

NOTICE TO CONTRACTORS

ARDOT FALLEN WORKER MEMORIAL BIDDING WITH BID EXPRESS®

As noted in the Notice to Contractors dated September 20, 2024, the Arkansas Department of Transportation (ARDOT) is accepting bids for the construction and installation of the ARDOT Fallen Worker Memorial, which will be located at the ARDOT Central Office Complex, 10324 Interstate 30, Little Rock, AR, 72009 in Pulaski County. The deadline for submission of bids is September 30, 2024, at 11:00 a.m.

It was also stated in the previous notice that bids for this work must be submitted through Bid Express®. This is not the same as Bidx.com, used for ARDOT highway construction bidding. If a potential bidder for this project has never bid with ARDOT through Bid Express®, a new account and Digital ID must be obtained.

To start the registration process, go to ARDOT's Solicitation page for Bid Express® here: (<https://www.bidexpress.com/businesses/54212/home>) and click on solicitation **M-25-011H**. You will be taken to InfoTech's Bid Express® login page. If you already have an account for Doc Express®, you should be able to use the same login. If not, create a new account for your company. After the account is created and you're logged in, you will see a link at the top of the page about creating a Digital ID. Click the link and follow the process to create the Digital ID for Bid Express®. This whole process should only take a few minutes.

Once an account has been set up, potential bidders will be able to access all information regarding this project to fill out and complete their bids. If you choose to submit bonds electronically, please ensure your company and your bonding agent's company has completed the registration process with one of the following Bid Bond agencies affiliated with Bid Express®.

Bonding Partners

Contact information for bid bonding partners.

Surety 2000

Tel: (800) 660-3263

Email: help@surety2000.com

SuretyWave

Tel: (800) 989-6417

Email: support@suretywave.com

Information regarding account set up and submitting bids through Bid Express® are also attached to this notice. Noting again, the deadline for submission of bids is September 30, 2024, at 11:00 a.m.

For more information about bidding through Bid Express®, contact Harvey Hargrove of the Department's Equipment & Procurement Division, Purchasing Section.

Harvey.Hargrove@ardot.gov

Phone: (501) 569-2677



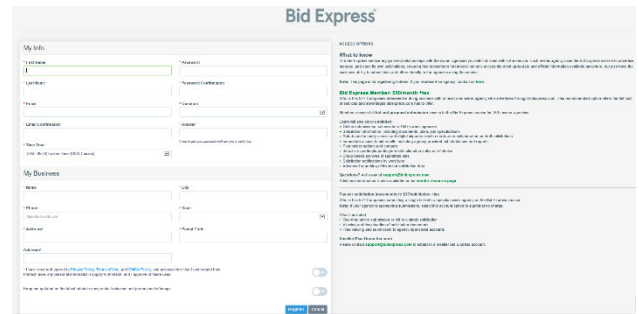
Infotech® Vendor Manager Account

Only one Infotech® account for each business is required to register for the Bid Express® (www.bidexpress.com) service. All other employees will then create accounts through an invitation sent by the manager.

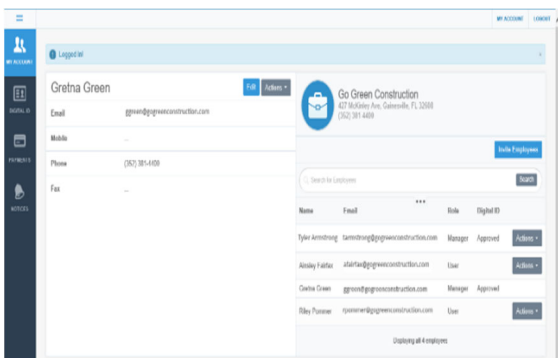
Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor solicitations for their vendors. A FREE tag will display for any solicitation not requiring a fee. Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate an ID until prompted to by a solicitation you select for bidding.

Register for a Manager Account

The first person to register for an Infotech account within a business is assigned managing access. As a manager, you can invite other employees to join the business account and change their roles. Your email address is your username for the account and to where Infotech services sends email notifications.



1. Navigate to www.bidexpress.com and click **Register** at the top right.
2. Fill out the registration form, and click the **Register** button. Your email address will be your username.
3. A message with a confirmation link will be sent to your email address. Click the Activate Account link within the email to activate your account.
4. Enter your password and click **Activate**.



Invite Employees

Invite employees to create a user account for your business. Emails will be sent to those invited. You will receive an email when the account has been created. Employees are assigned the role of user for the account.

