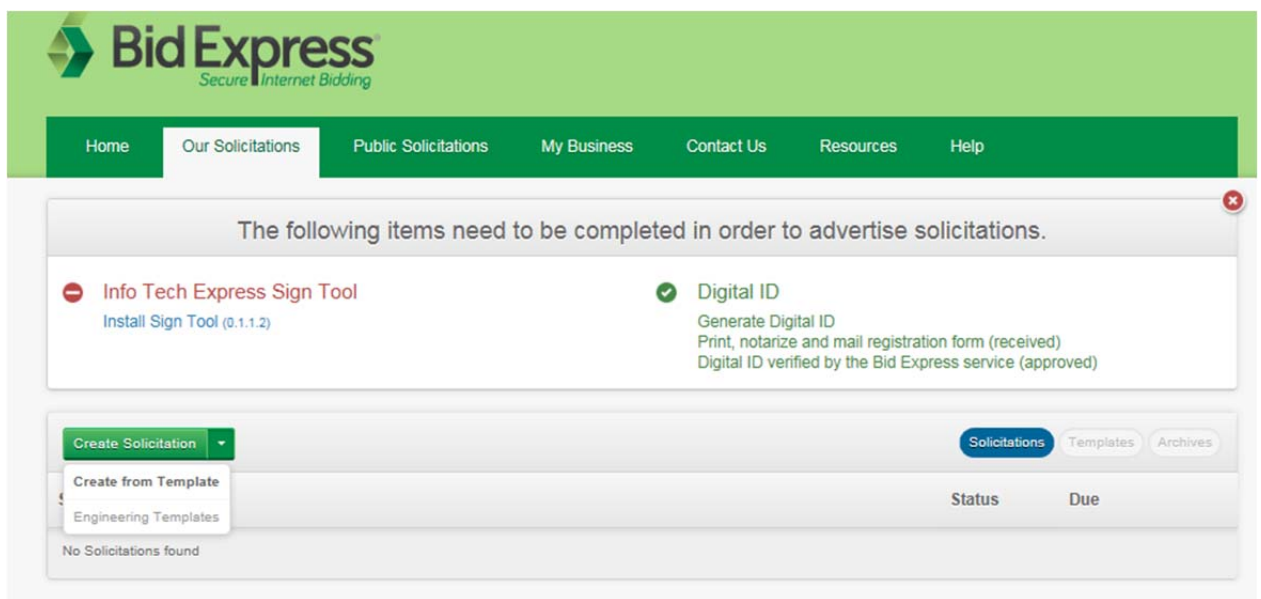


## How To Enter A Solicitation in Bid Express – Engineering Projects January 2016 – Updated on February 3, 2017

1. Before starting, be sure that you have access to the completed advertisement sheet, final proposal (electronic version), plans and excel engineer's estimate. For those who are using MERL, instructions are available on how to export the bid sheet from MERL to an acceptable excel format that can be imported into Bid Express. Similarly, instructions are available to export the bids from Bid Express to MERL such that a field manager file can be created.
2. Sign in to [www.bidexpress.com](http://www.bidexpress.com). Be sure to sign in using Windows Explorer 9 or above.
3. Click on the Our Solicitations tab. If you are the person responsible for advertising, be sure you have the Info Tech Express Sign Tool installed and have created and backed up a Digital ID.



The screenshot shows the Bid Express website interface. At the top, there is a green navigation bar with the Bid Express logo and the tagline "Secure Internet Bidding". Below the navigation bar, there is a green header with tabs: Home, Our Solicitations, Public Solicitations, My Business, Contact Us, Resources, and Help. The "Our Solicitations" tab is selected. Below the navigation bar, there is a notification box with a red close button in the top right corner. The notification text reads: "The following items need to be completed in order to advertise solicitations." Below this text, there are two items listed: "Info Tech Express Sign Tool" with a red minus sign icon and a link to "Install Sign Tool (0.1.1.2)", and "Digital ID" with a green checkmark icon. The Digital ID item has three sub-items: "Generate Digital ID", "Print, notarize and mail registration form (received)", and "Digital ID verified by the Bid Express service (approved)". Below the notification box, there is a "Create Solicitation" dropdown menu with a green arrow icon. The dropdown menu is open, showing "Create from Template" and "Engineering Templates" options. To the right of the dropdown menu, there are three buttons: "Solicitations" (blue), "Templates" (grey), and "Archives" (grey). Below the buttons, there is a table with two columns: "Status" and "Due". The table is currently empty, and the text "No Solicitations found" is displayed below it.

4. Click the arrow next to Create Solicitation drop down menu. This will display the templates associated with this account. Choose Engineering Templates.

If you are editing an existing draft, click on the name of the solicitation to open it for editing.

5. The next screen will be as shown below;

The screenshot shows the BidExpress web interface. At the top, there is a green navigation bar with the BidExpress logo and the tagline 'Secure Internet Bidding'. Below the navigation bar, there is a menu with options: Home, Our Solicitations, Public Solicitations, My Business, Contact Us, Resources, and Help. The main content area is titled 'Status: Draft' and contains four cards: 'Item List', 'Required Document List', 'ADDENDUM ACKNOW...', and 'ALTERNATE BID'. Below these cards is a 'General Info' form with the following fields and toggles:

- Number\***: Text input field containing 'New Solicitation (3)'. The placeholder text is 'ENTER DESCRIPTION HERE'.
- Description**: Text input field containing 'ENTER DESCRIPTION HERE'.
- Deadline**: Text input field.
- Auto Advertise**: Text input field.
- Allow zero values for unit prices and labor in item lists**: Toggle switch set to 'YES'.
- Allow negative values for unit prices and labor in item lists**: Toggle switch set to 'YES'.
- Allow multiple bids per vendor for this solicitation**: Toggle switch set to 'NO'.
- Allow vendors to ask questions**: Toggle switch set to 'NO'.
- Restrict this solicitation to only those vendors who are invited**: Toggle switch set to 'NO'.

Type in the following information;

- i) **Number** = "Project Number" An example of the format would be: "53173" (without quotation marks). The Project number only is used in this field to minimize issues with e-bid bonds. DO NOT include any spaces, hyphens or otherwise in this field.
- ii) **Deadline** = Bid opening date and time.
- iii) **Auto Advertise** = This allows the user to select a specific date/time to advertise the project. This should be set to time indicated in the advertisement. This can only be completed by a user who has a digital ID.
- iv) **Description** = Enter the project name and project description – This should match the description on the advertisement as well as the proposal book(s).
- v) **Toggles** = All 5 toggles should be set to NO at this time. Once the "Allow Vendors to Ask Questions" function is refined such that we can indicate who should receive (and answer) questions, this would likely be a good item to use. At this time, if this is turned on, everyone at the RCOC on bid express would receive the questions.

