

NYSTA Instructions for Using Expedite BID

The New York State Thruway Authority (NYSTA) uses AASHTOWare Project Expedite (formerly Trns•port Expedite) software for electronic bidding. Expedite is a product of the American Association of State Highway and Transportation Officials (AASHTO) that is currently used by the majority of State Departments of Transportation.

The electronic bid files are in proprietary format (*.ebs). Bidders must use the free module called Expedite Bid to view this data and generate the appropriate bid sheets. It integrates with many existing electronic bid preparation software packages, and has import/export capability for use with database and spreadsheet systems. Expedite Bid calculates item and overall bid totals on-the-fly, as estimators work through the list, and alerts estimators if an item is accidentally omitted. This greatly reduces errors in calculation and reasoning. Expedite Bid also creates an electronic bid file that can be sent to the Authority to accelerate the selection process.

The following instructions assume that Expedite BID version 5.11a has already been downloaded, installed, and configured. If not, information on obtaining a copy of Expedite BID and configuring the software is available on the New York State Thruway Authority's website at <http://www.thruway.ny.gov/business/contractors/expedite/index.html>. Contractors should also periodically review the NYSTA web site for important bidding information.

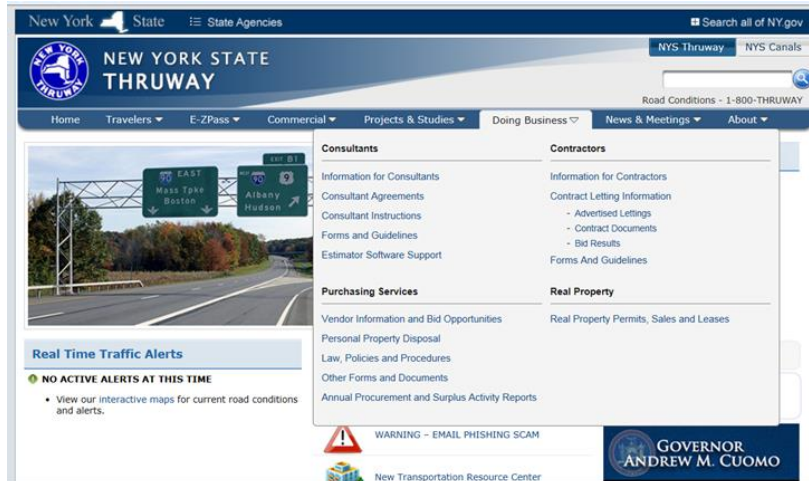
The following instructions were tested with Internet Explorer 9.0. Other web browsers should work, but may behave differently.

Downloading and Preparing the Initial Bid

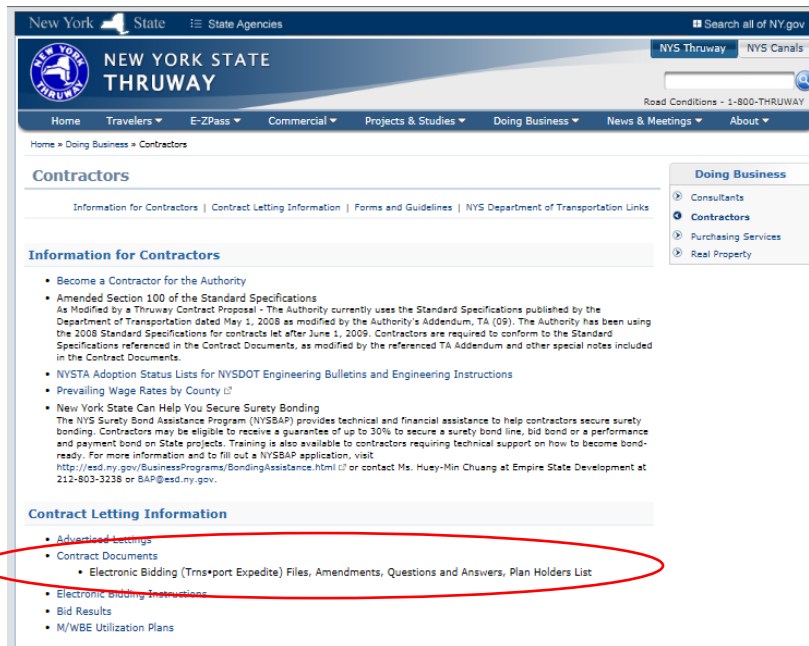
1. Open your web browser and navigate to NYSTA's web site, <http://www.thruway.ny.gov>.
2. Click on the NYS Thruway button to enter the Thruway's website.



3. Click on the Doing Business pull-down and select the "Contract Letting Information" link.



4. Click on the "Contract Documents" link.



5. Click on a specific contract to display its detailed information.

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Contract Documents

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Instructions:

1. Read the Electronic Bidding Instructions and the Electronic Bidding Full Policy Statement before attempting to use data obtained from this website.
2. Click on each letting date for contract details and documents.
3. The Bid Sheets and other required bid documents are ONLY available in the full bidding package. In order to obtain the full bidding package, Contractors must register as a Plan Holder using the link under each contract. Subcontractors and Suppliers must also use this link in order to appear on the Plan Holders lists, which are updated nightly.

The past 6 months of contract documents are available free of charge.

Open All | Close All

*The files below are in PDF format unless otherwise noted.

