

Bids and Tenders – Vendor Guide



Proponents should contact the Procurement Representative listed below, at least twenty-four (24) hours prior to the bid closing time and date, if they encounter any problems.

The Bidding System will send a confirmation email to the Bidder advising that their bid was submitted successfully.

If you do not receive a confirmation email, contact the Procurement Representative immediately.

Contact Telephone: 905-953-5335

Town of Newmarket

Procurement Services Department

Disclaimer: This Vendor User Guide is for general information purposes only. Bidders shall also reference the Bid Document. By using the e-bidding system, the Vendor accepts that the Town of Newmarket has no liability to the Vendor for any problems encountered with the Bidding System or failure of the Bidder to successfully submit a bid prior to the bid closing time and date.

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HOMEPAGE

On the Bid Opportunities homepage, you can search for and view current online bid opportunities. Search by typing in keywords and selecting a bid status.

bids&tenders

Bid Opportunities

[Bids Homepage](#) [Create Account](#) [Login](#)

This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity code(s) for goods, services and construction and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.

Bidders are solely responsible for ensuring their Vendor account information is kept current.

[Login](#) [Create Account](#)

Search Criteria

Keyword(s):

Status:

[Search](#) [Clear](#)

Search Results

Bid Name	Bid Status	Bid Closing Date	Days Left
12345 - test dialog2	Open	Fri July 31, 2015 3:00:00 PM	14

[Register as a Plan Taker](#) [Bid Details](#) | [Plan Takers](#)

BID STATUS DESCRIPTIONS

Status	Description
Open	The bid is open and vendors can view/submit bids through the website
Closed	The bid has been closed and vendors can no longer process a submission or register for.
Awarded	The bid opportunity was awarded to a vendor(s).
Cancelled	The bid opportunity was cancelled by the purchasing entity.

Once a bid has closed, you can view the results by choosing the closed status or awarded stats. (Note: not all agencies will publically post the results)

BENEFITS TO CREATING AN ACCOUNT

The new <https://bids.newmarket.ca> website is intuitive and responsive, and will simplify the procurement process for vendors who wish to view and bid on opportunities. Once you register as a vendor, you can download bid documents, submit bids online and receive numerous automated email notifications from the system to keep you up-to-date and informed.

Some of the acclaimed new key features available to vendors include:

- Unlimited access to register for all bid opportunities
- Unlimited use of online submissions, document downloads and addenda notices
- Unlimited category subscription for bid matching
- Instant access to bid results
- Customized vendor dashboard that allows quick access to active opportunities and bid history
- Self-serve profile management
- Ability to add up to 10 contacts to your account
- Ability to register for the Emergency Contact database
- Ability to view all bids by status
- Ability to view details of bids including plan takers, bids submitted and award details

EBIDDING

The new system will allow vendors to submit their bids online in a safe and secure environment.

Some highlights of the eBidding system include:

- Streamlined, fully online process to submit bids
- Bidding anytime and anywhere, 24 hours a day, 7 days a week, 365 days a year
- Built in Bid Compliancy Checker for 100% compliant bids
- Digital / electronic bonding
- Online Addendum notices and acknowledgement
- Virtual Public Openings/instant access to unofficial bid results
- No more late bids – always online, always accessible
- No more calculation errors – all calculations are done automatically
- Reduces amount of effort required from the bidders
- Allows bidders to preview bid documents prior to registering
- Eliminates exclusion of submissions due to geographical location of bidders
- Provides bidders with the flexibility to modify and withdraw bids in advance of the closing date from the comfort of their own computers, from anywhere in the world.

AUTOMATED NOTIFICATIONS

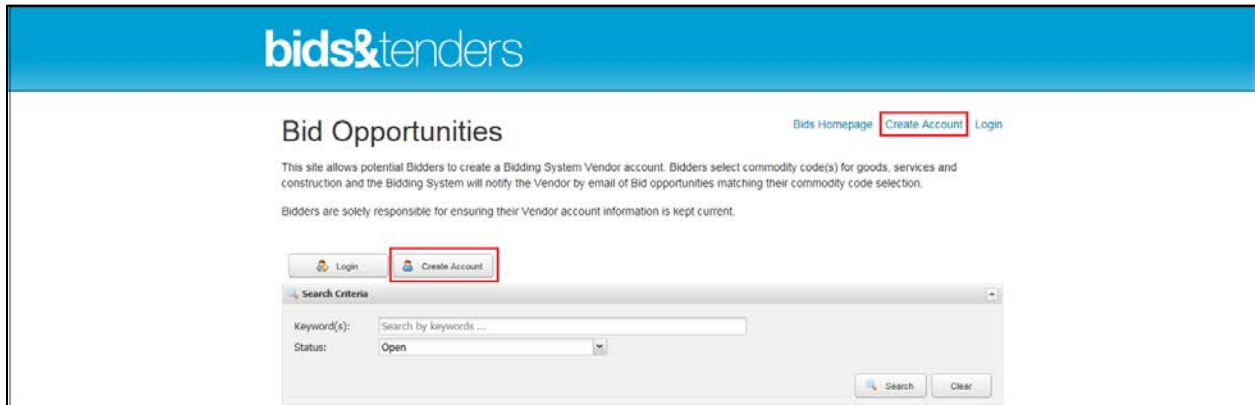
Bids & Tenders e-procurement provides Automated Notifications to Vendors, including:

- New bid opportunity notices
- Addendum notices
- Bid meeting/site meeting notices and reminders
- Bid submission reminders 48 hours/24 hours before closing
- Bid result notification

**If you require any assistance in creating an account,
please contact us at (905) 953-5335**

CREATING AN ACCOUNT

Click the Create Account button on the bid opportunities homepage.



ORGANIZATIONAL DETAILS

Fill out the fields under the Organization Details Section. Fields with a red asterisk (*) are required fields and must be filled out to successfully create your account.

The screenshot shows the 'Bid Opportunities - Create Account' page. At the top, there is a blue header with the logo. Below the header, the page title is 'Bid Opportunities - Create Account'. In the top right corner, there are links for 'Bids Homepage', 'Create Account', and 'Login'. Below the header, there is a section titled 'Organization Details'. This section contains several form fields, each with a red asterisk (*) indicating it is a required field. The fields are: 'Company Name:', 'Address 1:', 'Address 2:', 'Country:' (with a dropdown menu), 'Province / State:' (with a dropdown menu), 'City:', 'Postal Code / Zip Code:', 'Fax:' (with three input boxes), 'Website:', and 'HST#:'.

BECOMING AN EMERGENCY VENDOR

In the event of an emergency, the Procurement Department is developing a Vendor Emergency Contact List. They are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

If you would like to be included in the Vendor Emergency Contact List, please click the Yes button. If you would not like to be included in the Vendor Emergency Contact List, click the No button.

If you clicked yes, fill in the specific emergency contact information in the Contacts section.

Would you like to be an Emergency Vendor?

In the event of an emergency the Procurement Department is developing a Vendor Emergency Contact List. We are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

Please provide specific emergency contact information in the contacts section below.

