



Login to iCX and Submit Vendor Bid

Job Aid

Roles Impacted

Admin
Authorized Signer

Last Revised

December 20, 2024
R8.0.0.0



Introduction

This job aid provides step-by-step instructions for active users to log into the ExeVision Integrated Contract Exchange (iCX) web application and to submit a construction and maintenance contract bid using the iCX application.

-  The iCX application may also be referred to as the Integrated Contract Exchange or the Electronic Bidding System (EBS). It will be referenced as iCX throughout this document.
-  If you need assistance with any technical issues related to the application, please call 801-426-7777 or email txsupport@exevision.com.

Overview

To streamline contractor access to bidding functions, TxDOT has integrated the bid proposal request and bid submission into iCX. Both proposal requests and bid submissions are accomplished using the iCX application. Note that iCX allows contractors the option to receive a paper proposal. An informational proposal may still be viewed online, but contractors will receive paper proposals only upon request.

-  Before submitting an electronic bid for the first time, review the current [Standard Specification and Special Provisions to Item 2, "Instructions to Bidders."](#) The specifications and provisions outline the requirements for submitting an electronic bid.

-  Your company administrator is responsible for creating and managing accounts for employees who need iCX access to request proposals and submit bids on behalf of the company. The iCX administrator can also reset passwords when necessary. Each employee must use a unique work email address, as duplicate email addresses are not permitted in iCX.

Process Overview

This job aid covers the following activities for accessing iCX and submitting a vendor bid in the application:

1. [Login to iCX](#)
2. [Submit Bid](#)



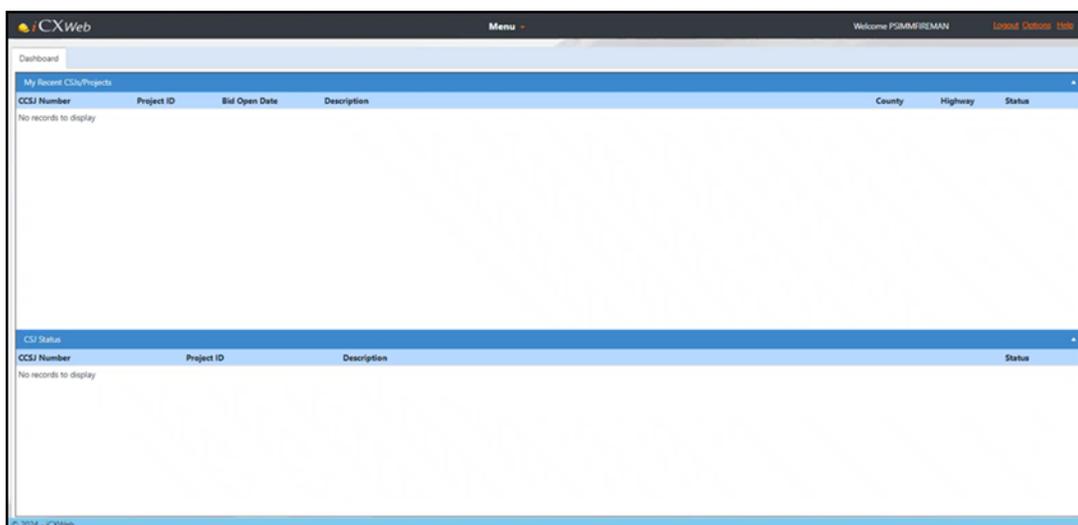
Login to iCX

1. Access the Login Page
 - Navigate to [Electronic Bidding System \(iCX\)](#) page and click the **Login** to the System icon
2. Enter Your Username and Password
 - Use your company username (company email) and password to login.

The screenshot shows the iCX login interface. At the top center is the iCX logo with the text 'Integrated Contractor Exchange'. Below the logo are two text input fields. The first field is labeled 'Username' and has a person icon to its left. The second field is labeled 'Password' and has a lock icon to its left. At the bottom left of the form is a blue button labeled 'Login'. At the bottom right is a blue link labeled 'Forgot password?'.

-  First-time users can refer to the **Login to iCX and Request Bid Proposal** job aid for detailed instructions on how to log in after their iCX account has been created or password has been reset.

