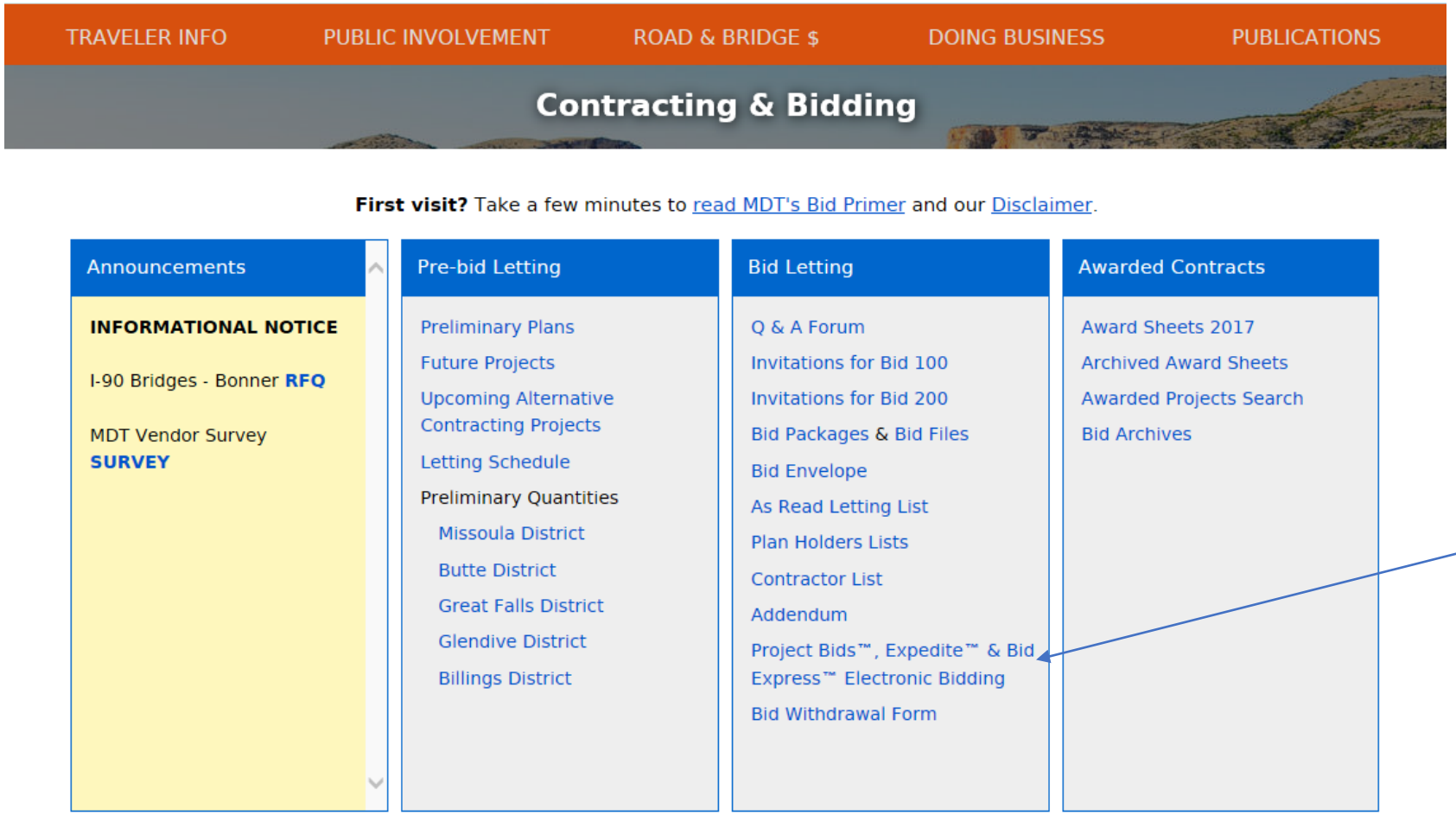
AASHTOWare Project Bids™ Software Installation Instructions



Navigate to:
http://www.mdt.mt.gov/business/contracting/

Click on the link

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

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

VISION ZERO
zero deaths · zero serious injuries
MONTANA DEPARTMENT OF TRANSPORTATION