Emergency Vendor: Yes No

SUBSCRIBE TO BID CATEGORIES

Creating a vendor account allows you to subscribe to bid categories that relate to your company's area of expertise/ services. Check off the categories you would like to subscribe to. You will receive an email notification when a bid opportunity is issued that relates to the category or categories that you are subscribed to. You can subscribe to as many bid categories as you wish.

Categories

Categories

Search for Categories ...

- 60 - Instrumentation & Controls
- 61 - Instrument&Measurement Devices
- 63 - Electric Meters Non-Billing
- 64 - Meters, Revenue & Domestic
- 65 - Rotating Electrical Equipment
- 66 - TransformersRegulatorsReactors

CONTACT INFORMATION

Please identify a key contact from your organization who can be contacted if needed. If you would like to include more than one contact, click on the "Invite Another Contact" button and fill in the person's contact information. You can provide a maximum of 10 contacts under one vendor account.

NOTE: Your password must have at least 6 characters, include 2 uppercase characters, and include 1 special character (example: !, -, *)

Contact(s)

First Name: *

Last Name: *

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Phone: Ext. *

After Hours Phone: Ext. *

Cell:

Home:

Alternate Cell:

Alternate Home:

Primary Contact
 Emergency Contact
 Delete Contact

FINISH CREATING ACCOUNT

After you have filled in all of the required information, click the Continue button.

Contact(s)

First Name: *

Last Name: *

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Phone: Ext. *

After Hours Phone: Ext. *

Cell:

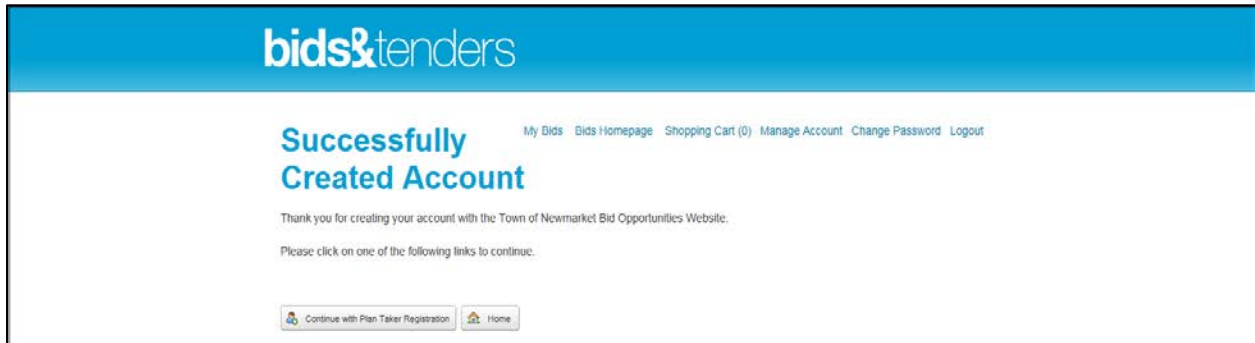
Home:

Alternate Cell:

Alternate Home:

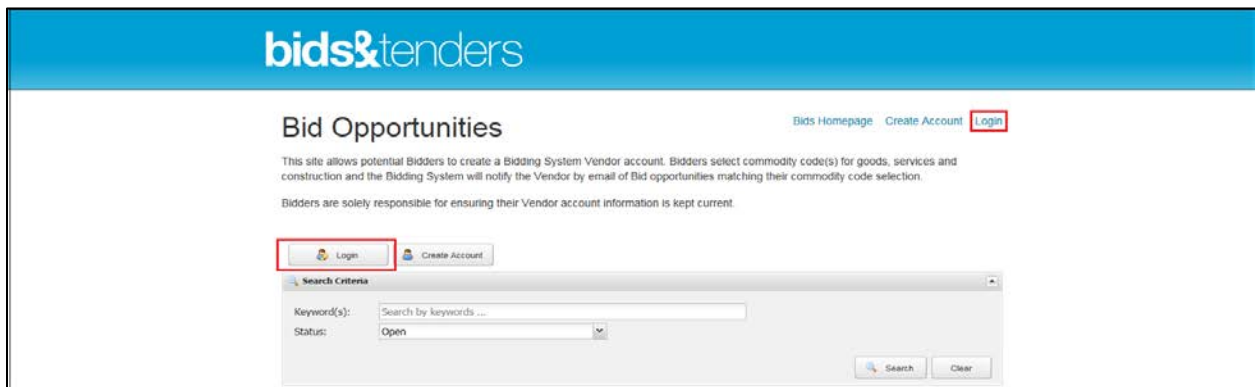
Primary Contact
 Emergency Contact
 Delete Contact

You will be taken to a screen indicating that your vendor account was successfully created.

