

# AASHTOWare Project Bids™ Software Installation Instructions



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## Contracting & Bidding

**First visit?** Take a few minutes to [read MDT's Bid Primer](#) and our [Disclaimer](#).

Announcements	Pre-bid Letting	Bid Letting	Awarded Contracts
<p><b>INFORMATIONAL NOTICE</b></p> <p>I-90 Bridges - Bonner <b>RFQ</b></p> <p>MDT Vendor Survey <b>SURVEY</b></p>	<p>Preliminary Plans</p> <p>Future Projects</p> <p>Upcoming Alternative Contracting Projects</p> <p>Letting Schedule</p> <p>Preliminary Quantities</p> <ul style="list-style-type: none"> <li>Missoula District</li> <li>Butte District</li> <li>Great Falls District</li> <li>Glendive District</li> <li>Billings District</li> </ul>	<p>Q &amp; A Forum</p> <p>Invitations for Bid 100</p> <p>Invitations for Bid 200</p> <p>Bid Packages &amp; Bid Files</p> <p>Bid Envelope</p> <p>As Read Letting List</p> <p>Plan Holders Lists</p> <p>Contractor List</p> <p>Addendum</p> <p>Project Bids™, Expedite™ &amp; Bid Express™ Electronic Bidding</p> <p>Bid Withdrawal Form</p>	<p>Award Sheets 2017</p> <p>Archived Award Sheets</p> <p>Awarded Projects Search</p> <p>Bid Archives</p>

Navigate to:

<http://www.mdt.mt.gov/business/contracting/>

Click on the link

**MDT - CONTRACT PLANS BUREAU**  
 2701 Prospect Avenue, PO Box 201001  
 Helena MT 59620-1001  
 Phone: (406)444-6215, (406)444-6212, or  
 (406)444-6284

**AASHTOWare Project Bids™ Effective Date:  
December 7, 2017 Bid Letting and beyond**



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## Contracting & Bidding

### Bid Letting

#### Project Bids™, Expedite™ & Bid Express™ Electronic Bidding

AASHTOWare Project Expedite™ Electronic Bidding System is a Windows application designed to work with AASHTOWare Project Preconstruction™, PES® and LAS®, or any similar proposal preparation and bid letting management system. AASHTOWare Project Expedite effectively streamlines the bidding process, providing transportation agencies with control over the bid letting process while facilitating bid submittal for contractors. In use in over 30 state transportation agencies, it allows bidders to receive proposal item schedules and submit and withdraw item bids in a secure, electronic environment. AASHTOWare Project Expedite also tracks Disadvantaged Business Enterprise (DBE) commitments and automates calculations, applying amendments and other tasks. Electronic bidding greatly reduces the time and expenses associated with data entry, bid revisions, bid tabulations and finalization.

#### Bid Express™ Secure Internet Bidding

Many contractors who work with MDT already use Expedite to produce a bid with an electronic bid file. When your bid is prepared using Expedite, you can use the [Bid Express™ Secure Internet Bidding](#) service to submit it over the internet. This convenient service means that you no longer need to travel to submit bids—no more time away from the office, miles of travel, or expensive hotel stays just to deliver bids. Stay home and let the internet safely and securely deliver the bid for you.

Although Bid Express is not mandatory at this time, MDT strongly encourages that you give this service a try.

#### Download Project Bids™ (It's free!)

##### Terms and Conditions

AASHTOWare Project Bids™ contains underlying program code that incorporates strong encryption technology and is therefore subject to export restrictions. Its distribution may be regulated by 15 CFR Parts 730-774, published by the U.S. Department of Commerce, Bureau of Export Administration, as the Export Administration Regulations (EAR), and other laws and regulations.

Except for export to Canada for use in Canada by Canadian citizens or lawful permanent residents, Project Bids™ and any underlying technology may not be exported outside the United States or to any foreign entity or "foreign person" as defined by U.S. government regulations, including without limitation, anyone who is not a citizen, national, or lawful permanent resident of the United States.

Project Bids™ is available within the U.S. It may not be exported outside the U.S. Be aware that if you export this software outside the U.S., you may be in violation of U.S. laws.

[Download Project Bids™](#)

[Project Bids™ User Guide](#)



Click on the link:  
"Download Project Bids™"



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You Are Now Leaving the Montana Department of Transportation (MDT) Web Site

You are about to access  
<https://bids.cloverleaf.net/>

Thank you for visiting.

