

# **BIDDER QUOTER USER GUIDE NON-AGENCY**

Switch Role

- Contractor Three
- ✓ EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYROLL
- EXTERNALSUBPAYMENT

Select "EXTERNALBIDDER" role.

Bidder User

If you have any questions please contact the system administrator via email at [KDOT#AWP.Admin@ks.gov](mailto:KDOT#AWP.Admin@ks.gov).

▼ Bidder Quoter Overview Save ?

Q Type search criteria or press Enter

Advanced

0 changed

Enter search criteria above to see results Or Show first 10

▼ External Links ?

- |                                     |   |
|-------------------------------------|---|
| <a href="#">KDOT Website</a>        | <a href="#">Internet</a>  |
| <a href="#">Kdotweb</a>             | <a href="#">KDOT's Intranet Site</a>  |
| <a href="#">KDOT Reports Portal</a> | <a href="#">Crystal Reports</a>   |
| <a href="#">Cloverleaf</a>          | <a href="#">AASHTO Transportation Construction Community</a>                              |
| <a href="#">Payroll XML</a>         | <a href="#">Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit</a> |
| <a href="#">Highway Contractors</a> | <a href="#">Information for Highway Contractors</a>                                       |

On this page: Bidder Quoter Overview External Links

## PROJECT KDOT ROLE for External Bidder User

### News ?

Welcome!

If you have any questions please contact the system administrator via email at [KDOT#AWP.Admin@ks.gov](mailto:KDOT#AWP.Admin@ks.gov).

### Bidder Quoter Overview Save ?

Advanced

2. Click "Add"

1. Click on the row action button.

Actions ×  
Add

0 changed

Enter search criteria above to see results or Show first 10

### External Links ?

- |                                     |   |
|-------------------------------------|---|
| <a href="#">KDOT Website</a>        | <a href="#">Internet</a>  |
| <a href="#">Kdotweb</a>             | <a href="#">KDOT's Intranet Site</a>  |
| <a href="#">KDOT Reports Portal</a> | <a href="#">Crystal Reports</a>   |
| <a href="#">Cloverleaf</a>          | <a href="#">AASHTO Transportation Construction Community</a>                              |
| <a href="#">Payroll XML</a>         | <a href="#">Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit</a> |
| <a href="#">Highway Contractors</a> | <a href="#">Information for Highway Contractors</a>                                       |

Overview

### Add Bidder Quoter

▼ Add Bidder Quoter

Save ?

1. Enter Letting Month and pick letting from the list (Jul = 07)

4. Click "Save"

Letting \*

Q Begin typing to search or press Enter

Bidder \*

Q Begin typing to search or press Enter

2. Enter your Company's Name or Contractor Number

Quoter \*

Q Begin typing to search or press Enter

3. Enter one of your Quoter's Name or Contractor Number and select it from the list that appears

Overview

### Bidder/Quoter Summary

Quoter - Successfully Saved

▼ Bid Letting: - 01/01/0001 Save ?

Select Bidders...

1. Click the row action button

Marked for deletion | 0 changed | Expand All

No Quote Rec	Vendor	Short Name	Signed By	Signed D	Quoters
No	02280	DONDLINGER & SONS CONST CO INC			1

  

Vendor	Short Name
01361	HDB CONST INC

2. Click "Select Quoters"

- Actions
- Delete
- Select Quoters...
- Tasks
- Sign
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Bidder Quoter Report
- Bidder Quoter Verification Report

Select Quoters

Q Type search criteria or press Enter Advanced

Select: All | None

0 selected

Enter search criteria above to see results or  Show first 10

Add to Bidder

Either Type the name of the Quoter(s) or click "Show first 10" for a list to select from

Vendor	Short Name
01361	HDB CONST INC

Select Quoters

Q Type search criteria or press Enter

Advanced Showing 10 of 9670

Select All None

0 selected

Vendor	Short Name
0	LANNY'S TESTING VENDOR
00000	OTHER
00005	SAK CONST LLC
00007	KANSAS ELECTRIC INC
00008	SAFFO CONTRACTORS INC
00009	A-CORE CONCRETE CUTTING INC
00010	CITY OF LINN VALLEY
00011	AMINO BROTH
00012	PACE CONST CO LLC
00015	ZACHRY CONSTRUCTION CORP & SUBS

Load next 50

Showing 10 of 9670

Add to Bidder

1. Select Quoter(s) by clicking on row

2. Once all Quoters have been selected for the entire letting click "Add to Bidder"

Overview

### Bidder/Quoter Summary

There are unsaved changes. ✕

Click "Save"



▼ Bid Letting: - 01/01/0001 Save ?

Select Bidders...

0 marked for deletion | 0 changed | [Expand All](#)

No Quote Rec	Vendor	Short Name	Signed By	Signed Dt	Quoters	
No	02280	DONDLINGER & SONS CONST CO INC			1	▼
<b>Comment</b>						
<input type="text"/>						
01361	HDB CONST INC					▼
<b>Vendor</b>						
0	LANNY'S TESTING VENDOR					✕

Overview

### Bidder/Quoter Summary

Bidder - Successfully Saved

▼ Bid Letting: - 01/01/0001 Save ?

Select Bidders...

1. You may need to expand the row to see the quoters you have selected. For the entire letting

0 marked for deletion | 0 changed | Collapse All

No Quote Rec	Vendor	Short Name	Signed By	Signed Dt	Quoters
No	02280	DONDLINGER & SONS CONST CO INC			
Comment					
<input type="text"/>					
Vendor	Short Name				
01361	HDB CONST INC				
0	LANNY'S TESTING VENDOR				

1. Click the row action button for one of the quoters

2. Click "Open Quoter Proposal"

- Actions
- Delete
- Open Quoter Proposal
- Views
- Attachments
- Links
- Tracked Issues

Overview Bidder/Quoter

### Quoter Proposal Summary

▼ Bidder: 02280 - DONDLINGER & SONS CONST CO INC Save ?