- + Letting Date: Sep 10, 2014 : Contract No: D214335 / TAS 14-33A
- + Letting Date: Sep 3, 2014 : Contract No: D214269 / TAB 14-31B
- + Letting Date: Sep 3, 2014 : Contract No: D214288 / TANY 14-5
- + Letting Date: Aug 27, 2014 : Contract No: D214331 / TANY 14-29B
- + Letting Date: Aug 13, 2014 : Contract No: D214255 / TAA 14-41
- + Letting Date: Aug 6, 2014 : Contract No: D214317 / TAB 14-21B
- + Letting Date: Jul 23, 2014 : Contract No: D214349 / TANY 14-40B
- + Letting Date: Jul 9, 2014 : Contract No: D214301 / TAA 14-35
- + Letting Date: Jul 2, 2014 : Contract No: D214337 / TAB 14-36
- + Letting Date: May 28, 2014 : Contract No: D214256 / TANE 14-1
- + Letting Date: May 28, 2014 : Contract No: D214322 / TAA 14-25B
- + Letting Date: May 28, 2014 : Contract No: D214332 / TANY 14-30B
- + Letting Date: May 21, 2014 : Contract No: D214324 / TANY 14-27

Doing Business

- Consultants
- Contractors**
- Purchasing Services
- Real Property

Electronic Bidding Instructions

Electronic Bidding Full Policy

6. To simply view the Plans and/or Proposal book(s), click on the specific item you are interested in. To obtain a complete bidding package for a specific contract, click on the “You MUST register as a Plan Holder to download the full bidding package and receive important updates” link.

+ Letting Date: Aug 27, 2014 : Contract No: D214331 / TANY 14-29B

- Letting Date: Aug 13, 2014 : Contract No: D214255 / TAA 14-41

Description: CONTRACT TAA 14-41 / D214255 - CONSTRUCTION OF A LIVING HISTORY REST AREA AT LOCK E-13 BETWEEN MP 186.9 WB AND MP 187.7 WB IN MONTGOMERY COUNTY

Contract Documents:

You MUST register as a Plan Holder to download the full bidding package and receive important updates

- Proposal Book 1 Of 3
- Proposal Book 2 Of 3
- Proposal Book 3 Of 3
- Plans Volume 1 Of 1

Supplemental Information:

- Boring Log Dnx2
- Cadd Files
- Clarity Plans Volume 1 Of 1
- Swppp 20140707

Amendments:

- Amendment 1:
 - Amendment A01 on 08/04/2014
 - 13AUG255.001
- Amendment 2:
 - Amendment A02 on 08/07/2014
 - 13AUG255.002
- Amendment 3:
 - Amendment A03 on 08/11/2014
 - 13AUG255.003

Questions and Answers:

- None at this time

PLAN HOLDERS LIST FOR D214255 / TAA 14-41

COMPANY	ADDRESS	CITY	ST	ZIP	PHONE
BARRETT PAVING MATERIALS INC	4530 WETZEL ROAD	LIVERPOOL	NY	13090	315 652-4585
BCI CONSTRUCTION INC	20 LOUDONVILLE ROAD	ALBANY	NY	12204	518-426-3200
BETTE & CRING LLC	22 CENTURY HILL DRIVE SUITE 201	LATHAM	NY	12110	518-213-1010
BUNKOFF GENERAL CONTRACTORS	790 WATERVLIET SHAKER ROAD	LATHAM	NY	12110	518-786-8666

7. If you have registered previously in the Authority's system as a Contractor, then simply enter your Federal EIN (Employer Identification Number) in the appropriate box, click the submit button and proceed to step 10. If you have not registered previously or the system reports that it cannot locate your registration information, then click the "Click here if you are not already registered as a Contractor" link.

Download the Full Bidding Package

NOTE: You MUST be pre-registered as a Contractor and have a VALID email address on file before you can download the Full Bidding Package. This is a one-time registration.

[Click here if you are not already registered as a Contractor.](#)

If you are already registered as a Contractor, enter your Employer Identification Number (EIN).

EIN (ex. 12-3456789):

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8. Enter the information requested and click the Register button.

Contractor Registration

To register as a Contractor, please Submit the following information:

EIN:

Company Name:

Address:

City:

State:

Zip Code:

Phone:

Email Address:

Contact Name:

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9. The registration system should display the submission page below. Once you receive a follow-up email confirming that you have been registered, repeat steps 1 – 7 to obtain the Full Bid Package.

Contractor Registration

Your registration information has been successfully submitted. You will receive a follow-up email from the Authority once your information has been verified and has been entered into the system.

If you do not receive this email within 2 business days please contact the Authority at 518-436-2907 .

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10. Once registration in the Authority's system has been confirmed, you **must** acknowledge that you understand the Electronic Bidding Policy of the NYSTA. The full policy may be viewed by clicking on the "Electronic Bidding Full Policy Statement" link. To acknowledge this click on the Accept Agreement and Send Email button. An email will be sent containing a link to where a compressed zip file containing the full bidding package may be downloaded.

Note: As a security measure, the address where the email will be sent will be partially obscured by asterisks. If the part of the email address that is displayed is obviously incorrect or there are doubts whether we have the correct address in our system, please call the Authority at the phone number indicated.

Download the Full Bidding Package

Before downloading contract bid data, potential bidders must acknowledge they understand the full Electronic Bidding Policy of the NYS Thruway Authority (NYSTA) and instructions for use of Tms•Port Expedite. By clicking 'Accept Agreement' You acknowledge that:

- You have read and understand the NYSTA's policy regarding use of electronic bid data as it appears in the contract proposal and as detailed in the [Electronic Bidding Full Policy Statement](#) on this website;
- Bidders are solely responsible for obtaining proposal and plan data and checking the Proposal Amendment section of NYSTA's website to ensure they submit a fully complete, responsive and acceptable bid; and
- Bids which fail to comply with these conditions risk being declared informal (invalid/non-responsive) and rejected.

