



Amendments Tutorial

Downloading and Applying Amendments to Your Bid Using the Expedite Software

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Welcome to the Amendments tutorial. This tutorial will cover the basic steps in downloading and applying amendments to your bids in the Expedite Bid Software.

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Before you can download an amendment, you must have the following:

- An active Bid Express account
- The Expedite Bid software
- An Internet connection and
- An active digital ID

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From time to time agencies need to make changes to projects or proposals. These changes are issued in the form of Amendments and must be acknowledged and applied to your bid before it can be accepted.

The Expedite Bid program will not allow you to submit a bid over the Internet without first loading all relative amendments. An error message will appear to inform you of how many amendments you are missing.

This brief tutorial will explain the basic steps for downloading and applying amendments.

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Downloaded amendments are automatically applied to bids using the Expedite Bid program. The Expedite Bid program will not allow you to submit a bid over the internet if you are missing an amendment.

All bid files and amendments may be downloaded with the **EBLib File** link. It is recommended that you download the EBLib file only if no work has been done on the EBS file. Downloading the EBLib file will automatically override your EBS file and you will lose any prior work done to the bid.

The process for downloading and opening an EBLib file is basically the same as that of an Expedite Data File.

Log in to the **Bid Express** web site and navigate to the agency of your choice. Select the **Lettings, Project, or Bid Openings** tab, then select the proposal.

From the **Proposal** page, click on the **EBLib File** link.

Save the **EBLib** file to the desired location.

Minimize the **Bid Express** web site and open the **Expedite Bid** program

Click the **File** menu and then click **Open Proposal**.

Navigate to the location where you saved your EBLib file.

Click to select your **EBLib** file and select **Open**.

A select proposal window will appear. Click to highlight your **proposal** and then click **OK**.

An Amendment Changes box should appear. This is letting you know your amendment has been attached and what it is changing. You may print this page for your records by clicking **Print**.

Click **OK**.

You are now ready to prepare your bid.

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If you have already begun to prepare your bid, you will want to download the amendment (original) as opposed to downloading the EBLib file. Remember downloading the EBLib file will override your previous file and you will lose all your work.

To download and apply an amendment, first navigate to the **Proposal** page in the **Bid Express** web site.

Click on the **Expedite Amendment File** link. It will end with a number that reflects the number of amendments applied to the proposal.

Save the file in the exact location where the **Expedite Data** file, or **EBS** file, was originally saved. If there is more than one amendment for the proposal you will have to download and save each amendment file separately. You need to download all amendments in order for your bid to be considered complete.

Once the amendment has been saved, minimize the web site and open the **Expedite Bid** program.

Click the **File** menu and then choose **Open Proposal**.

Navigate to the location where the **Expedite Data** file is saved.

Click to highlight your **EBS** file and click the **Open** button.

Because both the amendment and EBS files were saved in the same location, the Expedite Bid program will automatically attach your amendment to your proposal.

If the amendment is attached correctly, the amendment changes box should appear, detailing what changes have been made to your proposal. Print for your records and then click **OK**.

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You can also manually load an amendment using the Expedite Bid program. This is helpful when the EBS file and the amendment are saved in different locations.

To load an amendment manually:

First, open the **Expedite Bid** program and open your proposal.

Select **File** from the menu and select **Load Amendment**.

Locate your amendment, click to highlight it, and select **Open**.

You will know that the amendment has been correctly applied by the Amendment Changes window that will appear. You can also see that the first folder on the left will show the number of amendments applied to the proposal.

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Here is a review of the steps to download and apply amendments using the Bid Express Service.

1. Go to **www.bidx.com** and login.
2. Select the **Agency** and click **Go**.
3. Select the **Letting** or **Project** tab.
4. Select the **letting date**.
5. Select the **proposal**.
6. Click the **amendment file**.
7. Select **Save** (save in the location of the EBS file).

8. Click **Save**.
9. Open the **Expedite Bid** software.
10. Click **File**.
11. Select **Open Proposal**.
12. Navigate to the **proposal** and select **Open**.
13. A proposal box will appear. Select the proposal and click **OK**.
14. An amendment box appears.
15. Print the amendment for your records.
16. Click **OK**. This will automatically apply the amendment.