

## **How a Prime Contractor or Subcontractor can provide or get information about quotes through IDOT's Web site**

The following information describes how to submit an electronic interest form, and how to review reports containing others' submissions to the site.

### **Information about the Contractor's Market Place page.**

Notice the four "Related Information" topics that have been underlined at the top of the right column on the page. You can click on the underlined topics to obtain additional reference information from separate Web pages. You will want to return to this Contractor's Market Place page. To do so, simply click on the "Back" button at the upper left of your browser's page.

The following is a brief description of the contents of the pages containing "Related Information".

- User Agreement    This page contains the Department's disclaimer describing the conditions for use of Market Place data. Please review the page the first time you access the Contractor's Market Place page.
- Work Categories    This page provides narrative descriptions of the IDOT Work Categories. It also defines which types of your work fall into each category. Please review.
- Letting Dates      This page lists the letting schedule and lettings for which there is additional data. The additional data contains such topics as the "Special Notice of Letting", "For Bid List of Bidders", "Not For Bid List of Bidders" and CBID files.
- Notice of Letting    This page contains the Transportation Bulletin. Its actual title is the Notice of Letting.

### **How to submit an electronic Interest Form**

If you are a Prime Contractor or Subcontractor interested in getting or providing quotes on letting items for bid, file an interest form on-line. Prime Contractors should click on Prime Contractors. Subcontractors should click on SubContractors. To optimize communications, the forms are designed to look alike. The following steps can be followed when filling out either form.

Click the Letting Date on which you want to get or provide a quote. The Letting Dates are preset by IDOT and changes will be ignored by the Internet.

Enter your firm's information in the rest of the boxes. The labels to the left of each box describes what information is to be entered. You can move from box to box with your mouse and pointer.

In some cases, it may appear that the box may not be big enough to enter a particular piece of your firm's information. Type the piece of information into the box. You will notice that, as you reach the right side of the box, what you have typed in will scroll to the left. Use the left and right arrow keys to move back and forth through your information. This can be used as a method to review and correct your piece of information.

When you reach the DBE question, click on either the "Yes" or "No" button as the answer applies to your firm.

Click on the box next to each of the Work Categories about which you are interested in providing or getting quotes.

There is a box that appears after Work Category 043 "Material Supply" and a box that appears after Work Category 044 "Trucking & Supply". Enter a primary material you are interested in getting or providing a quote upon in the box for the associated Work Category. The primary material must be entered or the form will not be accepted.

**Please Note:** *Be careful when entering data into boxes or clicking on buttons or boxes. IDOT will not edit or correct submissions. What you enter will appear on the reports for the letting date you have chosen. Changes cannot be made to submissions for that letting date.*

**Please Note:** *You must select a letting date, enter your firm's name, an item number, and check at least one Work Category. If any of these four pieces of information are not supplied by you, the Interest Form will automatically be returned to you. A message box will appear to inform you which required information has not been entered. You will be positioned to the piece of missing information. This error procedure will continue until all four required information pieces have been supplied by you.*

When you have completed entering your firm's information, you have two choices at the bottom of the page. They are the "SUBMIT" and "CANCEL" buttons.

If you are decide to not send your information to IDOT, click on the "CANCEL" button. Clicking on the "CANCEL" button will cause all of your entries to disappear. All information will be lost.

If you are satisfied with what you have entered, click on the "SUBMIT" button. Your form will be sent to IDOT.

A "Thank You" form will appear to let you know your information has been sent. It is also made available so that you can send another form. *A separate form must be submitted for each letting date and item.*

If you want to submit another form, click on the "GO BACK TO FORM" button.

If you want to change letting dates, click on the new letting date. If you want to change item numbers, delete the item number which you previously entered into the Item No. box. Type in the new item number. If you need to change Work Categories, clear the Work Categories by clicking on the box to the left of each Work Category. This will

remove the check in the box. Next click on the box to the left of each of the Work Categories you are interested in providing or getting quotes.

Repeat the process of going back and forth between the forms page and the "Thank You" page until you have submitted all of the forms you need for each item and letting.

