

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS**

**CONTRACT ADMINISTRATION DIVISION**

**EXTERNAL POLICY FOR ANSWERING CONTRACTOR QUESTIONS FOR  
ADVERTISED PROJECTS**

**Questions and Answers General Procedures**

All projects advertised by WVDOH for bidding via the Bid Express website at <http://www.bidx.com> will require questions to be asked using the Question and Answer feature link displayed in the “Also Available” section of the proposal page. Questions received through phone, email or other mechanisms shall not be answered and will otherwise be considered void.

Everyone will have the opportunity to ask a question and read through questions that have already been answered. Please note that individuals do not have to be a member of Bid Express to ask a question or read through questions that have already been answered.

Question and Answers are for “INFORMATIONAL PURPOSES ONLY” and shall not be intended as an alternative to the addendum process.

Any individual that communicates directly to WVDOH personnel concerning an advertised project will be directed to the Question and Answer feature on the Bid Express website at <http://www.bidx.com>. No WVDOH personnel shall communicate any issues concerning an advertised project with anyone outside of the Agency.

**Questions and Answers in BIDX**

Go to <http://www.bidx.com> and select Questions and Answers in the Also Available section for a proposal (See Attachment #1). The Bid Express service goes to the Questions page (See Attachment #2).

If you've already submitted a question, it will appear on this page. Questions that have been answered by WVDOH are also displayed here.

You have the option of asking a question or searching previously asked questions about the proposal that have been answered.

### **Ask a Question in BIDX**

Select Submit a Question from the upper right corner. The Bid Express service goes to the Ask a New Question page (See Attachment #3).

Verify your company and contact information. Please note that you can enter "anonymous" as first and last name if you so desire.

Enter your question(s) subject in the Subject field.

Ask your question (please limit only one (1) question per request) in the question field.

Click ASK. The Bid Express service displays your Question on the Question page and sends notification about the Question to the WVDOH.

Click the proposal in the navigation trail to return to the proposal page.

### **Delete a Question in BIDX**

You can delete a question by clicking Questions and Answers in the Also Available section for a proposal. Click the X for the question on the Questions for Proposal page and then click ok in the confirmation window. Questions that have already been answered by the WVDOH cannot be deleted. Once a question is deleted, it cannot be recovered.

### **View and Edit Your Question in BIDX**

To view your question, click the question on the Questions for Proposal page. Click Edit in the lower right corner to edit your question.

When the WVDOH replies, a date is entered in the Last Reply column. Click the title of your question on the Questions for Proposal page to see the answer. Once a question is answered by the WVDOH, it cannot be edited or deleted.

### **Search Questions in BIDX**

Select Search Questions in the upper right corner. The Bid Express service displays the Search Questions page.

Enter your search criteria in the available fields. The Bid Express starts the search as soon as there is an entry.

Any question that has not been answered by the WVDOH will not be included in the search.

### **TIMELINE**

Questions can be asked via <http://www.bidx.com> up to the time of the posted Letting with no exceptions. Please note however, that some advertised projects may stipulate deadlines for questions being asked such as the case with Design Build projects.

It is the intent of the WVDOH to issue all addendums no later than seven (7) days prior to the posted Letting date to modify the Project, if necessary. Therefore, Questions should be asked TWELVE (12) calendar days in advance to give the WVDOH time to adequately address your concerns and issues.

It is the intent of the WVDOH that questions received three (3) working days in advance of a posted Letting should be answered prior to the time of the posted Letting. Questions received within three (3) working days of the posted time of Letting may or may not be answered as time allows.

It is the intent of WVDOH that if a question goes “unanswered” and the proposal for which the question was asked has not been “pulled” or “deferred” then the Contractor shall bid the said proposal “AS IS”.

### **POSTING**

All valid questions received and answered will be made public via <http://www.bidx.com> for viewing by anyone.

WVDOT: Proposal BTEST24R1 - Windows Internet Explorer

https://demon.bidx.com/new/proposal?coolid=BTEST24R1

File Edit View Favorites Tools Help

WVDOT: Proposal BTEST24R1

**Bid Express**  
SECURE INTERNET BIDDING

Welcome johndwardtaylor@gmail.com! Logout MyBidx Messages Help

WVDOT Lettings Search Bid Tab Analysis Small Business Network

February 12, 2013 09:39 AM EST

West Virginia Department of Transportation

List of Lettings > April 1, 2013 > BTEST24R1 [Contact Bid Express](#)

**◀ Proposal BTEST24R1 ▶**

HUGHES BRANCH ROAD

Date Generated: 02/07/2013      Sections: 1  
 Date Revised:                      Amendments: 0  
 Call Order: 002                      Highway Number:  
 Items: 11                              Counties: CABELL

[Export \(csv\)](#) | [Export \(tab\)](#)

**Also Available**

- [Plan Holders / Eligible Bids](#)
- [Questions and Answers](#)
- [Create Sub-quote Request](#)

**Downloads**

- [01Apr002.EBS](#)
- [EBLib File](#)
- [Proposal Book](#)
- [PROPOSAL-BT...ANCHROAD.pdf](#)

Line	Item	Quantity	Unit	Description	Price
<b>Section 0001: RESURFACING 1300</b>					
0005	408002-001	717.000	GA	BITUMINOUS MATERIAL	
0010	636008-001	20,608.000	LF	TEMPORARY PAVEMENT MARKING-PAINT 4 IN YELLOW	
0015	636008-001	20,608.000	LF	TEMPORARY PAVEMENT MARKING-PAINT 4 IN WHITE	
0020	636011-001	1,750.000	UN	TRAFFIC CONTROL DEVICE	
0025	636014-001	50.000	HR	FLAGGER	
0030	663001-004	20,608.000	LF	EDGE LINE, TYPE II - 4 IN WHITE	

Internet 100%

Q & A for Proposal BTEST24R1 - Windows Internet Explorer

https://www.bidx.com/wv/qands/contid=BTEST24R1

File Edit View Favorites Tools Help

Remote Access Request DOT Website Suggested Sites BlueZone Web-to-Host Main... Microsoft Outlook Web Access Online Leave System

Q & A for Proposal BTEST24R1 Page Safety Tools

**Bid Express**  
SECURE INTERNET BIDDING

Welcome johndwardtaylor@gmail.com! Logout MyBidx Messages Help

WV DOT Lettings Search Bid Tab Analysis Small Business Network February 12, 2013 09:40 AM EST

West Virginia Department of Transportation

List of Lettings > April 1, 2013 > BTEST24R1 > Q & A [Contact Bid Express](#)

[Search Questions](#) | [Submit a Question](#)

### Questions for Proposal BTEST24R1

Letting ID: APR0113 Call Order: 002

Subject	Author	Asked	Answered
No questions have been asked.			

(0 Questions)

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The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://demo.bids.com/qa/question/new/contid-07CE0124R1>. The page title is "Q&A for Proposal BTEST24R1". The main heading is "Ask a New Question".

On the left side, there is a box titled "Submit a Question" with a large question mark icon and the text "New Question".

The form contains the following fields:

- \*First Name
- \*Last Name
- \*Phone
- \*Organization
- \*Subject
- Question

At the bottom right of the form area, there are two buttons: "Ask" and "Cancel". A red arrow points to the "Ask" button.

At the bottom of the page, there are links for [Contacts](#), [Training Center](#), [Privacy Policy](#), and [Product Updates](#). The browser status bar shows "Done" and "Internet".