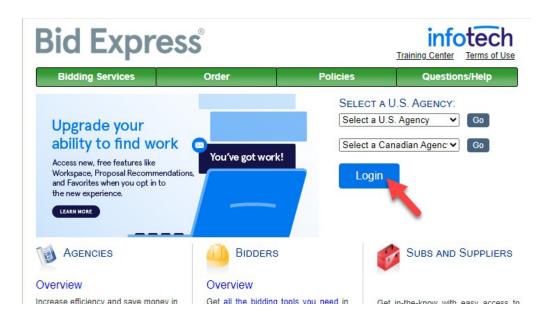
Bid Express Pre-Bid Questions and Answers Contractor User Guide

WisDOT Proposal Management Section January 2024

- Contractors can submit and view questions and answers with login credentials to Bid Express
- Open <u>www.bidx.com</u> within your Internet browser
- Login userid and password is required, however, there is no fee



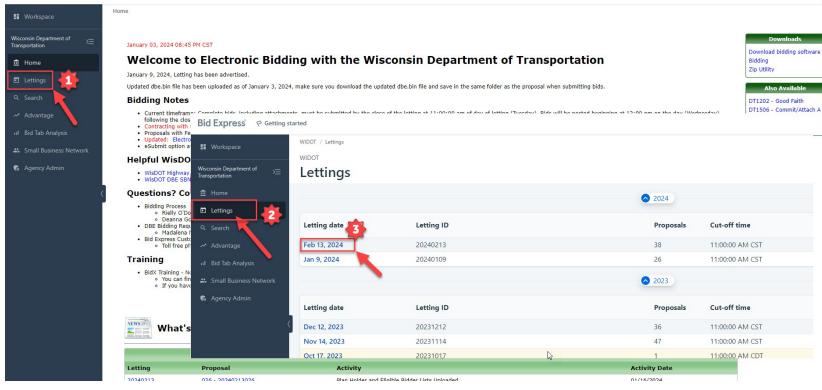
Bid Express





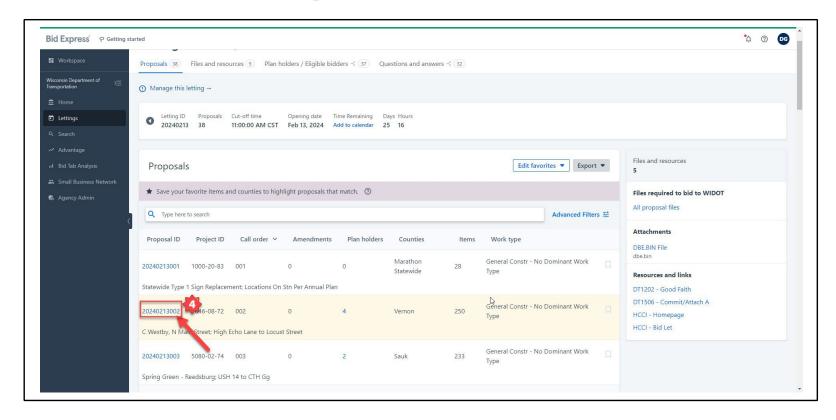
Click on the specific letting that you are interested in







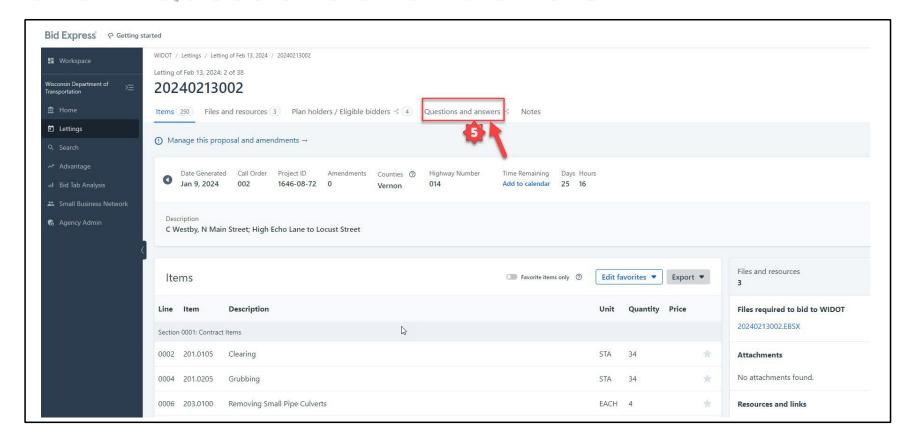
Click on the Proposal Number



You must be logged in to view item data, to submit/review questions and answers.