When you are finished submitting forms, you may go back to the Contractor's Market Place page by clicking twice on the "Back" button in the upper left of your browser's page. You may choose to go to IDOT's Home page by clicking the "IDOT HOME" button. You may also close your browser. It can be re-opened in the future to submit more forms.

**Please Note:** *Selecting any of these options will cause the contents of your form to be automatically emptied. The next time you go to the form, you will have to completely re-enter all of your firm's information.*

#### **How to review reports containing others' submissions to the site.**

The Interest Reports are obtained by going to the Contractor's Market Place page. If you are connecting your browser to IDOT's Web site, use the procedures described above in the section titled, "How to get to the Contractor's Market Place location on IDOT's Web site". If you are on the "Thank You" page and you have finished submitting forms, click on the "Back" button on the upper left of your browser's page until the Contractor's Market Place page reappears.

If you are looking at the Contractor's Market Place page, you are ready to get reports by doing the following:

Individual reports are generated for each letting. Reports are requested by letting date. When reports are available, they will be in pairs.

One report, by "- Prime Contractor -", lists the Prime Contractor's requests for quotes from Subcontractors on letting items. Subcontractors click on a letting date under "- Prime Contractor -" to receive the listing of Prime Contractor's information.

The other, by "- SubContractor -", lists the Subcontractors interested in providing quotes on letting items. Prime Contractors click on a letting date under "- SubContractor -" to receive the listing of Subcontractor's information.

Occasionally, two letting dates will appear in this area. This can be expected when there is an overlap in the letting time periods. Typically, this would occur when a special letting occurs near a regularly scheduled letting. Prime Contractor's and Subcontractor's reports will be available for both letting dates.

If there are no reports available, you will see a message informing you so in this location on the Contractor's Market Place page.

When the report you requested becomes available, it will appear in the standard HTML format. The report will look like a printed report even though it is in electronic format.

The report can be reviewed in its entirety, selectively skipped through with a simple mechanism and selected pages may be printed. When large lettings occur involving many bids, you will probably not want to review the entire report. It will probably be too large to review manually. It is suggested that you search through the report with your browser's "Edit", "Find (on this page)" tool.

The browser "Find (on this page)" tool is activated from an icon on the toolbar at the top of the browser window. Click on "Edit". A drop down menu of options will include the "Find (on this page)" option. Click on this option.

A small "find" panel will appear. In it will be a small box in which you can type something to find. This box is labeled "Find What". If you are looking for a letting item such as "017", type 017 in the little "find" box.

There are two options to the left of the little box in which you just entered a value such as a letting item number. The first is "Match whole word only". Click on the small box on its left. If you are careful to click this option, the "Find" tool will just look at item numbers. If you don't click on this option, the "find" tool will also find letting item numbers such as 017 when they are part of telephone numbers.

After clicking the box next to the "Match whole word only" option, click on the "Find again" button to the right of the panel. The "find" tool will jump you to the first page of the report where your value can be found. The value will appear in a blue background.

If you need to find more values and you have closed the "Find" box, click on the Edit, Find (on this page) combination again. You will notice the value will reappear and that

the “Match whole word only” option is still checked off. Use the Find Again option as many times as you need to find all occurrences of the value you are looking for. If nothing more is to be found in the report with the Find Again button, you will see the message, “Finished searching the document.”

To print specific pages, Hold down your primary button on your mouse while you drag your cursor or pointer over all of the text which you want to print. You will notice that a highlighting by reversing the color of the background and text.

Click on the word “File” at the top off the browser window. A menu will drop down. Click on “Print”. A printing option panel will appear. Midway down the left side of this panel will appear a box labeled “Print range”. Click on the button to the left of “Selection” to print the text which you highlighted Press “OK” to activate the printing or “Cancel” if you have changed your mind about printing. A small panel will pop up momentarily to let you know that the printing has been started. If you do not follow this procedure, the entire report will print using one of the other two “Print range” options. This happens because the entire report is one large HTML page. The report may be very large, requiring a lot of paper to print.

Again, click on the “What’s New” bar periodically when you access IDOT’s Web site. The Contractor’s Market Place System will be enhanced and the procedures for its use will change. The “What’s New” page will keep you informed of changes.