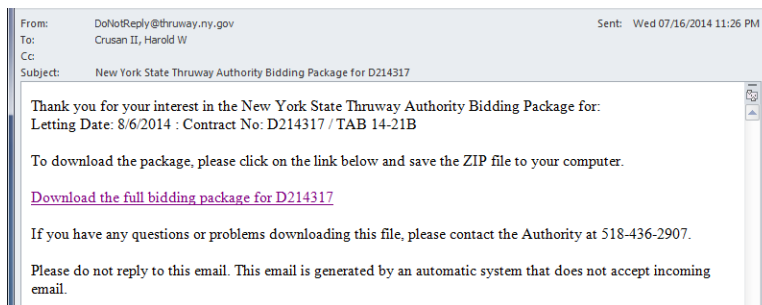
An email with a link and instructions on how to download the Full Bidding Package will be sent to the email address on file.

Email Address on File: A*****T@THRUWAY.NY.GOV

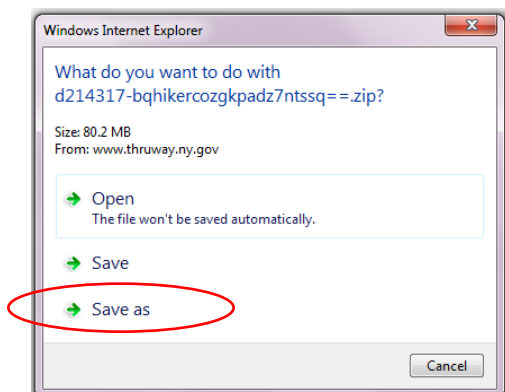
If this email address is not correct, please contact the Authority at 518-436-2907 to update your account.

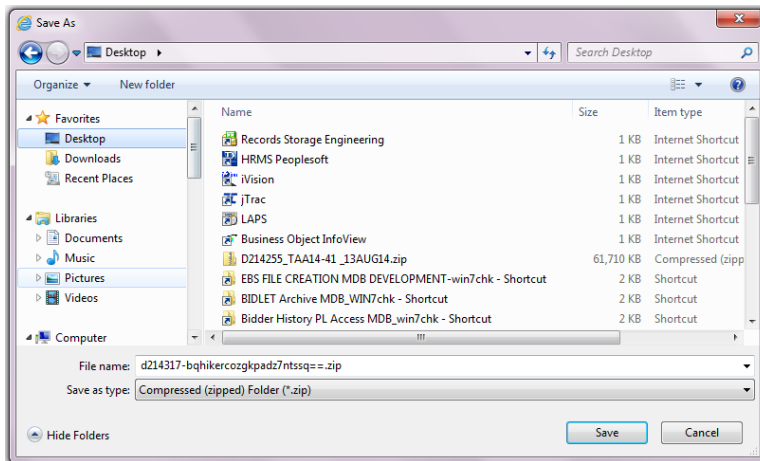
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11. Once received, open the email and click on the embedded link.



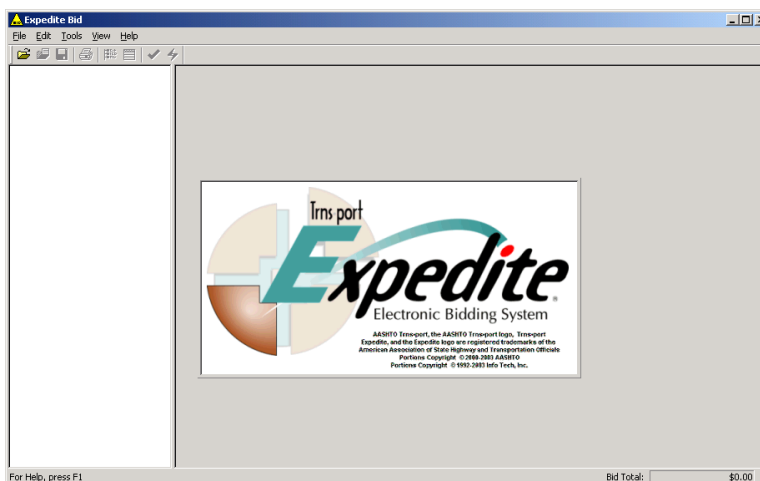
12. Select the 'Save As' option and browse to the location where the Full Bidding Package (in ZIP) format should be downloaded and the files extracted. Click on the 'Save' button to continue.



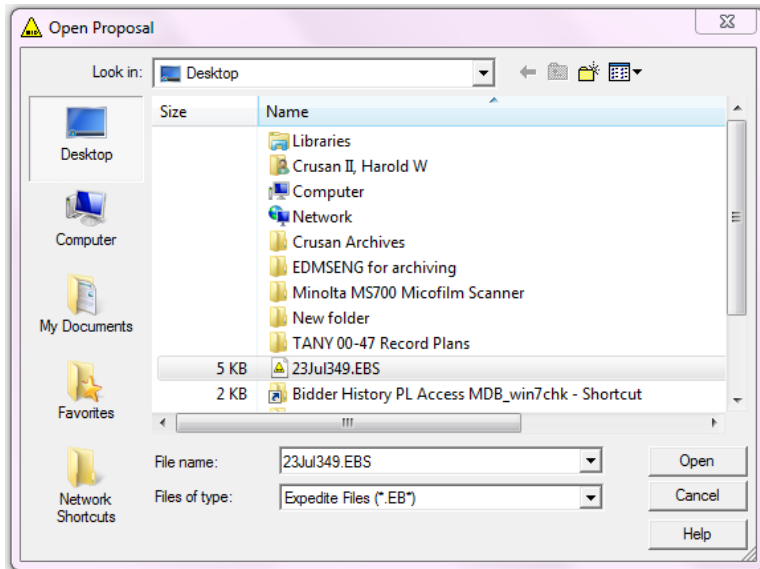


13. Highlight the ZIP file, click the right mouse key and select the Extract All command to copy out all the files. The Expedite BID file name should not be altered. It should have an EBS extension.

