

# **NDOT iCX User's Manual**

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# General Information

## *iCX Help Contacts*

### iCX Help Desk

NDOT Contract Services

Phone: (775) 888-7070, Option 3

Email: [ndotcontractservices@dot.state.nv.us](mailto:ndotcontractservices@dot.state.nv.us)

### To register for electronic bid bonds

Surety2000

Phone: 800-660-3263

Website: [www.surety2000.com](http://www.surety2000.com)

E-mail: [help@surety2000.com](mailto:help@surety2000.com)

### SurePath (InSure Vision Technologies)

Phone: 818-783-3460

Website: [www.insurevision.com](http://www.insurevision.com)

Email: [support@insurevision.com](mailto:support@insurevision.com)

### Electronic Plan Room

The electronic plan room can be accessed from the Department's website at [www.nevadadot.com](http://www.nevadadot.com).

For assistance with the Plan Room, please call NDOT Contract Services.

## *iCX System Requirements*

The iCX application has been tested to run on the following browsers:

- Internet Explorer 9 and higher
- Mozilla/Firefox
- Chrome

## *Account Roles in iCX*

There are 3 different account roles in iCX:

1. **User:** An administrative account. Can enter information into a bid in iCX, but cannot sign for certifications or submit a bid. The User account is set up by a Company Administrator.
2. **Authorized Signer:** Has all the same rights as a user and can sign for certifications and submit bids. The Authorized Signer account is set up by a Company Administrator.
3. **Company Administrator:** Has all the same rights as a User and an Authorized Signer, can edit company profile information and can set up both User and Authorized Signer accounts. The Company Administrator account is set-up by NDOT.

## Logging into iCX

You must first obtain a username and a temporary password from your company's Administrator. To obtain an administrator account, please contact NDOT Contract Services.

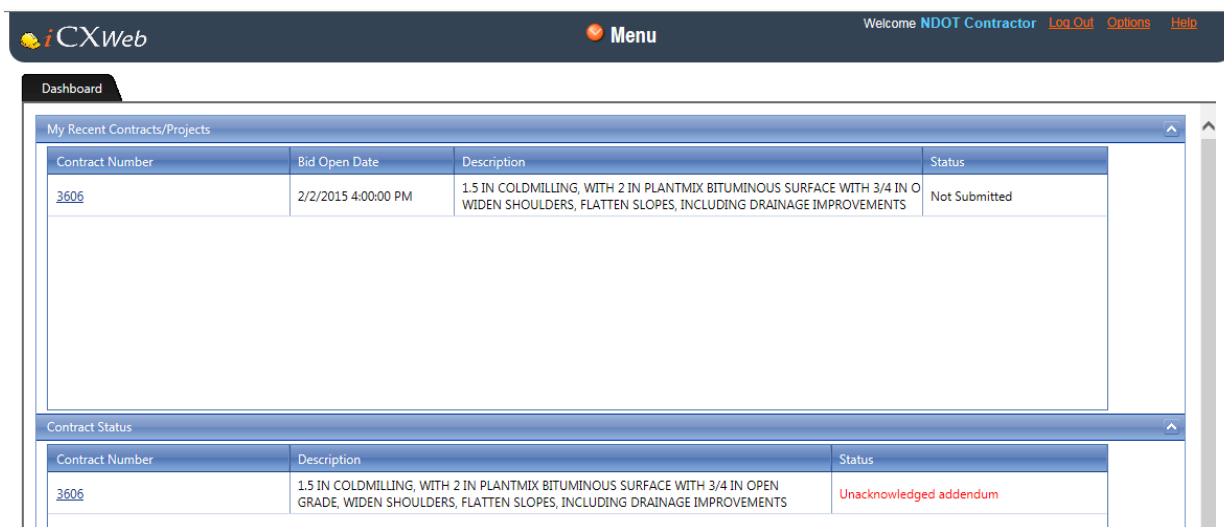
When you first login into your account, you should change your password. To change your password, access the Options menu:

1. Click on the *Options* link in the upper right corner of the screen.
2. Click on *Change Password*.
3. Enter your current password.
4. Enter a new password which meets the following criteria:
  - Must be at least 8 characters long
  - Must contain 1 uppercase letter
  - Must contain 1 lowercase letter
  - Must contain 1 number
  - Must contain 1 special character

## Overview

### Dashboard

Once you log into iCX you will be brought to the Dashboard. The dashboard provides information and navigation tools to help contractors review high-level information and quickly access contracts in the iCX application. The Dashboard is specific to the user logged in.