Our web sites have many links to other organizations, such as educational institutions and non-profit associations. While we offer these electronic links for your convenience in accessing transportation-related information, please be aware that when you exit our web site, the privacy policy stated on our web sites may not be the same as that on other web sites. In addition, MDT cannot attest to the accuracy of information provided by linked sites. Linking to a web site does not constitute an endorsement by MDT or any of its employees of the sponsors of the site or the products presented on the site.

[Continue](#)

Click on the link:  
“Continue”  
You will be taken to an external link  
<https://bids.cloverleaf.net> to download Project Bids™

Please note: You must scroll all the way to the bottom using of the slide bar on right side of the license agreement and check the box before the link to “Install Bid Component” is made active.

**Name:** AASHTOWare Project Bids™ Bid Component

**Version:** 1.0.8.1

**Publisher:** Published on behalf of AASHTO by Info Tech, Inc.

**Software Requirement:**  
Microsoft .NET Framework 4.6.1 (x86 and x64)

If you do not have the .NET Framework, it will be installed when you click the Install button.

Normal operation of the AASHTOWare Project Bids™ Bid Component will include certain identifying information as part of the exported .ets file (Your bid file). This information necessarily includes identifying information about You, Your business, and any confidential information included in Your bid. This information is not collected by AASHTO and is securely encrypted until such time as the agency to which Your bid is submitted opens Your bid. The AASHTOWare Project Bids™ Bid Component does not retain this information in any way other than the exported .ets file. Confidentiality of any information in Your exported .ets file is governed by the laws and regulations of the state of the agency which accepts your bid.

15. Waiver  
A waiver of any term, provision or condition of this Agreement shall not be deemed a continuing waiver of any such term, provision or condition. No waiver shall be valid or binding unless agreed to in writing and signed by authorized representative of AASHTO.

16. Entire Agreement  
This Agreement constitutes the entire agreement between the parties, and supersedes all proposals, communications and agreements between the parties, oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified except in writing signed by both parties.

I have read and agree to the license agreement.

**Install Bid Component**

Please review the AASHTOWare Project Bids™ Bid Component license agreement to continue.