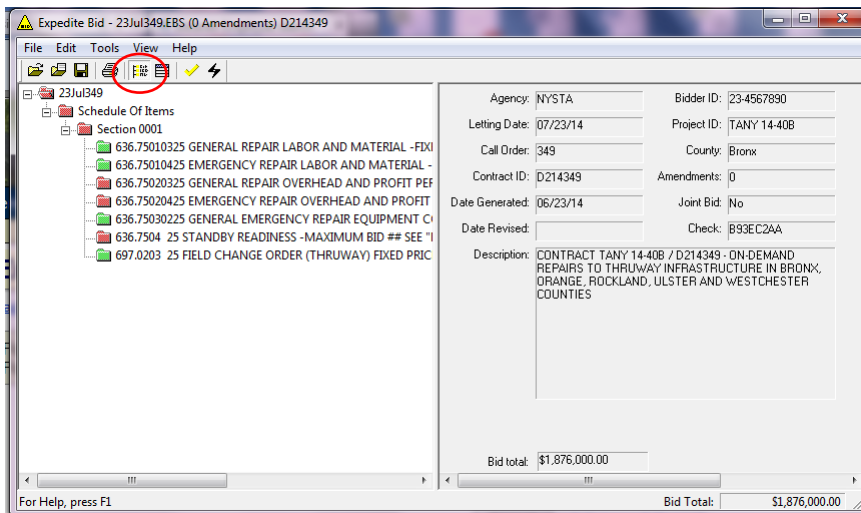
14. Start Expedite BID and select the Open Proposal command from the File menu.



15. Navigate to the location where the Expedite EBS file was extracted, select the appropriate file and click the 'Open' button.

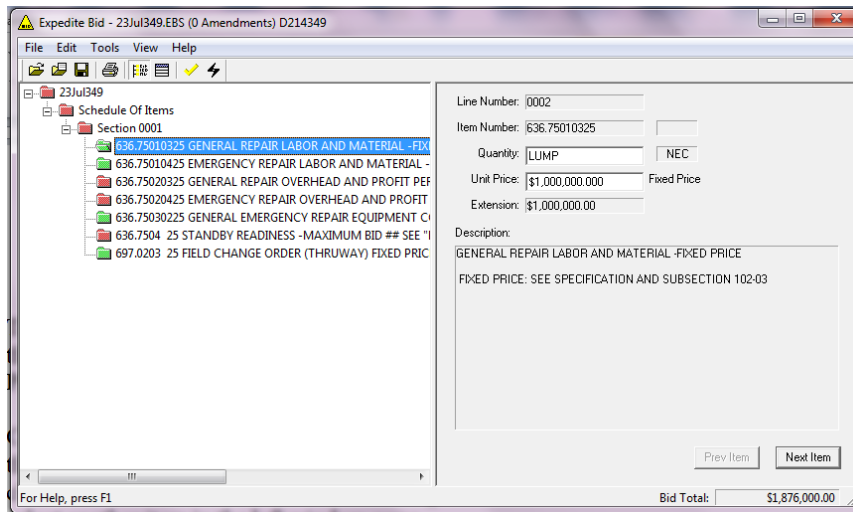


16. Click the Tree View button on the toolbar to display all of the items in the left window pane. This view is best for displaying the items and their full descriptions.

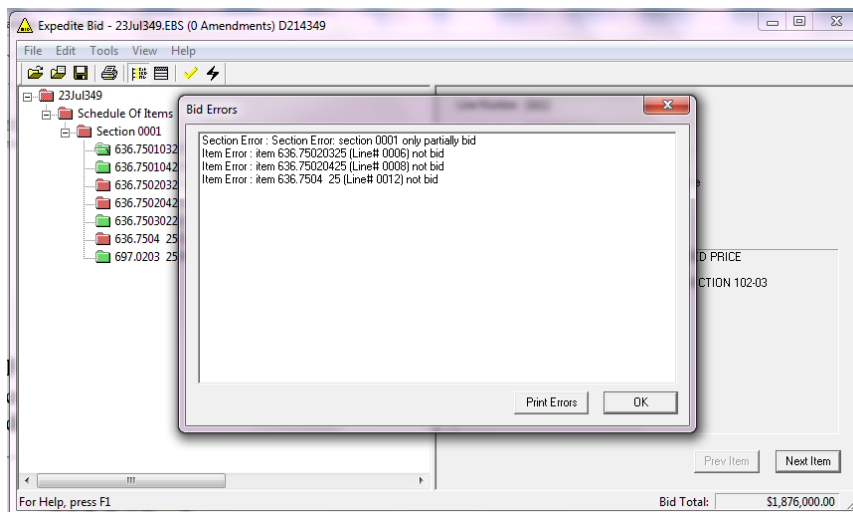


The Agency code (NYSTA) displayed in the right window pane confirms that the file is for the NYS Thruway Authority. The TA number assigned to the project appears in both the Project ID field and in the beginning of the Description field.