The screenshot shows the iCXWeb dashboard interface. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and a welcome message 'Welcome NDOT Contractor' along with links for 'Log Out', 'Options', and 'Help'. Below the navigation bar, the 'Dashboard' section is visible, containing two tables. The first table, titled 'My Recent Contracts/Projects', lists a contract with ID 3606, a bid open date of 2/2/2015 4:00:00 PM, and a status of 'Not Submitted'. The second table, titled 'Contract Status', shows the same contract with a status of 'Unacknowledged addendum'.

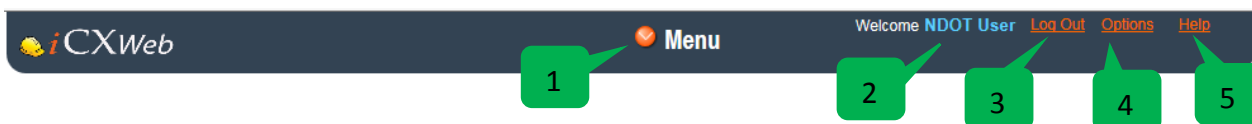
Contract Number	Bid Open Date	Description	Status
3606	2/2/2015 4:00:00 PM	1.5 IN COLDMILLING, WITH 2 IN PLANTMIX BITUMINOUS SURFACE WITH 3/4 IN OPEN GRADE, WIDEN SHOULDERS, FLATTEN SLOPES, INCLUDING DRAINAGE IMPROVEMENTS	Not Submitted

Contract Number	Description	Status
3606	1.5 IN COLDMILLING, WITH 2 IN PLANTMIX BITUMINOUS SURFACE WITH 3/4 IN OPEN GRADE, WIDEN SHOULDERS, FLATTEN SLOPES, INCLUDING DRAINAGE IMPROVEMENTS	Unacknowledged addendum

## Task Bar

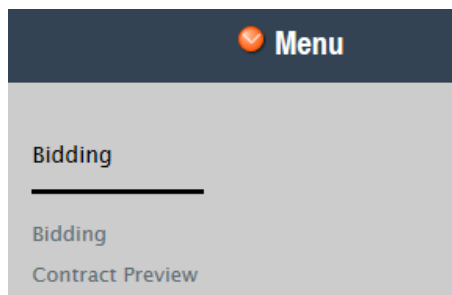
The task bar is specific to the person logged into iCX.



1. User Specific Menu: all the menu options available to you can be accessed.
2. User Name: Your name will be displayed
3. Logout: Logout of the system. Since iCX is a web application it is recommended you logout of your session instead of simply closing the window.
4. Options: Change your password and set the "Save as you Go" option.
5. Help

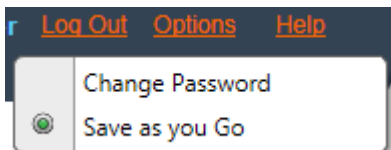
## Menu

The Menu is role specific. Users and Authorized Signers can access the Bidding and Contract Preview Sections. To see the menu access for a Company Administrator, please see the Company Administrator section starting on page 9. Click on the down arrow to open the menu and click anywhere inside the menu to close it.



## Options

In Options you can change your password and set the "Save as you Go" option.



To activate "Save as you Go" click on the radio button to the left of the option until it turns green.