1.0.8.1

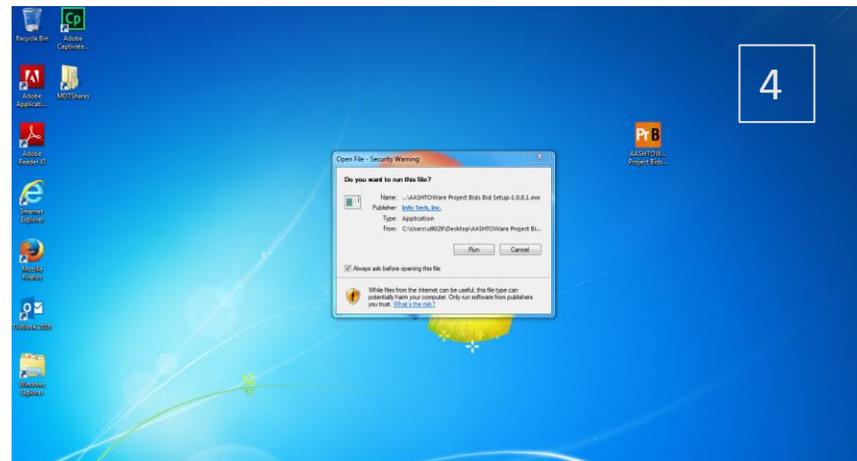
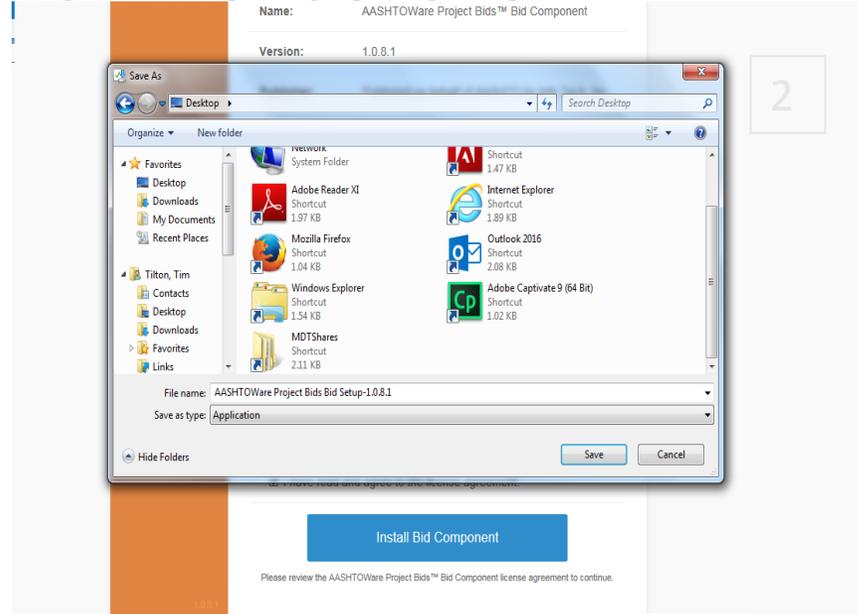
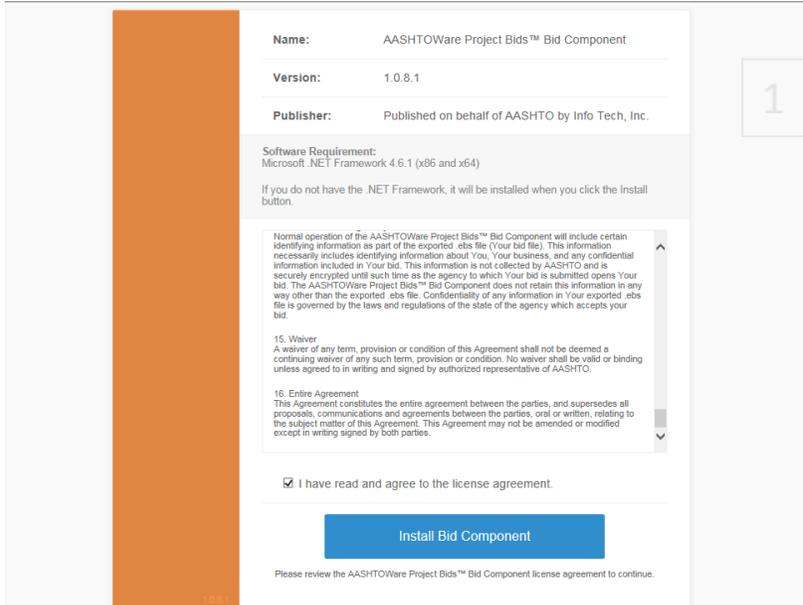
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# AASHTOWare Project Bids™ Software Installation Instructions



You may need administrative privileges and/or temporarily suspend Internet Security software protection on your computer to install AASHTOWare Project Bids™ Software.