Save your work.

## 6. Proposal Template



Proposal

A CONTRACT FOR [INSERT PROJECT DESCRIPTION] LOCATED IN [INSERT CVT NAME], OAKLAND COUNTY, MICHIGAN.

PROJECT: # [INSERT PROJ NUMBER] – [INSERT PROJ NAME]

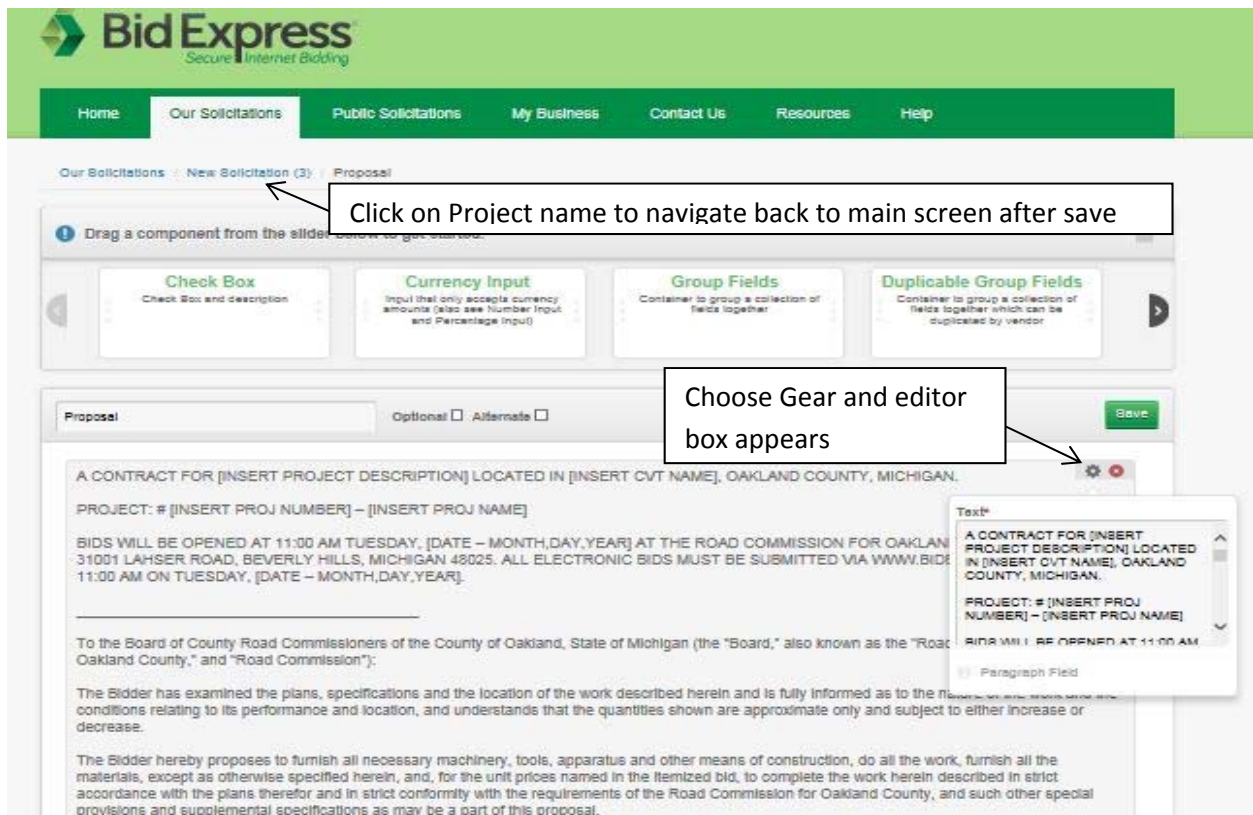
BIDS WILL BE OPENED AT 11:00 AM TUESDAY, [DATE – MONTH, DAY, YEAR] AT THE ROAD COMMISSION FOR OAKLAND COUNTY OFFICES, 31001 LAHSER ROAD, BEVERLY HILLS, MICHIGAN 48025. ALL ELECTRONIC BIDS MUST BE SUBMITTED VIA WWW.BIDEXPRESS.COM BY 11:00 AM ON TUESDAY, [DATE – MONTH, DAY, YEAR].

To the Board of County Road Commissioners of the County of Oakland, State of Michigan (the "Board," also known as the "Road Commission for Oakland County," and "Road Commission");

The Bidder has examined the plans, specifications and the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance and location, and understands that the quantities shown are approximate only and subject to either increase or decrease.

The only edits on this template is in the top paragraph with the Project Description, Number and Name, Bid Letting Dates.

To enter the information, choose Edit in the upper right corner which will display the following;



Bid Express  
Secure Internet Bidding

Home Our Solicitations Public Solicitations My Business Contact Us Resources Help

Our Solicitations > New Solicitation (3) > Proposal

Click on Project name to navigate back to main screen after save

Choose Gear and editor box appears

Proposal

A CONTRACT FOR [INSERT PROJECT DESCRIPTION] LOCATED IN [INSERT CVT NAME], OAKLAND COUNTY, MICHIGAN.

PROJECT: # [INSERT PROJ NUMBER] – [INSERT PROJ NAME]

BIDS WILL BE OPENED AT 11:00 AM TUESDAY, [DATE – MONTH, DAY, YEAR] AT THE ROAD COMMISSION FOR OAKLAND COUNTY OFFICES, 31001 LAHSER ROAD, BEVERLY HILLS, MICHIGAN 48025. ALL ELECTRONIC BIDS MUST BE SUBMITTED VIA WWW.BIDEXPRESS.COM BY 11:00 AM ON TUESDAY, [DATE – MONTH, DAY, YEAR].

To the Board of County Road Commissioners of the County of Oakland, State of Michigan (the "Board," also known as the "Road Commission for Oakland County," and "Road Commission");

The Bidder has examined the plans, specifications and the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance and location, and understands that the quantities shown are approximate only and subject to either increase or decrease.

