

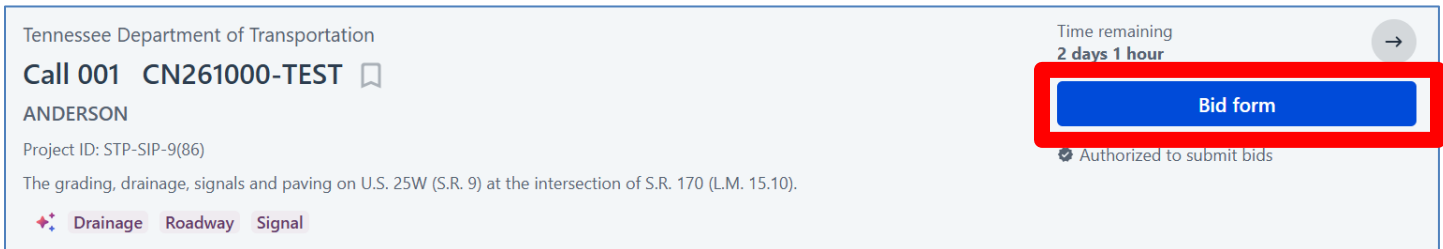
The following document summarizes and highlights the major differences between the previous bid submission software (AASHTOWare Project Bids) and Bid Express's new Web Enhanced Bidding. TDOT will begin using Web Enhanced Bidding starting with the March 20th, 2026 Letting.

A Quick Start guide and instructional video, in addition to this document, have been developed by TDOT to walk contractors through these changes and will be distributed upon the March 20th, 2026 Letting advertisement. An additional guide has been created by InfoTech to provide instruction on how to navigate the Bid form and submit bids through the Web Enhanced Bidding experience at the following link: [Bid Submission in Bidx.com | Contractor Guides - Overview](#). Note that the guide developed by InfoTech may provide some additional notes and/or steps to functionality that TDOT does not utilize.

Change #1 | Elimination of a 3rd Party Software for Bid Submission

The largest change, with Web Enhanced Bidding there will be no additional software needed for contractors to submit a bid outside of their Bid Express account. The software TDOT has been using in conjunction with Bid Express since 2019 (AASHTOWare Project Bids) will no longer be utilized. Once a proposal is opened within an applicable letting, in the top right corner of your browser you will now see a blue button labeled as **Bid Form**. When clicked, this will take the user to a new page that is formatted similarly to if the user had opened a Project Bids .ebsx file.

IMPORTANT ACCOUNT NOTE: Since the bid submission is now done directly within your Bid Express account, it is recommended that the user submitting bids for your company has a dedicated account. Users may experience issues if multiple representatives sign into a single account for your company simultaneously. Free Bid Express accounts (that access everything except the ability to submit a bid) can be created as needed for other staff by following the instructions posted [here](#).



Change #2 | Compatibility with other Operating Systems

Since Web Enhanced Bidding is now entirely browser based, this also opens up the ability for users to submit bids on different operating systems that previously were not compatible (i.e. MacOS). Note that some browsers may still be incompatible with the Web Enhanced Bidding Software, such as Safari. Browsers such as Microsoft Edge and Google Chrome have been tested and verified as compatible, though this is not a recommendation for a specific browser.

Change #3 | Addition of a Security Key

A new requirement to Web Enhanced Bidding is the addition of a Security Key. There is no cost associated with creating or re-creating this key (it is free). The purpose of the Security Key is to safely store a draft of your bid data within your browser. Users still have the ability to create and restore backups of their bid files manually within the Bid Form under the **File** button within the menu header.

IMPORTANT SECURITY KEY NOTES:

- (1) Since the Security Key is stored in your browser, should you clear your browser's cache OR choose to change browsers you will need to re-upload your Security Key.
- (2) To ensure bid submissions are secure, TDOT and Bid Express do not have access to your Security Key and therefore cannot recover it for you. Should you lose your Security Key, you will have to create a new one on www.bidx.com. It is very important to ensure your Security Key is stored in a safe and accessible location so that you can re-upload it if needed.
- (3) Should you lose your Security Key, any previous bid data entered on the Bid Form (draft or submitted) will not be automatically populated the next time it is opened. You will also not be able to view and/or withdraw the active bid previously submitted by your company, as applicable. If a new Security Key is created and a new bid submitted, it will still overwrite the previously submitted bid for your company as normal.

Change #4 | Entry of your Digital ID

In AASHTOWare Project Bids, when a user was ready to submit their bid, they were prompted to select their Bidder ID and Digital ID in addition to entering their Digital ID password. This was a required step for every proposal a user intended to submit a bid on.

The very first time a user navigates to a bid form that utilizes Web Enhanced Bidding, they will be prompted to upload their Digital ID and enter their Digital ID password. Once that is completed, the user will not be prompted for that again (including on different proposals and lettings, unless their browser cache is cleared). On the Bid Form, it will provide a dropdown for the user to choose which Bidder the user is submitting as. This can be selected at any point when completing your bid form and will only show those Bidder's that your Digital ID is approved for use with TDOT. Since this information can now be set up and selected prior to submitting your bid, it will allow contractors for a faster bid submission process.