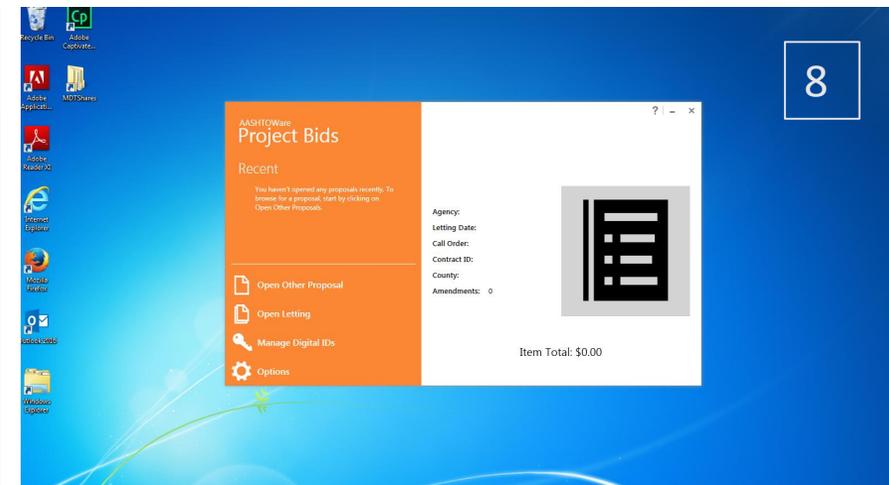
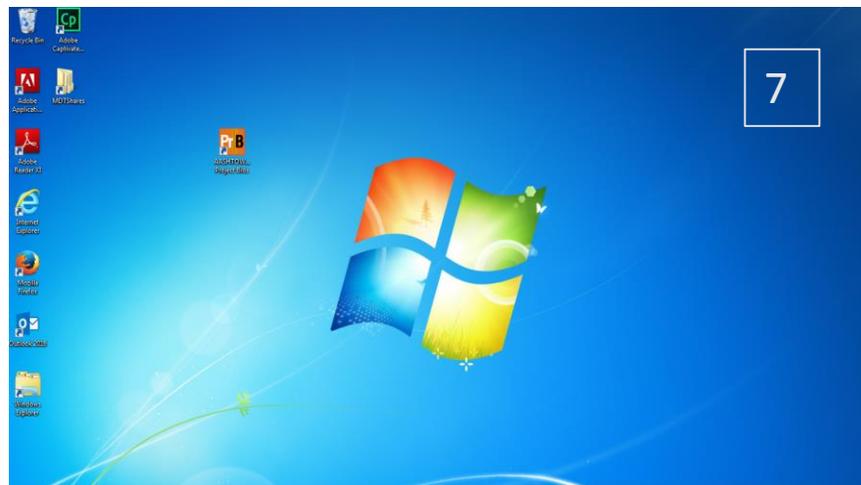
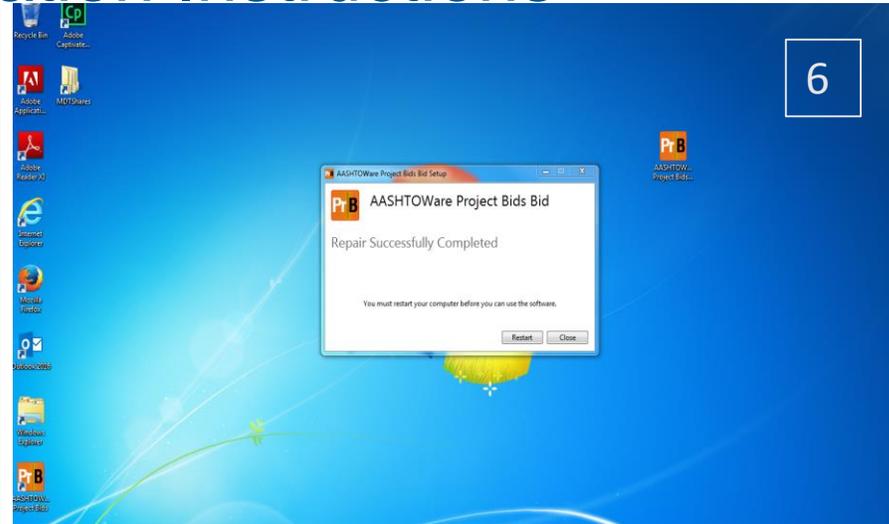
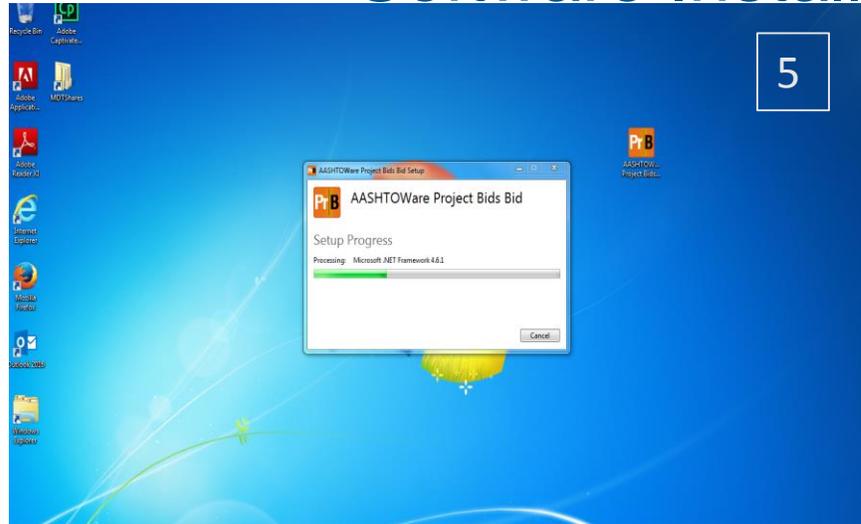
Please note: These screenshots and steps may vary from your results depending on what version of Microsoft Windows you have and the particular security software you run on your computer. Also, Internet Explorer 11 (IE11) is the recommended internet browser for installation of the software. Other internet browsers are partially supported (i.e. Google Chrome, Mozilla Firefox, Microsoft Edge) but may yield different steps than these screenshots.

In most cases, choose to “RUN” the executable file. Some users may need to “SAVE AS” to the Desktop first and “RUN” once the executable file has been saved locally.