The Bidder hereby proposes to furnish all necessary machinery, tools, apparatus and other means of construction, do all the work, furnish all the materials, except as otherwise specified herein, and, for the unit prices named in the itemized bid, to complete the work herein described in strict accordance with the plans therefor and in strict conformity with the requirements of the Road Commission for Oakland County, and such other special provisions and supplemental specifications as may be a part of this proposal.

Hover over the document and the gear in the top right corner appears. Click on gear and editor box appears. Update project description, project number, project name and bid letting date (two locations). THESE SHOULD BE IN ALL CAPITALS. All should match the advertisement and proposal book(s). Once complete, click save.

Navigate back to main screen.

## 7. MDOT Prequalification

If contractor MDOT prequalification is not required for the project, this template can be removed from the solicitation. This can be done by clicking “More” then “delete”. This will remove this template from the solicitation.

The screenshot shows a form titled "MDOT Prequalification" with an "Edit" button and a "More" button in the top right corner. The form contains the following text:

The required MDOT prequalification for this project is [ENTER MDOT PREQUALIFICATION HERE]

Upon request by the Road Commission for Oakland County, the Bidder shall provide documentation indicating that the Bidder's net prequalification is equal to or greater than that required for the proposed contract. If a Bidder's net prequalification is not equal to, or greater than that required for the work proposed in this solicitation, the Bidder's bid shall be rejected. If the Bidder can not, or refuses to provide documentation upon request indicating that the Bidder's net prequalification is equal to, or greater than that required for the work proposed in this solicitation, the Bidder's bid shall be rejected.

The Bidder hereby acknowledges and certifies that the Bidder is MDOT prequalified for the categories of work required for the project on which they submit a bid. The Bidder also certifies that the Bidder's net prequalification is equal to or greater than that required for the proposed contract. When required in the proposal, the Bidder must designate other prequalified Contractors to whom they will subcontract those categories of work for which they lack prequalification.

Bidder Signature\*

If a contractor prequalification is required for the project, click edit button.

The screenshot shows the Bid Express website interface. The top navigation bar includes "Home", "Our Solicitations", "Public Solicitations", "My Business", "Contact Us", "Resources", and "Help". The "Our Solicitations" section is active, showing "New Solicitation (3)" and "MDOT Prequalification". A callout box points to the "MDOT Prequalification" link with the text: "Click on Project name to navigate back to main screen after save".

The main content area displays a drag-and-drop interface for adding components to the form. The components shown are:

- Check Box (Check Box and description)
- Currency Input (Input that only accepts currency amounts (also see Number Input and Percentage Input))
- Group Fields (Container to group a collection of fields together)
- Duplicable Group Fields (Container to group a collection of fields together which can be duplicated by vendor)

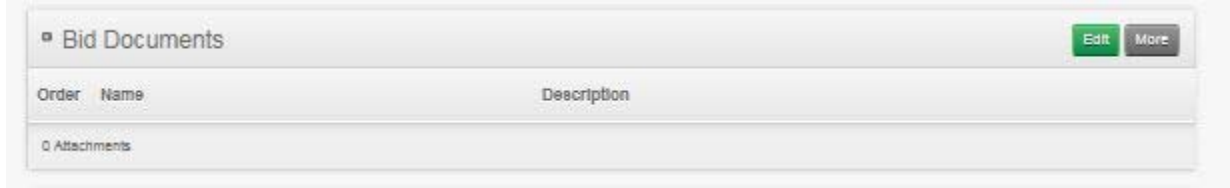
The MDOT Prequalification form is visible, with a "Save" button in the top right corner. A callout box points to the "Save" button with the text: "Choose Gear and editor box appears".

A "Text" editor box is shown, containing the text from the form: "The required MDOT prequalification for this project is [ENTER MDOT PREQUALIFICATION HERE]". The editor box also shows a "Paragraph Field" option.

Hover over the document and the gear in the top right corner appears. Click on gear and editor box appears. Update the MDOT prequalification which should be the same as the advertisement. Once complete, click save.

Navigate back to main screen.

## 8. Bid Documents



The screenshot shows a web interface for managing bid documents. At the top, there is a header bar with the text "Bid Documents" on the left and two buttons, "Edit" (green) and "More" (grey), on the right. Below the header is a table with three columns: "Order", "Name", and "Description". The table is currently empty. At the bottom of the table area, there is a status indicator that says "0 Attachments".

To insert bid documents (plans and electronic proposal book), click Edit.



The screenshot shows the same web interface as above, but in an edit state. The header bar now has a text input field containing "Bid Documents" and two buttons, "Save" (green) and "Cancel" (grey), on the right. The table below has the same columns: "Order", "Name\*", and "Description". Below the table, there are two blue buttons: "Upload Attachment" and "Link to Attachment". At the bottom, the status indicator still says "0 Attachments".

Click upload attachment and navigate to the documents. Only one document at a time can be uploaded. The documents are required to be in pdf format.

The files should have the following standard naming conventions;

For the proposal = Project number – Project Name - Proposal  
Example: 03110 – Enterprise Court – Proposal

For the plans = Project Number – Project Name – Plans  
Example: 03110 – Enterprise Court – Plans

For any addenda = Project Number – Project name – Addendum No. X  
Example: 03110 – Enterprise Court – Addendum No. 1

Once complete, click save.

9. Schedule of Items (Itemized Bid Sheet)

If you need to use field manager to track construction, follow the instructions on how to export from Merl to Excel to obtain an excel file that can be easily imported into Bid Express. Be sure this process is completed prior to importing a bid sheet into Bid Express.