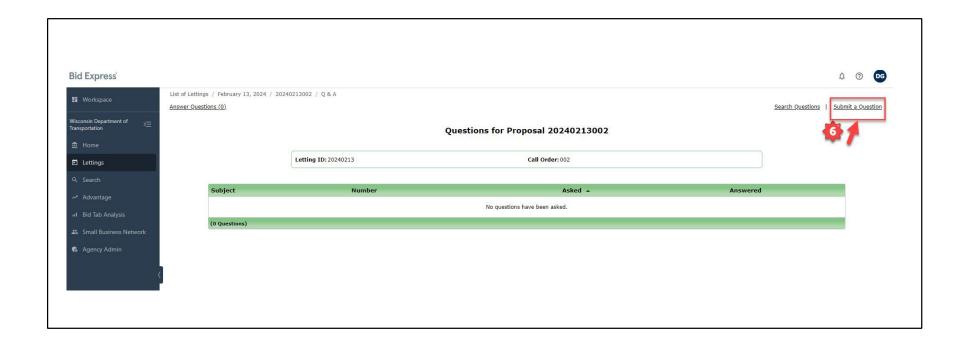


Click "Questions and Answers"

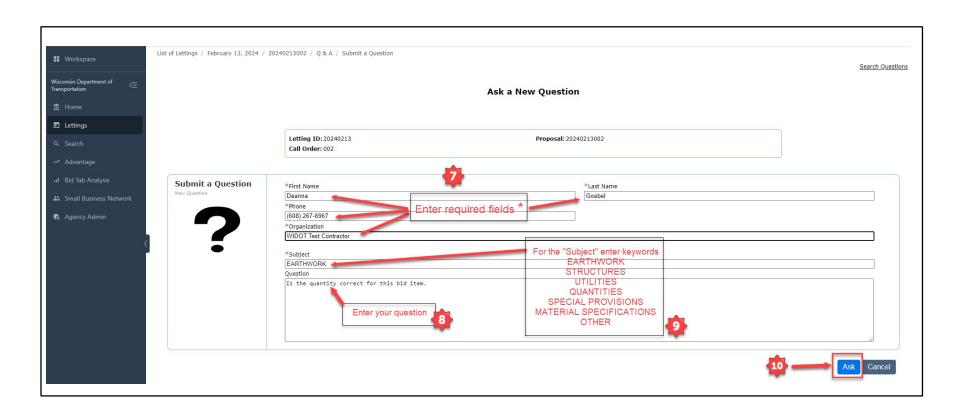




Click "Submit a Question" "Ask" your question









Message will briefly appear on your screen



Once a question is submitted WisDOTwill post the question for all contractors who have access to Bid Express and later respond to the question and post the answer. The questions will appear on the Questions and Answers section within Bid Express as well as on the HCCI website. The submitter will also receive an email with the answer.



Screen is only viewable to the person that submitted the question until the Bid Express Adminstrators publically publishes the question. No Contractor information is attached to the question.



