Bid Letting Day Process

Approximately 9:30 am set up equipment in the conference room and test print a page

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After set up, make sure you are logged off of the Bid Express Site (inactivity causes the webpage to give a failed login) leave room until around 10:01:02am EST when you are to start the download

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Download and print the Bid Summary Report (at least 4-5 copies for various individuals in the room) and the Download Report which is checked for required information before being handed to the Director of Contracts to be publicly read -- The xtabdat and xdbedat files are emaile to the IBAS Preconstruction Lead to be uploade to AASHTOWare Precon

As the bids for each job are publicly read and a declaration of the low bid being within or not within the engineer estimate has been made, the bid information is disclosed on the Bidx Web Site in real time

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After the bid letting process is finished, all appropriate information should have already been uploaded to AASHTOWare Precon and subsequently to Business Objects

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Using the Business Objects System, the "As Read Bid Letting Report" (PDF, XLSX), "Apparent Low Bidder Report" (PDF), and the "VRTBA Report" (DB) files are created. The excel report is emailed to various VDOT groups, the PDF of that report is placed on line to our external site, the Apparent Low Bidder Report is for the 3rd Floor and a few Construction individuals and the VRTBA Report is for Va Transportation Construction Alliance

The Bid Summary Report, Bid Download Report, the xtabdat and xdbedat files that are produced from the Bid Express bid download process are uploaded to our internal team web site