

## **CORRESPONDENCE/MEMORANDUM**

**WisDOT-Bureau of Aeronautics**

DATE: September 2, 2021  
TO: Potential Aeronautics Bidders  
FROM: Thomas A. DeWinter, P.E.  
SUBJECT: Bureau Transition to Electronic Bidding

### **ATTENTION BUREAU OF AERONAUTICS BIDDERS:**

The Bureau of Aeronautics (BOA) will be transitioning to Electronic Bidding (E-Bidding) in 2022.

There will be several pilot projects bid using E-Bidding the fall and winter of 2021 and early 2022. Pending successful outcome of pilot E-Bidding contracts through the fall and winter, the BOA's goal will be to transition 100% to E-Bidding approximately mid-Summer 2022. This goal is subject to change.

There will also be an online opportunity to attend a demonstration and training showcasing the E-Bidding system and template the fall and winter of 2021. Please continue to check here for demonstration dates and further updates.

During the transition period, it is extremely important to carefully read the contract bid advertisement, contract documents and special provisions to ensure whether the specific contract contemplated is being let via traditional paper bid, or Electronically bid.

The BOA will be using the E-Bidding services though Bidexpress.com. **Please note:** Bidexpress.com is a distinct and separate Electronic bidding system than AASHTOware that is used for WisDOT highways bidding.

Bid Express.com offers free registration which is required to obtain contract plans specifications which can be downloaded at no cost. **Firms choosing to bid as prime or general contractor are required to obtain a separate Digital ID which is unique and different than WisDOT AASHTOware bidding credentials.** The digital ID is free. The Digital ID takes a few days to process. Bidders please allow sufficient time in advance of the close of bids to obtain our Bidexpress.com Digital ID to ensure your bid is authorized for submission.

The E-Bidding system establishes a template for each contract that will include all necessary components and upload options necessary for the Bidder to submit a complete and acceptable bid proposal. The E-Bidding software will automatically check to ensure all required fields, elements or uploads are provided by the bidder. The auto-check feature will highlight/flag any missing information components to alert the Bidder to complete those components in order to

provide and submit a fully complete bid submission. Any bid submitted identified as incomplete at close of bids will not be opened or rejected.

The Bidder will be charged a fee for submitting the bid. Only Prime or General Contractors who select and choose to submit a bid proposal on the contract will be charged a single fee. The Bidder will choose one of two fee options.

**Option 1: Pay per bid:** A \$35 fee will be charged for bidding on an individual contract. Only a single fee will be charged per contract, drafts or multiple overwrite submissions on the same contract are NOT charged repeatedly.

**Option 2: A \$50 per month subscription** through BidExpress.com is offered which allows a Bidder to submit unlimited number of bids on any contract within the BidExpress.com national system within the selected month. The subscription can be turned on or off at the Bidder's discretion.

If you have any questions, please contact: Thomas A. DeWinter, P.E., Airport Construction Standards Chief at: [dotboabidding@dot.wi.gov](mailto:dotboabidding@dot.wi.gov)