# Bidding in iCX

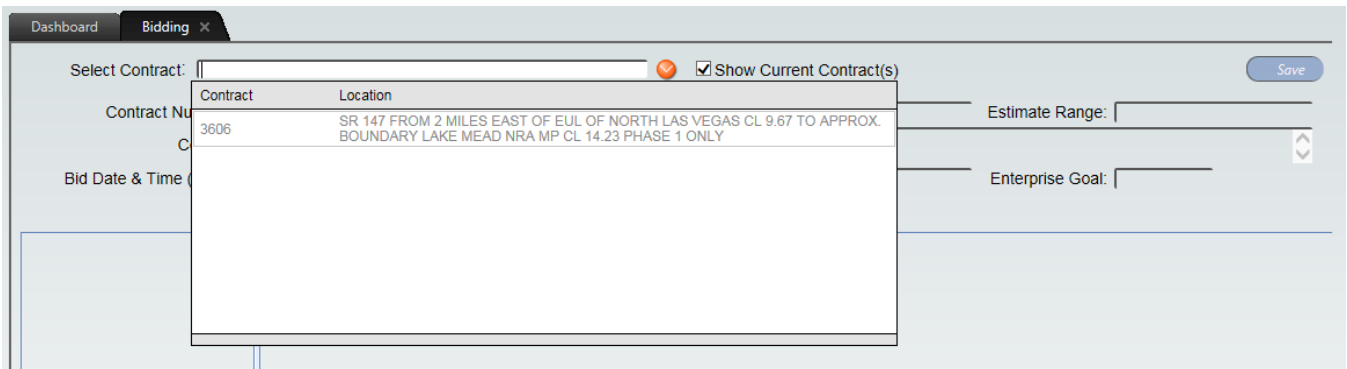
## Contract Preview

The Contract Preview window allows users to view and download contract information for all contracts that are currently available for bidding from the Department, including contracts for which a contractor is not authorized to bid. To access Contract Preview, select the Preview from the Bidding menu.

## Selecting a Contract

Once you purchase a set of plans and are prequalified to be a prime bidder, you will be given rights to bid on a contract. To access an authorized contract for bidding, select Bidding from the Bidding menu.

To open a particular contract you can either type the contract number into the Select Contract Field or use the drop-down and select a contract.



The screenshot shows a web interface for bidding. At the top, there are tabs for 'Dashboard' and 'Bidding'. Below the tabs, there is a 'Select Contract:' field with a dropdown arrow and a 'Show Current Contract(s)' checkbox. A dropdown menu is open, displaying a table with two columns: 'Contract' and 'Location'. The table contains one row with the contract number '3606' and the location 'SR 147 FROM 2 MILES EAST OF EUL OF NORTH LAS VEGAS CL 9.67 TO APPROX. BOUNDARY LAKE MEAD NRA MP CL 14.23 PHASE 1 ONLY'. To the right of the dropdown, there are input fields for 'Estimate Range:' and 'Enterprise Goal:'. A 'Save' button is located at the top right of the interface.

## Contract Tree

The contract tree structure in the left column provides access to different parts of the contract bid package. The Contract Tree can also give you an “at-a-glance” status of your bid by showing completed items in black and yet to be completed items in red:

### Contract Number – Contract Summary

1. Items
  - a. Base Items
2. Addenda
3. Subcontractor and Supplier
4. Certifications
  - a. Lobbying Activities (Federal Aid contracts only)
  - b. Suspension or Debarment
  - c. Prime Contractor Statement of Performance
  - d. Enterprise Conformation Letter(s)
  - e. Good Faith Effort
  - f. Uniform Affidavit of Certification (State contracts only)



## Contract Summary

Clicking on the Contract number at the top of the Contract Tree will display the Contract Summary screen. From the Contract Summary screen you can:

1. View Contract information
2. Provide the Bid Guaranty
3. View the Vault clock
4. View bid reports
5. Submit and withdraw bids
6. View your bid history
7. View a list of submitted documents