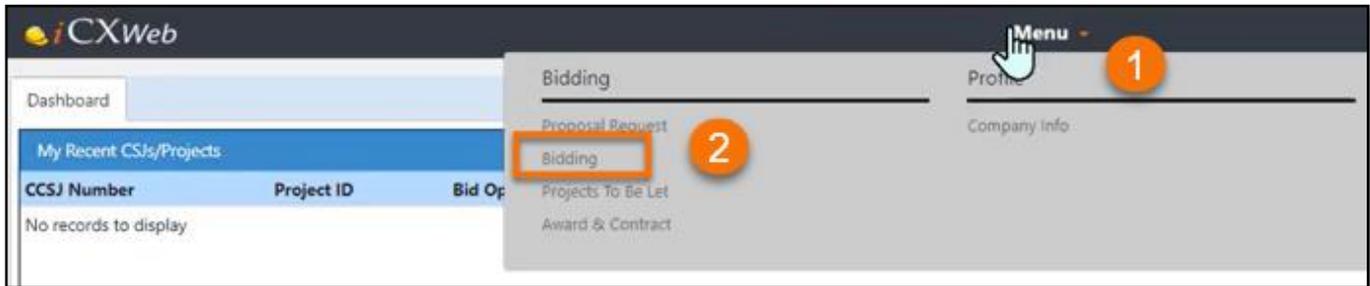
3. Upon successful login, the iCX Dashboard will open.



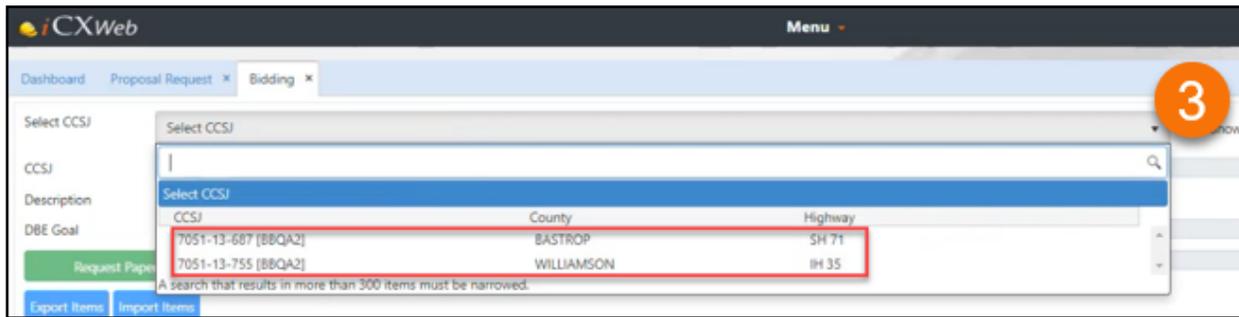


Submit Bid

1. Click **Menu**
2. Select **Bidding** under Bidding.



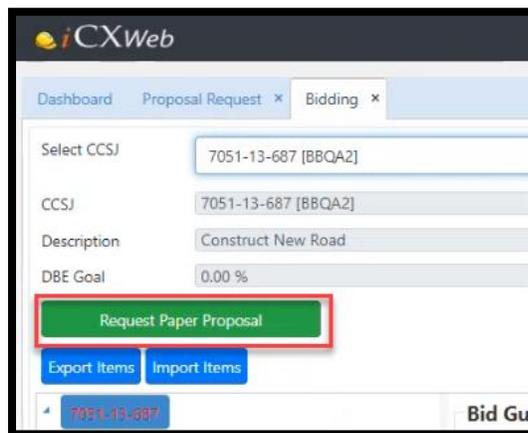
3. Click in **Select CCSJ** field and either type in a known CCSJ number or scroll the list to select a Construction or Maintenance project from the drop-down list.



Optional: Request a Paper Proposal

Once a CCSJ has been selected, the **Request Paper Proposal** button is enabled.

- Click the Request Paper Proposal button.



- Select an **Address** from the drop-down list

- If using a **courier service** (FedEx, UPS, etc.), enter the courier's name and your company's account number. (TxDOT does not pay/reimburse for couriers.)
- Click the **Request** button
- Review the **success message** pop-up and click **OK** to close it.