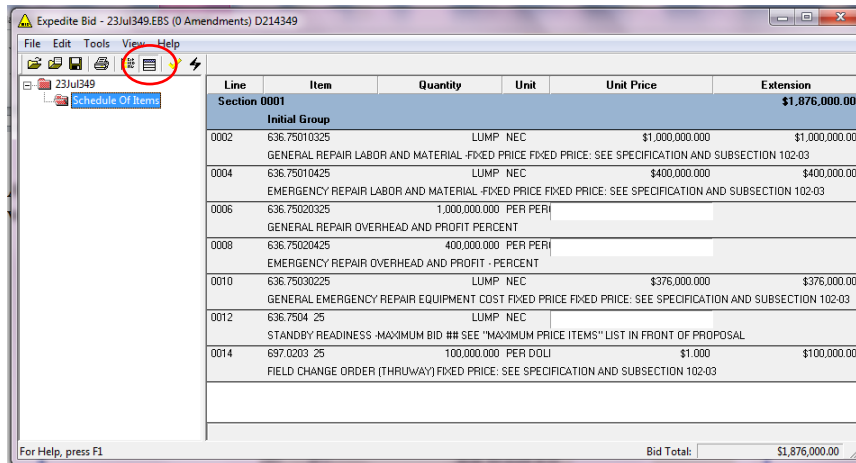
17. Click on an item in the left window pane to display detailed information about that item in the right window pane. A user can only enter bid data for one item at a time and must either click the 'Next Item' button in the bottom right corner to move to the next item, or manually select another item in the left window pane.



18. Folders/items shown in red indicate an incomplete bid. Green folders/items indicate a complete bid. The Check Bid command from the Tools menu may be used to obtain a detailed list of errors, which can be printed for reference.



19. Alternatively, click the Grid View button on the toolbar to display all of the items in the right window pane. This view allows the fastest entry of bid data.



Line	Item	Quantity	Unit	Unit Price	Extension
Section 0001					\$1,876,000.00
Initial Group					
0002	636.75010325	LUMP	NEC	\$1,000,000.000	\$1,000,000.00
GENERAL REPAIR LABOR AND MATERIAL -FIXED PRICE FIXED PRICE: SEE SPECIFICATION AND SUBSECTION 102-03					
0004	636.75010425	LUMP	NEC	\$400,000.000	\$400,000.00
EMERGENCY REPAIR LABOR AND MATERIAL -FIXED PRICE FIXED PRICE: SEE SPECIFICATION AND SUBSECTION 102-03					
0006	636.75020325	1,000,000.000	PER PERI		
GENERAL REPAIR OVERHEAD AND PROFIT PERCENT					
0008	636.75020425	400,000.000	PER PERI		
EMERGENCY REPAIR OVERHEAD AND PROFIT - PERCENT					
0010	636.75030225	LUMP	NEC	\$376,000.000	\$376,000.00
GENERAL EMERGENCY REPAIR EQUIPMENT COST FIXED PRICE FIXED PRICE: SEE SPECIFICATION AND SUBSECTION 102-03					
0012	636.7504 25	LUMP	NEC		
STANDBY READINESS -MAXIMUM BID ## SEE "MAXIMUM PRICE ITEMS" LIST IN FRONT OF PROPOSAL					
0014	697.0203 25	100,000.000	PER DOLI	\$1 000	\$100,000.00
FIELD CHANGE ORDER (THRUWAY) FIXED PRICE: SEE SPECIFICATION AND SUBSECTION 102-03					
Bid Total:					\$1,876,000.00

20. Use the Save command from the File menu to save all additions or changes to the EBS file.

Applying Amendments

When a bidder receives an amendment announcement or sees that an amendment has been posted on NYSTA's Internet site, an electronic Expedite amendment file needs to be incorporated into the original Expedite Bid file. The process for doing so is dependent upon the type of amendment issued.

Standard Amendment

If the amendment **does not** postpone a contract's Letting, use the following procedure:

1. Repeat steps 1 through 5 from the previous section. However, instead of clicking on the link to download the entire bid package, click on the link for the appropriate Expedite Amendment file (e.g. *.001, *.002, etc.) displayed under the Amendments section and save the file to your local system.

Note: The amendment notice (*.pdf) and the Expedite amendment file (*.00x) will be added to the full bidding package for new plan holders whenever an amendment is issued. If preferred, existing plan holders may also download the full package again to retrieve these files. The system will only enter you into the Plan Holder list once.

+ Letting Date: May 7, 2014 : Contract No: D214323 / TA14-26C

- Letting Date: Apr 30, 2014 : Contract No: D214246 / TAS 14-11

Description: TAS 14-11 / D214246 - ERIE CANAL HERITAGE PARK AT PORT BYRON, PHASE 1: CONSTRUCTION OF DECELERATION AND ACCELERATION LANES, PARKING LOT, TRAILS TO AND AROUND OLD LOCK 52; INSTALLATION OF LIGHTING, PAVEMENT STRIPING AND SIGNS IN THE TOWN OF MENTZ, CAYUGA COUNTY.

Contract Documents

- [You MUST register as a Plan Holder to download the full bidding package and receive important updates](#)
- [Proposal Book 1 Of 2](#)
- [Proposal Book 2 Of 2](#)
- [Disclaimer](#)
- [Bid Envelope Label](#)

Amendments

- [Amendment 11](#)
- [Amendment A01 on 04/23/2014](#)