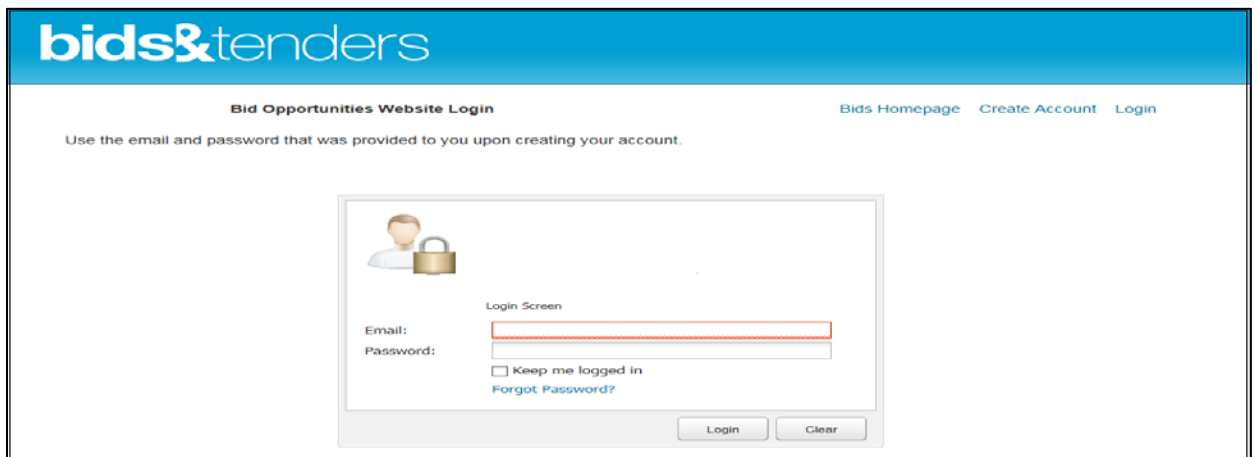


LOG IN TO YOUR ACCOUNT

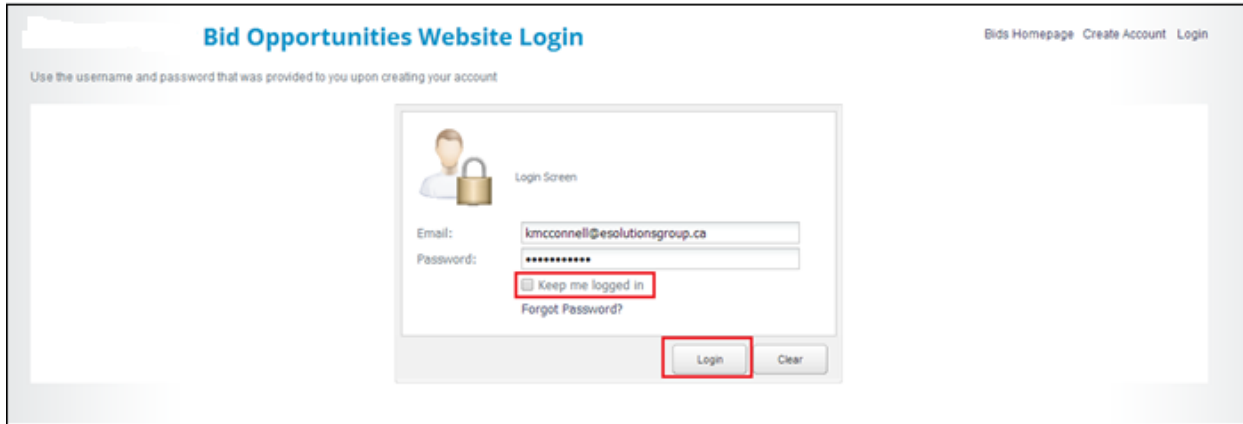
1. Click the Login button on the [Bid Opportunities](#) homepage.



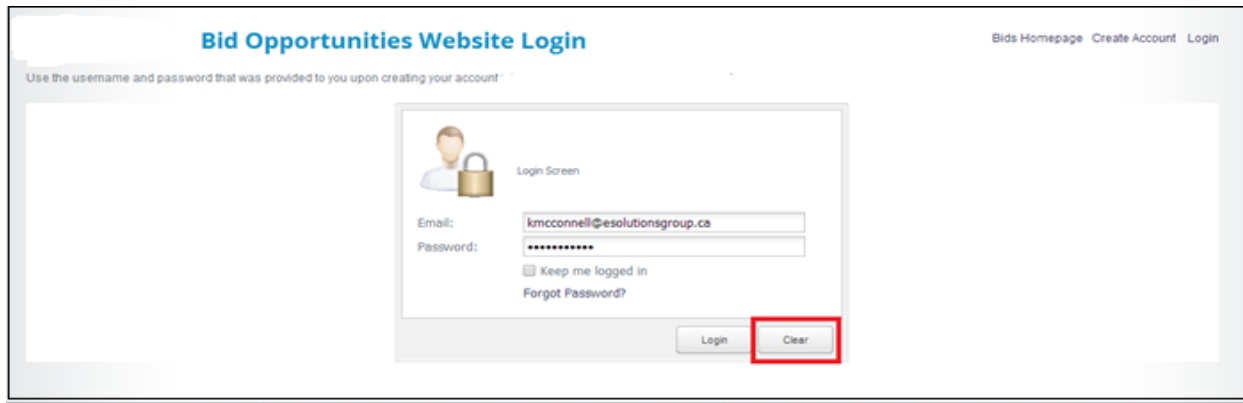
2. You will be taken to the Login page. Please enter your email and password that you provided when setting up your account.



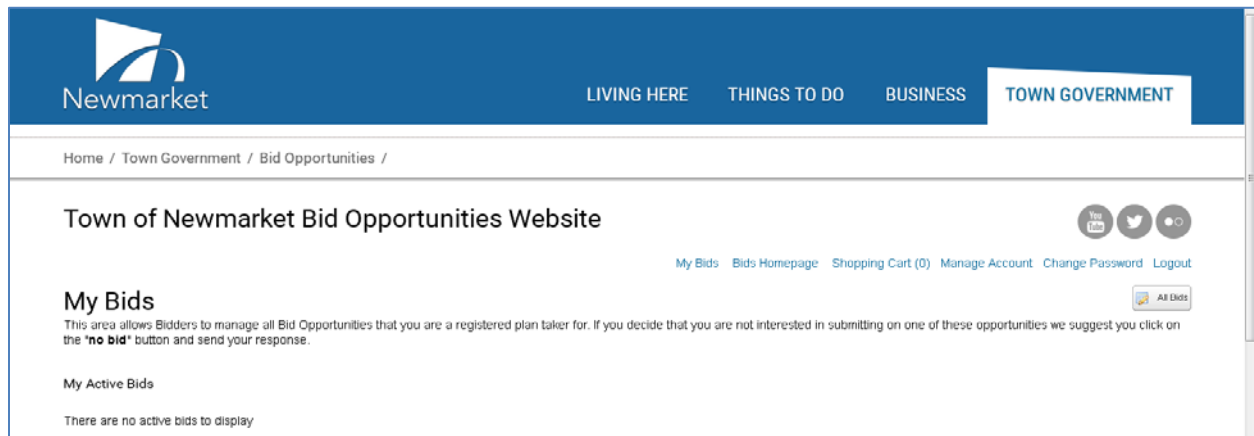
3. Click the Login button. (OPTIONAL - If you click the "Keep me logged in" checkbox, the system will remember your account and you will not have to sign in the next time you visit the Bid Opportunities website.)