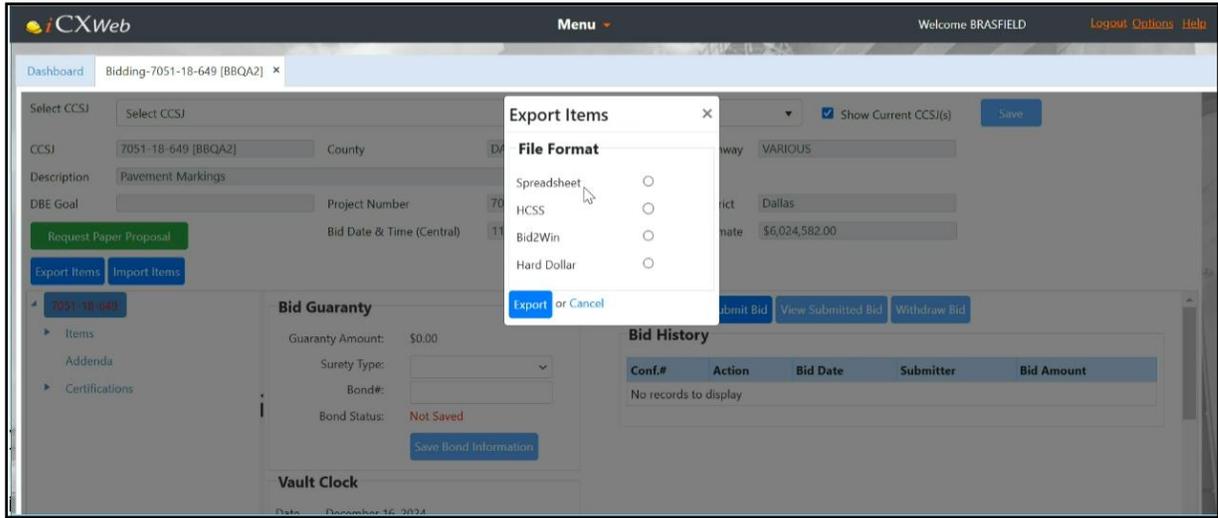
The paper proposal will be sent via the US Postal Service if a courier is not entered. (TxDOT covers the applicable postage.)

4. Vendor has the option to **a** **Export Items** and **b** **Import Items** to their estimating application and iCX.

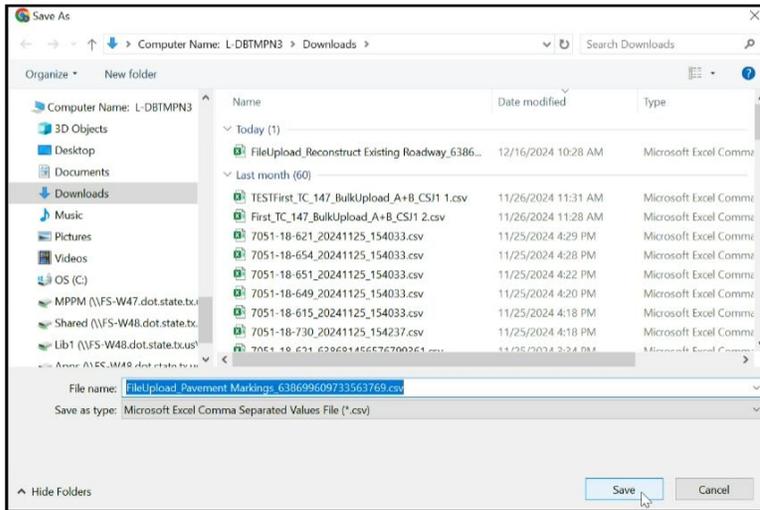


a) **Export Items**

- Click the **Export Items** button, and a window will appear.

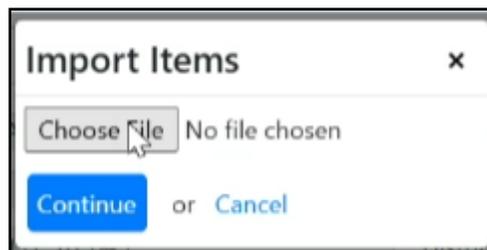


- Select the desired **file format** for export and click **Export**.
- Choose the **file location** where you want to export the file, then click **Save**.



b) **Import Items**

- Click the **Import Items** button, and a window will appear.