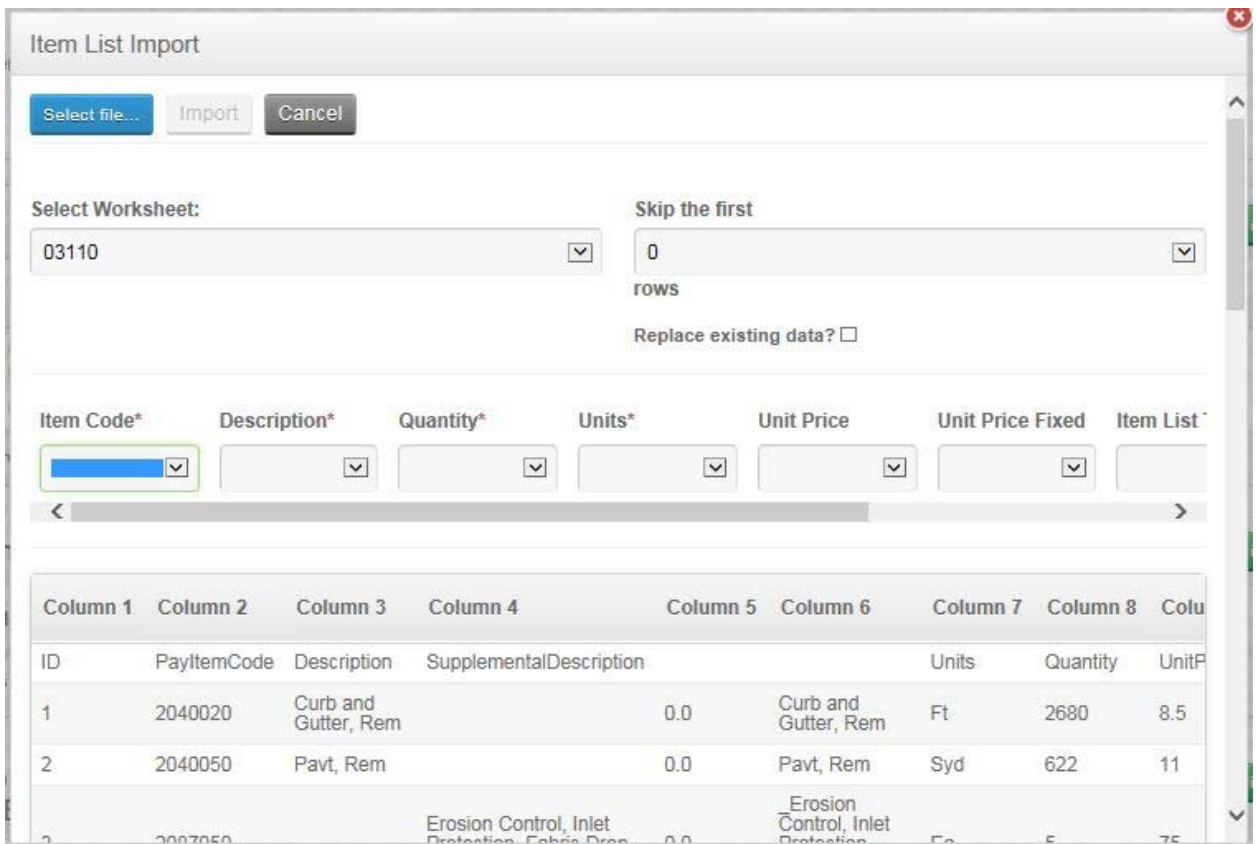
After bids are opened and any paper bids are entered into Bid Express, the bid tabs from Bid Express can then be exported and imported into Merl such that the field manger file can be created. Design is working with LTAP to try and streamline this process.

If you do not use field manager, you can create your bid item sheet in excel and directly import it into bid express.



To Start, click More, than click Import.

Navigate to excel spreadsheet.



Use the dropdown arrows to associate columns from the excel spreadsheet to the columns in bid express.

As an Example, Item Code is Column 2

Description is Column 6 (combined description column – see export instructions for MERL)

Quantity – Column 8

Units – Column 7

Unit Price – Column 9

Once columns are identified, Identify the rows to skip. Since the top row of the excel spreadsheet contains column headings, this should be set to 1.

Select import.

For more complicated bid sheets, additional bid item templates can be brought into the template by dragging a Bid Item List from the top header into the proposal. A reason to need more than one is if you want certain items to have more than two decimal places (traffic Safety) or if you want to bid district work separately (District 1, 2 ,3 etc.).

Prior to importing an excel spreadsheet, columns, properties of some columns can be edited under the edit function.

## 10. Designated/Specialty Items

If the Designated/Specialty items page is not required (either NO or only ONE MDOT prequalification required for the project and NO specialty items), the Designated/Specialty Items template can be removed from the solicitation. This can be done by clicking “More” then “delete”. This will remove this template from the solicitation.

### COMPLETION OF DESIGNATED AND SPECIALTY ITEMS Edit More

INFORMATION ON COMPLETION OF DESIGNATED AND SPECIALTY ITEMS PAGE

The contractor may sublet the item(s) of work stipulated on the DESIGNATED and SPECIALTY ITEMS page in this bid in accordance with Section 108.01 of the 2012 Standard Specifications, and the following instructions.

The percentage of contract work performed by a contractor's own organization shall comply with Section 108.01 of the 2012 Standard Specifications. Section 108.01 of the 2012 Standard Specifications requires forty percent (40%) performance by a contractor's own organization.

Prior to subletting the work, the principal contractor must verify that each prospective subcontractor:

1. Has a sufficient prequalification rating for the work which is to be subcontracted; and

If the project requires the page to be completed (if the MDOT prequalification includes “sub” items and/or specialty items (guardrail/electrical)), fill out the necessary classifications at the bottom of the page.

Rev. (06/15)

Type "N/A" in the fields below if not subbing out field.

DESIGNATED ITEMS

COMPANY NAME AND ADDRESS OF PREVIOUS WORK:

DESIGNATED ITEM*	COMPANY NAME*	COMPANY ADDRESS*
[TO BE ENTERED BY RCOC]	Text	Text
DESIGNATED ITEM*	COMPANY NAME*	COMPANY ADDRESS*
[TO BE ENTERED BY RCOC]	Text	Text

SPECIALTY ITEMS

SPECIALTY ITEM*	COMPANY NAME*	COMPANY ADDRESS*
[TO BE ENTERED BY RCOC]	Text	Text
SPECIALTY ITEM*	COMPANY NAME*	COMPANY ADDRESS*
[TO BE ENTERED BY RCOC]	Text	Text

Label\* DESIGNATED ITEM

Width 50%

Required  Yes  No

Fixed  Yes  No

Text [TO BE ENTERED BY R

Text Input

Hover over the fill in boxes at the bottom of the document and the gear in the top right corner of the box appears. Click on gear and editor box appears. Enter in the MDOT sub classification into the text field of the editor box. The Company Name/Address will be filled in by the contractor.

Two boxes are provided for box the Designated and Specialty Items. If two boxes each are not required, one line of boxes can be removed from each section by hovering over the box and clicking the red X. Any remaining unused boxes should be populated with N/A so the contractor does not need to fill in the unused boxes.

Once complete, click save.