4. Click the Clear button to clear your login fields and re-enter your email and password.

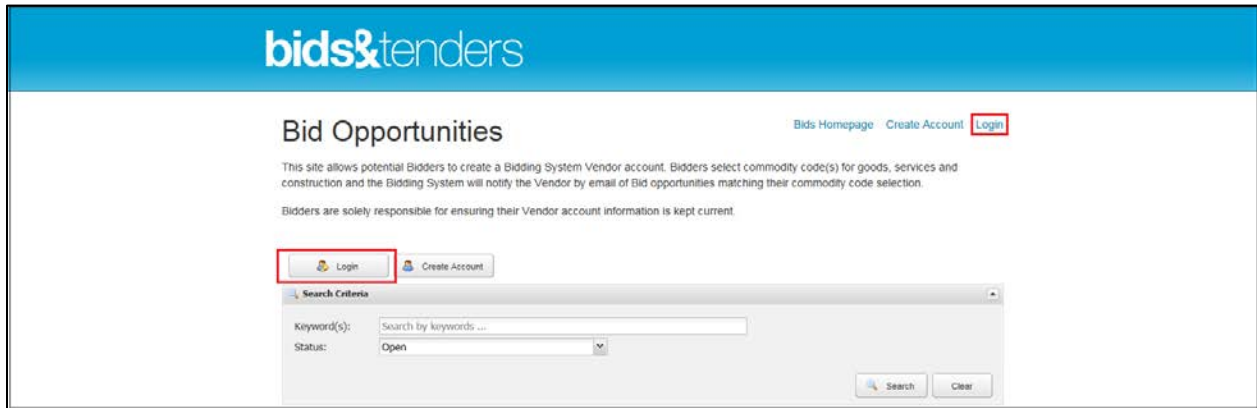


5. Once you are logged in, you should see this homepage- called My Bids Dashboard.

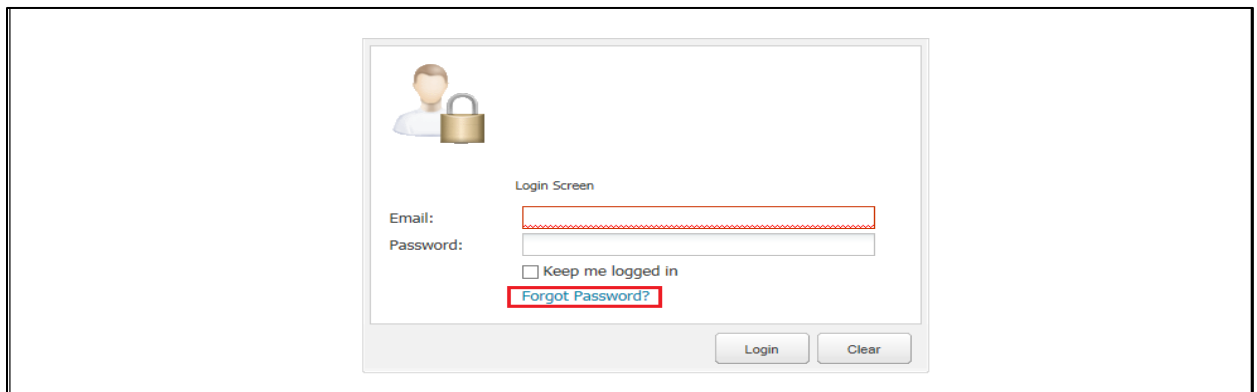


FORGOT PASSWORD

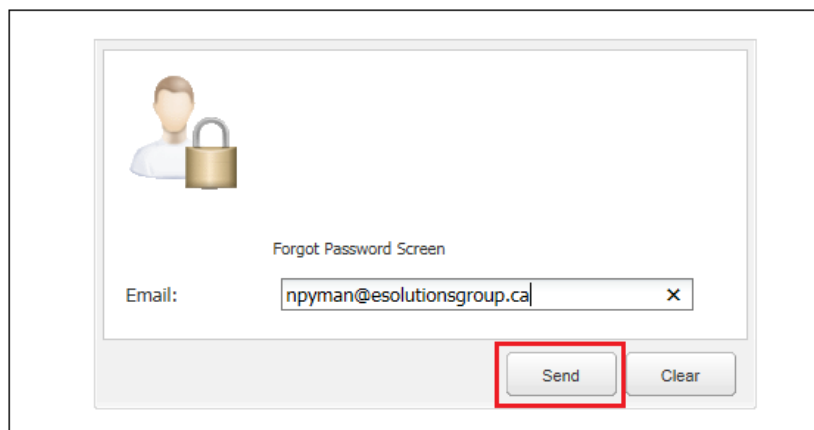
1. Click Login.



2. Click forgot password.

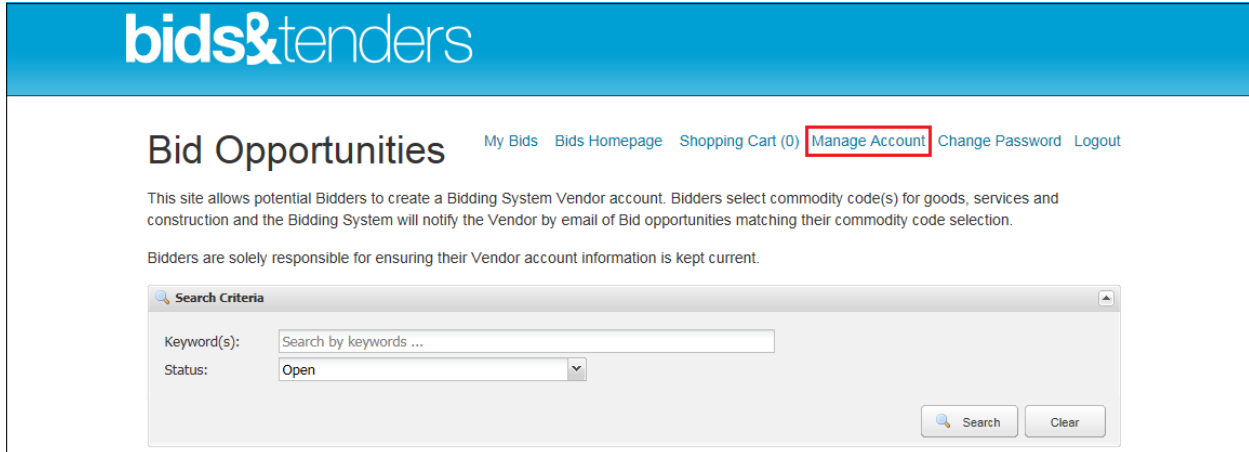


3. Fill in your email address. Then press the send button. You will receive an email that will provide a link to reset your password.



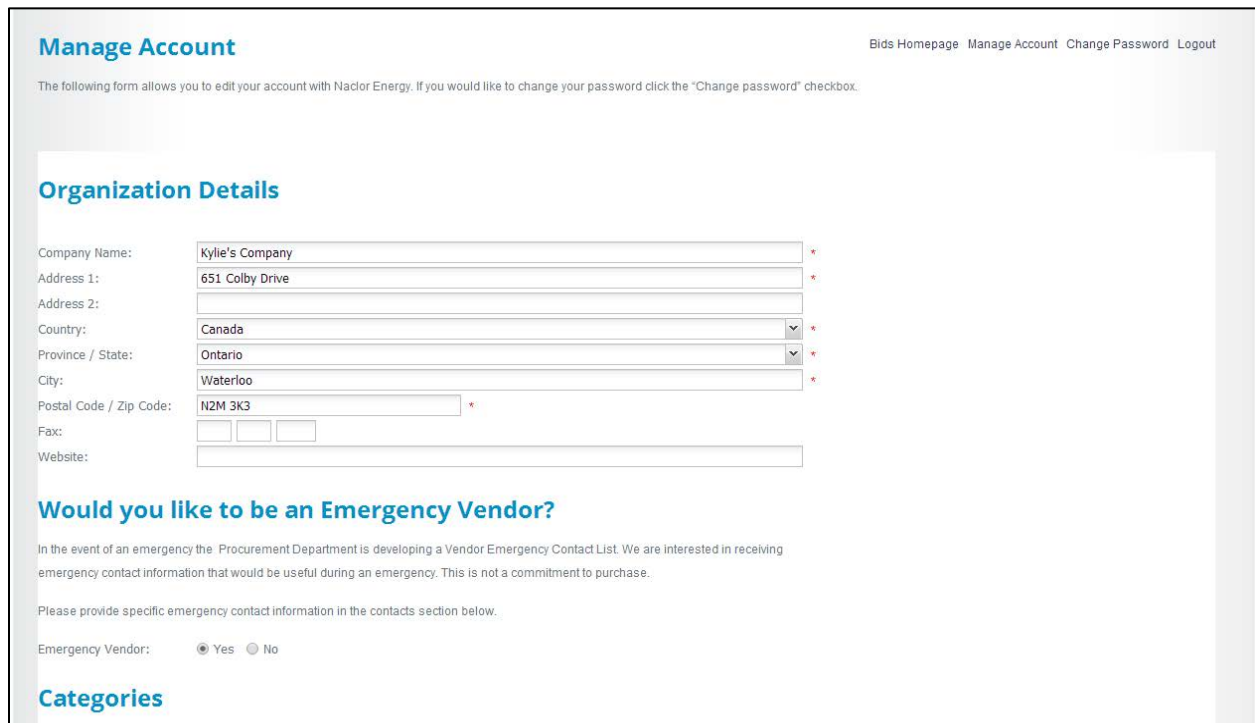
CHANGE ACCOUNT DETAILS

1. Click Manage Account to edit your account settings / information. You must be signed in to change your account details.