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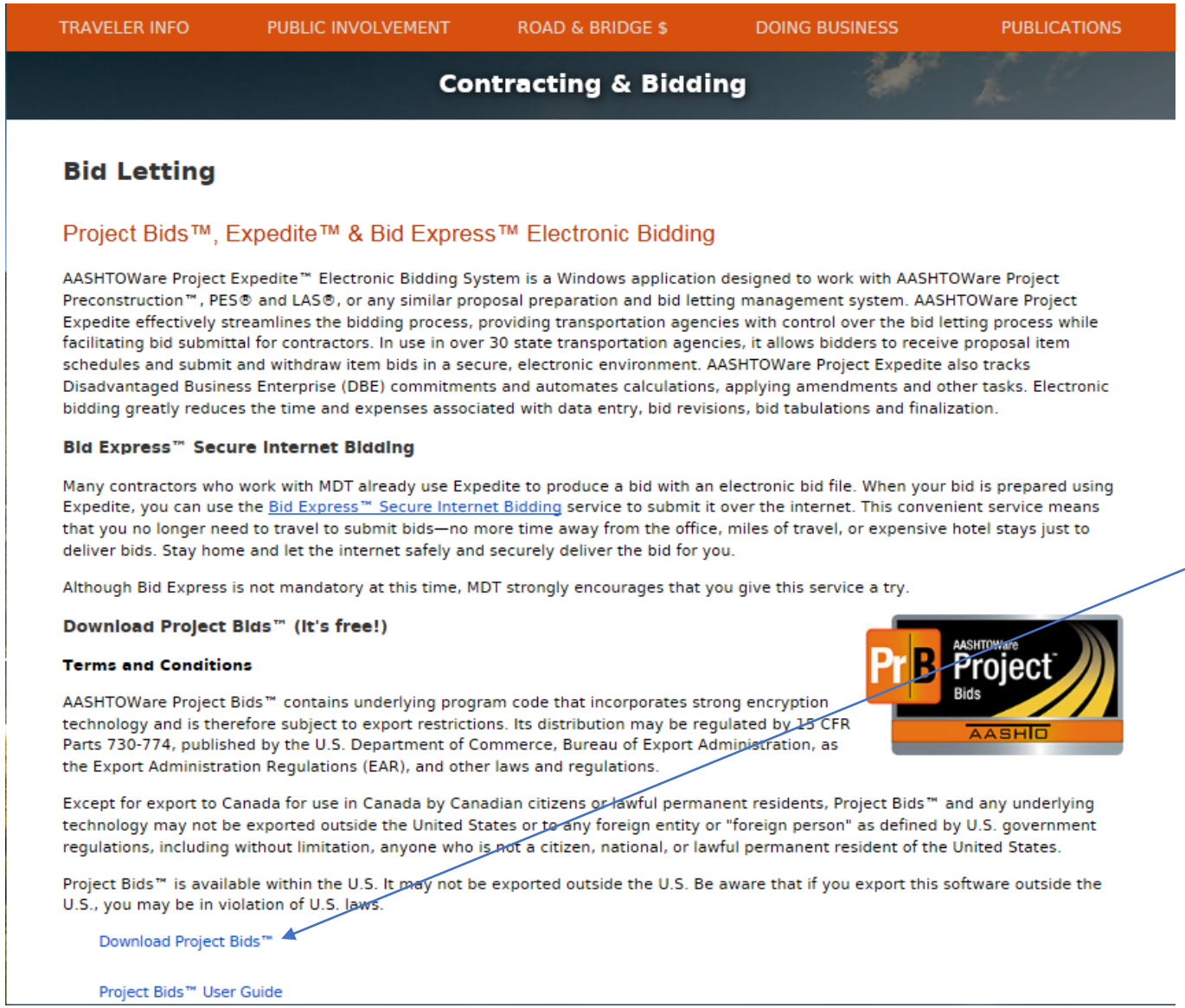

Click on the link:
"Download Project Bids™"

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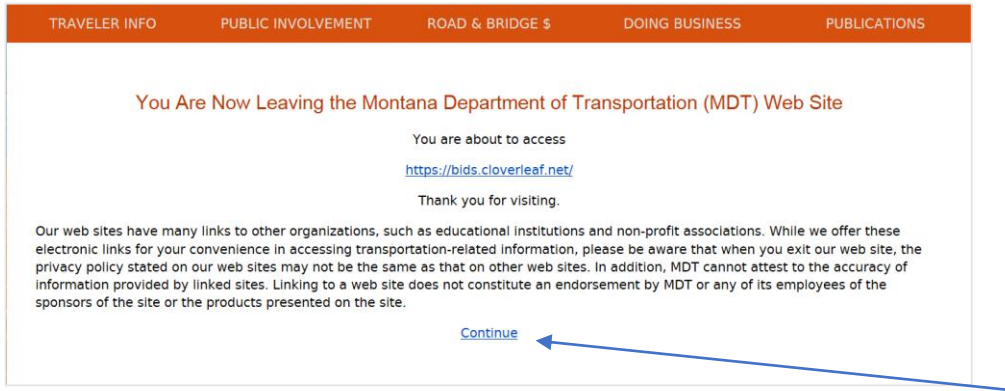

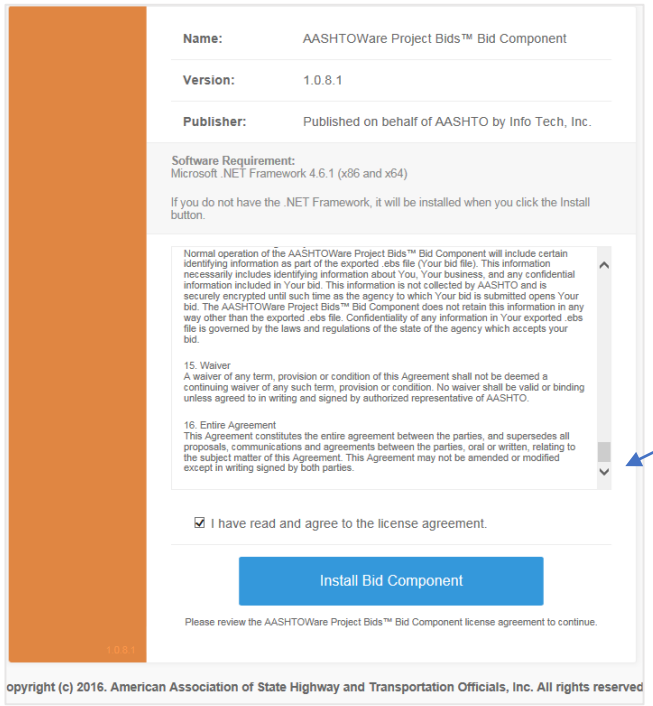

Click on the link:
"Continue"
You will be taken to an external link https://bids.cloverleaf.net to download Project Bids™

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.