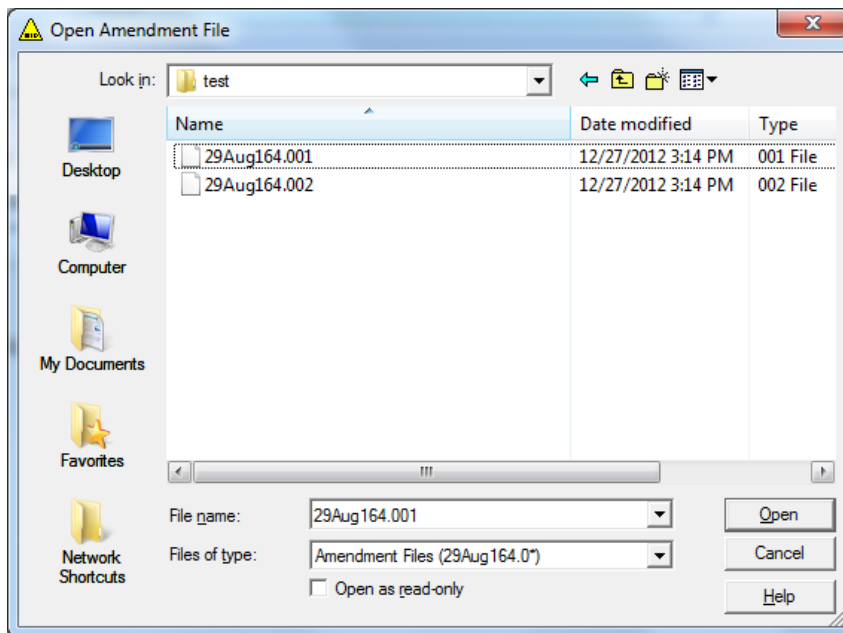
Questions and Answers

- None at this time

PLAN HOLDERS LIST FOR D214246 / TAS 14-11

COMPANY	ADDRESS	CITY	ST	ZIP	PHONE
ALL COUNTY CONSTRUCTION	4846 STATE ROUTE 104	WILLIAMSON	NY	14589	315-589-8661
ASA CONTRACTORS INC	5884 MERRILL ROAD	BYRON	NY	14422	585-548-2235
BARRETT PAVING MATERIALS INC	4530 WETZEL ROAD	LIVERPOOL	NY	13090	315 652-4585
CCI COMPANIES, INC.	186 MOUNT PLEASANT CEMETERY ROAD	CANASTOTA	NY	13032	315-697-2547
CDC	4201 WEST PARMER LANE	AUSTIN	TX	78727	512 634-5970
CERTIFIED SAFETY PRODUCTS OF NY INC	807 STATE ROUTE 417	ANDOVER	NY	14806	607-478-8467

2. Start Expedite BID and use the Open command on the File menu to open the EBS file originally downloaded and worked on (or if available, select it from the file history list).
Note: If the Expedite amendment files are saved or moved into the same folder as the original EBS file, then they will automatically be loaded when you open the EBS file and you can skip Step 3.
3. Select the Load Amendment command from the File menu. The following dialog box will appear. Navigate to the location where the Expedite amendment file was downloaded, select the appropriate amendment and click the 'Open' button.



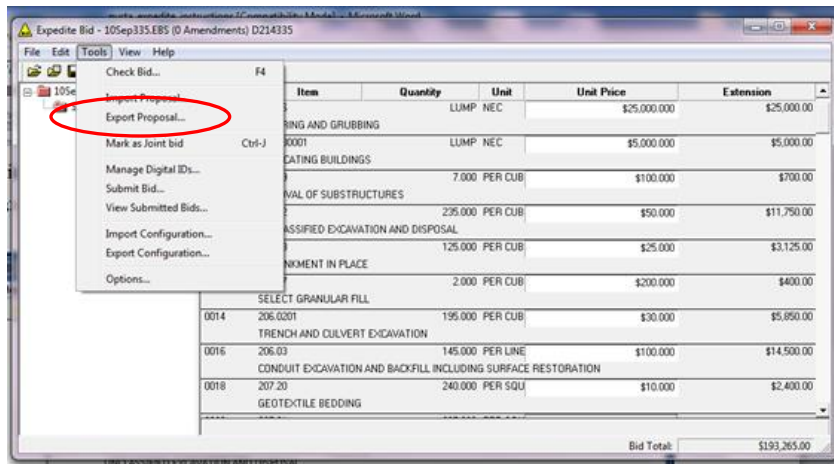
Amendment files must be loaded in order (i.e., amendment file *.001 must be loaded before *.002). However, the system will not load an amendment that does not belong to the contract currently loaded or load an amendment that has already been applied. When an amendment file is loaded, the software will display info on the current amendment, as well as any previous amendments (i.e. items added, quantities changed, etc...). The number of amendments applied should now be displayed on the top of the program window, next to the file name.

4. Continue working on bid proposal. Any bid items added by the amendment will be appended to the end of the item list and any items deleted by the amendment will be removed from the Expedite file. In addition, the unit price on any existing item whose quantity has changed due to the amendment will be removed, thereby requiring a new unit price to be entered.