1. Click **Invite Employees**. Enter one email address per line for each employee.
2. Click **Invite Employees**.

Change Employee Role

You will need to update the role of those employees you want to manage the account. You must also change each user's role within the Bid Express service itself. Please see the online help if you need assistance.

1. Click **Actions** for the employee and choose **Change Role**.
2. Select the manager role, and click **Change Role**.

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Support hours: 7:00 am - 8:00 pm ET // 1-888-352-2439 Option 1 // support@bidexpress.com

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Infotech Vendor User Account

Only one Infotech account for each business is required to register for the Bid Express service at www.bidexpress.com. All employees of a business will then create user accounts through an invitation sent by the manager.

Register for a User Account

To join an existing business account, please ask a user of a manager account to send you an invitation. Once the invitation is sent, you'll receive an email to activate your account. Your email address is your username. Infotech services will send email notifications to this address.

Upon receipt of the email:

1. Select the **Create Account** link within the email.
2. Fill out the Account Activation form. Your email address will be your username.
3. Once the form is complete, click the **Activate** button.

The My Account page opens, displaying your account information and other employees within your company using Infotech services. You are automatically assigned a user role for the account and an Executive Manager read-only role for the Bid Express service. Any user with manager role can change your role.

The screenshot shows the 'My Account' page with three main sections:

- Business Information:**
 - Name: Greco Construction
 - Bid Express Number: BUSINESS015
 - Subscription: Bid on any solicitation: Monthly payment of \$50.00
- Codes:** A table with columns 'Code' and 'Description'. It shows '0 Codes' and a 'Manage Codes' button.
- Users:** A table with columns 'Name', 'Email', and 'Role'.

Name	Email	Role
George Smythe	gsmythe@grecoconstruction.com	Manager
Sable Greco	sgreco@grecoconstruction.com	Bidder

The screenshot shows the 'Account Activation' form with the following fields:

- First Name: Gretl
- Last Name: Summers
- Password: [Redacted]
- Password Confirmation: [Redacted]
- Question: [Dropdown menu]
- Answer: [Text field]

Below the form, there is a checkbox for 'I have read and agreed to Privacy Policy, Terms of Use, and DMCA Policy' and a note: 'If you forget your password we'll ask you to verify this.'

Welcome to the Bid Express service

If you are planning on submitting bids, a user with a manager account for the Bid Express service must change your role within the Bid Express service itself. Please see the knowledge center if you need assistance.

Whether you need to pay to bid on a solicitation depends on the agency. Some agencies sponsor accounts for their vendors. A FREE tag will display for any solicitation not requiring a fee.

Solicitations will either require an electronic signature or an Infotech Digital ID for bid submission. If the agency requires a Digital ID, you will be prompted to generate one. Do not pay for a solicitation or generate an ID until prompted to by a solicitation you selected for bidding.

Bid Express® Vendor Roles and Access

Each member of your business must be assigned a Bid Express® role by a manager on the **My Profiles** tab. Managers cannot change their own role. Each role can access specific parts of the Bid Express service.

The vendor roles listed here are for the Bid Express service. To invite employees to your business or change an employee’s ability to issue invitations to others, please see the *Infotech® Account* guide.

The vendor can choose from these roles.

Role	Abilities
Manager	Managers can: <ul style="list-style-type: none"> • Assign roles • Purchase subscriptions • Edit business information • Select a solicitation for bidding • Create, edit, withdraw, or submit bids • Ask questions in the Q&A forum of solicitations This role must have a Digital ID if working with owner–agencies that require Digital IDs.
Bidder	Bidders can: <ul style="list-style-type: none"> • Select a solicitation for bidding • Create, edit, withdraw, or submit bids • Ask questions in the Q&A forum of solicitations This role must have a Digital ID if working with owner–agencies that require Digital IDs.
Executive Manager	Executive Managers: <ul style="list-style-type: none"> • Have read–only access to everything, but cannot edit anything • Can ask questions in the Q&A forum of solicitations This role does not need a Digital ID.

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How to Bid

The actions you take when preparing a bid for a solicitation in the Bid Express® service can also be taken when you prepare a response to an RFP.

To start your bid or response, select the project from the **Solicitations** tab and click **Select For Bidding** or **Respond**. Solicitations with a FREE tag are sponsored by the agency. You must pay for the ones without the tag, either with a monthly subscription or the pay-as-you-go option.