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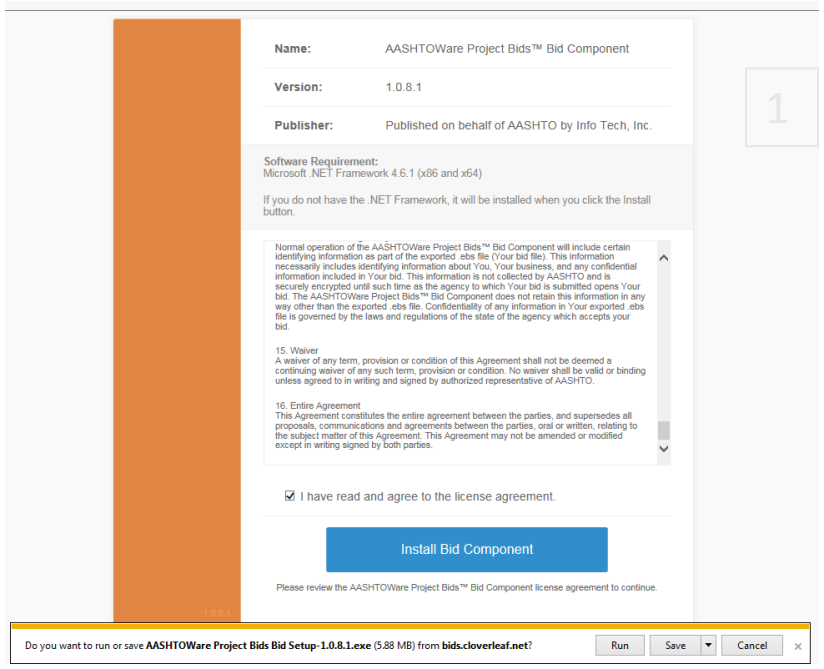

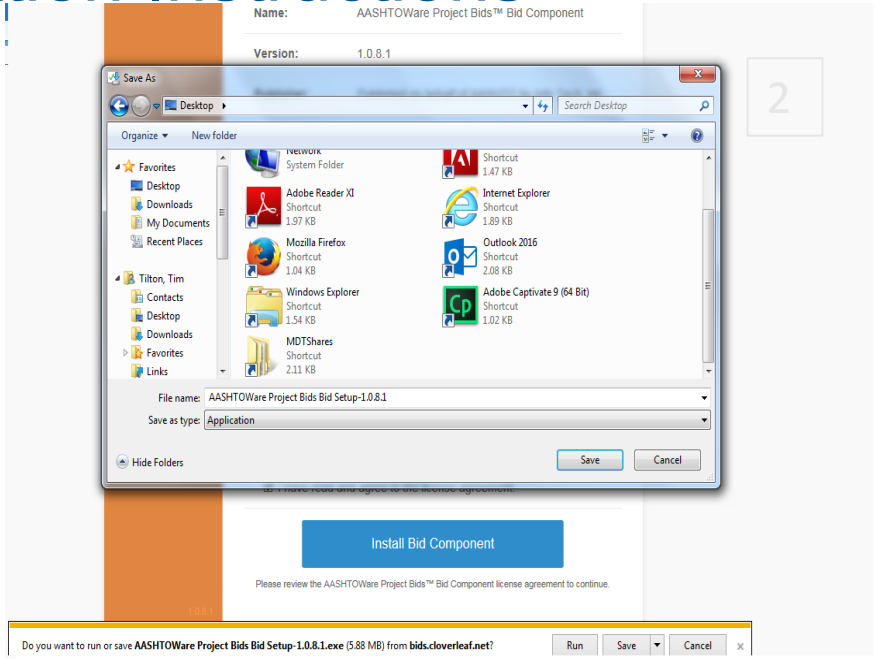

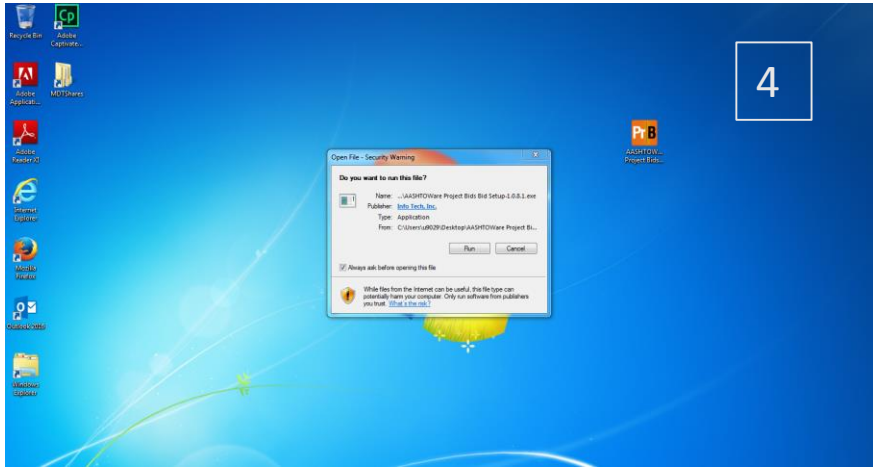

You may need administrative privileges and/or temporarily suspend Internet Security software protection on your computer to install AASHTOWare Project Bids™ Software.

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”
Follow Steps 1-4
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.

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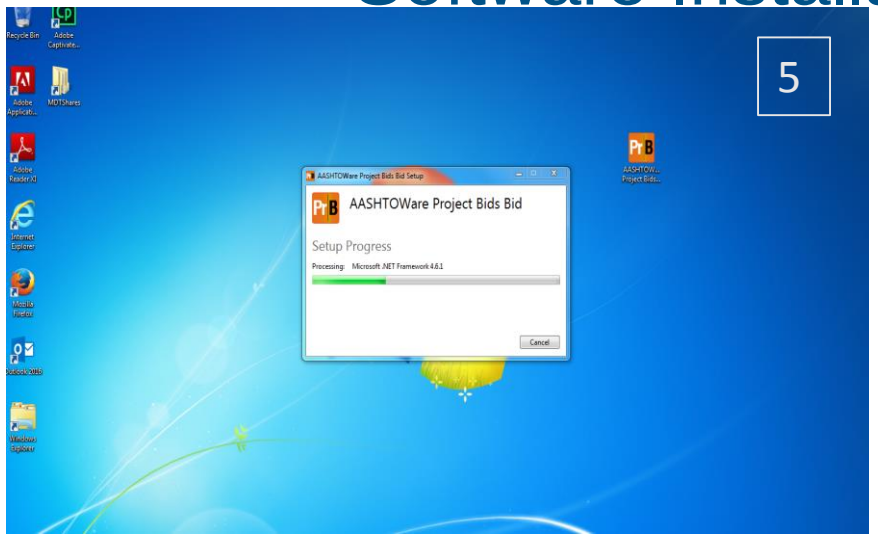