Quoters 01361 - HDB CONST INC 1 of 2 ← →

#### Comments



Q Type search criteria or press Enter Advanced

Select Proposals... ← Click "Select Proposals"

0 marked for deletion | 0 changed | Expand All

No rows found matching criteria.

Select Proposals

Type search criteria or press Enter

Advanced

Select: All None

0 selected

Proposal	Descr	Fed Proj Num	St Proj Num
516012191	GRADING, BRIDGE AND SURFACING	ACNHP-A308(401)	U069-046 KA 3084-01
516012393	GRADING, BRIDGE AND SURFACING	NHPP-A308(101)	U083-097 KA 3081-01
516012676	GRADING, BRIDGE & SURFACING	NHPP-A100(805)	U083-041 KA 1008-05
516012686	SIGNING	HSIP-C468(602)	065 C 4686-01
516012696	GRADING AND SURFACING	NHPP-A238(502)	U054-088 KA 2385-02
516014121	GRADING AND SURFACING	STP-N059(901)	105 N 0599-01
516016232	MILLING AND OVERLAY		U024-014 KA 3240-01
516016292	MILLING AND OVERLAY		U056-021 KA 3841-01
516016393	GRADING AND SURFACING		
516016494	INTERSECTION IMPROVEMENT		
516016595	BRIDGE REPAIR		I135-087 KA 4006-01

1. Select row(s) for all proposal(s) for quoter for the entire letting

2. Once all proposals have been selected click "Add to Quoter"

Add to Quoter

Overview Bidder/Quoter

### Quoter Proposal Summary

There are unsaved changes. x

Click "Save"



▼ Bidder: 02280 - DONDLINGER & SONS CONST CO INC Save ▼ ?

Quoters 01361 - HDB CONST INC 1 of 2 ◀ ▶

#### Comments



Q Type search criteria or press Enter Advanced

Select Proposals...

0 marked for deletion | 0 changed | Expand All

Proposal	Descr	x
516012191	GRADING, BRIDGE AND SURFACING	

Overview Bidder/Quote

2. Once all Quoters have been entered and completed for the entire letting click "Bidder/Quoter" link

### Quoter Proposal Summary

Save Complete x

#### ▼ Bidder: 02280 - DONDLINGER & SONS CONST CO INC Save ?

Quoters 01361 - HDB CONST INC

1 of 2

- Comments
- 01361 - HDB CONST INC
  - 0 - LANNY'S TESTING VENDOR

Type search criteria or press Enter

Advanced Showing 1 of

1. Click either the drop down or the directional arrows for the next Quoter and repeat pages 10-12 for each Quoter

0 marked for deletion 0 changed Collapse All

Proposal	Descr
516012191	GRADING, BRIDGE AND SURFACING

Overview

### Bidder/Quoter Summary

▼ Bid Letting: - 01/01/0001 Save ?

Select Bidders...

No Quote Rec	Vendor	Short Name	Signed By	Signed Dt	Quoters
No	02280	DONDLINGER & SONS CONST CO INC			2

Comment

1. Click the row action button

2. Click "Sign"

- Actions
- Delete
- Select Quoters...
- Tasks
- Sign
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Bidder Quoter Report
- Bidder Quoter Verification Report

Overview Bidder/Quoter

### Sign Bidder Quoter

Sign Bidder Quoter

Progress: Review Verify Sign

1 Review: Kansas Department of Transportation 03/01/2018 11:38:09 AM

Bidder Quoter Report Page 1 of 2  
Letting Date Range: -

Bidder			
Bidder:	02280	DONDLINGER & SONS CONSTRUCTION CO INC	No Quotes Received: No
Signed By:			Num of Quotes: 2
Signed Date:			
Comments:			
Quoters			
Quoter:	0	LANNY'S TESTING VENDOR	
Proposals			
Proposal:	516012686	- SIGNING	
Proposal Items			
No Quoter Proposal Item Information			
Quoter:	01361	HDB CONSTRUCTION INC	
Proposals			
Proposal:	516012191	- GRADING, BRIDGE AND SURFACING	
Proposal Items			
No Quoter Proposal Item Information			

1. Review information for accuracy



Kansas Department of Transportation 03/01/2018 11:38:09 AM

Bidder Quoter Report Page 2 of 2  
Letting Date Range: -

Bidder			
--------	--	--	--

2. Click the blue arrow at the bottom of the page.



Overview Bidder/Quoter

## Sign Bidder Quoter

Sign Bidder Quoter

Progress: Review **Verify** Sign

2 Verify:



Kansas Department of Transportation

03/01/2018 11:41:19 AM

Bidder Quoter Verification Report

Page 1 of 1

Bidder: 02280 DONDLINGER & SONS  
CONSTRUCTION CO INC

Date: 3/1/2018

I, Contractor Three  
do hereby state:

Click blue arrow at the bottom of the page



Overview Bidder/Quoter

## Sign Bidder Quoter

▼ Sign Bidder Quoter ?

Progress: Review Verify Sign

3 Sign:

Signed by

Signed Date

Click "Sign Bidder Quoter" **CAUTION: Once signed NO changes/additions can be made to this letting for your contractor**

Sign Bidder Quoter  
← →

Overview Bidder/Quoter

## Sign Bidder Quoter

Signed Bidder Quoter Successful

Sign Bidder Quoter

Progress: Review Verify Sign

3 Sign:

Signed by

Signed Date

Process is complete and successful

Sign Bidder Quoter

