

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties and Cities	Date: February 18, 2013
From: Office of Local Systems	I.M. No. 3.720
Subject: Electronic Bid Item Information	

**Contents:** This Instructional Memorandum (I.M.) includes guidelines and procedures for a Local Public Agency (LPA) or their consultant to submit electronic bid item information to the Iowa Department of Transportation (Iowa DOT).

For all LPA projects let through the Iowa DOT, the LPA's designer shall enter the bid item information using the Iowa DOT's web-based Bid Items Application.

### Accessing the Bid Items Application

For a person to access and use the Bid Items Application or a given LPA project, three things are required:

1. The person must be identified as one of the project contacts for the Sponsor, Design Engineer, or the Secondary Design Engineer in the Development module of [Transportation Program Management System \(TPMS\)](#). TPMS provides this information to the Iowa DOT Bid Item Application so the appropriate person can enter and submit bid item information for the LPA's project. For assistance in accessing or updating the project information in TPMS, contact the [Iowa County Engineers Service Bureau](#).

Note: Contact information changes made in TPMS are not transferred to the Iowa DOT until the following day, so designers added to TPMS will not have same day access to their projects in the Bid Items Application.

2. The person must have an Enterprise A&A account. If the person already has such an account, it is not necessary to create a new one. See the web site below for sign-up instructions.
3. The e-mail address used to sign-up for the person's Enterprise A&A account must match the e-mail address used for the person in TPMS. This e-mail is **not** the Enterprise A&A account ID "firstname.lastname@iowaid" that is used for public users.

### Using the Bid Items Application

The Iowa DOT recommends designers enter the bid item information at the Check Plan stage since bid item data can be exported from the Bid Items Application and used to prepare the quantity tabulation and engineers estimate. However, bid item information must be entered by at least the Final Plan submittal to the Administering Office in order to allow an opportunity for review with the Final Plans.

If additional bid item changes are required between the Final Plan submittal to the Administering Office and the Office of Contracts turn-in date, the designer shall coordinate with the Administering Office to ensure all changes are made in the Bid Items Application before the final plans are turned in to the Office of Contracts. Final plans are due in the Office of Contracts at 7:00 a.m. on the Contracts turn-in date. Refer to [I.M. 3.010](#), Project Development Submittal Dates and Information, to determine the Check Plan, Final Plan, and Contracts Turn-in dates.

If corrections are required after final plans are turned in to the Office of Contracts, the Office of Contracts will make the necessary changes to the bid item information and request plan changes from the designer as appropriate. The designer should not make the corresponding changes in the Bid Item Application because this information is only loaded once into the Office of Contracts letting software. Afterward, any changes made in the Bid Item Application will have no effect. If the designer identifies bid item changes after the turn-in day, the designer shall follow the procedures outlined in [I.M. 5.030](#), Iowa DOT Letting Process.

For additional information and instructions, refer to the Iowa DOT [Bid Items Application](#) web site.