Navigate back to main screen.

### 11. Bid Bond

**Bid Bond** Edit More

All bids must be accompanied by a Bid Guaranty in favor of the Road Commission for Oakland County. Bidders have the following options to provide the amount of the Bid Guaranty as specified in this proposal;

1. An electronic bid bond, properly completed and verified by Surety 2000 or SurePath (AVAILABLE ONLY WHEN AN ELECTRONIC BID IS SUBMITTED); or
2. A properly completed paper bid bond; or
3. A money order, certified or cashier's check on an open, solvent bank in favor of the "Board of County Road Commissioners for the County of Oakland."

**b. Bid Bond**  
If the Bidder chooses to guaranty the bid using a bid bond, an example bid bond form is provided in the proposal.

**Bid Guaranty Submittal For Electronic Bids**  
The Bid Guaranty shall be received by the Road Commission for Oakland County before the Bid opening date and time in order to fulfill this bidding requirement. Any bids not accompanied with a Bid Guaranty by the bid opening date and time will be considered non-responsive. The methods for providing the required Bid Guaranty for electronic bids are as follows;

- A. An electronic bid bond, properly completed and verified by Surety 2000 or Surepath; or
- B. Submittal of a properly completed paper bid bond or a money order, certified or cashier's check to the Road Commission for Oakland County Offices, located at 31001 Lahser Road, Beverly Hills, MI, 48025, Attn : Deputy Secretary Clerk of the Board. The Bid Guaranty shall be in a sealed envelope with contents clearly identified, on the outside of the envelope, with the Bidders Name, Project Name and Project Number.

**Bid Bond Amount\***  
[TO BE ENTERED BY RCOC]

**Guarantee Method\***  
Choices...

Paper Bid bond/ Money Order/ Cashier's Check

**Confirmation\***  
Choices...

**Bid Bond**

<b>Bond ID*</b>	<b>Surety Agency*</b> Choices...	<input type="button" value="Verify Bid Bond"/>
<b>Surety State*</b>	<b>Principal*</b>	

Click Edit.

**Bid Bond**  Optional  Alternate  Save

All bids must be accompanied by a Bid Guaranty in favor of the Road Commission for Oakland County. Bidders have the following options to provide the amount of the Bid Guaranty as specified in this proposal;

1. An electronic bid bond, properly completed and verified by Surety 2000 or SurePath (AVAILABLE ONLY WHEN AN ELECTRONIC BID IS SUBMITTED); or
2. A properly completed paper bid bond; or
3. A money order, certified or cashier's check to the Road Commission for Oakland County Offices, 48025, Attn : Deputy Secretary Clerk of the Board. The Bid Guaranty shall be in a sealed envelope with the Bidders Name, Project Name and Project Number.

an open, solvent bank in favor of the "Board of County Road Commissioners for the County of Oakland."

bid bond, an example bid bond form is provided in the proposal.

Commission for Oakland County before the Bid opening date and time in order to fulfill this bidding and Guaranty by the bid opening date and time will be considered non-responsive. The methods for bids are as follows;

d verified by Surety 2000 or Surepath; or  
 bond or a money order, certified or cashier's check to the Road Commission for Oakland County Offices, 48025, Attn : Deputy Secretary Clerk of the Board. The Bid Guaranty shall be in a sealed envelope with the Bidders Name, Project Name and Project Number.

**Label\*** Bid Bond Amount

**Width** 25%

**Required**  Yes  No

**Fixed**  Yes  No

**Text** [TO BE ENTERED BY RC]

Text Input

**Bid Bond Amount\*** ⚙️ ✖️

[TO BE ENTERED BY RCOC]

**Guarantee Method\***

Content Switcher ▼

Paper Bid bond/ Money Order/ Cashier's Check

**Confirmation\***

Selection List ▼

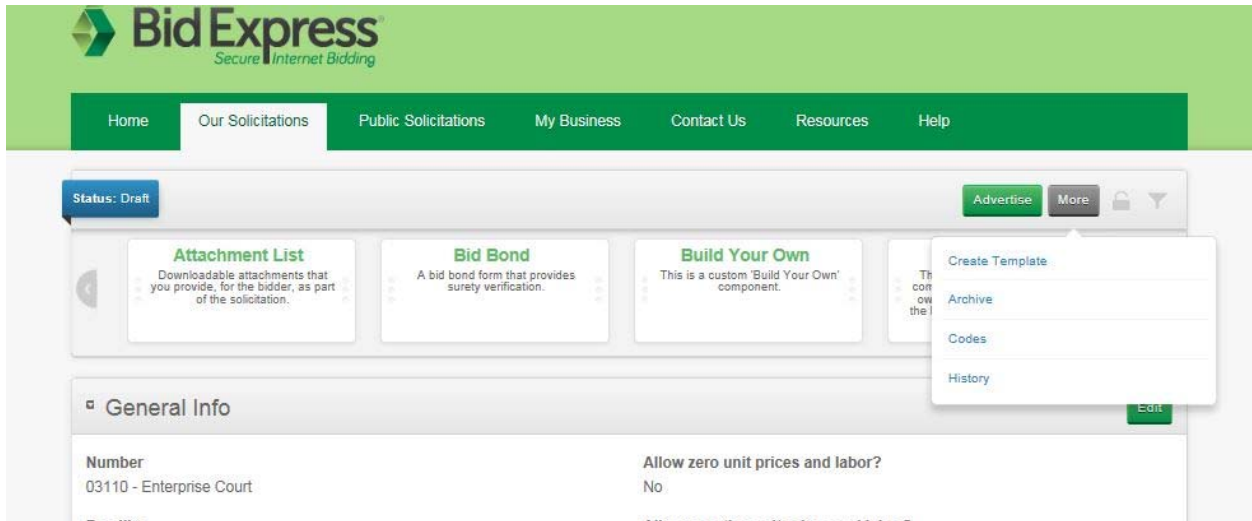
Hover over the Bid Bond Amount box and the gear in the top right corner of the box appears. Click on gear and editor box appears. Enter in the bid bond amount for the project. The format should be as follows: \$10,000.00

Once complete, click save.

