


Instructions – how bidders can respond to this bid:

1. Accept each document by entering your password as an electronic signature. You may download the documents if desired and save to your computer.
2. For documents that require a response, open the fillable form document you have saved to your computer (most are PDF). Use the 'Tab' key to navigate through the document and complete the required fields.
3. When you have finished entering pricing information online, click the "Upload File" button at the bottom of the web page, select each file you just completed (one file at a time), and the document should be uploaded. You may upload as many files as you wish, and the files may be of any format or type (i.e. Word, Excel, PDF, Autocad, JPG, etc.)
4. If you need to enter an alternate bid to a line item, click on the "Add Alternate" button for that line item and alternate entry fields will appear on the screen.
5. If you choose to "no bid" an item, just leave it blank. DO NOT enter \$0 in the price field because it will be calculated as a no cost item.

****NOTE:** If you have uploaded documents or entered pricing that require changes or corrections, you can simply log in again, delete documents, upload new documents, and enter new pricing and supporting information in the various fields as needed.

Example of bid response page on the Public Purchase website:

EXAMPLE ONLY



[Download Response File]
[Upload Response File]

Items	
Without response	5
With response	0
Total	5

Response to Bid IFB #3394 - Mowing & Debris Removal

Code	Item	Qty	Unit	Brand
1.0	Mowing Mowing and trimming	1	Man hour	

Mowing

Mowing and trimming

Alternate Brand: [Undo]

Unit Price:

Qty: 1 / Man hour

Total:

[Add Alternate](#)

Reference # (optional):

Notes for Agency (optional):

Attachments: [Upload File]

EXAMPLE ONLY

Type in brand you are bidding

Type in part number or other reference

Type in explanation or other notes

Unit Price:

Qty: 1 / each

Total:

[Add Alternate](#)

Notes for Agency (optional):

Attachments: [Upload File]

General Comments for the Agency

General Attachments

No attachments uploaded.

[Upload File](#)

How is my bid response submitted?

When you click "Save" or "Save & Close" below, your response is immediately submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.

Please make sure you provide a Unit Price for the items to which you wish to respond.

[Save](#)
[Close](#)
[Save & Close](#)
[Print Submitted Information](#)

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EXAMPLE ONLY

Type in general comments to the City

Click on the 'Upload' button to upload **ALL** your response documents