

DATE: November 10, 2021

TO: Potential Aeronautics Bidders & Subcontractors/Suppliers

FROM: Thomas A. DeWinter, P.E.

SUBJECT: Bureau Transition to **Electronic Bidding – Notice 2** (Please read previous notices first!)

ATTENTION BUREAU OF AERONAUTICS BIDDERS:**Implementation plan updates**

The Bureau of Aeronautics transition implementation plan will begin with pilot e-bidding projects. The Bureau will be selecting specific projects to be electronically bid (e-bid). The pilot contracts will begin as soon as December 2021 and proceed until at least March 2022 and may extend further into the bidding season.

Due to the small number of projects anticipated to be bid over the winter months, **it is anticipated that all, or nearly all the contracts being bid between December and March will be electronically bid.** After this initial pilot launch, it may be possible that certain projects will be identified for EITHER electronic bidding OR bid via the traditional paper bid route. The bid advertisement and all contract documents will make it explicitly clear and obvious which method is being used on each specific project. The bid advertisement page on the Bureau's website will also provide separate, distinct, and obvious listings for e-bid or paper bid projects in lettings where both methods are used.

As the Bureau gains experience from the pilot e-bidding process, the Bureau will provide notification as to the continued advancement and rollout of the e-bidding transition through these continued notices.

Update from Notice #1**Fee for bid submission:**

The per bid and monthly subscription fees are subject to change from time to time. The fee for per submission "option #1" (per bid fee) is scheduled to increase from \$35 to \$40 in the spring of 2022.

The \$50 monthly subscription fee is scheduled to remain unchanged.

REGISTRATION to Bidexpress.com REQUIRED

Any firm who wishes to view and download plans and specifications for Aeronautics that have been identified for electronic bidding will **require the firm to register** with BIDEXPRESS.COM. This is a FREE registration.

The Bureau of Aeronautics strongly recommends each firm register key people as soon as possible so your firm is prepared in advance.

Please use the following directions to obtain your **free** registration. Multiple people from the same firm can be registered.

Directions: Every firm who desires to download plans & specifications must register! All plan holders MUST register to allow notification of any addendums or changes to the contract.

- 1) Go to the website: [Bid Express - Secure electronic construction bidding for government agencies and their vendors](#)
- 2) Click on the button: “LOG IN TO BIDEXPRESS”
- 3) Click on “sign up” just below the “blue log in button” which brings you to the following

The screenshot shows a registration form with the following fields:

- My Info:**
 - * First Name
 - * Last Name
 - * Email
 - * Email Confirmation
 - * Password
 - * Password Confirmation
 - * Question
 - * Answer
 - Time Zone (GMT-05:00) Eastern Time (US & Canada)
- My Business:**
 - * Name
 - * City
 - * Phone (555) 555-5555 x55
 - * State
 - * Address1
 - * Postal Code
 - Address2

At the bottom, there are two checkboxes for terms and conditions, and "Register" and "Cancel" buttons.

- 4) Fill out the general information for the individual and the company
- 5) Choose a password – Must be a minimum of 8 characters and must contain at least one of each of the following: UPPER- and lower-case letter, a number and a special character.
- 6) You must accept the terms by changing the switch to “yes”
- 7) You can elect yes or no for Infotech updates
- 8) Click the “register” button

For more information please see: [Employee account registration – Infotech \(zendesk.com\)](#)

DIGITAL ID - Required for firms submitting e-bid proposal.

ATTENTION BIDDERS: Submission of an **electronic bid REQUIRES** the submitting individual from the firms obtain a digital ID. No bid can be submitted without a digital ID. Obtaining a digital ID is **free of charge**. The process to obtain a digital ID may take a few days to fully process.

ONLY firms who are submitting the bid proposal are required to obtain a digital ID.
Subcontractors, suppliers etc do NOT need a digital ID.

The Bureau of Aeronautics **STRONGLY** recommends that firms anticipating that they may bid electronically with the Bureau of aeronautics to have **at least one individual** from the firm obtain digital ID as soon as practicable. Please do not wait until nearing the close of bids to attempt to secure a digital ID in order not to jeopardize your firm’s ability to submit a bid. The process is free and there is no downside to register immediately even if you are currently not contemplating a current bid solicitation.

Multiple individuals from a firm can obtain a digital ID. PLEASE NOTE: The E-Bidding system only accepts the last (most recent) submission per company submitting the bid proposal. Previous bid submissions from your company will be superseded and overwritten with the latest submission.

The individual(s) who seeks a digital ID must first be registered. (See above directions)

To start the process to obtain a digital ID please use the following directions:

- 1) Obtain free registration as noted in the instructions above if not already completed
- 2) Log into Bidexpress.com here: [Bid Express - Secure electronic construction bidding for government agencies and their vendors](#)
- 3) Click button to “LOG IN TO BIDEXPRESS”
- 4) Enter your email used for registration and password and click the blue login button
- 5) In the upper left corner of the screen, click on the menu icon
- 6) Select and click on “MY ACCOUNT”
- 7) On the left-hand edge menu select and click on the icon “DIGITAL ID”
- 8) Follow the instructions/directions

Please note that in order to obtain a digital ID, the verification and authentication of the individual is required. The system will ask you to provide a picture of one of the following

- 1) Government Issued ID
- 2) State issued driver’s license
- 3) Passport

After submitting the documentation, a member of the customer support team will call you once the application is processed, hopefully within one business day, to confirm who you are. Once that happens, you’ll get an email with instructions on installing your digital ID.

For more information on obtaining your digital ID please see: [Infotech@ Digital ID application – Infotech \(zendesk.com\)](#)

ATTENTION BIDDERS: Bid submission **REQUIRES** the submitting individual to have digital ID credentials. The process may take a few days to fully process and complete. PLEASE obtain your digital ID as soon as practicable. Allow ample time to obtain a digital ID well in advance of the contracts stated close of bids as indicated in the solicitation.

End of Notice #2

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