- The screenshots and Steps 1-4 are as if the user chose “SAVE or “SAVE AS”
- 1-“SAVE AS” to Desktop
  - 2-Navigate to Desktop
  - 3-Executable File is on Desktop
  - 4-Double-click to Run Executable file on your desktop.



# AASHTOWare Project Bids™ Software Installation Instructions



Please note: These screenshots and steps may vary from your results depending on what version of Microsoft Windows you have and the particular security software you run on your computer.

Follow Steps 5-6

5-Setup Progress Display

6-Program Successfully Installed and in most cases will launch automatically.

--Some users may need to “Restart” their computer to finish Install depending on which version of Microsoft Windows.

If so, Follow Steps 7-8

7-Desktop Icon should be on Desktop or on Windows Start Menu after Restart

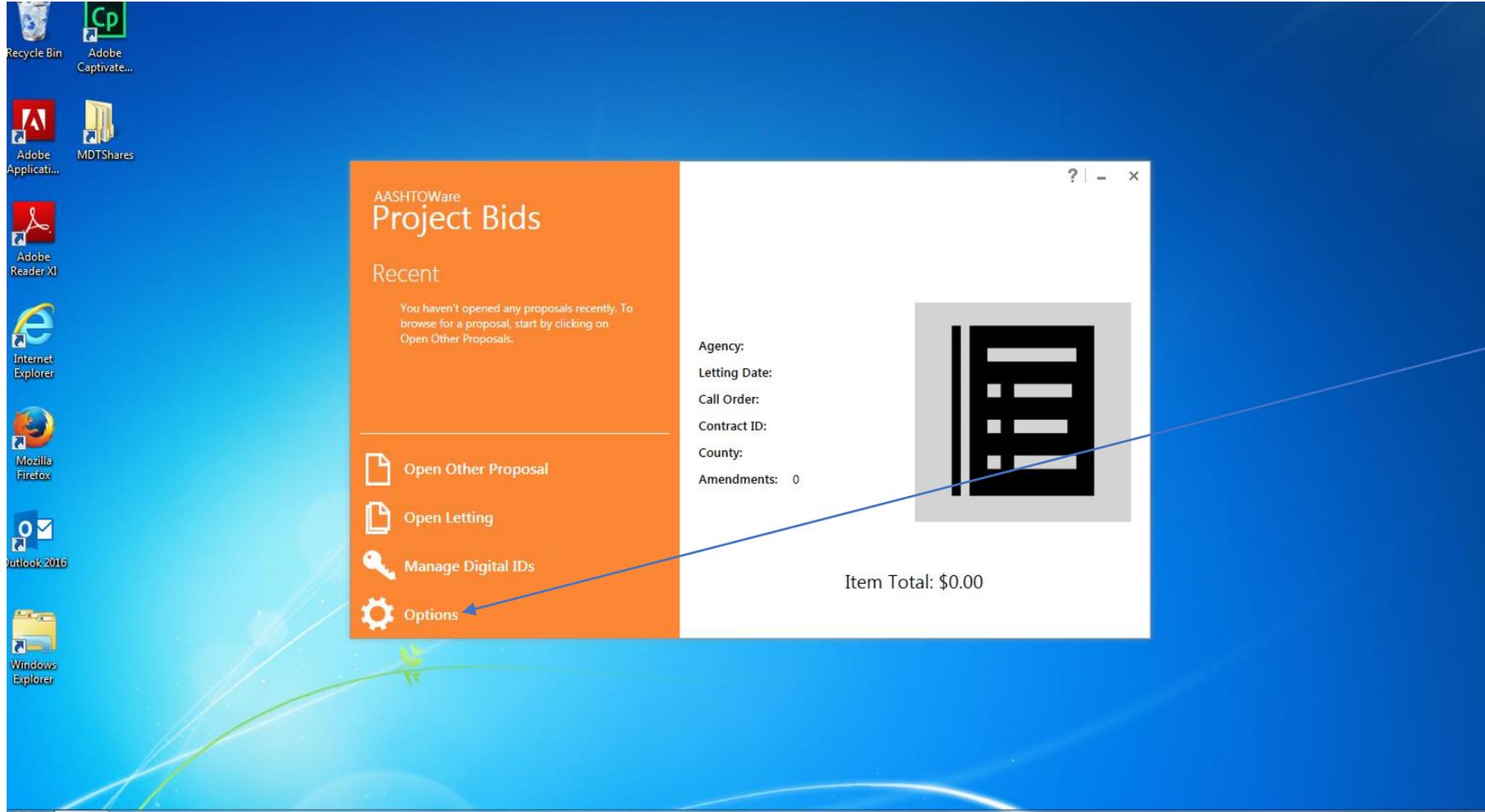
8-Double-click Icon to launch Project Bids™ from Desktop or launch from the Windows Start Menu.