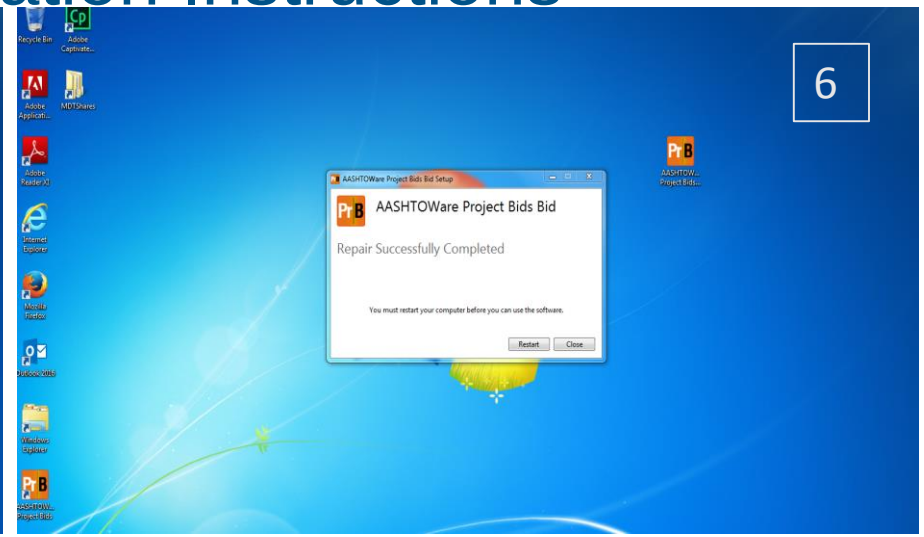

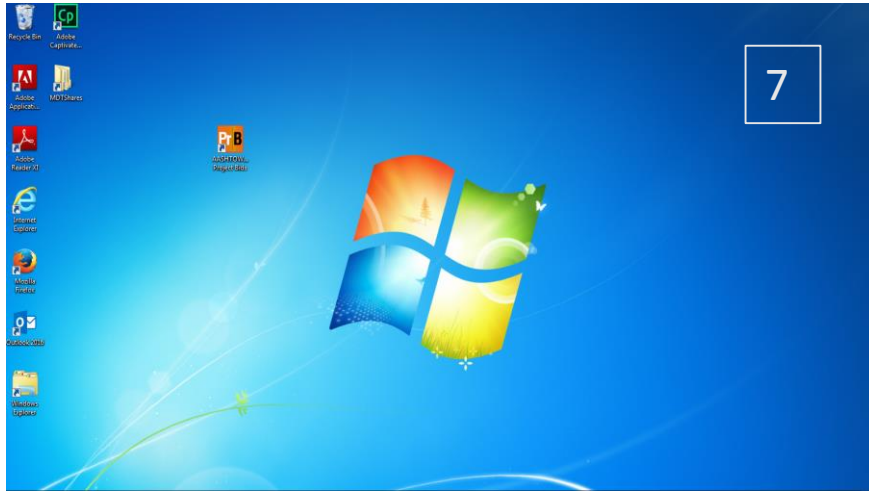

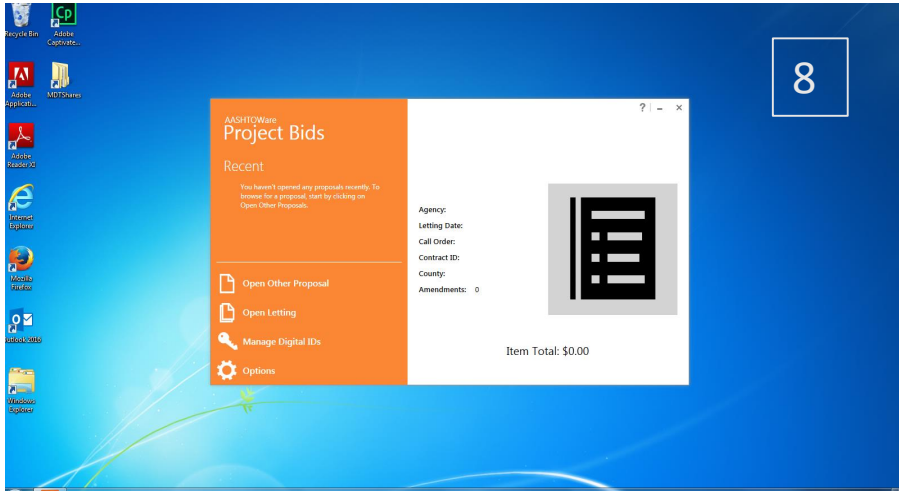

Please note: These screenshots and steps may vary from your results depending on what version of Microsoft Windows you have and the particular security software you run on your computer.

