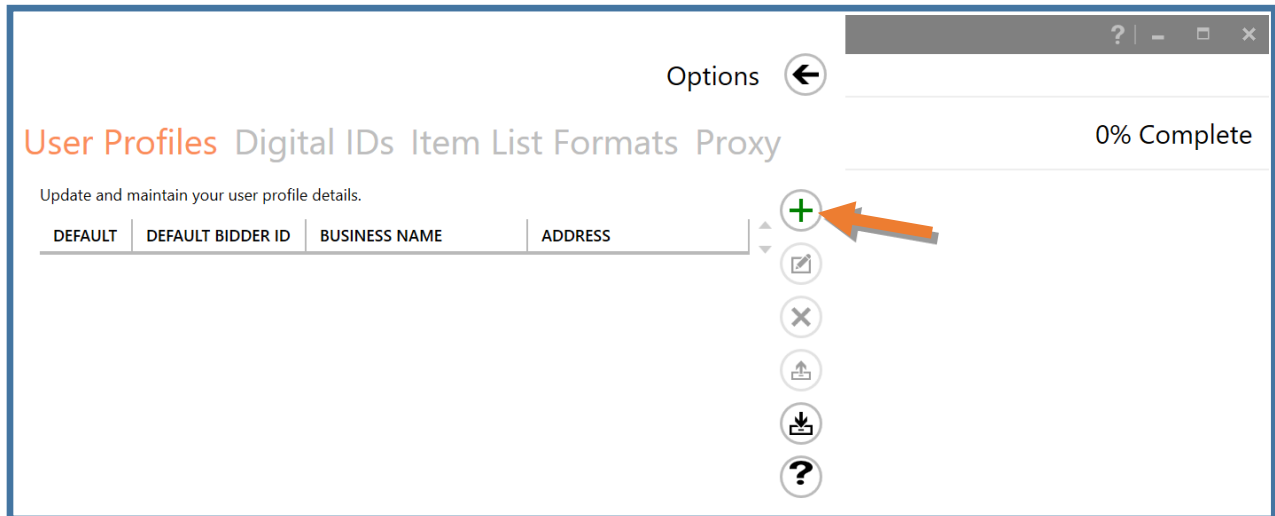
Some users may need to Restart their computers to finish the install depending on which version of Microsoft Windows is on the computer.

If you need to restart your computer, once you have done so, double click the AASHTOWare Project Bids icon to launch the program.

The first time Project Bids is launched, complete your User Profile by clicking **Options**.

