



## City of Moraine

Community Development

December 27, 2019

The City of Moraine is pleased to announce the transition to secure internet bidding via Info Tech's Bid Express Service. Electronic bid submission will be the preferred form of bidding for future capital projects solicited by the Engineering Department. The City of Moraine is coordinating with Info Tech to host an instructional webinar for contractors. If you are interested in this webinar, please contact me at [aburcham@moraineoh.org](mailto:aburcham@moraineoh.org).

Electronic bid submission allows for digitally signed bids, eliminates costs for hand and hired delivery of bid packages, provides error checking and alerts to omissions prior to submission, easily accommodates last minute changes, as well as automated email notifications that alert vendors of solicitation postings and solicitation changes.

It is pertinent that all vendors register, setup to bid electronically, and navigate the service in advance to upcoming solicitation deadlines. All vendors who intend to submit their bids electronically will be required to install the Info Tech Express Sign Tool and generate an Info Tech Digital ID for their business' authorized signer. Please see the attached Info Tech Digital ID policy for additional time sensitive information. It is also available online at [https://www.infotechfl.com/legal/digital\\_id](https://www.infotechfl.com/legal/digital_id).

Additionally, please see the attached Fee Schedule from Info Tech. The fee schedule may also be found online at [https://www.infotechfl.com/legal/bidexpress\\_fee\\_schedule](https://www.infotechfl.com/legal/bidexpress_fee_schedule).

General navigation (registering, setting up to bid electronically, and solicitation review) of [www.bidexpress.com](http://www.bidexpress.com) prior to actual selection of a solicitation for bidding is free.

If you need additional Bid Express assistance, please call the dedicated Bid Express customer support team at 888-352-BIDX (2439) for live support on business days from 7:00am-8:00pm (EST). You can also email the team at [support@bidexpress.com](mailto:support@bidexpress.com).

Sincerely,

Alisha Burcham, PE  
City Engineer



## Bidexpress.com Set-up Guide

Follow this detailed guide to get set up and start bidding on bidexpress.com today!

### How to register and get your Info Tech Digital ID...

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1. To complete the registration process for your company, go to [www.bidexpress.com](http://www.bidexpress.com) and click the blue Register button at the top right of the page.
2. Enter your name in the First Name and Last Name fields. This name will appear on the registration page for your company. Type in your email address.

**NOTE:** *This email address will become your username for the account. It is also where all email notifications from the agencies with which you bid will be received.*

3. Create a secure password for your account. The password must be at least eight characters long and contain at least one capital letter, one lowercase letter, one number, and one symbol.
4. Select a security question and provide your answer. The answer to this question will be requested of you each time you've clicked that you've forgotten your account password and is case sensitive.
5. Next, complete the Business Name and contact information fields. After doing so, agree to the Privacy Policy, Terms of Use, and DMCA Policy at the bottom of the registration page and click the green REGISTER button. The Bid Express service sends a registration confirmation email to the address entered as the username.
6. Click the Activate Account link in the email. Enter the password you used on the registration page in the Password field and click **ACTIVATE**. The Bid Express service displays the HOME tab where you must install the Info Tech Express Sign Tool and Generate an Info Tech Digital ID.
7. Click INSTALL SIGN TOOL. Note that you will have to install the sign tool on every computer you wish to set up for bidding. Once installed, close your internet browser and start it back up.
8. Click the blue **GENERATE DIGITAL ID** link. This will walk you step by step through creating a Digital ID for your company.
9. The blue and gray My Info Tech Digital ID page appears. Click the blue **CREATE** button to continue your ID generation.
10. A United States map pop-up will appear. Select the agency or agencies with which you intend to do business with and click the blue NEXT.

**NOTE:** *If you do not see the agency you plan to bid to, you may need to alternatively subscribe to our second site, [bidx.com](http://bidx.com). You may click the "Try the Bidx.com service" link from the top of this same pop-up to navigate to the correct site.*

11. A Create an Info Tech Digital ID pop-up will appear. Confirm that the name of the person listed in the screen is the authorized signer for your company, your company name matches how you would like to submit bids to the agency(s), and click **SUBMIT**.

**NOTE:** *If the person listed for your company is not the authorized signer, cancel ID generation. The back of this quick start guide will assist you with changing the contact information associated with your login, or inviting the appropriate authorized signer to your company.*

12. The wizard will load and then prompt you to back up your new Digital ID. Click **BACKUP**, then enter a password for the backup file of your Digital ID in the Password and Verify Password fields. This password will be used when importing the Digital ID to another computer for bidding. **DO NOT FORGET THIS PASSWORD**, as there is no way for the Bid Express team to retrieve or reset it. Click **OK**.

**OVER**

13. Save the Digital ID backup file to a memory stick, CD, company server, or other secure location outside of this computer for safe keeping.
14. Add the signer's name to the file name from Info Tech Express Digital ID.pfx so it will more recognizable when used for importing the backup file, (eg. John\_Smith\_Digital\_ID.pfx). This will ensure you do not confuse your company's other Digital IDs. Once you have entered the Digital ID name and location, click **SAVE**. The Bid Express service returns you to the Bid Express Digital ID Generation window. Click **NEXT**.
15. Click **PRINT** to print a copy of the new registration page to have signed/notarized and mailed to our Customer Support team; the address will be on the page.

