

General Electronic Bidding Information

Online Bidding Instructions

ELECTRONIC BIDDING

SUBMITTING A BID

The Bid Express website www.bidexpress.com is for submission of bids for City of Piqua Engineering Department Projects. Only contractors that have obtained a digital ID from Bid Express will be able to submit an electronic bid. A digital ID may be obtained at no cost. However, it should be obtained in advance of submitting a bid as it may take several days to receive the digital ID. A digital ID is not needed to view or download materials. Submission of a bid also requires per-bid payment of \$25, or a monthly subscription of \$50 for unlimited bidding.

SUBSCRIPTION INFORMATION

One benefit of the monthly subscription vs. the per-bid subscription is that you will have access to e-mail notifications, i.e. addenda or advertisement of a project even if you have not selected it for bidding. If you don't subscribe monthly, you will only receive e-mail notifications for projects you selected to bid on and paid the per-bid fee.

VIEW & DOWNLOAD BID DOCUMENTS FOR REVIEW

Contractors and sub contractors can view and download bid information free of charge from this site by simply registering with Bid Express. A digital ID is not needed to view or download materials. If you are interested in bidding on this project a digital ID and payment is required to submit a bid.

BIDDING

Bid submittals must be entirely submitted electronically through www.bidexpress.com according to the instructions of each Section. All amendments and submissions may be made through Bid Express prior to the date and time of the bid opening.

The "Specifications and Plan Sets" section contains a pdf of the various bidding documents for bidders to review. Parts of this section are intended for "information only" and are not repeated in other sections.

The format of the electronic bid Proposal Page on the website is required and will become part of the actual contract document.

INFORMATION

Follow the instructions for each section. Most sections require action on the part of the bidder for a successful bid submittal. If an electronic bid is not properly completed, it will not be accepted for submittal and the bidder will get instant notice of deficiencies. Electronic bids may be withdrawn or revised up to the time the bids are due.

For assistance or questions with using the electronic bid site, contact Bid Express at 1-888-352-2439 (option 1, option 1) or by e-mail at support@bidexpress.com. Bid Express support hours are from 7:00 a.m. – 8:00 p.m. eastern time.