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-Destop 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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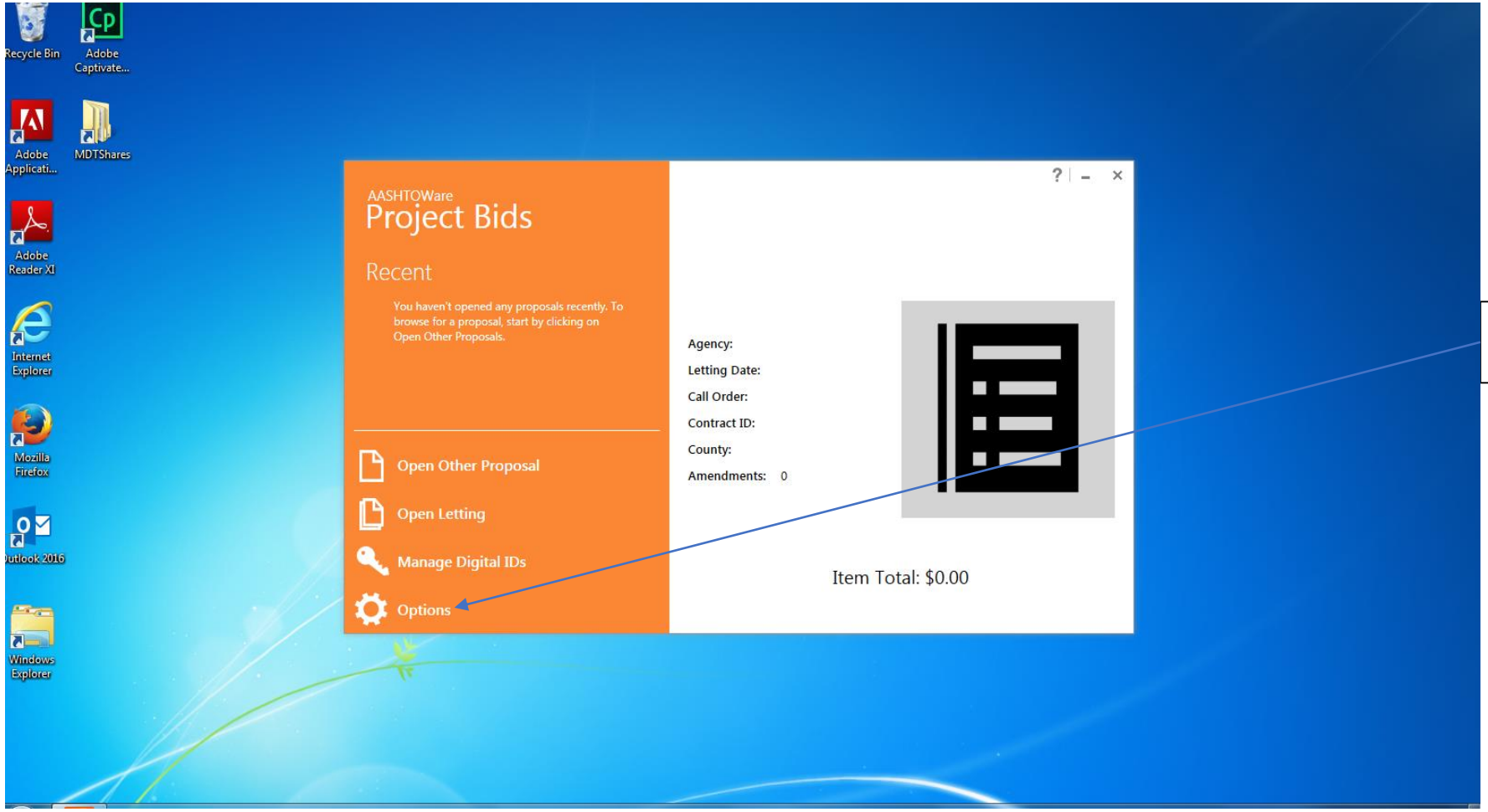

The first time Project Bids™ is launched, complete the User Profile by clicking on “Options”

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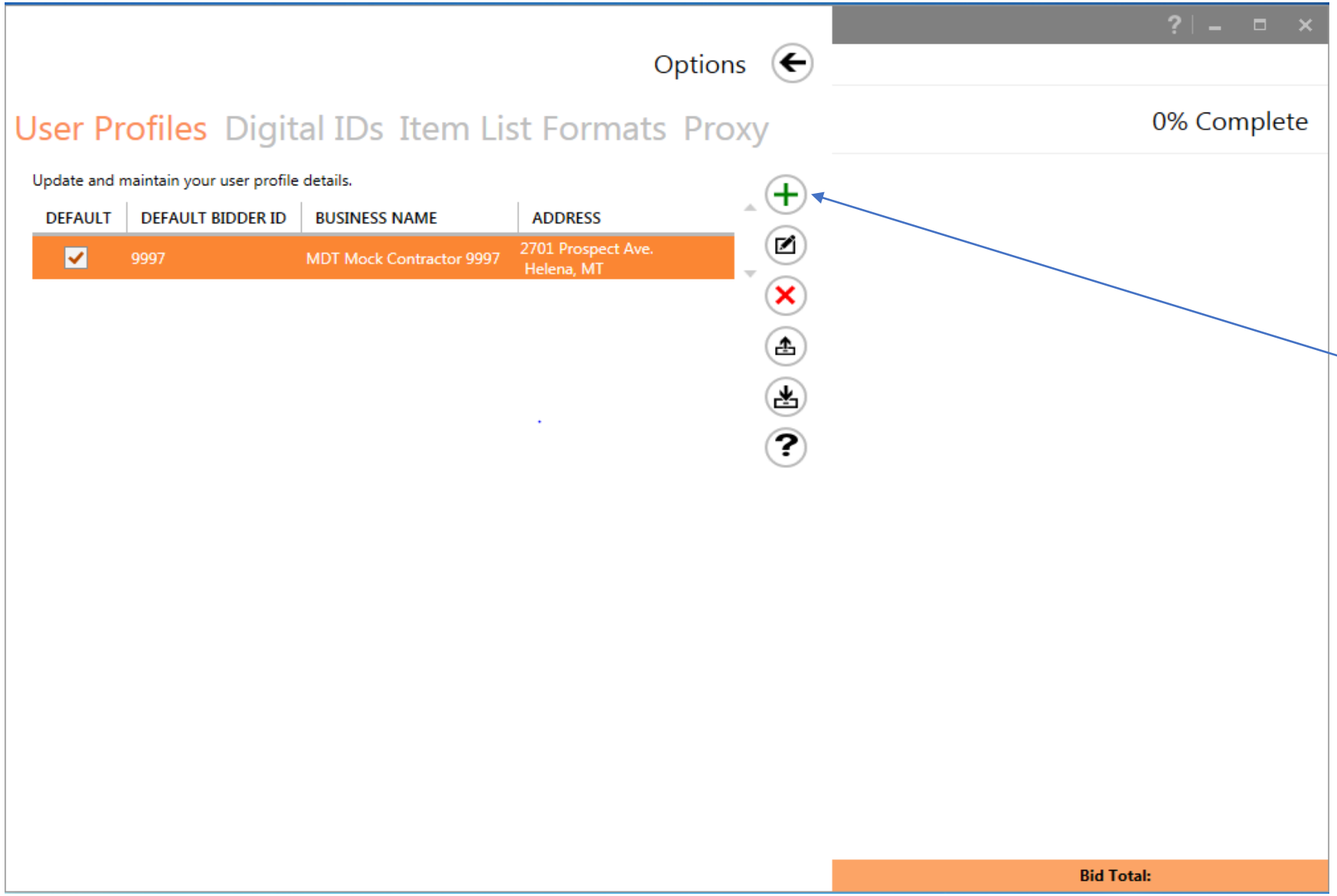