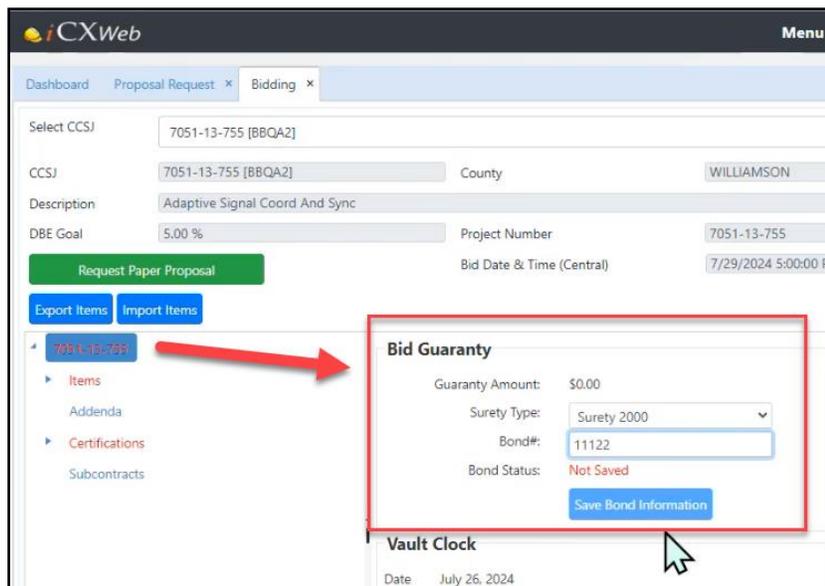


- Select a **.csv** or compatible file by clicking the **Choose File** button, then click **Continue**.
- A confirmation message will appear, indicating that the file has been successfully imported.



5. Enter **Bid Guaranty Details**

- After successfully selecting a CCSJ, navigate to the Bid Guaranty box which is to the right of the **CCSJ number** label to select a **Surety Type** using the dropdown list, enter **Bond#**, and click **Save Bond Information**. The **Bond Status** value will update to Saved.



 The Proposal Requestor and User roles cannot submit bids; they can only enter bid items.

6. Enter Unit Prices (if not using the import/export functionality shown above)

- Click **Items** in the left navigation pane
- In the left navigation pane, click the arrow  next to **Items**.
- Click on **Roadway** and enter a **Unit Price** for each bid item listed.



To view bid items without a **Unit Price**, click the **Show Incomplete Items Only** checkbox located in the summary row below all the item numbers.

- If **A + B Category** is displayed, click on it and enter a Quantity for each item listed.
- If one/more **Alternate Group #X** items are listed under **Items**, click on each:
 - Click the **Base Bid** or **Alternate #X** items to view the bid item alternatives;
 - Enter a **Unit Price** for both items;

Seq #	Item Number	Description	UOM	Quantity	Unit Price	Extended Price
407	464-6001	RC PIPE (CL III)(12 IN)	LF	220.000	\$62.310	\$13,708.20
408	4122-6035	THERMO PIPE(12") (PP)(TY S)(TY II)	LF	448.000	\$25.770	\$11,544.96

A + B Category: Roadway
 Alternate Group # 1: Base Bid, Alternate # 1A
 Alternate Group # 2: Base Bid, Alternate # 2A

Show Incomplete Items Only Bid: \$292840713.72 Category: \$25,253.16

- Click the radio button next to the option to include in the bid. (The selected option will turn blue).
- Once Unit Prices are entered and an option selected, the **Alternate Group #X** label will also turn blue.

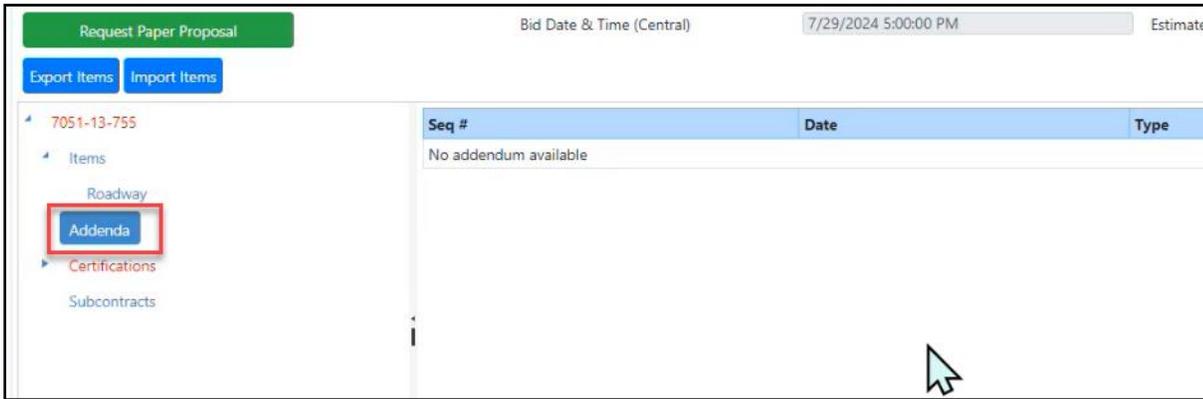
Once all entries are completed and saved, the **Items** label will turn blue.

