

EXPEDITE – DBE COMMITMENTS

The electronic bidding ebs files will now include a new folder titled 'DBE'. This folder will only appear in your file if there is a DBE Commitment on the proposal. This folder will allow you to list your DBE Commitments by item and submit with your bid electronically through Bid Express (www.bidx.com).

If you elect not to submit the DBE Commitments with your electronic bid, the C-111 must arrive by 10:00 a.m. Thursday following the Bid Letting. You can also email the form to VDOTContracts@VDOT.Virginia.gov.

The following is a guide to filling the DBE list folder out.

In order to have a drop-down listing of DBE's, you must download the DBE_VA.bin file from the www.bidx.com web site. Place this file in the same file as your proposals. You may also put the DBE_VA.bin file in the same directory as the bid.exe file.

(Disclaimer: This report is now updated by the Department of Minority Business and may not be inclusive. Therefore, you have the ability to add the firm if it is not on the listing).

The Schedule of Items must be filled out prior to entering any DBE information. Once this is done you can click on the DBE folder. To add a DBE, click ADD DBE.

The screenshot shows the 'Expedite Bid' software interface. The window title is 'Expedite Bid - 09FebBTS.EBS (0 Amendments) C00016865BTS'. The menu bar includes 'File', 'Edit', 'Tools', 'View', and 'Help'. The toolbar contains icons for file operations and a lightning bolt icon. The left sidebar shows a tree view with folders: '09FebBTS', 'Schedule Of Items', 'DBE List', 'Miscellaneous Dat.', and 'Bid Bond'. The main area displays the following information:

Letting Date:	02-09-05	Contract ID:	C00016865BTS
Call Order:	BTS	DBE entries:	3

DBE total entered:	10.38%	or	\$9,258.00
DBE Requirement:	10.00%	or	\$8,922.10

<GOAL MET>

Click to Add DBE

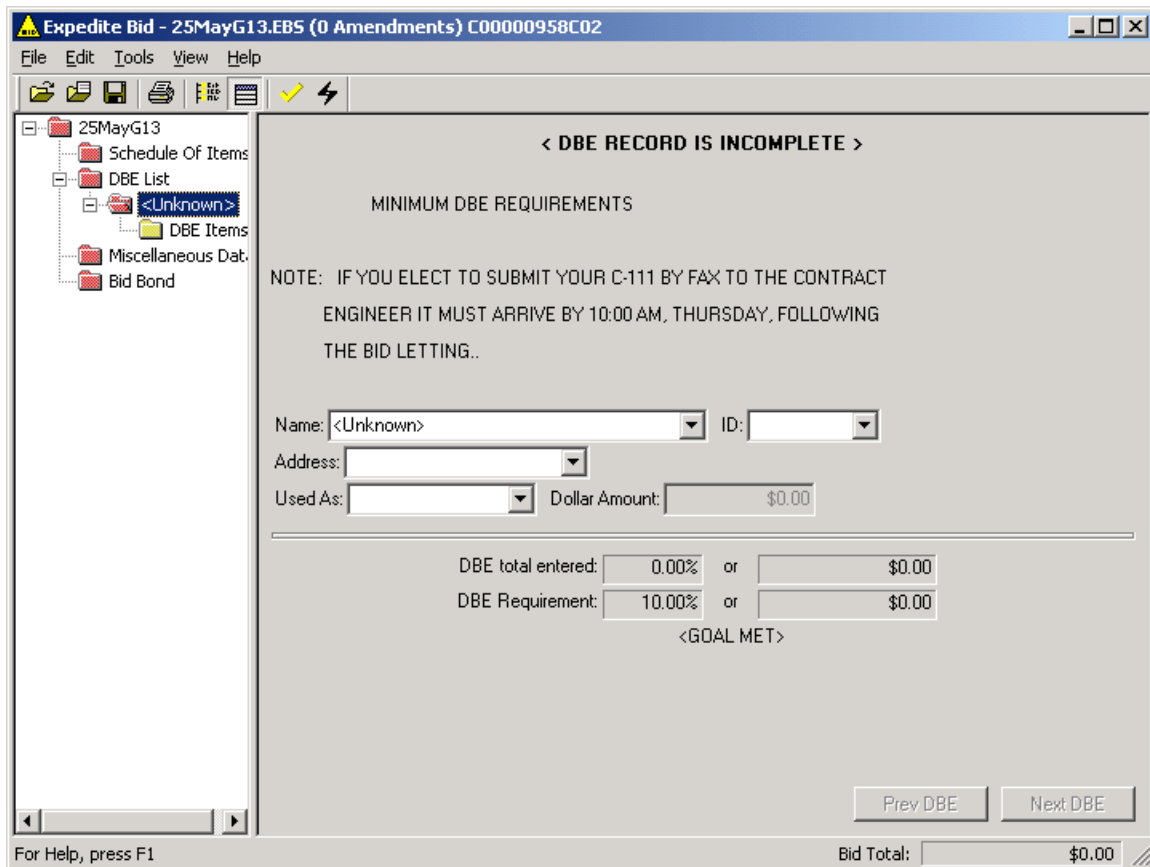
←

ADD DBE

For Help, press F1

Bid Total: \$89,221.00

Bid adds a new folder under DBE list in the left pane and displays text boxes for adding new DBE record information in the right pane window.