Once the solicitation is selected, the Bid Express service moves and opens it on the **Bids** tab.

There is some information that applies to every section of the solicitation:

General Info		View Q & A	
Electronic Signature Required			
Deadline	07/12/2017 02:00 PM EDT	Number	47852-SE18
Advised	07/10/2017 02:53 PM EDT	Description	new bridge construction Alachua county
Revised	07/10/2017 02:59 PM EDT	Allows zero unit prices and labor	Yes
Business Name	City Agency	Allows negative unit prices and labor	Yes

- Any member of your business with the correct role can edit and submit bids that use electronic signatures.
- Only members of your business that have approved Infotech® Digital IDs can edit and submit bids that require Digital IDs. Because IDs are stored on your computer, the user who selects the solicitation for bidding is the only one who should edit and submit it. Other members can work on the bid and then export their work to share with that user.
- Select the No Bid check box for any optional components on which you are not bidding. If all components of a bid are optional, at least one must be filled in completely in order for your bid to be marked complete.
- Fields marked with an asterisk (*) are required. Your bid will be incomplete if any required fields are left blank (unless those fields are in an optional component on which you're not bidding).
- If a component is an alternate, then the owner-agency may award the component independently of the solicitation award.
- Jump to a specific section of the bid by using the Go To options under the bid header.
- If you submit a bid and then receive an email notification that the owner-agency has changed the solicitation, you will have to update and resubmit your bid or it will be marked out-of-date.
- Use the Check Bid or Check Response feature to check for incomplete fields before submitting.

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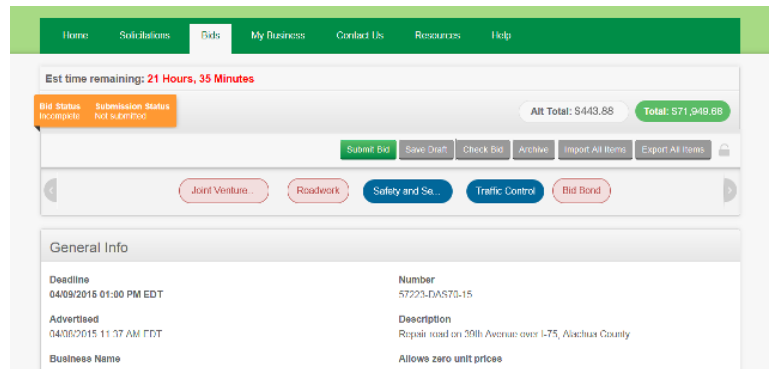
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Submit bid

Bids that require a Digital ID cannot be submitted using a mobile device. For these bids, you must be using Windows operating system version 8 or newer and access the Bid Express service through Internet Explorer version 11 or newer.

Bids that require electronic signatures can be submitted using other operating systems and most web browsers. The actions you take when submitting a bid for a solicitation can also be taken when you submit a response to an RFP.



Once your bid or response is ready, you must submit it to the owner–agency. Owner–agencies will not be able to see your bid until after the bid deadline has passed, and they will only be able to see your last submitted bid, though they will be able to view the envelope after the deadline and without opening bids.

1. Select the bid from the **Bids** tab if it is not already open.
2. Click **Check Bid** or **Check Response** and fix any errors.
3. Click **Submit Bid** or **Submit Response** at the top of the page.
4. The Bid Express service displays a warning if the bid is incomplete and highlights the incomplete fields in red. Click **OK** to submit the bid or click **Cancel** to return to the bid page and fix any errors.
5. If you click **OK**, or if your bid is complete, the Bid Express service displays a submit bid or submit response window that authorizes the service to use your Digital ID or electronic signature to sign and encrypt your bid. Enter your electronic signature if necessary.
6. Click **Submit Bid** or **Submit Response**. The Bid Express service submits your bid and returns to the bid page and displays a bid submitted message.

Submission status

The Submission status bar in the top left corner of your solicitation displays the current submission status of your bid, from not yet submitted to the date and time it was submitted, and if it was complete.

Orange: Either your bid or response has not yet been submitted, or the submission has changed. This may mean the agency has changed the solicitation and issued an update, or that you changed the content of your bid, both of which require you to resubmit. It may also mean the last submission was incomplete, meaning all required fields were not filled in prior to submitting. Click **Check Bid** or **Check Response** to find the incomplete information.

Blue: A completed bid or response has been submitted at the posted date and time. If someone else in your business also submits bids, this may not be the time you submitted the bid.