- Click the **Save** button to the right of the header details to ensure all work is appropriately retained.

7. Acknowledge the **Addenda** (if applicable).

- If the **Addenda** label in the left navigation pane is red, click it
- Note any Addenda that have been submitted
- Click the URL to open and review the revisions submitted in the Addendum
- Acknowledge the Addendum, which will make the **Addenda** label turn blue

- The **Items** label will turn red if any bid items have been added via an Addendum. Make **Unit Price** entries as required.
 - (Optional): Unit Prices may be edited for any **Item Number** for which the quantity was changed under the Addendum.



Click the **Save** button to the right of the header details to ensure all work is appropriately retained.

 If an addendum is issued after the vendor has submitted their bid, the bid will be automatically withdrawn. The vendor will receive an email notifying them of this change and will need to log in to acknowledge the addendum and input any required unit prices.

8. Review and acknowledge required **Certifications**

- In the left navigation pane, click the arrow ▶ next to **Certifications**
- Click on each required certification, review the content and acknowledge accordingly.



7051-13-755

Items

Roadway

Addenda

Certifications

Certification of Interest in Other Bid Proposals for

Child Support Statement

Disclosure of Lobbying Activities

Contractor's Assurance Regarding Subcontractor

Anti-Collusion

Child Support Statement

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

I acknowledge, understand, and accept these terms and conditions.

7051-13-755

Items

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Disclosure of Lobbying Activities

I have paid, or agreed to make payment, to a lobbying entity for influencing or attempting to influence an office or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action (this contract).

I acknowledge, understand, and accept these terms and conditions.

7051-13-755

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Contractor's Assurance Regarding Subcontractors

All subcontract agreements will incorporate the Standard Specification and Special Provisions to Section 9.6.B, "Payment Provisions for Subcontractors," all subcontract agreements exceeding \$2,000 will incorporate the applicable "Wage Determination Decision," and all subcontract agreements of \$10,000 or more will incorporate the Form FHWA 1273 and the following Special Provisions: "Certification of Nondiscrimination in Employment," "Notice of Requirement for Affirmative Action to Ensure Equal Opportunity" (Executive Order 11246), and "Standard Federal Equal Employment Opportunity Construction Contract Specifications" (Executive Order 11246).

Yes No

7051-13-755

Items

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Anti-Collusion

Anti-Collusion

I am legally-bound to perform the work described in the plans and specifications in consideration of the amount of this bid. In addition I am certifying that the only persons or parties interested in this bid are those named and the bidder has not directly or indirectly participated in collusion, entered into an agreement or otherwise taken any action in restraint of free competitive bidding in connection with this project.

I acknowledge, understand, and accept these terms and conditions.

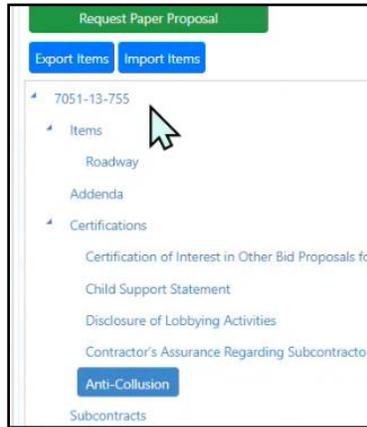


Once a Certification is acknowledged, it will change from red to blue in the left navigation pane to indicate that it has been completed.

- Click the **Save** button to the right of the header details to ensure all work is appropriately retained.