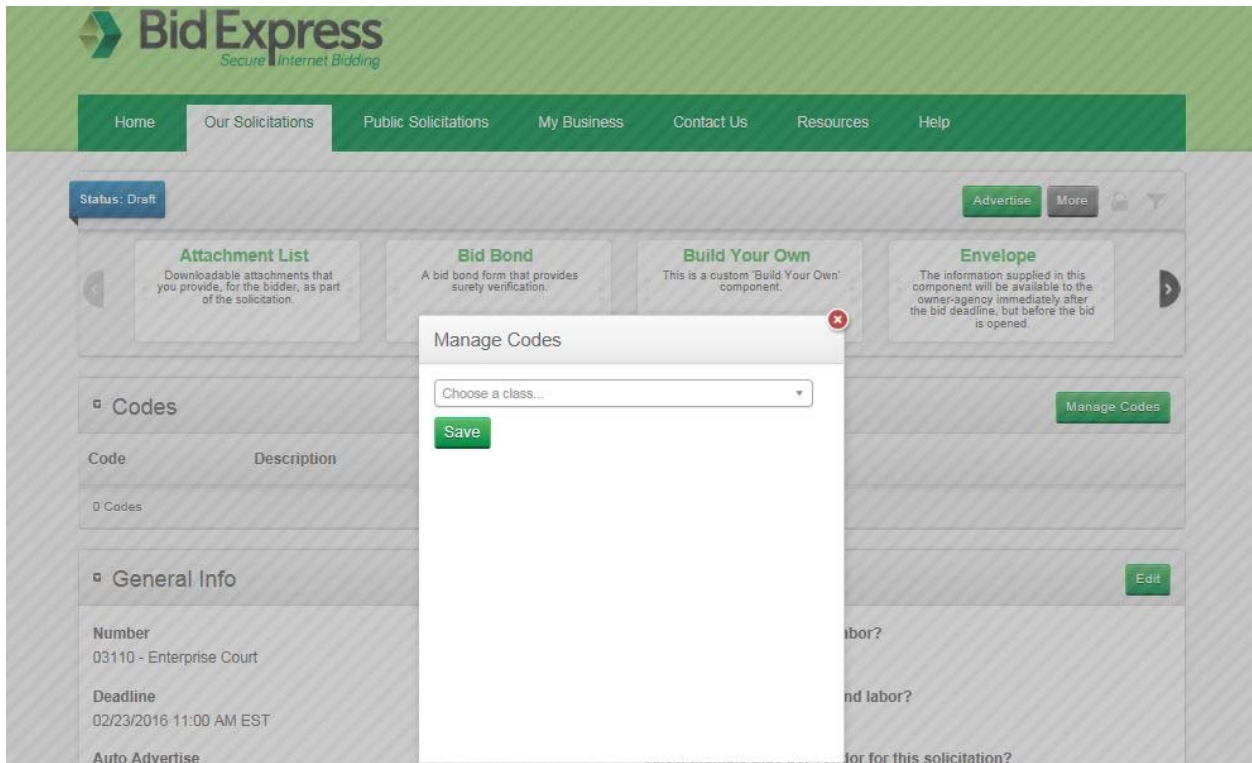
Navigate back to main screen.

## 12. Commodity Codes

Commodity codes are used to assist in notifying contractors who do specific items of work of upcoming bid solicitations.



To enter in the codes, click More.  
Then click Codes.



The Code template is automatically inserted into the template.  
Click Manage Codes and the dialog box appears

Click the drop down box and select the appropriate class. Once complete, another drop down box will appear to select the appropriate code. Select as many codes that apply or describe the work to be completed. A selection of the commodity codes is attached to this document.

Once complete, click Save.

This completes the preparation of the Solicitation for electronic advertising. The solicitation should be reviewed by staff who did not prepare the solicitation as a quality control check.

### 13. Plan Holders List

Once the project is advertised, the plan holder list needs to be posted for all vendors to see. This is done by clicking on the “more” button at the top of the solicitation and selecting “Plan Holders”. This will automatically add another section at the top of the solicitation called “Plan Holders”. At the right side of that section, click on the “Post Plan Holders” button. This needs to be completed by the individual who is advertising the project.

The screenshot shows the BidExpress website interface. At the top, there is a green header with the BidExpress logo and a 'NEW NOTICES AVAILABLE' button. Below the header is a navigation bar with links: Home, Our Solicitations, Public Solicitations, My Profile, Contact Us, Resources, and Help. The main content area shows a solicitation page with a status of 'Advertised'. There are buttons for 'Update Advertisement', 'Withdraw Advertisement', and 'More'. A dropdown menu is open from the 'More' button, showing options: 'Create Template', 'Notification Logs', 'Codes', 'History', and 'Plan Holders'. An arrow points from a text box to the 'Plan Holders' option. Below the dropdown is a 'General Info' section with fields for Number, Deadline, Auto Advertise, and various options like 'Allow zero unit prices and labor?'. A text box at the bottom right explains the next step: 'After advertising, click on the More button to display menu and select Plan Holders. This will add the Plan Holders component at the top of the solicitation.'

**Bid Express**  
Secure Internet Bidding

NEW NOTICES AVAILABLE

Home Our Solicitations Public Solicitations My Profile Contact Us Resources Help

Status: Advertised Update Advertisement Withdraw Advertisement More

**Attachment List**  
Downloadable attachments that you provide, for the bidder, as part of the solicitation.

**Bid Bond**  
A bid bond form that provides surety verification.

**Build Your Own**  
This is a custom 'Build Your Own' component.

**Envelope**  
The information supplied in this component will be available to the owner-agency immediately after the bid deadline, but before the bid is opened.

**Plan Holders** Post Plan Holders Notify

User Name	Email	Business Name	Address	Phone	Receive Notifications
Mike Freeman	mikefreeman@summersir.com	Summers Irrigation Inc	870 lochaven rd waterford, MI 48327	(248) 683-2127	Yes
Jared Witherspoon	apollolawncarellc@gmail.com	Apollo Lawn Care LLC	P.O. Box 243 Hartland, MI 48353	(248)	
SALLY COOPER	drtcreations@gmail.com	drtcreations	725 ellen royal oak, MI 48073	(248)	
Thomas A			20210 Conner St		

## ADDENDUMS

The following are the steps that need to be followed;

**STEP 1:** Once the addendum documentation is completed and has been checked, the document can be uploaded to the "Bid Documents" section. All other changes to the solicitation, as a result of the Addendum, can also be completed. As an example, if the Addendum contained changes to the Schedule of Items, the adjustments can be completed.

**STEP 2:** Navigate to the Addendum Acknowledgement section. Click and drag into the solicitation and place above the bid documents section.