Click on the + button to create a User Profile

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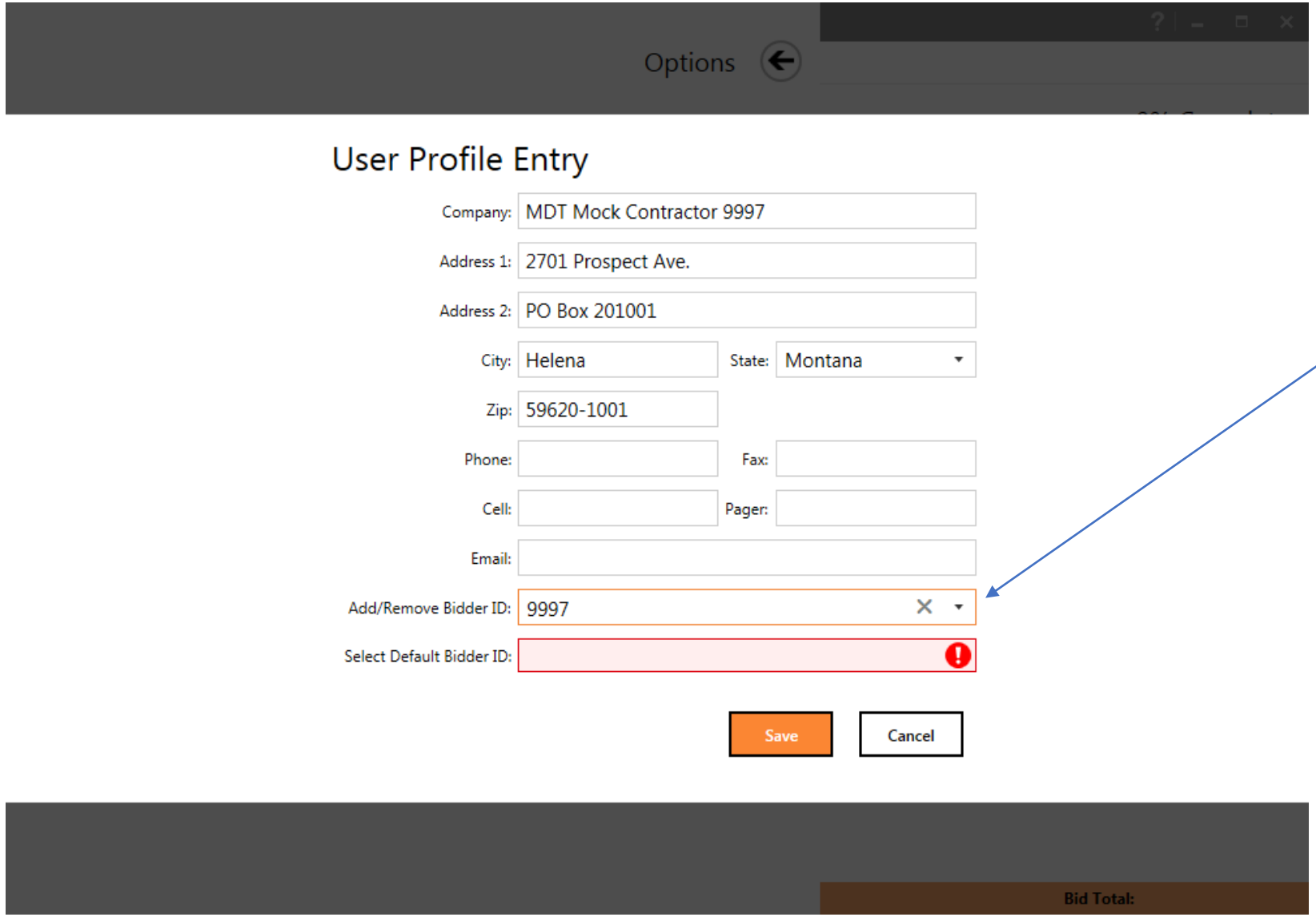

Fill out Company Name and address.
Enter your assigned 4-digit MDT Vendor ID Number.
If you do not know your Vendor ID number, call (406)444-6215 for assistance.