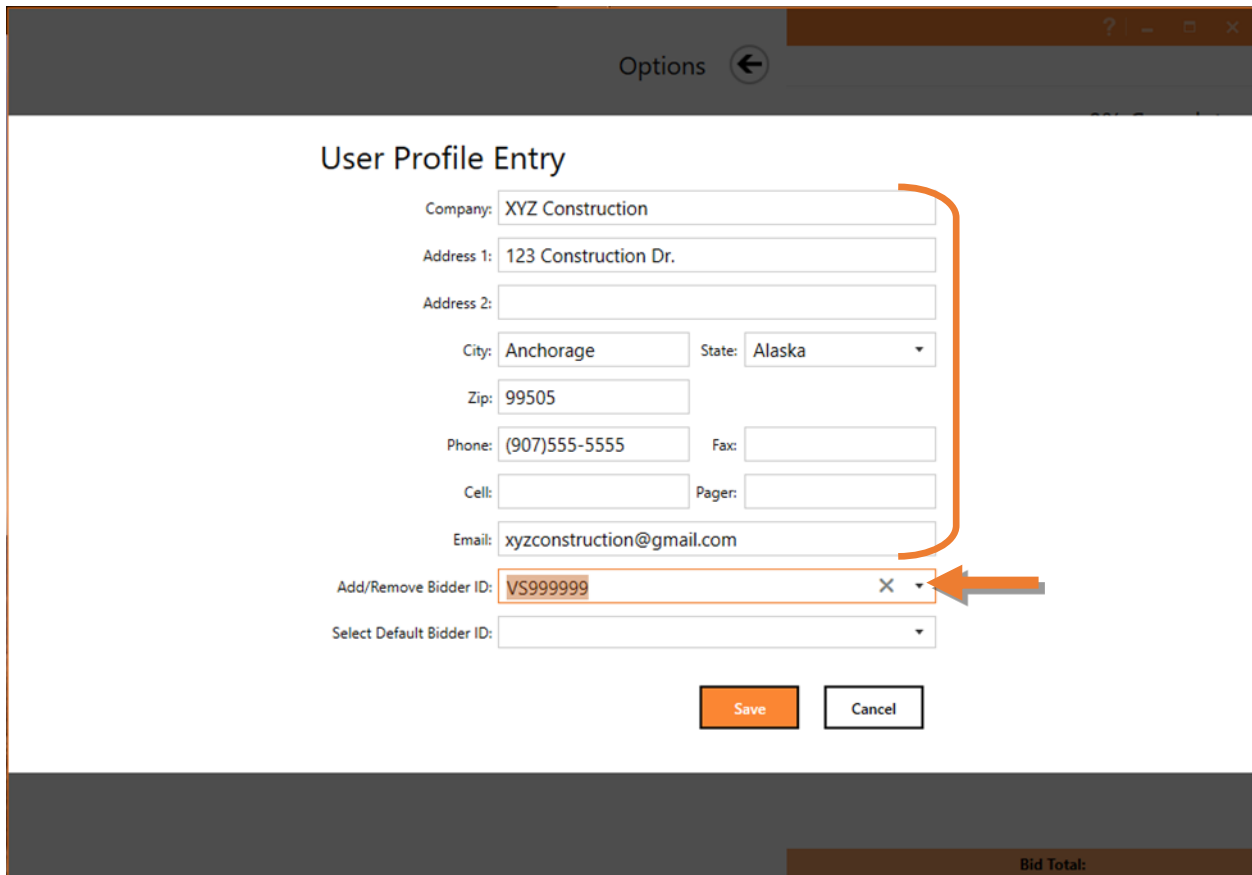


14. Click the **Green Plus Sign** to create a User Profile.

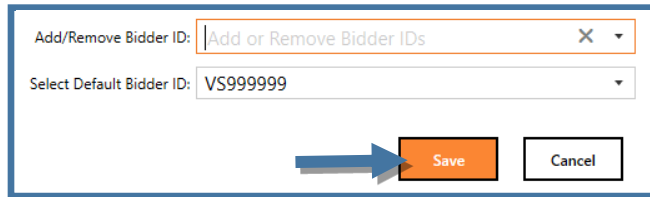


15. Enter your company name, address, and contact information.

16. In the **Add/Remove Bidder ID** field, enter your Bidder/Vendor ID generated by IRIS VSS when you registered on the Alaska DOT&PF AASHTOWare Project Vendor List. If you are not sure what your company's Bidder/Vendor ID is, look it up here: [AKDOT&PF AASHTOWare Vendor List](#)



17. Hit the **Tab** key to tab out of the field (or hit the **Enter** key). This will transfer your Bidder ID to **Set Default Bidder ID** field.
18. Click **Save**.