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# AASHTOWare Project Bids™ Software Installation Instructions



The first time Project Bids™ is launched, complete the User Profile by clicking on “Options”



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# AASHTOWare Project Bids™ Software Installation Instructions



Options 

User Profiles Digital IDs Item List Formats Proxy 0% Complete

Update and maintain your user profile details.

DEFAULT	DEFAULT BIDDER ID	BUSINESS NAME	ADDRESS
<input checked="" type="checkbox"/>	9997	MDT Mock Contractor 9997	2701 Prospect Ave. Helena, MT

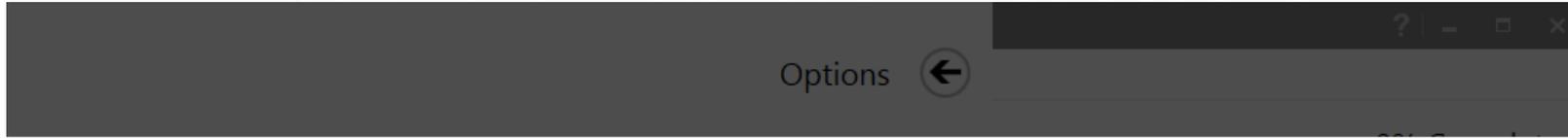
  
  
  
  
  


Bid Total:

Click on the + button to create a User Profile



# AASHTOWare Project Bids™ Software Installation Instructions



## User Profile Entry

Company:

Address 1:

Address 2:

City:  State:

Zip:

Phone:  Fax:

Cell:  Pager:

Email:

Add/Remove Bidder ID:

Select Default Bidder ID:

Fill out Company Name and address.  
Enter your assigned 4-digit MDT Vendor ID Number.  
If you do not know your Vendor ID number, call (406)444-6215 for assistance.

Please note: Enter the 4-digit number and "Tab" to have it transfer to the Default Bidder ID Field.  
You must "Tab" rather than pressing the "Enter" Key to set the Default Bidder ID



# AASHTOWare Project Bids™ Software Installation Instructions



Options ←

## User Profile Entry

Company:

Address 1:

Address 2:

City:  State:

Zip:

Phone:  Fax:

Cell:  Pager:

Email:

Add/Remove Bidder ID:

Select Default Bidder ID:

Press the "Save" Button to create the User Profile

Bid Total:



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# AASHTOWare Project Bids™ Software Installation Instructions



Options ←

User Profiles **Digital IDs** Item List Formats Proxy

0% Complete

Update and maintain your Digital IDs.

NAME	FINGERPRINT
------	-------------

+  
×  
↑  
?

Optional Step. Skip this step if you are not a Bid Express™ Internet Bidding Service subscriber and intend to submit bids to MDT Contract Plans in person or by mail.

Contact Bid Express at [www.bidx.com](http://www.bidx.com) or by phone at (888) 352-BIDX (2439), or email [customer.support@bidx.com](mailto:customer.support@bidx.com) to obtain a Project Bids™ Digital ID if you are currently, or intend, to subscribe and submit bids electronically via internet connection. PLEASE plan ahead and allow three weeks, minimum, to obtain a Digital ID and activate Bid Express subscription!.

Bid Total:



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# AASHTOWare Project Bids™ Software Installation Instructions



User Profiles Digital IDs Item List Formats Proxy

Update and maintain your user profile details.

DEFAULT	DEFAULT BIDDER ID	BUSINESS NAME	ADDRESS
<input checked="" type="checkbox"/>	9997	MDT Mock Contractor 9997	2701 Prospect Ave. Helena, MT

Options ←



0% Complete



- 1) Click the Arrow to collapse the Options Menu Then,
- 2) Click the “\_” to minimize the Project Bids™ software program.

You have finished installing Project Bids™ and are now ready to download Bid Files and complete a bid!

Feel free to call the MDT Contract Plans Bureau at: 406) 444-6215, (406) 444-6212, or (406) 444-6284 for customer assistance.

We are available to assist you from 7:00 a.m. to 5:00 p.m.

-END OF THIS PRESENTATION

Bid Total:



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