**Bid Express**  
Secure Internet Bidding

NEW NOTICES AVAILABLE

Home Our Solicitations Public Solicitations My Profile Contact Us Resources Help

At Info Tech, Inc., our mission is creating solutions for our customers. As a valued Bid Express user, we want to ensure we understand your needs and are asking you to provide feedback by responding to this short survey, helping us plan for the new year and beyond. We thank you for your time and look forward to your continued support. Bidexpress.com Subscriber Survey (<https://www.research.net/r/5RC2WCR>)

Status: Draft Advertise More

**Table**  
This is a 'Table' component for multiple purposes.

**ADDENDUM ACKNOWLEDGMENT**  
This is a custom 'Build Your Own' component.

**Bid Bond**  
A bid bond form that provides surety verification.

**Schedule of Items (Items)**  
A list of biddable items. You define the quantity, description and units.

**General Info** Save Cancel

Number\*  
New Solicitation (4)

Description  
ENTER DESCRIPTION HERE

Deadline

Auto Advertise

Grip and drag the Addendum Acknowledgment tab into the solicitation and release just above the Bid Documents section.

Click on arrows and scroll across menu bar until the Addendum Acknowledgment section is displayed.

**STEP 3:** Save the solicitation. Edit the Addendum Acknowledgement section by selecting edit. This brings up the edit area, from here, click on the gear and update the Addendum name and date issued fields. Once complete, click save and return to the main screen.

ADDENDUM ACKNOWLEDGEMENT

The following Addenda has been issued for this solicitation.

ADDENDA*	Date Issued*
[TO BE ENTERED BY RCOC]	[TO BE ENTERED BY RCOC]

Received by contractor \*

The Bidder acknowledges receipt of the above addenda to the contract for the above designate project and that the bid as submitted includes any changes as outlined in the addenda.

Bidder Signature\*

0 Attachments

Callout: Click on Edit button to update Addenda and Date Issued fields.

Our Solicitations / New Solicitation (4) / ADDENDUM ACKNOWLEDGEMENT

Drag Label: ADDENDA

Auto Populate: [Dropdown]

Width: 25%

Required:  Yes  No

Fixed:  Yes  No

Text: Addendum #1

ADDENDA\* [TO BE ENTERED BY RCOC]

Date Issued\* [TO BE ENTERED BY RCOC]

\*Received by contractor

The Bidder acknowledges receipt of the above addenda to the contract for the above designate project and that the bid as submitted includes any changes as outlined in the addenda.

Callout 1: Click on gear to bring up dialogue box. Update the text field to identify the Addendum. Click the gear to close box once completed. Do the same to update the Date Issued field.

Callout 2: Once the revisions are complete, click save and navigate back to the solicitation page.

**STEP 4:** Once all of the changes have been completed and checked, the Addendum can then be issued. Click on issue Addendum at top of solicitation. Another dialogue box then opens which allows the entry of a message to plan holder. Indicate that “Addendum No X is now available for download and review”. Click button to issue the addendum.

The Addendum has now been issued to all plan holders.

### **BID OPENINGS**

All bids will be opened by the Clerk’s Office. Once bids are opened and no irregularities are observed in the bids, the Clerk’s Office will post the as read results to the bidders as well as the bid express bid tabulations.

## Commodity Codes

### Class:

92800	X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)
90500	AIRCRAFT AND AIRPORT OPERATIONS SERVICES
90600	ARCHITECTURAL SERVICES, PROFESSIONAL
90700	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
90800	BOOKBINDING AND REPAIRING SERVICES
90900	BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
91000	BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES
91200	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
91300	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
91400	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)
91500	COMMUNICATIONS AND MEDIA RELATED SERVICES
91800	CONSULTING SERVICES
92000	DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES
92400	EDUCATIONAL/TRAINING SERVICES
92500	ENGINEERING SERVICES, PROFESSIONAL
92600	ENVIRONMENTAL AND ECOLOGICAL SERVICES
92800	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUSES AND OTHER VEHICLES
92900	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL HANDLING, AND ROAD AND HIGHWAY EQUIPMENT
93100	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
93400	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR LAUNDRY, LAWN, PAINTING, PLUMBING, AND SPRAYING EQUIPMENT
93600	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
93800	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR HOSPITAL, LABORATORY, AND TESTING EQUIPMENT
93900	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE, PHOTOGRAPHIC, AND RADIO/TELEVISION EQUIPMENT
94000	EQUIPMENT MAINTENANCE, REPAIR, CONSTRUCTION, AND RELATED SERVICES FOR RAILROADS
94100	EQUIPMENT MAINT, REPAIR, AND RELATED SERVICES FOR POWER GENERATION AND TRANSMISSION EQUIP.
94400	FARMING AND RANCHING SERVICES, ANIMAL AND CROP
94500	FISHING, HUNTING, TRAPPING, GAME PROPAGATION, AND RELATED SERVICES
94600	FINANCIAL SERVICES
94700	FORESTRY SERVICES
94800	HEALTH RELATED SERVICES (FOR HUMAN SERVICES SEE CLASS 952)
95200	HUMAN SERVICES
95300	INSURANCE AND INSURANCE SERVICES, (ALL TYPES)
95400	LAUNDRY AND DRY CLEANING SERVICES
95600	LIBRARY SERVICES (INCL. RESEARCH AND SUBSCRIPTION SERVICES)
95800	MANAGEMENT SERVICES
95900	MARINE CONSTRUCTION AND RELATED SERVICES; MARINE EQUIPMENT MAINTENANCE AND REPAIR
96100	MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
96200	MISCELLANEOUS SERVICES NO. 2 (NOT OTHERWISE CLASSIFIED)
96300	NON-BIDDABLE MISCELLANEOUS ITEMS
96500	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARATION OF MATS, NEGATIVES AND PLATES
96600	PRINTING AND TYPESETTING SERVICES
96700	PRODUCTION AND MANUFACTURING SERVICES
96800	PUBLIC WORKS AND RELATED SERVICES
97100	REAL PROPERTY RENTAL OR LEASE
97500	RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT
97700	RENTAL OR LEASE SERVICES OF APPLIANCES, CAFETERIA, FILM, FURNITURE, HARDWARE, MUSICAL, SEWING, AND WINDOW AND FLOOR COVERINGS
97900	RENTAL OR LEASE SERVICES OF ENGINEERING, HOSPITAL, LABORATORY, PRECISION INSTRUMENTS, REFRIGERATION, SCALES, AND TESTING EQUIPMENT
98100	RENTAL OR LEASE OF GENERAL EQUIPMENT (HVAC, ATHLETIC, FIRE AND POLICE PROTECTION, ETC.)
98300	RENTAL OR LEASE SERVICES OF CLOTHING, JANITORIAL, LAUNDRY, LAWN, PAINTING, SPRAYING, LABORATORY AND TEXTILE EQUIPMENT
98400	RENTAL OR LEASE SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
98500	RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT
98800	ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
98900	SAMPLING AND SAMPLE PREPARATION SERVICES (FOR TESTING)
99000	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES (INCLUDING DISASTER DOCUMENT RECOVERY)
99200	TESTING AND CALIBRATION SERVICES
99800	SALE OF SURPLUS AND OBSOLETE ITEMS
ERR00	Valid Code Not Provided