Add/Remove Bidder ID: Add or Remove Bidder IDs X

Select Default Bidder ID: VS999999

Save Cancel

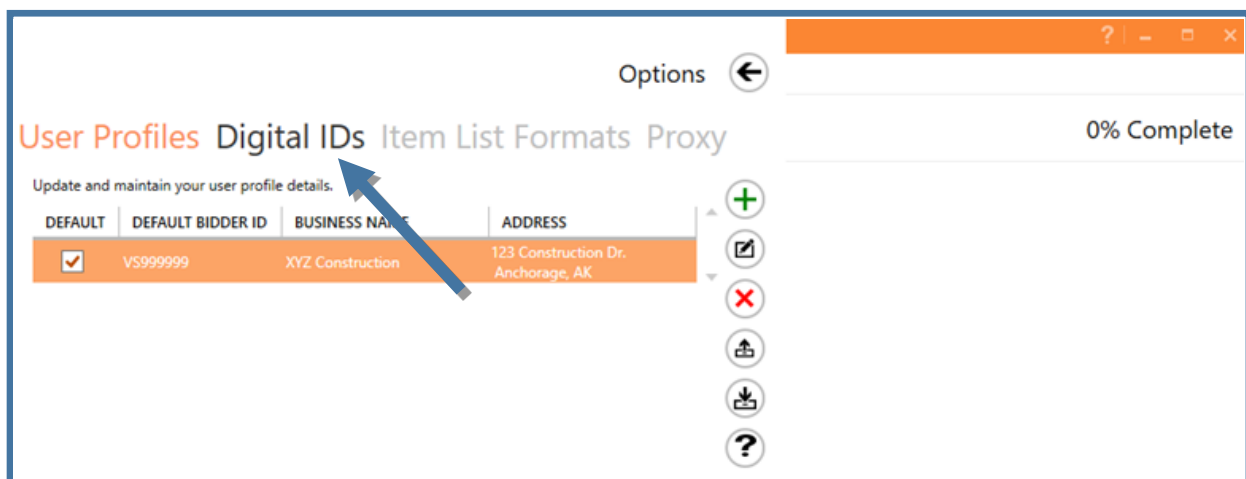
The User Profile you just created will be set as your default.

You can create additional User Profiles by clicking the Green Plus Sign and repeating the process.

OPTIONAL STEP: Skip this step if you are not a Bid Express Internet Bidding Service subscriber and intend to submit bids by mail or deliver by hand.

Contact Bid Express at www.bidx.com or by phone at (888) 352-BIDX (2439) or email customer.support@bidx.com to obtain a Project Bids Digital ID if you currently subscribe, or intend to subscribe, and submit bids electronically via internet connection.

Please plan ahead and allow a minimum of seven (7) days to obtain a Digital ID and activate your Bid Express subscription.



Options ←

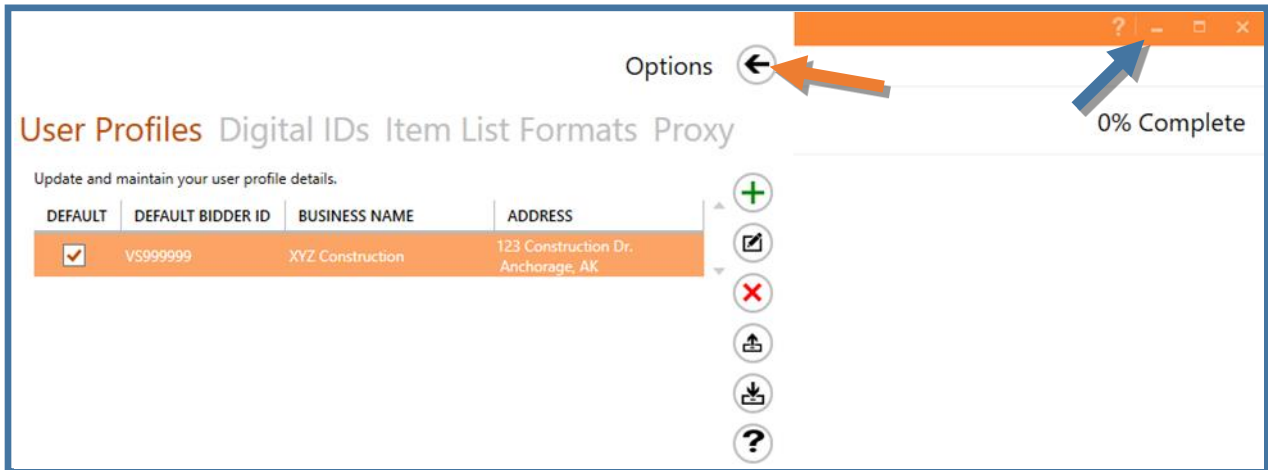
User Profiles Digital IDs Item List Formats Proxy 0% Complete

Update and maintain your user profile details.

DEFAULT	DEFAULT BIDDER ID	BUSINESS NAME	ADDRESS
<input checked="" type="checkbox"/>	VS999999	XYZ Construction	123 Construction Dr. Anchorage, AK

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19. Click the **Arrow** to close the Options menu.
20. Minimize Project Bids by clicking the **Minimize** _ on the top right of the program screen.



You have finished installing AASHTOWare Project Bids and are ready to download Bid Files and prepare a bid!