The screenshot shows the top navigation bar of the bids&tenders website. The 'Manage Account' link is highlighted with a red rectangular box. Other navigation links include 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Change Password', and 'Logout'. Below the navigation bar, the page title is 'Bid Opportunities'. A search criteria form is visible, with fields for 'Keyword(s):' (containing 'Search by keywords ...') and 'Status:' (set to 'Open'). There are 'Search' and 'Clear' buttons at the bottom of the form.

2. Edit your organization details, emergency vendor details, bid categories and contact information as needed. Fields with a red asterisk (*) are required fields and must be filled out to ensure the changes you made to your account details are saved.



The screenshot shows the 'Manage Account' page. The page title is 'Manage Account'. Below the title, there is a navigation bar with links for 'Bids Homepage', 'Manage Account', 'Change Password', and 'Logout'. A message states: 'The following form allows you to edit your account with Naclor Energy. If you would like to change your password click the "Change password" checkbox.' The main content area is titled 'Organization Details' and contains a form with the following fields:

- Company Name: *
- Address 1: *
- Address 2:
- Country: *
- Province / State: *
- City: *
- Postal Code / Zip Code: *
- Fax:
- Website:

Below the form, there is a section titled 'Would you like to be an Emergency Vendor?' with the following text: 'In the event of an emergency the Procurement Department is developing a Vendor Emergency Contact List. We are interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase. Please provide specific emergency contact information in the contacts section below.' The 'Emergency Vendor:' field has two radio buttons: 'Yes' (selected) and 'No'.

At the bottom of the form, there is a section titled 'Categories'.

Categories

Search for Categories ...

- 02 - Photographic & X-Ray Equipment
- 03 - Appliances & Water Heaters
- 14 - Lumber & Wood Products
- 15 - Construction & Building Mats
- 16 - Paint & Protective Coatings
- 17 - Thermal Insulation

Contact(s)

First Name:

Last Name:

Email:

Confirm Email:

Phone: Ext.

Primary Contact

Delete Contact

3. Click the Continue button after you have finished editing your account details.

Categories

Search for Categories ...

- 02 - Photographic & X-Ray Equipment
- 03 - Appliances & Water Heaters
- 14 - Lumber & Wood Products
- 15 - Construction & Building Mats
- 16 - Paint & Protective Coatings
- 17 - Thermal Insulation

Contact(s)

First Name:

Last Name:

Email:

Confirm Email:

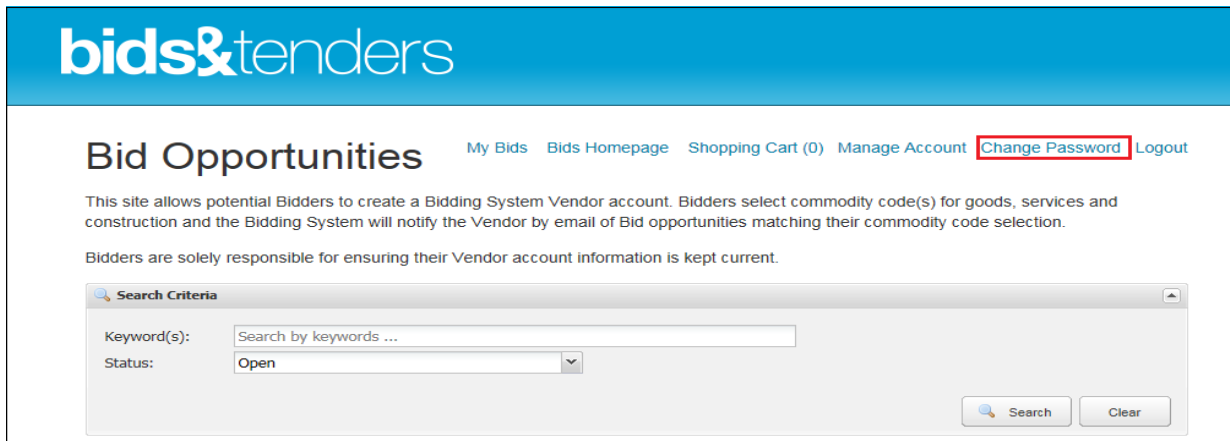
Phone: Ext.