91300 – Construction Services

96800 – Public Works and related services

Codes:

Construction Services:

NIGP Code	
91300	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)
91310	Construction: Airport Roadway, Runway and Taxiway
91313	Construction, Bridge and Drawbridge (Includes Reconstruction/Rehabilitation)
91315	Construction, Canal or Aquaduct
91316	Construction, Communication Equipment (Includes Antenna Towers)
91319	Construction, Curb and Gutter (Includes Maintenance, Repair, and Removal)
91323	Construction, Defense and Military Structure
91327	Construction, Highway and Road
91336	Construction, Parking Lot and Alley
91339	Construction, Pipe Culvert
91340	Construction, Pipeline
91341	Construction, Power Line (Includes Installation, Maintenance, and Repair)
91345	Construction, Sewer and Storm Drain
91347	Construction, Sidewalk and Driveway (Includes Pedestrian and Handicap Ramps)
91350	Construction, Street (Major and Residential)(Includes Reconstruction)
91355	Construction, Tunnel
91356	Construction, Utility/Underground Projects
91357	Construction, Vaulted Sidewalk
91358	Construction, Viaduct (Includes Reconstruction)
91359	Construction and Upgrades, Wastewater Treatment Plant
91360	Construction, Water System/Plants, Main and Service Line
91361	Construction, Vertical, Concrete, Pour-in-Place, Form/Place/Finish
91363	Lime Slurry Removal Services
91364	Maintenance and Repair: Airport Roadway, Runway and Taxiway
91365	Maintenance and Repair, Antenna Tower and other Communication Equipment
91366	Maintenance and Repair, Bridges
91367	Maintenance, Repair, and Operation of Drawbridges
91368	Maintenance and Repair, Canal
91369	Maintenance and Repair, Defense and Military Structure
91371	Maintenance and Repair, Highway and Road (To include the removal of asphalt, concrete, bitumens, etc)
91375	Maintenance and Repair, Parking Lot and Alley
91377	Maintenance and Repair, Pipe Culvert
91378	Maintenance and Repair, Pipeline (Includes Removal and Relocation)
91381	Maintenance and Repair, Sewer and Storm Drain (Including Removal)
91382	Maintenance and Repair, Sidewalk and Driveway (Including Removal)
91384	Maintenance and Repair, Street (Major and Residential)
91388	Maintenance and Repair, Tunnel
91389	Maintenance and Repair, Utility/Underground Projects
91390	Maintenance and Repair, Viaduct
91391	Maintenance and Repair, Wastewater Treatment Plant
91392	Maintenance and Repair, Water System, Main and Service Line
91394	Paving/Resurfacing, Alley and Parking Lot
91395	Paving/Resurfacing, Highway and Road
91396	Paving/Resurfacing, Street (Major and Residential)

Public Works:

96800 PUBLIC WORKS AND RELATED SERVICES	
<u>NIGP Code</u>	<u>Description</u>
96800	PUBLIC WORKS AND RELATED SERVICES
96818	Back Flow Preventer Testing Services
96825	Corrosion Control Services
96826	Crushing, Screening, etc. of all types of New or Recycled Aggregate, Brick or Stone Products Incl. Road Materials
96833	Ditch Maintenance
96834	Dredging Services
96836	Dust Control Watering
96840	Foundry Services
96844	Graffiti Removal Services
96846	Incinerator Services (To Include Ash Vacuuming)
96847	Inspection Services, Construction Type
96848	Inspection Services, Electrical Instrumentation and Control
96850	Leaf, Bush, Tree Limb Collection
96858	Meter Reading Services
96859	Property Boundary Line Maintenance Services
96860	Parking Meter Services (Including Collection, Installation, and Removal)
96861	Pavement Marking Services (Including Removal of Markings)
96862	Pavement Data Collection Services
96863	Relocation and/or Removal Services for Utility Works
96864	Response and Recovery Services, Roadway Incident
96866	Right of Way Services (Including Title, Appraisal, Negotiation, Closing, Relocation, Condemnation, etc.)
96867	Sandblasting Services (See 910-83 for Sandblasting of Buildings)
96871	Solid or Liquid Waste Disposal (Including Management Services) (See 926-45 for Hazardous Waste Disposal)
96872	Snow and Ice Removal Services
96873	Storm Drain Cleaning, Repair, and Sludge Removal Services
96874	Street Sweeping Services
96875	Streetscaping Services
96876	Street Light Maintenance and Repair
96877	Traffic Safety Services
96878	Tank Installation, Removal, Disposal, and Related Services (Including Septic and Underground Type)
96879	Telephone (Utility, Light) Pole Installation, and Relocation Service
96880	Traffic Sign Installation and/or Removal Services
96881	Traffic Sign Maintenance and Repair
96882	Traffic Signal Installation
96883	Traffic Signal Maintenance and Repair
96884	Traffic Control Services (To Include Placement and Removal of Control Devices)
96885	Traffic Counting Services
96888	Tree and Shrub Removal Services
96889	Traffic Studies and Analysis Services
96890	Vehicle Towing and Storage
96891	Water Supply Analysis, Infrastructure Analysis, Water Quality Analysis, and Long Term Planning
96892	Water Supply Plant Operating and Monitoring System Services (Including Water Resources Development and Water Quality Management Services)
96893	Well Pointing Services (Dewatering)
96894	Waterproofing Systems and Repair
96895	Wastewater Treatment Plant, Operations, and Testing
96896	Water and Wastewater Treatment Services
96897	Wrecking and Removal Services