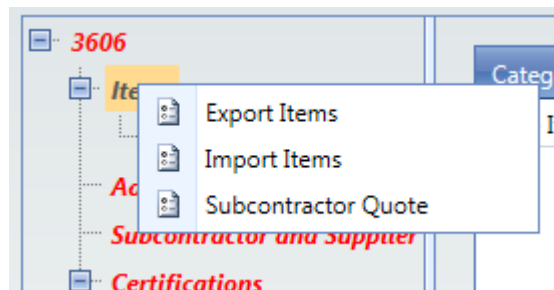
The screenshot shows the iCXWeb interface for contract 3606. The top navigation bar includes the iCXWeb logo, a Menu icon, and user information: "Welcome NDOT Contractor" with links for "Log Out", "Options", and "Help". The main content area is titled "Bidding" and contains a "Select Contract" dropdown set to 3606, with a "Show Current Contract(s)" checkbox and a "Save" button. Below this are fields for Contract Number (3606), District (DISTRICT 1), Status (Active), Estimate Range (R27 \$6,600,000.01 to \$7,950,000.00), County (CLARK), Description (1.5 IN COLDMILLING WITH 2 IN PLANTMIX BITUMINOUS SURFACE WITH 3/4 IN OPEN GRADE, WIDEN SHOULDERS, FLATTEN SLOPES, INCLUDING DRAINAGE IMPROVEMENTS), Bid Date & Time (2/2/2015 4:00:00 PM), Funding Type (FEDERAL), Enterprise Type (DBE), and Enterprise Goal (3.00%).

The left sidebar shows a tree view for contract 3606 with categories: Items (Base Items, Addenda, Subcontractor and Supplier, Certifications), Lobbying Activities, Suspension or Debarment, Prime Contractor Status, Enterprise Confirmation, and Good Faith Effort. The main area is divided into sections: Bid Guaranty (Guaranty Amount: \$350.00, Surety Type, Bond or Check#, Bond Status: Not Validated, Validate Bond button), Vault Clock (Date: February 02, 2015, Time: 09:56:32 AM Pacific Time), Bid Amount (Bid Total: \$7,000.00), Bid Reports (View Bid Draft, View Submitted Bid, View Draft Report, View Submitted Report buttons), Bid Submissions (Submit Bid, Withdraw Bid buttons), Bid History (table with columns: Conf.#, Action, Bid Date, Submitter, Bid Amount, One Percent Subcontractors, Other Subcontractors, Enterprise Confirmation Letter(s), Good Faith Effort, Uniform Affidavit Of Certification; note: No records to display.), and Submitted Documents.

## Items

In the Items selection in the Contract Tree, you can review a summary of item information, export and import bid items and create a Subcontractor Quote request. The Base Items selection will provide you with your items to bid.

1. Right Click on Items to Export, Import and create a Subcontractor Quote request.



- iCX allows you to export to a spreadsheet, HCSS, Bid2Win, and Hard Dollar. Choose the program to which you want to export and click on Export
- Click on Import Items to load your item list back into iCX.
- To Create a Subcontractor Quote request, click on Subcontractor Quote. A list of bid items will display. Check the box to the left of the bid item(s) and click OK. The system will create a quote page which you can print or export to another program.

**Export Items**

File Format

Spreadsheet:

HCSS:

Bid2Win:

Hard Dollar:

1 of 1
Export to the selected format
Export

**Request for Subcontractor Quote** 02/02/2015

from  
NDOT Contractor  
1263 South Stewart Street  
Carson City, Nevada 8912

**Contract Number:** 3606

**Bid Opening Date:** February 02, 2015

Subcontractor: \_\_\_\_\_

Seq#	Description	Unit	Quantity	Unit Price	Ext Price
5	ROADWAY EXCAVATION	CUYD	93300		
6	DRAINAGE EXCAVATION	CUYD	9393.62		
<b>Total Quote:</b>					

**E-Mail Address:** ndotcontractservices@dot.state.nv.us

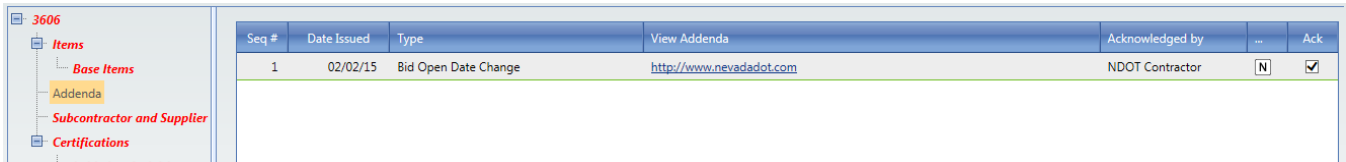
- Clicking on Base Items will show the Bidding Window which displays the list of bid items and provides fields to enter unit prices for each item:

	Seq #	Item Number	Description	UOM	Quantity	Unit Price	Extended Price
<ul style="list-style-type: none"> <li>3606</li> <li>Items               <ul style="list-style-type: none"> <li>Base Items</li> </ul> </li> <li>Addenda</li> <li>Subcontractor and Supplier</li> <li>Certifications               <ul style="list-style-type: none"> <li>Lobbying Activities</li> <li>Suspension or Debarment</li> <li>Prime Contractor Status</li> <li>Enterprise Confirmation</li> <li>Good Faith Effort</li> </ul> </li> </ul>	1	2000100	SURVEY CREW	hour	100.000	\$10.00	\$1,000.00
	2	2010100	CLEARING AND GRUBBING	LS	1.000	\$15,000.00	\$15,000.00
	3	2020585	REMOVAL OF FENCE	LINFT	260.000	\$150.00	\$39,000.00
	4	2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)	SQYD	65,720.000	\$40.00	\$2,628,800.00
	5	2030140	ROADWAY EXCAVATION	CUYD	93,300.000	\$0.00	\$0.00
	6	2030160	DRAINAGE EXCAVATION	CUYD	9,393.620	\$0.00	\$0.00
	7	2030550	V-TYPE DITCHES	STA	91.700	\$0.00	\$0.00
	8	2030680	GEOTEXTILE	SQYD	21,427.000	\$0.00	\$0.00
	9	2060110	STRUCTURE EXCAVATION	CUYD	2,180.000	\$0.00	\$0.00



## Addenda

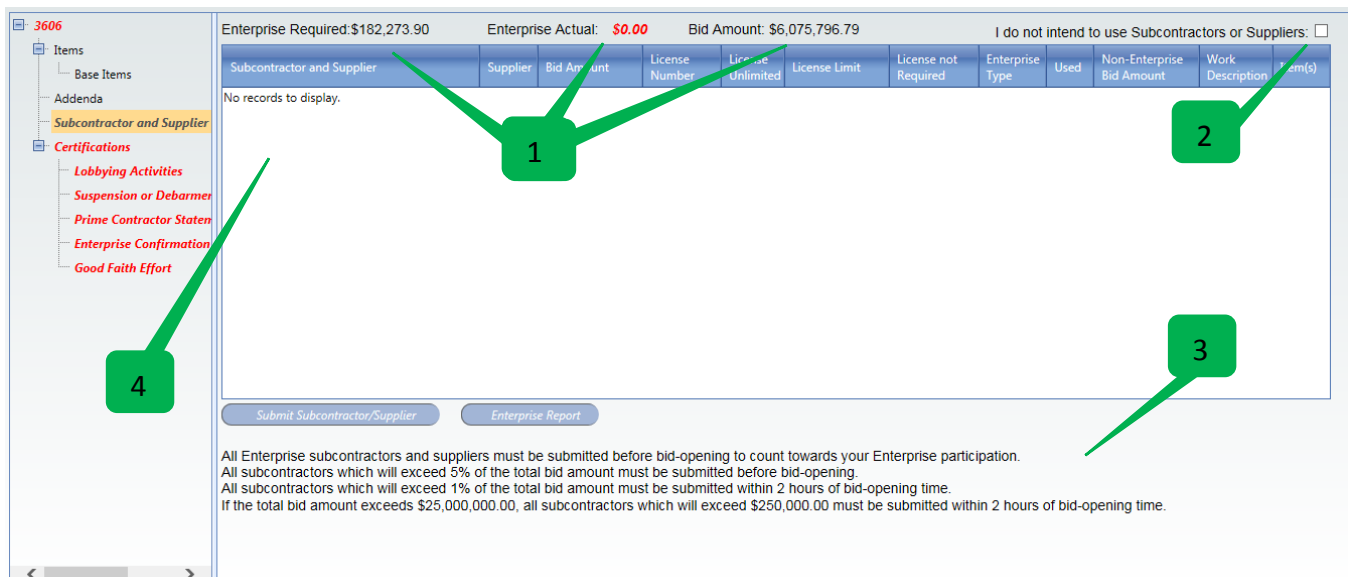
Clicking on the Addenda will allow you to view Addenda information. All addenda must be acknowledged before bid submission.