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

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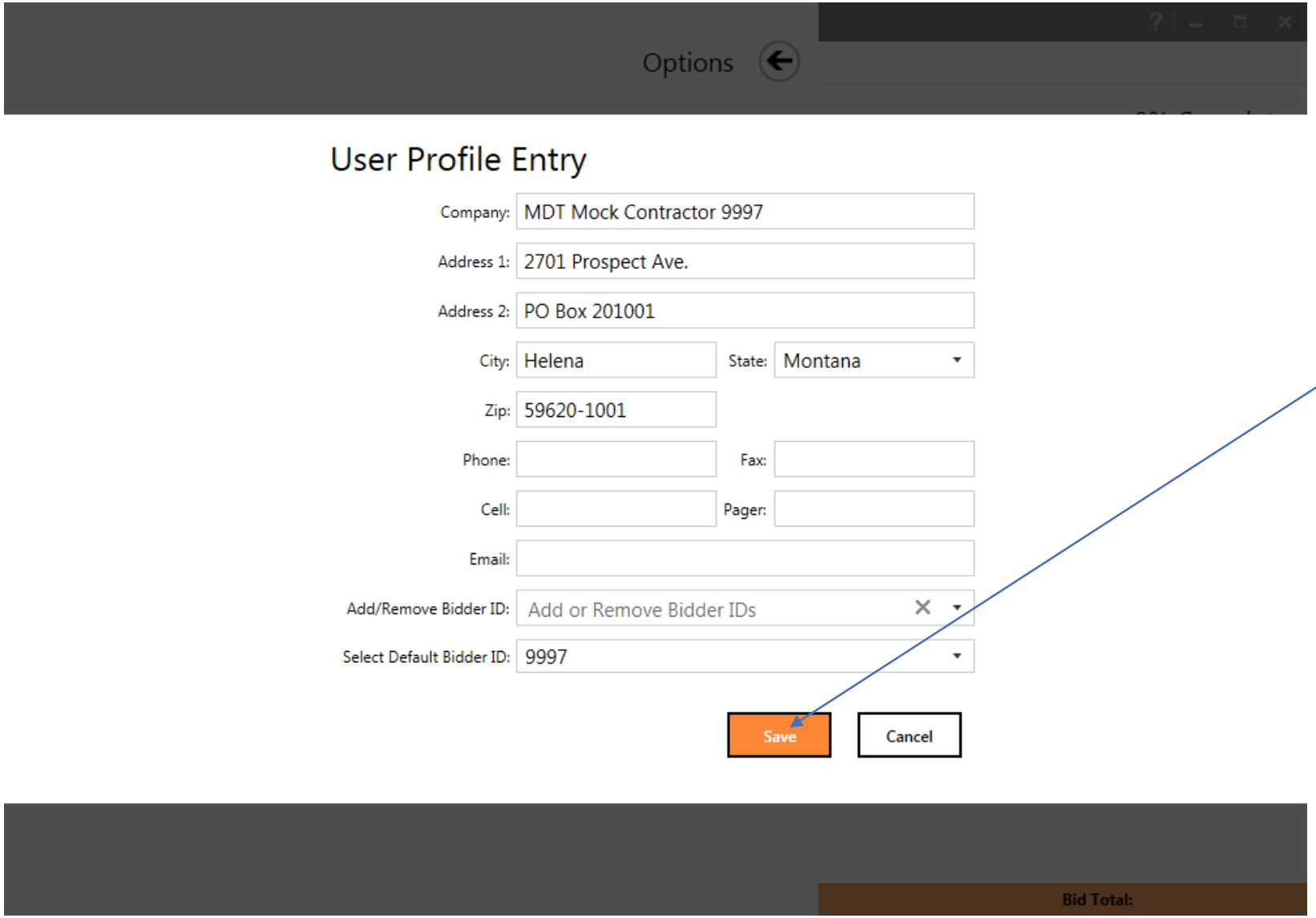

Press the “Save” Button to create the User Profile

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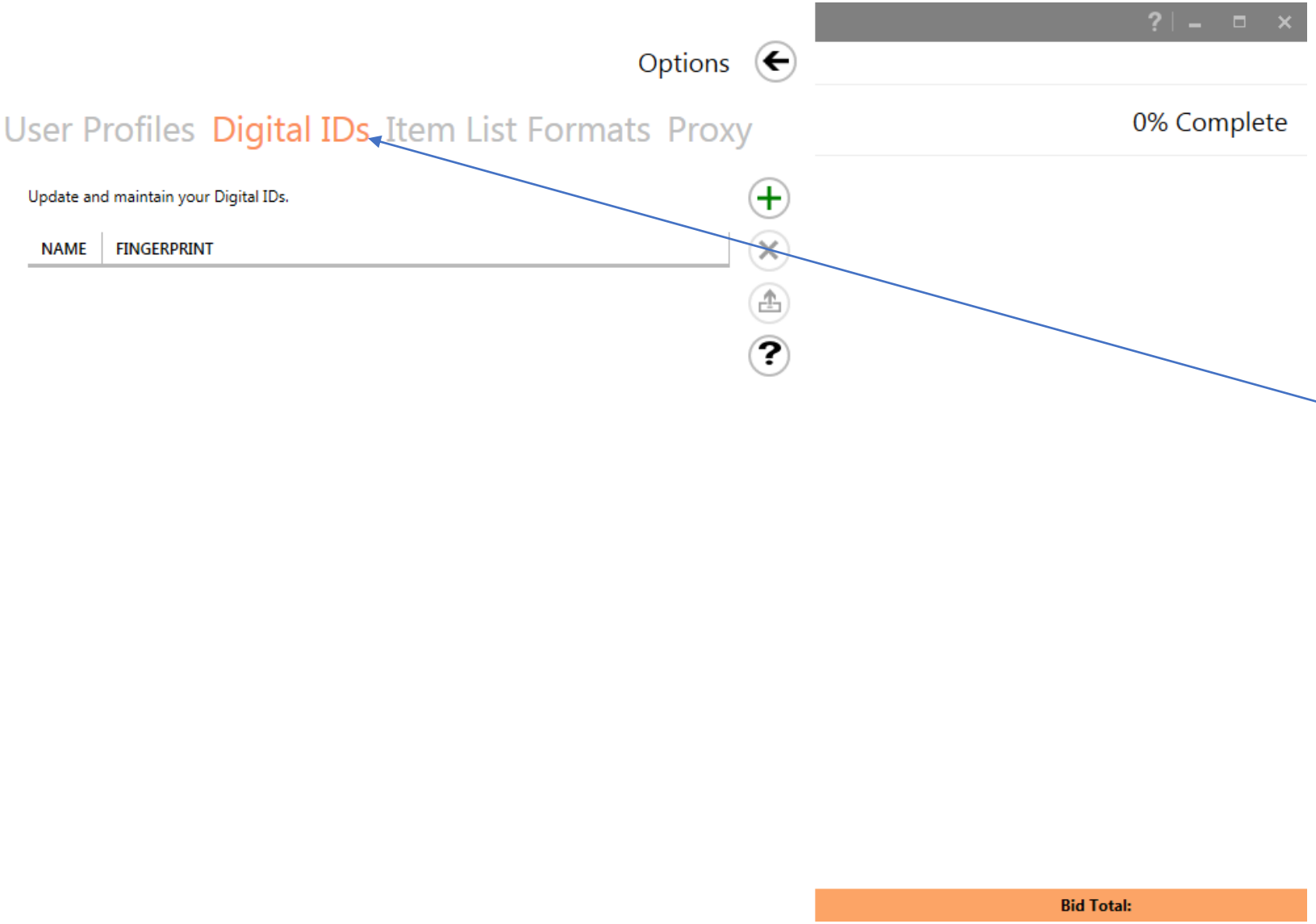