IMPORTANT DIGITAL ID NOTES:

- (1) Since the Digital ID is now stored in your browser, should you clear your browser's cache OR choose to change browsers you will need to re-upload your Digital ID.
- (2) To ensure bid submissions are secure, TDOT and Bid Express do not have access to your Digital ID certificate file nor its password and therefore cannot recover or reset them for you. Should you lose your Digital ID or its password, you will have to create a new Digital ID on www.bidx.com which includes a monetary cost. It is very important to ensure your Digital ID certificate is stored in a safe and accessible location so that you can re-upload it if needed.

The screenshot shows the 'General' tab of a bid form. On the left is a sidebar with navigation options: General, Schedule of items, DBE List, Acknowledgments (checked), and Bid bond. The main content area is titled 'General' and shows the user 'Blake Fulton' with an 'Installed' status. Below this is a section for 'Unknown bidder' with the instruction 'Please select a bidder to set company information'. A dropdown menu labeled '*Bidder' with 'Select' as the current option is highlighted with a red box. Below this is the 'Proposal details' section, which includes a table with the following information:

Call	001	DBE	9.00%
Contract ID	CN261000-TEST	Location	ANDERSON
Project ID	STP-SIP-9(86)	Generated	02/02/26

Below the table is a description: 'The grading, drainage, signals and paving on U.S. 25W (S.R. 9) at the intersection of S.R. 170 (L.M. 15.10).'

Change #5 | DBE Quote Acknowledgement (as applicable)

For Proposals that have a Disadvantaged Business Enterprise (DBE) goal, contractors retain the ability to enter the quotes received within their Bid Form. It is not required to submit this information within the Bid Form, but TDOT Special Provision 1247 requires the information to be submitted within three (3) business days of the letting.

New to Web Enhanced Bidding, on the DBE List tab of the Bid Form is a checkbox that users must select (if the Proposal has a DBE goal) that certifies all quotes listed are accurately represented. This checkbox must be checked regardless of whether quotes are included in the Bid Form or not. This requirement does not apply to Proposals without a DBE goal.

The screenshot shows the 'DBE List' tab of a bid form. The sidebar on the left has 'DBE List' selected. The main content area is titled 'DBE List' and includes the instruction 'Include every vendor quote received. Only selected vendors will be used.' and 'Selected: \$0.00'. Below this is a large empty box for vendor quotes. A circular progress indicator shows 'DBE \$0.00' and 'Goal: \$43.20'. Below the box are controls for '0 Vendors', 'A-Z', 'Show: Any certification', and a 'Hide unused' toggle. A '+ Add vendor' button is present. Below the main content area is a note: 'Quote amounts are automatically calculated for Distributors (at 40%) and Suppliers (at 60%)'. At the bottom, a checkbox is highlighted with a red box, with the text: '*I certify that, to the best of my knowledge, any and all subcontractor quotes are accurately represented.'

Change #6 | Bid Submission Receipt

In the event of an error or “glitch” where the Department does not receive your submitted bid or the bid the Department receives is not your latest submission, the first thing TDOT and Bid Express will ask for will be your bid submission receipt. In Project Bids, the user must choose to print the receipt and it is only available at the time the bid is submitted - if it is not printed at that time but the user desires to get their receipt, the bid must be re-submitted (which is only available to do before the applicable letting date/time, which is too late should the error be discovered after bid opening).

In Web Enhanced Bidding, the bid submission receipt is automatically emailed to the email address that was used to log in to Bid Express for which the bid was submitted under. The user no longer manually prints the receipt at the time of bid submission.

IMPORTANT BID SUBMISSION RECEIPT NOTES:

- (1) If you are submitting bids on behalf of your company, it is recommended that you ensure you have access to the email address associated to the Bid Express account that bids will be submitted under.
- (2) It is strongly recommended that users ensure they have received a copy of the bid submission receipt in their email after each bid submission. TDOT and Bid Express do not have access to the receipts and therefore cannot recover or reprint them for you.

Where to get help...

Customer support hours for Bid Express are **8:00 a.m. to 6:30 p.m. EST**, Monday through Friday (excluding major U.S. holidays). Our toll-free number is **(888) 352-BIDX(2439)**, our email is bidx.support@infotechinc.com. Click the **?** at the top right of any Bid Express page to see the online help.

For questions specific to TDOT's letting or Bid Express procedures, you may contact Blake Fulton at blake.fulton@tn.gov or **(615) 982-0468**.

For questions specific to a TDOT Proposal, please contact the Senior Engineer for the applicable Proposal's region. The staff contact information can be found at this page: <https://www.tn.gov/tdot/tdot-construction-division/construction-division-staff.html>