Enter the name of the new DBE vendor, or click in the down arrow to play a list of DBE firms. Click on the name you want to select and Bid enters information for that vendor into the remaining text boxes.

If the name of the DBE is not in list, type the name in the Name text box and press TAB to move to the next text box. Type the vendor ID number, then TAB to the Address text box and enter the vendor's City, State. In the Used As box, you can select if the DBE is to be used a manufacturer, supplier, or subcontractor. If you select Supplier, the system will calculate 60% credit. In the left pane, Bid adds a new folder DBE list labeled with the new vendor you added.

To change information on the vendor, click the vendor folder in the left pane and edit the information in the right pane. To delete a vendor from the list of DBE's for this proposal, select the vendor folder, right click and choose Delete DBE.

Adding DBE Commitment Items

Once a DBE vendor has been added to the proposal, you can now begin to commit items for that vendor. To commit an item for a vendor, click the plus sign beside the vendor folder in the left pane and an indented DBE item folder will appear.

The screenshot shows the 'Expedite Bid' software interface. The title bar reads 'Expedite Bid - 09FebBTS.EBS (0 Amendments) C00016865BTS'. The menu bar includes 'File', 'Edit', 'Tools', 'View', and 'Help'. The left pane shows a tree view with the following structure:

- 09FebBTS
 - Schedule Of Items
 - DBE List
 - A & M CONCR
 - A & T STRIPIN
 - DBE Items
 - AB CONSULTA
 - Miscellaneous Dat
 - Bid Bond

Two arrows point from the 'DBE Items' and 'AB CONSULTA' folders in the tree view to the main window. The main window displays a warning message: '< DBE RECORD IS INCOMPLETE >'. Below the warning is the heading 'MINIMUM DBE REQUIREMENTS' and a note: 'NOTE: IF YOU ELECT TO SUBMIT YOUR C-111 BY FAX TO THE CONTRACT ENGINEER IT MUST ARRIVE WITHIN THE TWO (2) HOUR WINDOW AFTER THE TIME OF THE BID LETTING AS STATED ON THE PROPOSAL.' The form contains the following fields:

Name: AB CONSULTANTS, INC. ID: A699
Address: LANHAM ,MD
Used As: [dropdown] Dollar Amount: [text box]

DBE total entered: 0.00% or \$0.00
DBE Requirement: 10.00% or \$8,922.10
<GOAL NOT MET>

Buttons: Prev DBE, Next DBE
Bid Total: \$89,221.00

Click on the DBE item folder to display the items on the proposal. You can click on an item in Use? Column to assign it to a DBE. You can also enter the quantity and unit price that you are subcontracting to the DBE.

Expedite Bid - 09FebBTS.EBS (0 Amendments) C00016865BTS

File Edit Tools View Help

09FebBTS

- Schedule Of Items
- DBE List
- A & M CONCR
- A & T STRIPIN
- DBE Items
- AB CONSULTA
- Miscellaneous Dat.
- Bid Bond

Use?	Line	Item	Quantity	Unit	Unit Price	Extension
	0001	==Section==				\$89,221.00
<input type="checkbox"/>	0005	00100	1.000	LS	\$1.00000	\$1.00
<input type="checkbox"/>	0010	00125	1.000	LS	\$1.00000	\$1.00
<input checked="" type="checkbox"/>	0015	00211	275.000	CY	\$1.00000	\$275.00
<input type="checkbox"/>	0020	00525	13.000	CY	\$1.00000	\$13.00
<input type="checkbox"/>	0025	01180	330.000	LF	\$1.00000	\$330.00
<input type="checkbox"/>	0030	01240	80.000	LF	\$1.00000	\$80.00
<input type="checkbox"/>	0035	01300	40.000	LF	\$1.00000	\$40.00
<input type="checkbox"/>	0040	01480	80.000	LF	\$1.00000	\$80.00

Assign this item to this DBE

DBE: _____

Line #: 0015 Item #: 00211

Description: MINOR STRUCTURE EXCAV. PIPE CULVERT

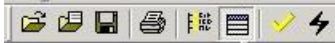
Quantity: 275.000 CY

Unit Price: \$1.00000 Total: \$275.00

Notes: _____

Bid Total: \$89,221.00

Once you have assigned your DBE's and your commitment has been met, the folder will turn green. Be sure to save the file.



- 09FebBTS
 - Schedule Of Items
 - DBE List
 - A & M CONCR
 - A & T STRIPIN
 - DBE Items
 - AB CONSULTA
 - Miscellaneous Dat.
 - Bid Bond

Letting Date: 02-09-05 Contract ID: C00016865BTS
Call Order: BTS DBE entries: 3

DBE total entered: 27.60% or \$24,625.00
DBE Requirement: 10.00% or \$8,922.10

<GOAL MET>

ADD DBE