Primary Contact

Delete Contact

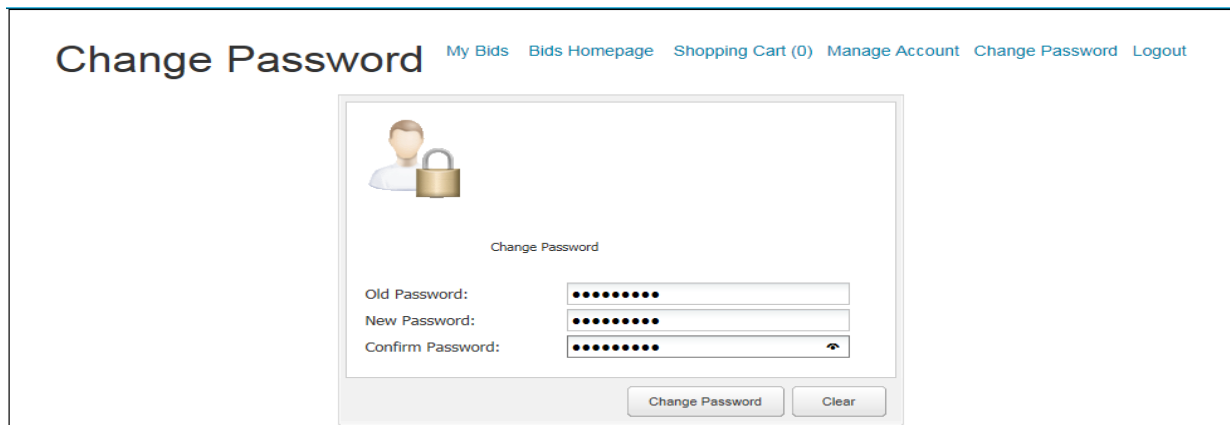
CHANGE PASSWORD

1. Click the Change Password button on the homepage. You must be signed in.



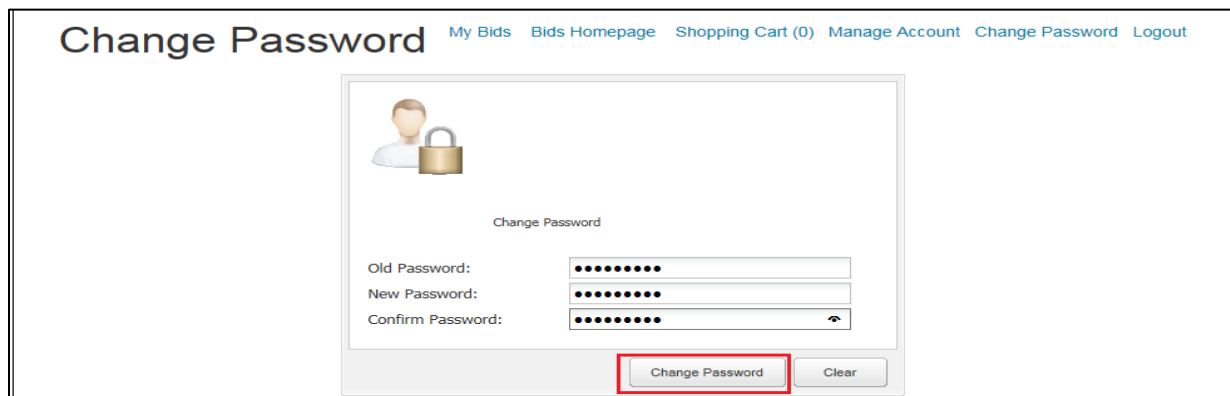
The screenshot shows the homepage of the bids&tenders website. The header features the logo and navigation links: My Bids, Bids Homepage, Shopping Cart (0), Manage Account, Change Password (highlighted with a red box), and Logout. The main content area is titled "Bid Opportunities" and includes a search criteria form with fields for Keyword(s) and Status (set to Open), and Search and Clear buttons.

2. Enter your old password. Then enter your new password and confirm your new password.



The screenshot shows the "Change Password" form. It includes a user icon and a padlock icon, followed by the title "Change Password". Below the title are three password input fields: "Old Password:", "New Password:", and "Confirm Password:". At the bottom of the form are "Change Password" and "Clear" buttons. The "Change Password" button is highlighted with a red box.

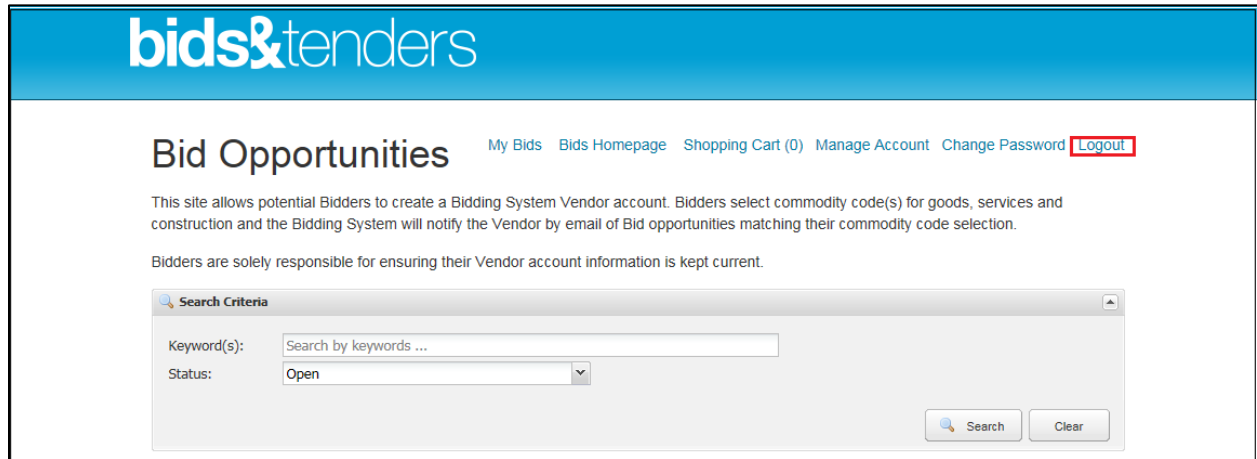
3. Click the Change Password button after you have provided your new password.



This screenshot is identical to the previous one, showing the "Change Password" form with the "Change Password" button highlighted in red.

LOGOUT

Click the Logout button in the top right hand side of the Bid Opportunities website homepage to log out of your account.



The screenshot shows the homepage of the 'bids&tenders' website. The header features the logo 'bids&tenders' in white on a blue background. Below the header, the main content area is titled 'Bid Opportunities'. To the right of the title, there is a navigation menu with links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. The 'Logout' link is highlighted with a red rectangular border. Below the navigation menu, there is a paragraph of text explaining the site's purpose: 'This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity code(s) for goods, services and construction and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.' Below this text, another paragraph states: 'Bidders are solely responsible for ensuring their Vendor account information is kept current.' At the bottom of the screenshot, there is a 'Search Criteria' search box. It contains a text input field for 'Keyword(s)' with the placeholder text 'Search by keywords ...' and a dropdown menu for 'Status' currently set to 'Open'. There are 'Search' and 'Clear' buttons at the bottom right of the search box.

SEARCH FOR BID OPPORTUNITIES

Once you have logged into your account, go to Bids Homepage to search for and view current online bid opportunities. Search by typing in keywords and selecting a bid status. Click search to generate your results.

bids&tenders

Bid Opportunities [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity code(s) for goods, services and construction and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.

Bidders are solely responsible for ensuring their Vendor account information is kept current.

Search Criteria

Keyword(s):

Status:

Search Results

Bid Name	Bid Status	Bid Closing Date	Days Left
123456 - Example Tender	Open	Fri July 31, 2015 3:00:00 PM	15

[Register as a Plan Taker](#) [Bid Details](#) | [Plan Takers](#)

Example Tender

Page: 1 of 1 | Limit Results: 25 | Displaying 1 - 1 of 1

BID STATUS DESCRIPTIONS

Status	Description
Open	The bid is open and vendors can view/submit bids through the website
Closed	The bid has been closed and vendors can no longer process a submission or register for.
Awarded	The bid opportunity was awarded to a vendor(s).
Cancelled	The bid opportunity was cancelled by the purchasing entity.

Bid Results: Once a bid has closed, you can view the results by choosing the closed status or awarded stats. (Note: not all agencies will publically post the results)

BID DETAILS

1. To view specific details pertaining to a bid, click on the Bid Details button.

Search Results

Bid Name	Bid Status	Bid Closing Date	Days Left
123 - Kylie's Bid	Open	Mon June 2, 2014 12:00 PM	27

Register As Plan Taker

[Bid Details](#) | [Download Documents \(1\)](#) | [Plan Takers](#)

Page 1 of 1 | Limit Results: 25 | Displaying 1 - 1 of 1

2. On the bid details page, you will be able to see:

- Bid Number
- Full Bid Name
- Bid Status
- Published Date
- Closing Date
- Bid Description
- Specification documents
- Issued Addenda
- Team Members (Purchasing staff managing the bid opportunity. It is up to the purchaser if they would like to share this information with the public.)
- Plan Takers (Other vendors that have registered as a plan taker for this bid opportunity. It is up to the purchaser if they would like to share this information with the public.)

View Details | My Bids | Bids Homepage | Shopping Cart (0) | Manage Account | Change Password | Logout

[Click here to return to the main screen.](#)

Bid Details

Bid Number:	12345
Bid Name:	No Bid test
Bid Status:	Open
Published Date:	Wednesday July 1, 2015 03:00:00 PM
Bid Closing Date:	Friday July 31, 2015 03:00:00 PM
Description:	test

[Manage My Submissions](#) | [Start An Alternate Bid](#) | You are already a Plan Taker

Documents

No Documents Available ...