Optional Step. Skip this step if you are not a Bid Express ™ Internet Bidding Service subscriber and intend to submit bids to MDT Contract Plans in person or by mail.

Contact Bid Express at www.bidx.com or by phone at (888) 352-BIDX (2439), or email 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!.

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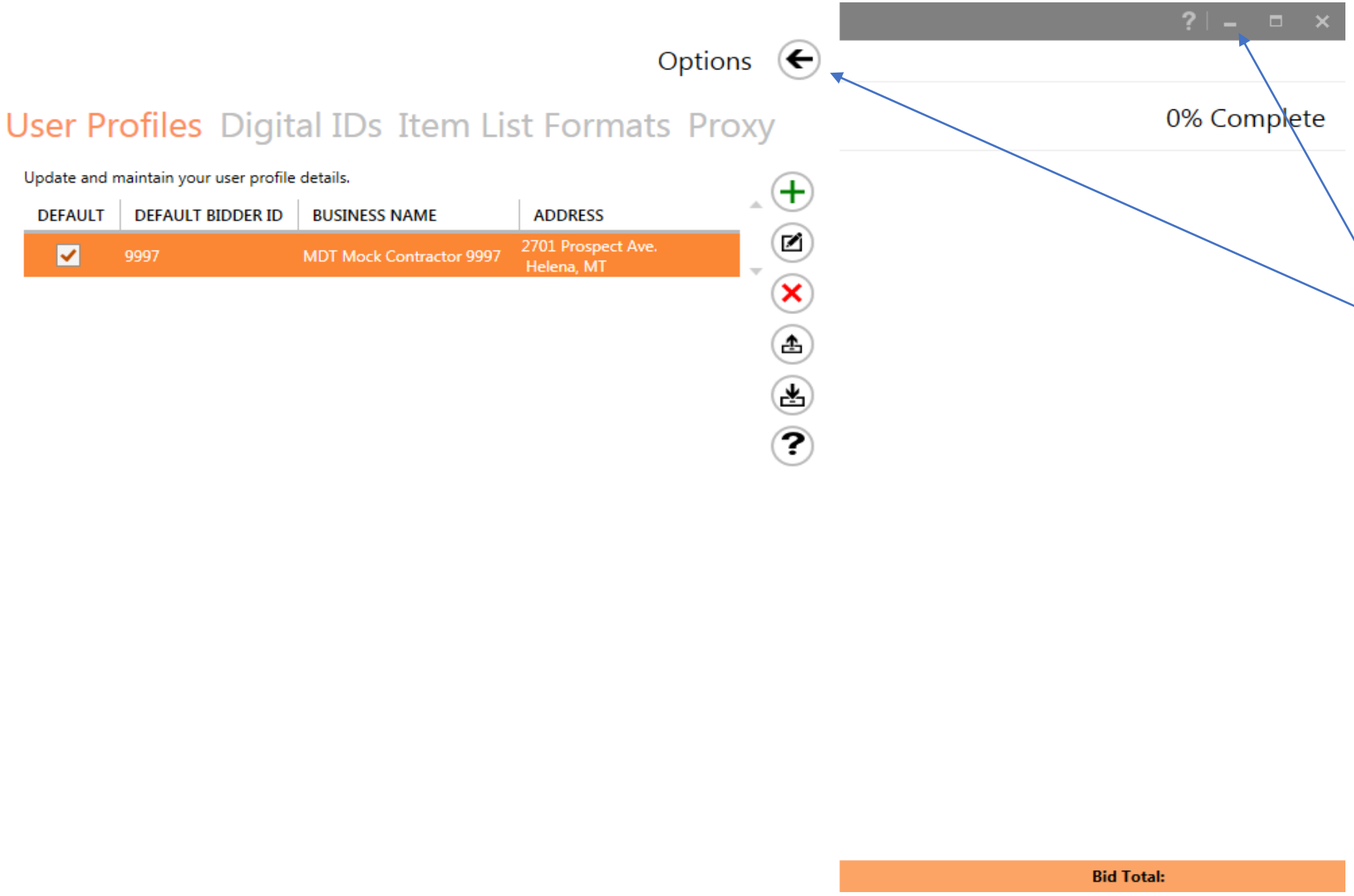

1) Click the Arrow to collapse the Options Menu Then,
2) Click the "_" to minimize the Project Bids™ software program.

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

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