The State of Rhode Island Department of Transportation

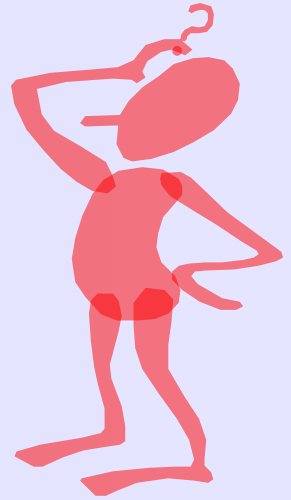# HOW TO

USE RIDOT'S

QUEST LITE

Administrative Services Division

Contracts and Specifications

Two Capitol Hill Room 112

Providence, RI 02903

401-563-4428

The ABC's of using

QUEST Lite

WHAT IS QUEST??

QUEST is RIDOT's software for the preparation of Engineer's Estimate, Bid Proposals and Contract Quantities.

WHICH QUEST??

There are three versions of QUEST. QUEST Lite is used by Contractors to import the bid file and generate their bid proposals for construction contracts. QUEST WEB is used by RIDOT and Consultants to create the Engineer's Estimate, Distribution of Quantities, Bid Proposals and Bid File for a project. QUEST WEB is also used by The State Division of Purchases to read the submitted bids and tabulate the bid results.

OBTAINING QUEST Lite

The latest version of QUEST Lite is included on all project CDs. You can pick up a project CD by becoming a plan holder for a project at RIDOT's Contracts and Specifications Office, Two Capitol Hill, Room 112, Providence, RI 02903.

QUEST Lite REGISTRATION

Before you can install and use QUEST Lite, you must register with RIDOT's Contracts and Specifications Office as a QUEST Lite user. Registering your firm provides you with a unique Digital ID to ensure the security of your transactions.
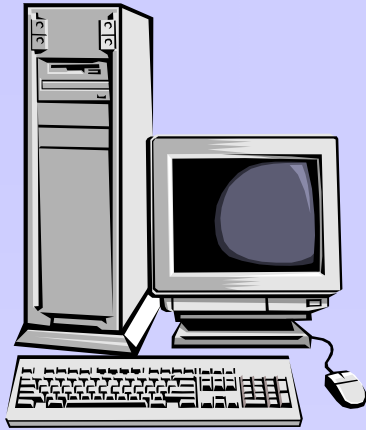
MINIMUM HARDWARE REQUIREMENTS

Your PC must meet the following hardware requirements in order for QUEST Lite to function effectively.

✓**Pentium IV or newer**

✓**512 MB RAM (1GB recommended)**

✓**20 GB Hard Disk with at least 1 GB free (40 GB with 5 GB free recommended)**

✓**32 MB Video Card (64 MB SVGA recommended)**

✓**15" Monitor (17" and above recommended for plan viewing)**

✓**Windows XP SP3**

✓**Internet Explorer (Internet Explorer 6.0 SP2 recommended)**

✓**CD ROM Drive, Printer**

INSTALLING QUEST

The CDs are formatted so that when you insert them into your PC's CD-ROM Drive, they will automatically launch Adobe Acrobat Reader and bring you into the project menu. From the menu on the left hand side select QUEST Lite Installation, Complete Installation. Follow the prompts to complete the installation.

STARTING QUEST LITE

An icon for QUEST Lite is created under Start → Programs → QUEST Lite. The very first time you run QUEST Lite you will be asked to enter the Site Code, Bidder Code, and Short Name given to you when you registered as a QUEST Lite user. Log on as "admin", "admin".

***Safeguard this information as you have the only copy available and you will need it again should you have to install QUEST Lite on other PC's (highly recommended) or re-install it for any reason. ***

FIRST THINGS FIRST

Start by entering your company's Default Information. From the Taskbar, select File → Default Company Information. Enter all the relevant information and click on Set Default Data.

It is imperative that the company information that you enter matches the information that you have provided both to RIDOT during QUEST Lite registration and RIDOA during your RIVIP registration. Different entities under your umbrella might need to be registered independently. Check with RIDOT's Contracts and Specifications Office if you are preparing a bid under a different entity.

BID SUBMISSION STEPS

1. Import the project Bid File into Quest Lite.

2. Enter your Bid Prices.

3. Complete the Certification of All Bidding Requirements.

4. Complete and apply the Bidder's Information to this Contract.

5. Monitor RIVIP for Addenda and download Addendum bid files for import into Quest Lite.

6. Print the Bid Report and verify your pricing.

7. Export the Bid File and save it to a CD.

8. Submit your Bid to Purchasing prior to the stated deadline.

Chapter 3 of the QUEST Lite User Manual covers the Bid Submission Steps in Detail. A copy of the User Manual is also included with every project CD.

RIDOT strongly encourages the submission of a test bid file with fictitious prices after you have successfully installed QUEST Lite. You can e-mail your test bid to: Quest@dot.ri.gov.

ADDENDA

If there is an addendum on a project, the revised Bid File and Addendum Information in Adobe Acrobat format are posted on the RIVIP Web Page, accessible at *http://www.purchasing.ri.gov*. (see section 3.9 of the User's Manual).

Download and save both the Bid File (*.zip) and Addendum Information (*.pdf) to your hard disk. Review the Addendum Information file for the changes that were made to the contract and import the QUEST Lite Bid File into Quest Lite.

TRAINING

Training in QUEST Lite can be requested through RIDOT's Contracts and Specifications Office. Training courses are usually scheduled in conjunction with pre-bid conferences on different contracts and are held at RIDOT, Two Capitol Hill Room 112, Providence, RI 02903 (401) 563-4408.

TECHNICAL SUPPORT

Technical Support can be obtained by e-mailing Quest@dot.ri.gov. In your e-mail please include a description of the problem, the steps you were taking when the problem occurred, the version of QUEST Lite you are using (you can get this clicking on Help → About QUEST Lite), the hardware specifications of your PC, and if possible a screenshot with the error message that you have received. RIDOT support staff monitor this e-mail address from 8:00 am to 4:00 pm.

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REV July 2021