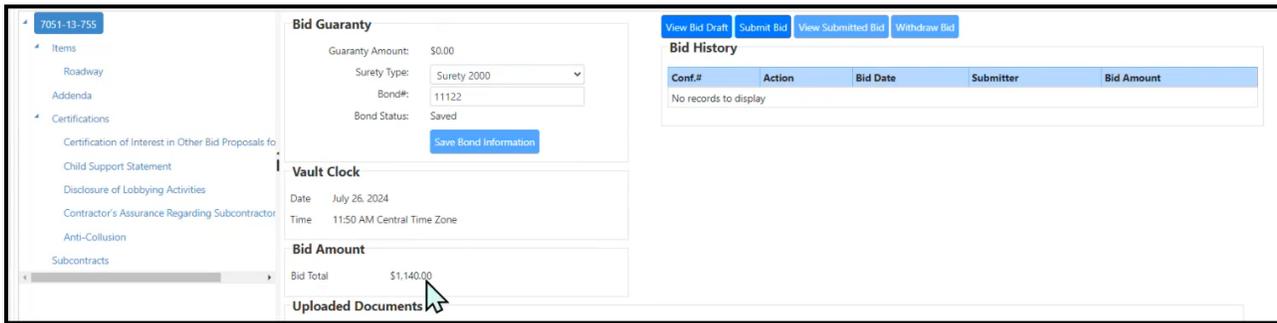
9. Confirm Section Completion.

- Once all labels are addressed. All labels will change from red to blue, including the **CCSJ number** label, indicating all required information has been completed in the left navigation page.



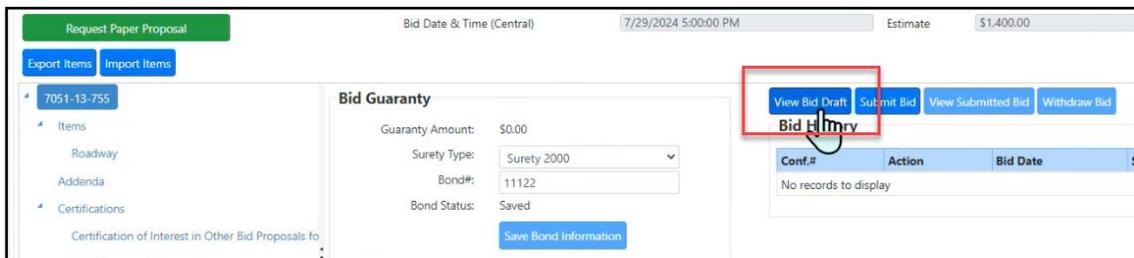
10. Check Completed Details

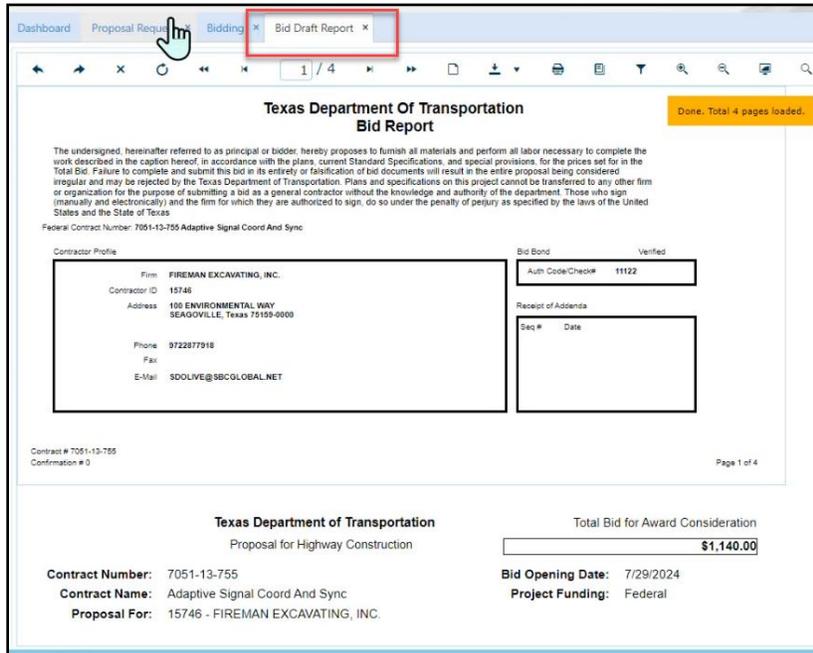
- Click on the **CCSJ number** label to verify that there is no red text in the left navigation pane or the Bid Guaranty area.



11. Review Bid Draft Report (optional)

- If you would like to review the bid draft, click the **View Bid Draft** button. This will open a new tab, **Bid Draft Report** tab with the draft of the bid for your review.





12. Submit Bid

- After reviewing the draft bid close the **Bid Draft Report** tab, click the **Submit Bid** button. You will be prompted to confirm the submission. Click **OK** to submit the bid. A pop-up message will confirm your bid submission.

