COLORADO
Department of Transportation

Bid Express Quick Help Guide

Below are the steps for getting setup and registered to bid in the InfoTech Bid Express System on Colorado Department of Transportation (CDOT) highway and bridge construction projects.

Customer Support Help

For any help with the above instructions please contact InfoTech's Customer support by phone at 1-888-352-2439 or by email at customer.support@bidx.com. Customer support hours are 7:00AM to 8:00PM Monday through Friday excluding holidays.

Step 1 - Sign-up for an account for the Bid Express service

1. Go to www.bidx.com.
2. Under the Order menu at the top of the webpage, click on "Subscribe Now!".
3. Complete the fields for creating the account (the account will be used by everyone in your company who uses the Bid Express system). Enter an account password and verify it (the account password must be at least eight characters and include one uppercase letter, one numeric digit, and one symbol).
4. Select the check box to agree to the Subscriber Agreement and Terms of Use.
5. Click on Continue. The system will send an activation link to your e-mail.
6. Click the activation link in your e-mail to complete your Bid Express registration and enter your service options and billing information.

Step 2 – Download the AASHTOWare Project Bids Bid Component Software

The software is a free required program needed for submitting bids electronically to the Bid Express system. Follow the instructions below to download the software.
1. Login to the Bid Express service. Select the CDOT agency from the drop-down menu and click GO.
2. From the agency homepage, click the AASHTOWare Project Bids Bid link listed in the Download box on the right-hand side of the screen.
3. Read the license agreement and select the check box indicating you agree with the terms for using the AASHTOWare Project Bids software.
4. Click the Install Bid Component button. You will not be able to install the Bid component until you have read the entire license agreement.
5. Click Run then click Install to download the bidding software to your computer. You will see the AASHTOWare Project bids opening window when the installation is complete.

Step 3 – Create and submit an InfoTech Digital ID

The InfoTech Digital ID is an electronic tool that allows contractors to digitally sign bids submitted through the Bid Express system. Once you finish creating the ID from the instructions below, a member of the InfoTech customer support team will contact you to confirm the submission for an ID for the AASHTOWare Project Bid system (the ID cannot be approved until it has been confirmed).
1. Log into the www.Bidx.com account.
2. Click the MyBidx icon in the top right corner of the webpage.
3. Click the Bid with AASHTOWare Project Bids link under the Account Services section.

4. Click Digital IDs.
5. Click on the Create New button.
6. Read the information about creating the ID and click on Next.
7. Click the Attach Identification button.
8. Select the file containing the picture of your identification and click on Open.
9. Enter your name exactly as it appears on the ID form and click on Next.
10. Enter the legal business name of your organization as it appears on your business license or registration.
11. Enter the state, province, or territory where your business is registered and click Next.
12. Enter your contact number so a member of the Bid Express team can call and verify your information.
13. Review your information.
14. Select the check box authorizing the fee for the Digital ID.
15. Click Generate ID.
16. If necessary, click Install or Run for the X509 creator.
17. Enter the password for the ID (Please remember this password can never be changed or retrieved).
18. Enter the password again.
19. Click Generate and then click Ok.
20. Navigate to a location to save a backup copy of the ID and click on Save.
21. Click on Finish.

Step 4 – Get a Bidder ID Number from CDOT
A Bidder/Vendor ID is required to create a request to bid. The Bidder ID is a separate bidder vendor number issued by CDOT after a general contractor is prequalified to bid on CDOT projects (the Bidder ID is not the same as a Digital ID). The Bidder ID number is located on the prequalification letter issued to your company by CDOT identifying your company has been prequalified to bid on projects as a general prime contractor.

Step 5 – Submit a Request to Bid for CDOT
Once you have an approved Digital ID, you need to submit a request to bid to CDOT following the instructions below. When you submit the request, both you and CDOT receive and email indicating a request is pending approval. Once CDOT approves the request you will receive an email that is has been approved.
1. Click on the MyBidx icon.
2. Select Bid with AASHTOWare Project Bids.
3. Click on Request to Bid.
4. Click on Request.
5. Select the CDOT agency and the ID holder.
6. Enter the Bidder ID.
7. Verify your organization.
8. Select the check box to authorize the Bid Express service to bill your credit card for using the Digital ID.
9. Click on Save.