Addenda

File Name	Pages
test Friday July 3, 2015 02:23 PM	-- Download

Plan Takers

The following are the plan takers for the bid:

Company	Contact
Davroc Testing lab Inc	Makkar, Sandeep 20-2051 Williams Pkwy, Brampton Ontario, Canada L6S5T4 smakkar@davroc.com
Dev Testing	Isserlin, David 123 Main, Kamloops British Columbia, Canada N3B3R6 disslerin@qa-essolutionsgroup.ca
eSolutionsGroup Ltd.	Pyman, Nicole 651 Colby Drive., Waterloo Ontario, Canada N2V1C2 npyman@essolutionsgroup.ca
July 3 1	3 1, July 123 test st, Waterloo Ontario, Canada N2N3R9 july31@qa-essolutionsgroup.ca

3. If you know that you would like to register as a plan taker for the bid, click the Register as Plan Taker button.


View Details

[My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

[Click here](#) to return to the main screen.

Bid Details

Bid Number:	123456
Bid Name:	Example Tender
Bid Status:	Open
Published Date:	Wednesday July 1, 2015 03:00:00 PM
Bid Closing Date:	Friday July 31, 2015 03:00:00 PM
Description:	Example Tender



Documents

No Documents Available ...

Addenda

No Addenda Available ...

Plan Takers

The following are the plan takers for the bid:

No Plan Takers

REGISTER FOR A BID

1. Once you have found a bid opportunity that you would like to register for, click "Register As Plan Taker".

bids&tenders

Bid Opportunities [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

This site allows potential Bidders to create a Bidding System Vendor account. Bidders select commodity code(s) for goods, services and construction and the Bidding System will notify the Vendor by email of Bid opportunities matching their commodity code selection.

Bidders are solely responsible for ensuring their Vendor account information is kept current.

Search Criteria

Keyword(s):

Status:

Search Results

Bid Name	Bid Status	Bid Closing Date	Days Left
12345 - test dialog2	Open	Fri July 31, 2015 3:00:00 PM	15

[Bid Details](#) | [Plan Takers](#)

2. You will be taken to the Terms or Service and Disclaimer page. After reading the Terms of Service and Disclaimer, click the I Agree button to continue. If you no longer want to register for the bid opportunity, click Home.

bids&tenders

Plan Taker Registration [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

In order to become a Registered Plan Taker for Newmarket Bid Opportunities, you must first create a Vendor Account within the Town of Newmarket's "Bidding System". Once a Vendor Account is created, you may enlist as a Registered Plan Taker for individual Bid Opportunities. Each time a Bidder enlists as a Registered Plan Taker for a Bid Opportunity, such Bidder is deemed to agree to the Bidding System's [Terms of Service](#).

Bidders are solely responsible to ensure that their Bids are properly managed. To ensure continuity in access to the Bidding System in the event that a Bidder's main contact is unavailable, it is recommended that more than one contact be linked to a Vendor Account (each contact will require an individual login to the Bidding System). Each contact linked to a Bidder's Vendor Account will be able to manage Bid Opportunities for which such Bidder has registered as a Plan Taker. This includes the right to register, submit, edit and withdraw Bids, as well as the right to acknowledge addendum / addenda on behalf of the Bidder. The addition of a contact to a Bidder's Vendor Account shall be deemed to be confirmation on behalf of the Bidder that such individual has the authority to complete the foregoing actions on behalf of the Bidder, and to bind the Bidder to the terms and conditions contained in the Bid Call Documents and any applicable Addenda.

Do not invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could be competing for the same Bid Opportunity).

In most circumstances, contacts associated with a Bidder's Vendor Account will receive notification from the Bidding System when an addendum is issued related to a Bid Opportunity for which such Bidder is a Registered Plan Taker. Notwithstanding the foregoing, all Addenda/Addendum will also be posted on the Owner's Bid Opportunities website and the onus is on the Bidders to ensure that they have downloaded all Addenda/Addendum and acknowledged all Addenda/Addendum, whether the Bidder has received notification from the Owner's Bid Opportunities website or not. Failure to acknowledge Addendum/Addenda may result in a non-compliant bid and rejection by the Town.

The Town of Newmarket is not responsible or liable whatsoever for misdirected notices of solicitations or notices of Addenda/Addendum which may result from Bidders who fail to update the contact information in their Vendor Accounts.

By becoming a Registered Plan Taker you hereby agree to the Bidding System [Terms of Service](#).

3. You will be required to pay for the bid document and submitting online. Fill in the information as needed.

Select Purchase Method

[My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Change Password](#) [Logout](#)

The selected bid has multiple methods available for purchase. Please select the appropriate purchase method:

Bid Document for download only - \$1.31

▶ Continue
 Home

Shopping Cart

[Home](#) [Shopping Cart](#) [Manage Account](#) [Logout](#)

Items below are in Canadian Dollars (\$CDN). To purchase your items, please click the Checkout button. You will have another opportunity to review the items prior to purchase.

There are no refunds or returns

Name	Description	Qty.	Price
12345	test dialog2 [CRFP]	1	\$1.31 ✘
		SUBTOTAL:	\$1.31
		TOTAL:	\$1.31

Checkout

Payment Summary

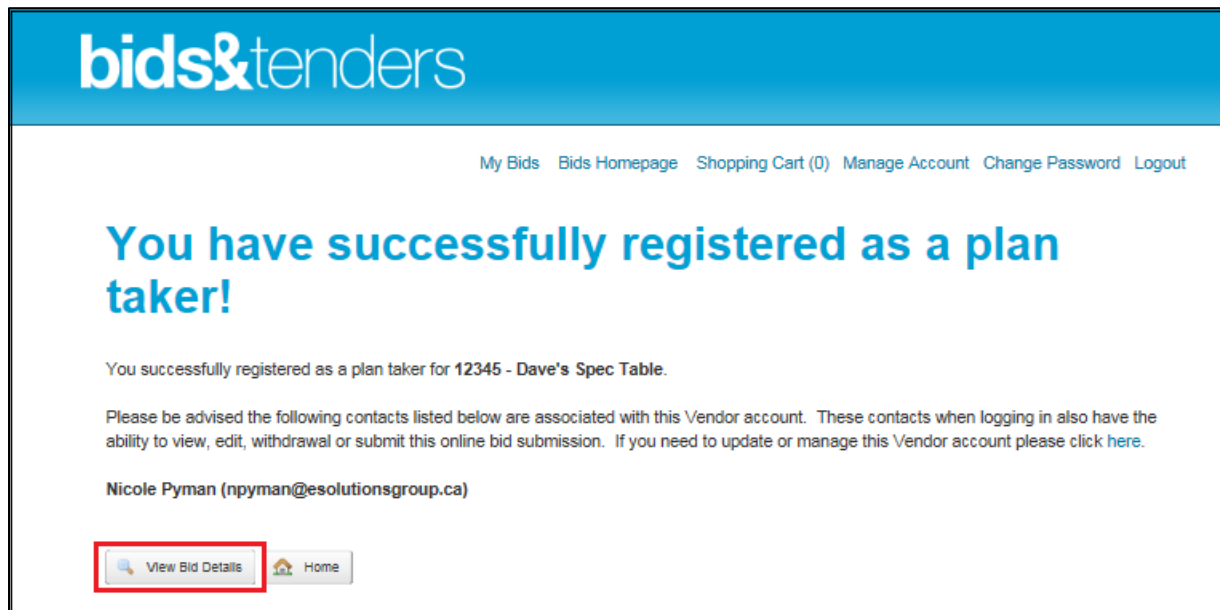
Item	Description	Quantity	Price
12345	test dialog2 [CRFP]	1	\$1.31
		SUBTOTAL:	\$1.31
		TOTAL:	\$1.31

All funds are in Canadian dollars.