Seq #	Date Issued	Type	View Addenda	Acknowledged by	...	Ack
1	02/02/15	Bid Open Date Change	<a href="http://www.nevadadot.com">http://www.nevadadot.com</a>	NDOT Contractor	N	<input checked="" type="checkbox"/>

## Subcontractor and Supplier

Information about Subcontractors and Suppliers will be entered in this window:



Enterprise Required: \$182,273.90    Enterprise Actual: \$0.00    Bid Amount: \$6,075,796.79    I do not intend to use Subcontractors or Suppliers:

Subcontractor and Supplier	Supplier	Bid Amount	License Number	License Unlimited	License Limit	License not Required	Enterprise Type	Used	Non-Enterprise Bid Amount	Work Description	Item(s)
No records to display.											

Submit Subcontractor/Supplier    Enterprise Report

All Enterprise subcontractors and suppliers must be submitted before bid-opening to count towards your Enterprise participation.  
All subcontractors which will exceed 5% of the total bid amount must be submitted before bid-opening.  
All subcontractors which will exceed 1% of the total bid amount must be submitted within 2 hours of bid-opening time.  
If the total bid amount exceeds \$25,000,000.00, all subcontractors which will exceed \$250,000.00 must be submitted within 2 hours of bid-opening time.

1. At the top of the Subcontractor and Supplier Window is the Enterprise Required Total, the Enterprise Actual Total and the Total Bid Amount. All of these fields will update as you change your bid or Subcontractor and Supplier information.
2. If you do not intend to have any subcontractors or suppliers on the job, you can check this box.
3. The rules for submitting subcontractors and suppliers are listed here.
4. In this section of the window you will enter your subcontractors and suppliers:
  - a. Right click to add a sub or supplier. To choose from the list, choose Add Subcontractor/Supplier.
  - b. In the Subcontractor and Supplier field type a few letters of any part of the company name (all Enterprise eligible companies have their Enterprise type listed to the right of the company name).

No records to display.

Add Subcontractor/Supplier  
Add New Subcontractor/Supplier  
Delete Subcontractor/Supplier

c. Enter the information for each Subcontractor and Supplier:

Supplier	Bid Amount	License Number	License Unlimited	License Limit	License not Required	Enterprise Type	Used	Non-Enterprise Bid Amount	Work Description	Item(s)
<input type="checkbox"/>	\$100,000.00	12345	<input checked="" type="checkbox"/>	\$0.00	<input type="checkbox"/>	DBE/SBE	<input checked="" type="checkbox"/>	\$	N	I



- i. Check this box for each supplier
  - ii. Enter the bid amount provided by the subcontractor or supplier.
  - iii. Enter the License Number, the License Limit (or check the License Unlimited box) or, if a license is not required, check the License not Required checkbox.
  - iv. The Enterprise Type will display automatically.
  - v. Check if you will be using the subcontractor or supplier.
  - vi. Enter any Non-Enterprise Bid Amount – any amount which will be contracted to a 2<sup>nd</sup> tier sub or supplier of an Enterprise entity where the 2<sup>nd</sup> tier is not a certified Enterprise entity through the State of Nevada.
  - vii. Enter a work description.
  - viii. Enter bid items for each subcontractor and supplier:
    - 1. Click on the item box.
    - 2. In the item window, right click and select Add Item.
    - 3. Check the box to the left of each item the subcontractor or supplier will be providing and click continue.
    - 4. In the next window, check for any items that will be partially supplied and click continue.
- d. To enter a subcontractor or supplier which is not listed in the dropdown, right click to add “New,” enter the required information and click on save. Complete the fields as above.

## Certifications

All Certifications should be acknowledged or submitted by an individual who is authorized to submit bids on behalf of the company.