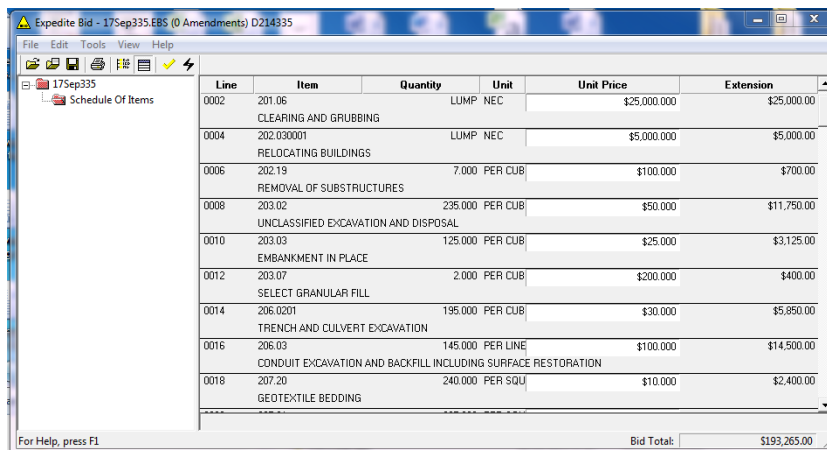
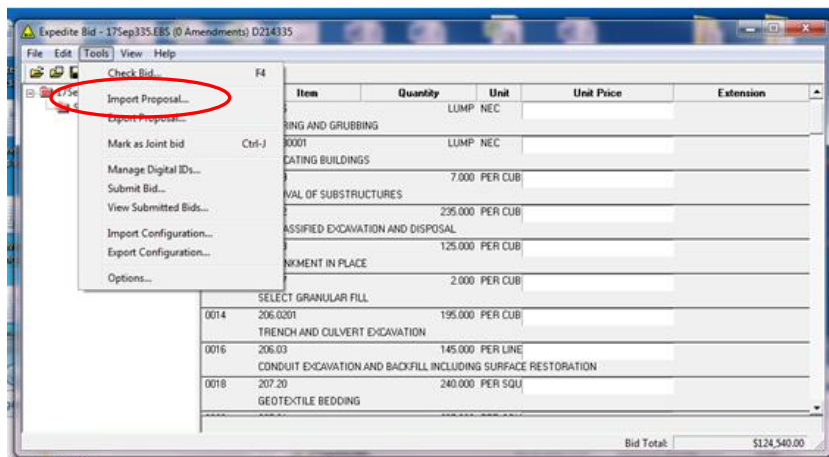
Postponement Amendment

If an amendment **does** postpone a contract's Letting, then you will need to download the full bidding package again following the steps listed previously. This is necessary because the original Expedite EBS file and any previous amendments need to be regenerated to match the letting date and naming convention of any new amendments. If a bidder has already entered bid prices into the previous EBS file, then they will either have to manually reenter the bid prices into the new EBS file or can transfer that bid data using the following procedure:

1. Open the original EBS and load any prior amendments.
2. Use the Export Proposal command from the Tools menus to export the bid data to a Comma Delimited (*.CSV) file.



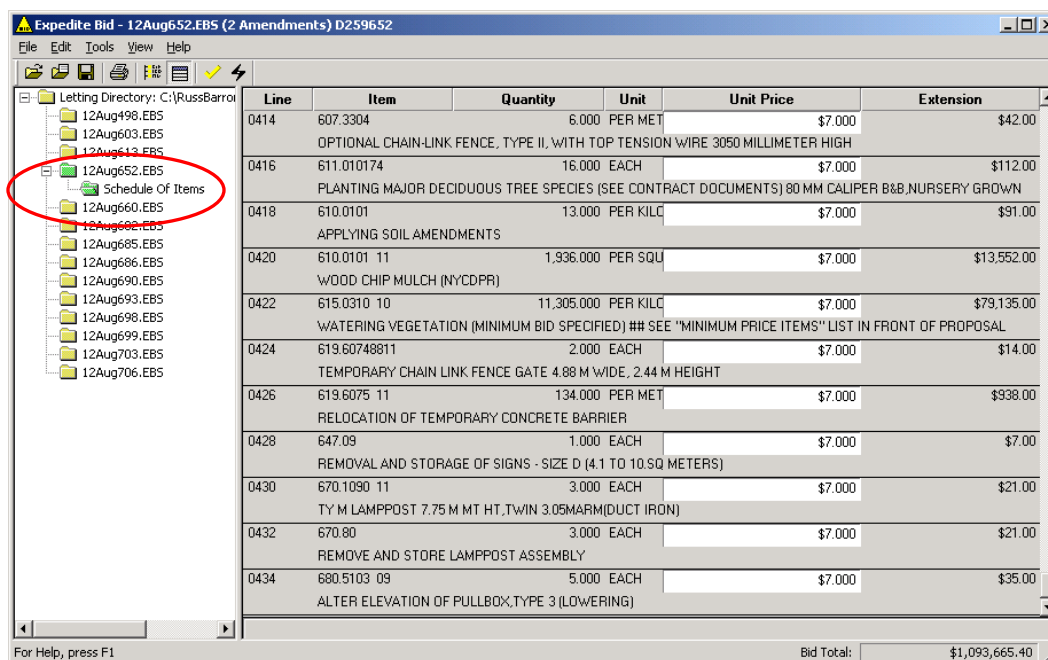
3. Open the new EBS files and load any regenerated amendment files.
4. Use the Import Proposal command from the Tools menu to import the bid data from the previously saved Comma Delimited (*.CSV) file.



5. Use the Load Amendment command from the File menu to load the Postponement amendment. That amendment may also contain changes to the project items.

Printing the Bid Proposal

1. Before printing out a final bid proposal, confirm that all folder/files appear green, indicating that all bid information is complete.



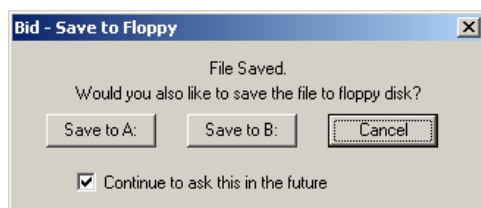
The screenshot shows the 'Expedite Bid - 12Aug652.EBS (2 Amendments) D259652' window. On the left, a file tree shows folders for '12Aug498.EBS' through '12Aug706.EBS', with 'Schedule Of Items' highlighted. The main table lists bid items with columns: Line, Item, Quantity, Unit, Unit Price, and Extension.

