

CONTRACTOR ANNOUNCEMENT

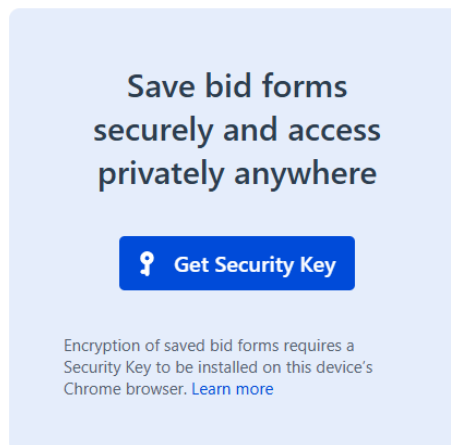
Advertisement of First Bid Letting Items with Enhanced Bidding

This is a final reminder that the **September 4, 2026**, letting will be using the new enhanced bidding workflows on Bidx.com, and our first letting items will be advertised on **July 31, 2026**. This represents a major step forward in modernizing our bidding process.

What You Need to Do:

To ensure a smooth transition, please take a moment to understand the updated requirements:

- **Digital ID:** Existing Digital ID holders will be prompted to import their Infotech® Digital ID into their browser.
- **New Security Key:** The first time you open a proposal in the new experience, a "security key" will be created. This key serves as a crucial backup to your Digital ID.



Please be advised of the following items regarding exporting and importing files:

- BidX has two locations you can export a CSV file of the pay items. *Only the file exported directly from the Tools menu within the Bid Form can be imported back into the Bid Form.*
- **Excel auto-conversion:** Excel often automatically reformats data when you open a CSV file for the first time, which removes leading zeros in the "LineNumber" column. If Excel prompts you to perform automatic data conversion when opening the file, make sure **not to convert**. If you're not being prompted but notice the numbers in the "LineNumber" column are missing leading zeros, you'll need to

adjust Excel's import settings, as the removal of the leading zeroes will always cause the import to fail.

To prevent Excel from automatically converting data in the future, you can enable the notification prompt:

File → Options → Data → Check "Notify me before converting"

Additional file formatting checks:

- Price values should not include dollar signs or extra formatting
- Save the file as a standard CSV (not CSV UTF-8 or other variants)
- Ensure there are no extra blank rows or columns

We strongly recommend reviewing the following materials provided and preparing for the upcoming change as early as possible.

Resources:

Infotech® has prepared the following resources to assist you:

- [Bid Submission in Bidx.com | Contractor Guides](#)
- [Knowledge Center Contractor Toolkit: Bid Submission in Bidx.com](#)

Where to get help:

Click the “?” at the top right of any BidX page for online help.

Customer support hours for BidX are 8 a.m. to 6:30 p.m. EST, Monday through Friday (excluding major U.S. holidays).

Toll-free number: 888-352-BIDX (2439)

bidx.support@infotechinc.com

Please visit [Support | Infotech](#) for additional contact information.