**NOTE:** Customer Support must receive this page for processing before the due date of the job you wish to bid. When you have finished printing the document, close the print window and click **FINISH**.

16. When your Digital ID is activated, the red Digital ID field on the home page of your new account will disappear and you will be able to begin purchasing and bidding on solicitations posted by the agencies with which you work.

## How to bid...

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1. To select a solicitation to bid, click on the drop down menu in the top left corner of the screen and choose Bid Express. From the Bid Express homepage, click the Solicitations tab at the top of the screen. Find the solicitation from the list; if you have a keyword for the job, type it in the search box to the top right.
2. Click on the blue job name. When you've determined you want to bid the job, click the green Select for Bidding button at the top right. You will then be prompted to opt for the Pay As You Go approach or a Monthly Subscription. After completing your purchase, you will be navigated into the project to complete your bid.
3. As you are working, make sure to click Save Draft as you work. When the bid is ready for submission, simply click the green Submit Bid button at the top and then click Submit Bid again to confirm. The job will submit and you will receive an email for your bid submission receipt.

## Change your contact information or invite a user...

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1. Click the drop down menu in the top left corner of the screen and select My Account.
2. If you do not wish to invite additional users to your business but need your Info Tech Digital ID to reflect the name of your authorized signer, click the blue **EDIT** button in the top right corner of the My Account section. Change just the First and Last Name fields and click **UPDATE**. You may now generate a digital ID to reflect this person's name.
3. If you need to invite a new user to your company, scroll down to the Employees field from the My Account screen. Type the email address of the additional user(s) and click Invite Employee.

**NOTE:** You will need to assign the new user a role from this same screen after they've completed their registration, and a role from the Bid Express site. **CLICK** the Help tab at the top of the Bid Express page for an explanation of roles under the My Business section.

4. Click the drop down in the top left corner of your account and select Bid Express to do so. You can manage the additional roles for each user from the My Business tab.

**NOTE:** If you want to create a Joint Venture Digital ID for bidding, follow the steps above from the beginning. You will need to create a separate account for the Joint Venture because our system will see it as a separate company entirely.

## Where to get help...

Customer support hours are **7:00 a.m. to 8:00 p.m. EST**, Monday through Friday (excluding major U.S. holidays). Our toll free number is **(888) 352-BIDX(2439)**, our email is **support@bidexpress.com**.

# Info Tech<sup>®</sup> Digital ID<sup>™</sup> Policies

## Info Tech Digital ID Subscriber Agreement (all Info Tech Digital IDs)

By accepting and using an Info Tech Digital ID, the Subscriber represents to Info Tech and Relying Parties that, for each Digital ID, the Subscriber will:

- Maintain sole personal control and be the only user of the Digital ID,
- Provide accurate and complete information when communicating with Info Tech,
- Confirm the accuracy of the certificate data prior to using the Digital ID,
- Promptly cease using the Digital ID and notify Info Tech if (i) any information that was submitted to Info Tech or is included in the Digital ID changes or becomes misleading or (ii) there is any actual or suspected misuse or compromise of the Private Key associated with the Digital ID,
- Use the Digital ID only for authorized and legal purposes, consistent with the Digital ID purpose and this Subscriber Agreement, and
- Promptly cease using the Digital ID and related Private Key after the certificate's expiration, if any.

## Doc Express<sup>®</sup> Digital ID Policies

In addition to the above Subscriber Agreement, Info Tech Doc Express Digital ID subscribers are governed by the following policy: [Info Tech Certificate Policy and Certification Practice Statement](#)

# Bid Express® Digital ID Policies

There are several policies which govern your use of Info Tech Digital IDs with the Bid Express Services. The policy or policies which apply to your Info Tech Digital ID use depend upon the bidding service and software that you use to submit bids electronically via the Bid Express Services. Please review the following descriptions and follow the appropriate link to the specific policies which govern your use of Info Tech Digital IDs with the Bid Express Services:

- If you bid electronically on the [www.bidexpress.com](http://www.bidexpress.com) website and do not use additional software programs to submit bids, the following policy applies: [Bid Express Digital ID Policy: www.bidexpress.com users](#)
- If you bid electronically using the AASHTOWare Project Bids™ Bid component bidding software and subscribe to one or more Bid Express accounts at [www.bidx.com](http://www.bidx.com), the following policy applies: [Bid Express Digital ID Policy: www.bidx.com subscribers using the AASHTOWare Project Bids™ Bid component bidding software](#)

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Infotech Consulting

# Info Tech Bid Express services fee schedule

Bid Express Service located at [www.bidexpress.com](http://www.bidexpress.com)

## **Transaction-based fee (per solicitation) | \$35**

Pay per-solicitation in which a subscriber submits an electronic bid through the Bid Express Service. This option is most cost effective to subscribers who do not submit bids to solicitations often.

## **Subscription-based fee (monthly) | \$50**

Monthly subscription, unlimited bids. This option is most cost-effective to vendors who bid electronically on several solicitations each month. It includes the email notification service which allows the vendor to automatically receive updates on solicitations selected for bidding. It also allows the vendor to "follow" an unlimited number of agencies to receive notification of those agencies' postings, updates and more.

## **Info Tech® Digital ID™ | FREE**

An Info Tech Digital ID is required to bid electronically with the Bid Express Service. There is no fee to process and activate a Digital ID for the Bid Express Service at [www.bidexpress.com](http://www.bidexpress.com).