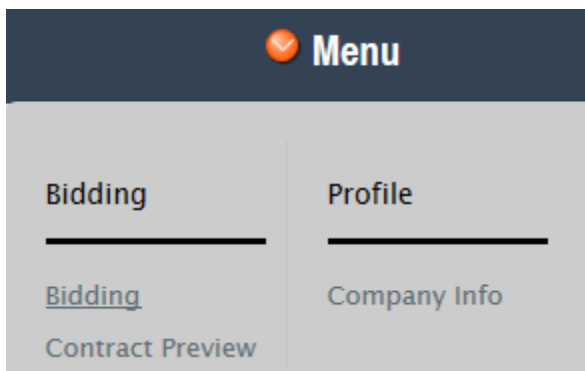
1. **Lobbying Activities** (Federal-Aid contracts only) – Read the statements and then select yes or no to the confirmation statement. If the bidder checks the 'Yes' box, the federal DISCLOSURE OF LOBBYING ACTIVITIES form LLL must be completed and submitted to NDOT prior to the bid opening. If this form is not submitted, the bid may be declared non-responsive. The form can be found here: <http://www.whitehouse.gov/omb/grants/sflllin.pdf>
2. **Suspension or Debarment** – Read the statements and then select yes or no to the confirmation statement. If the 'Yes' box, is checked, additional information will need to be added to the window and additional information uploaded.
3. **Prime Contractor Statement of Performance.** Both statements must be acknowledged before a bid can be submitted.
4. **Enterprise Confirmation Letter(s)** – Upload confirmation letters for Enterprise subcontractors and suppliers.

5. **Good Faith Effort** – Upload Good Faith Effort documentation.
6. **Uniform Affidavit of Certification** (State contracts only) – This is the Preference Bidding Certification. Affidavit must be acknowledge within 2 hours after bid-opening. The Certificate of Eligibility must be on file in the system for validation. For information on submitting the COE, please see the Company Administrator section starting on page 9.

# Company Administration

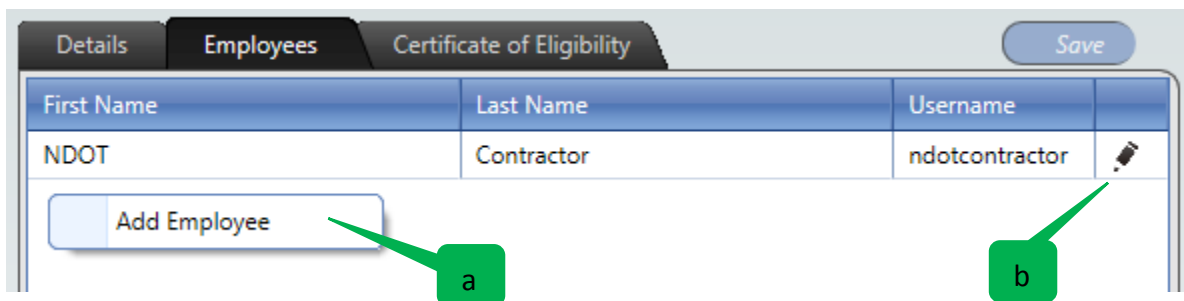
## Menu

Company Administrators have the Profile/Company Information available in the Menu



## Company Info

1. Company details can be updated on the Details tab.
2. Administrators will add, edit and deactivate authorized signer and user accounts in the Employees tab. All Administrator accounts must be added by NDOT.
  - a. To add an employee, right click in the window.



- b. Complete all the required fields and save.
- c. To edit or deactivate and account click on the pencil icon to the right of the user.
  - i. Edit any fields (passwords will be reset here) by overwriting any information in the window.
  - ii. To deactivate the account click on “No” next to “Account Active.”

3. COEs must be uploaded in the Certificate of Eligibility tab:

Details Employees Certificate of Eligibility Save

Enable COE:  a

Contractor License #: 12345 b

COE Expiration Date: 3/31/2016 c

COE Certificate Upload:

Name	Description
No records to display.	

Upload File  
Delete File

- Check the Enable COE box
- Enter the Contractor License # associated with the COE.
- Enter the Expiration Date from the COE.
- Upload an electronic copy of the COE by right clicking in the window and selecting Upload File.
- Browse for the file to upload and click on continue.
- Notes can be added to the COE by clicking on the pencil icon to the right of the uploaded file.

COE Certificate Upload:

Name	Description
TEST.pdf	

c