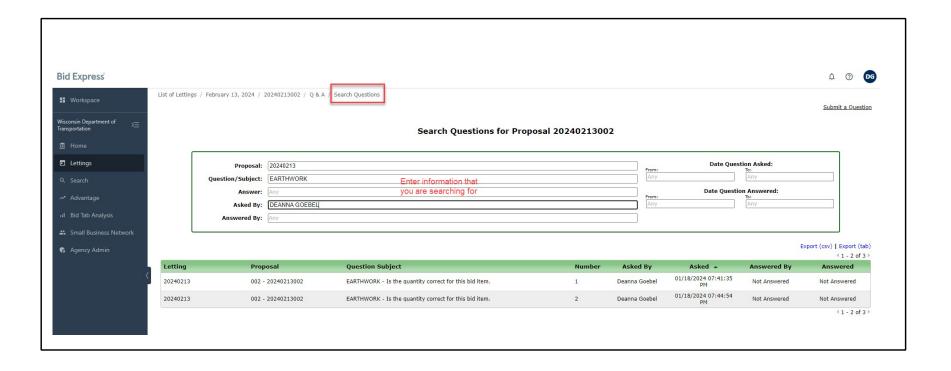


Search capability

- ▶ The question and answer will be available to all WisDOTBid Express users are able to search and view
- Click "Search Questions"



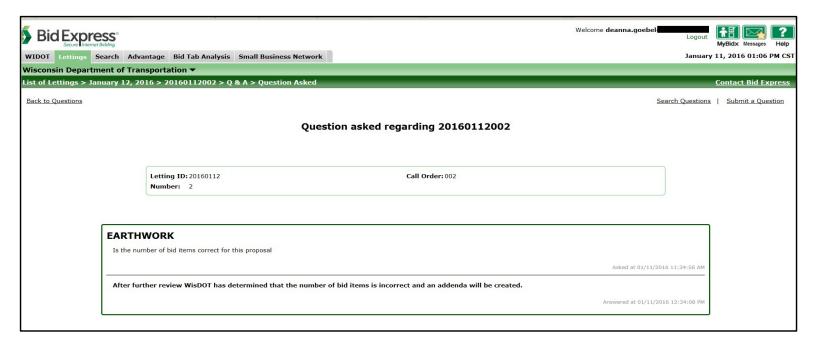
Enter search criteria





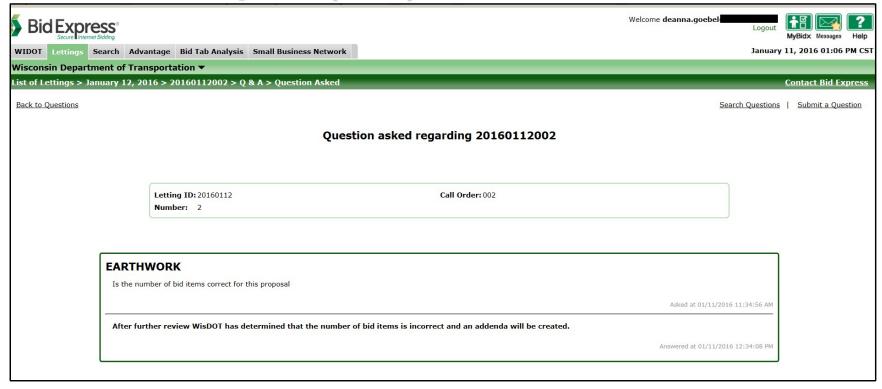
Click on the answer

- Click on the question to view the answer
- Or click on the Export (csv)



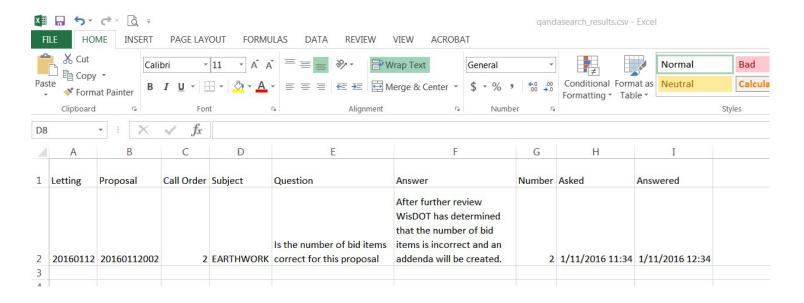


Click on Export (csv)





To download a searchable spreadsheet



At a minimum, the questions and answers will be posted on Fridays after advertisement, as well as the Monday, Wednesday, and Monday before the letting.



Pre-Bid Questions and Answers

- The QAs are available on Bid Express and an Excel file is located the Bid Letting webpage.
- If you have questions as to how the process works, you may email, dotbidxqa@dot.wi.gov.
 - All other questions should be entered through www.bidx.com