Line	Item	Quantity	Unit	Unit Price	Extension
0414	607.3304	6.000	PER MET	\$7.000	\$42.00
0416	611.010174	16.000	EACH	\$7.000	\$112.00
0418	610.0101	13.000	PER KILG	\$7.000	\$91.00
0420	610.0101 11	1.936.000	PER SQU	\$7.000	\$13,552.00
0422	615.0310 10	11,305.000	PER KILG	\$7.000	\$79,135.00
0424	619.60748811	2.000	EACH	\$7.000	\$14.00
0426	619.6075 11	134.000	PER MET	\$7.000	\$938.00
0428	647.09	1.000	EACH	\$7.000	\$7.00
0430	670.1090 11	3.000	EACH	\$7.000	\$21.00
0432	670.80	3.000	EACH	\$7.000	\$21.00
0434	680.5103 09	5.000	EACH	\$7.000	\$35.00

The bottom status bar shows 'Bid Total: \$1,093,665.40'.

Incomplete bid sheets (e.g. items having empty or \$0.00 unit prices, etc...) can be printed but must be manually filled in on the paper submission in order to make the bid legitimate. This may also require manual adjustment of the mobilization item and bid totals.

2. Save the EBS file and copy it to a CD for submittal to NYSTA. Unless the 'Ask to save to floppy when saving' setting on the Misc. Tab on the Bid Options Dialog box was unchecked, the following dialog box will display when the Save command is selected from the File menu.



If this occurs, to save the file to a CD click the 'Cancel' button and use the Save As command from the File menu. This command allows the user to navigate to their CD drive.

3. Select the Print command from the File menu. A check code stored in the electronic file will be printed on every proposal page. If the electronic file is modified the code in the file will change. This is used to confirm that the printed proposal and electronic file match.

Submitting an Expedite Bid to NYSTA

Bidders using the Expedite BID software to create bid proposals should submit both the electronic proposal (EBS file), and a corresponding paper print. The check code on each printed proposal sheet should match the code in the electronic file's Check field (which can be viewed in Expedite BID by selecting the header record). Any discrepancies will invalidate the electronic file and only the paper submission will be used. Bidders should send only one EBS file per bid and include the following information on the CD:

1. Firm Name
2. Letting Date
3. Contract (i.e. D number)

In addition, include a statement as to whether the paper bid does or does not include any handwritten changes.

Exporting to and Importing from 3rd Party Bid Preparation Software

For instructions regarding exporting to and importing from 3rd party bid preparation software, please see the software vendor's documentation. The Export Proposal and Import Proposal commands on the Tools menu in Expedite BID can be used for this purpose; however Expedite BID must first be configured to match the 3rd party software. This can be done manually using the Options command from the Tools menu, or the software vendor may provide a configuration file that could be imported using the Import Configuration command on the Tools menu. The process for the latter is the same as used to initially configure Expedite BID for use on Authority projects (see 'Guidelines for Importing NYSTA Configuration File into Expedite BID').

Tips for Successful Bidding using Expedite BID

1. The Agency list under the Agency/ID tab of the Bid Options dialog box **must** include the entry, 'NYSTA' (while the agency name is specified during installation it can be changed later using the Options command from the Tools menu). Bidders will be able to bid on both NYSDOT and NYSTA contracts with the same version of Expedite BID, but need to have separate Agency entries for NYSTA and NYSDOT.
2. The bidder must enter their Federal-ID formatted as 99-9999999 (two digits, dash, seven digits) in the Bidder ID field of the NYSTA record (while the Bidder ID is specified during installation it can be changed later using the Options command from the Tools menu). While the same Bidder ID can be used for both NYSTA and NYSDOT, the software can handle different Bidder IDs for each agency if needed. Since it will utilize the Bidder ID code when creating an EBS file for submittal, it is extremely important to use both the correct Company Name and Bidder ID. If possible, joint ventures should create and save a new Expedite BID configuration with the legal name and Federal-ID assigned to the joint venture. The Company Name should be changed on the Bidder Information tab of the BID Options dialog box to reflect the name of the joint venture, while the Bidder ID should be changed on the Agency/ID tab to reflect the assigned Federal-ID. If a joint venture name and Federal ID are not available, use the name and Federal-ID of the joint venture partner with the largest financial commitment, or managing role in cases of 50/50 financial commitments.
3. If applicable, the bidder should enter on the Proposal Sites screen the number of days bid for Cost plus Time projects (i.e. A+B projects).
4. If applicable, the bidder should enter all the information requested on the Miscellaneous Data screen.

5. If a contract has alternate items, enter a bid price only for the item you choose. Leave the price fields for the other alternate item choices blank.
6. Import, export and print files as per the instructions. The check code on every bid sheet should match each other and the electronic file submitted. Never mix partial printouts with differing check codes or submit an electronic file with a different check code. The latter indicates that changes were made to the electronic file that may or may not be reflected in the printed proposal sheets. This invalidates the electronic submission and only the paper submission will be used.
7. Mobilization cost should be entered last, based on the running total displayed in the lower right corner of Expedite BID.
8. Expedite BID proposals for NYSTA should not include subtotals.
9. Bid items added by amendment should appear at the end of the item list.
10. The number of amendments loaded should display in the Expedite BID title bar. While NYSTA plans to generate an Expedite amendment file for every project amendment, please be aware that there could be informational amendments that do not result in Expedite amendment files.

Additional Information and Assistance

- Bidding Questions: Contact NYSTA's Office of Capital and Contracts Management at 518-436-2902.
- Contract Questions: Contact NYSTA's Engineering Services Bureau at 518-471-4244.
- Software Questions: Contact NYSTA's Department of Information Technology Help Desk, at 518-471-4400.
- Web Site Questions: Refer to the "[Contact Us](#)" section of NYSTA's Internet site or contact the Authority's Public Affairs Department at 518-436-2983.