

## **General Electronic Bidding Information**

### **Online Bidding Instructions**

#### **ELECTRONIC BIDDING**

##### **SUBMITTING A BID**

The Bid Express website [www.bidexpress.com](http://www.bidexpress.com) is for submission of bids for City of Piqua Engineering Department Projects. Bidders may view or download materials without a fee. Submission of a bid requires a per-bid payment of \$35, 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 payment is required to submit a bid.

##### **BIDDING**

Bid submittals must be entirely submitted electronically through [www.bidexpress.com](http://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 Electronic bids may be withdrawn or revised up to the time the bids are due.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 2) or by e-mail at [support@bidexpress.com](mailto:support@bidexpress.com). Bid Express support hours are from 7:00 a.m. – 8:00 p.m. eastern time.