Payment Method: *

-- Select --
Pay At Kiosk
Credit Card

4. You will then be directed to another screen confirming you have successfully registered as a plan taker. If you are not required to pay for the bid document, you will be taken directly to this confirmation page after agreeing to the terms of service.



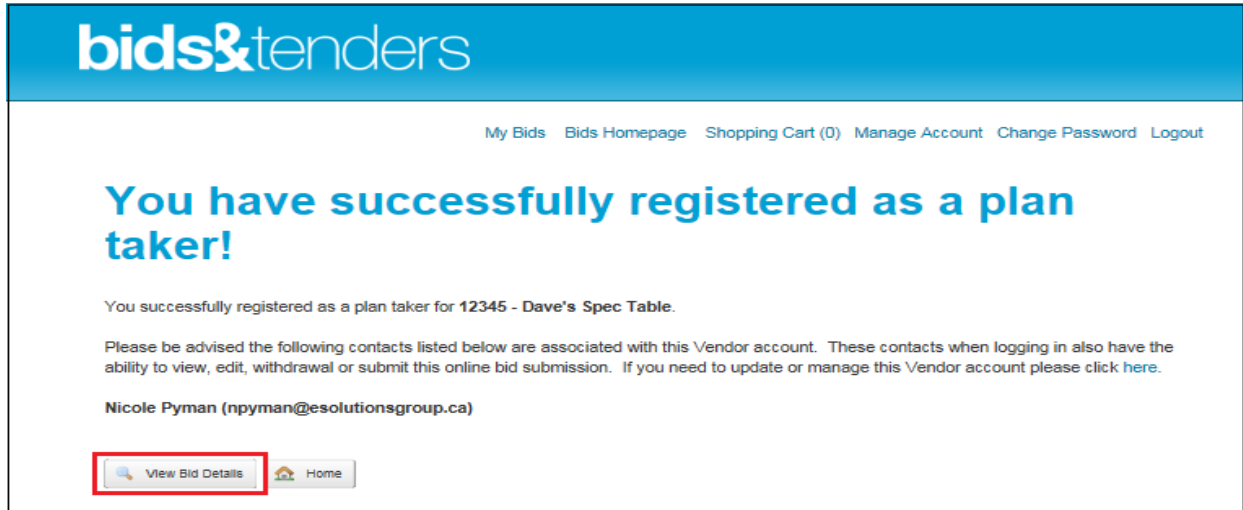
The screenshot shows the 'bids&tenders' website interface. At the top, there is a blue header with the logo. Below the header, a navigation bar contains links for 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. The main content area features a large blue heading: 'You have successfully registered as a plan taker!'. Below this, a message states: 'You successfully registered as a plan taker for 12345 - Dave's Spec Table.' A paragraph of text follows: 'Please be advised the following contacts listed below are associated with this Vendor account. These contacts when logging in also have the ability to view, edit, withdrawal or submit this online bid submission. If you need to update or manage this Vendor account please click here.' Below this text, the contact information is listed: 'Nicole Pyman (npyman@esolutionsgroup.ca)'. At the bottom of the page, there are two buttons: 'View Bid Details' (highlighted with a red box) and 'Home'.

5. You will also receive an automated email confirming you have been successfully registered as a plan taker. Please refer to section Register for a Bid, Item #2 on page 24 for the language of having multiple contacts on your vendor account.

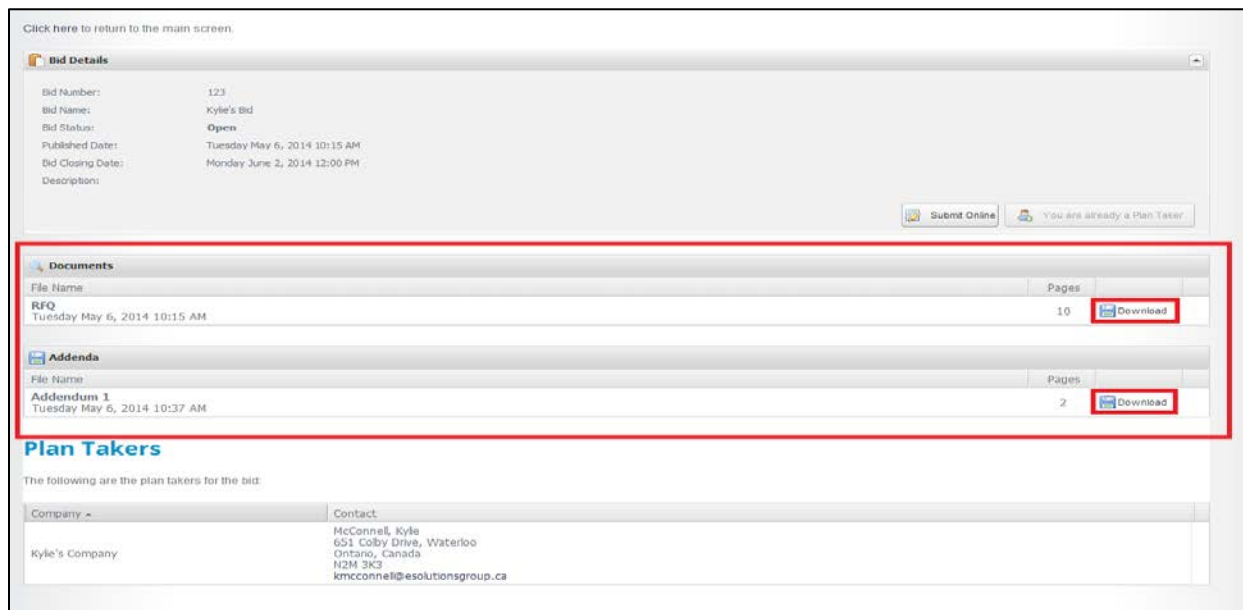
SUBMITTING A BID ONLINE

PLANTAKER

1. After you have agreed to the Terms of Service and successfully registered as a plan taker, click the View Bid Details button.

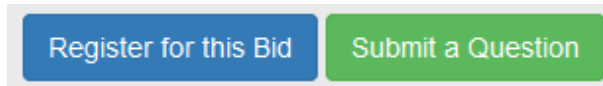


2. Ensure you scroll down to find any documents or addenda that have been issued. You can download any documents or addenda associated with the bid opportunity by clicking the Download button. The Plan Takers list may or may not be displayed based on the purchaser's decision to publish the list or not.

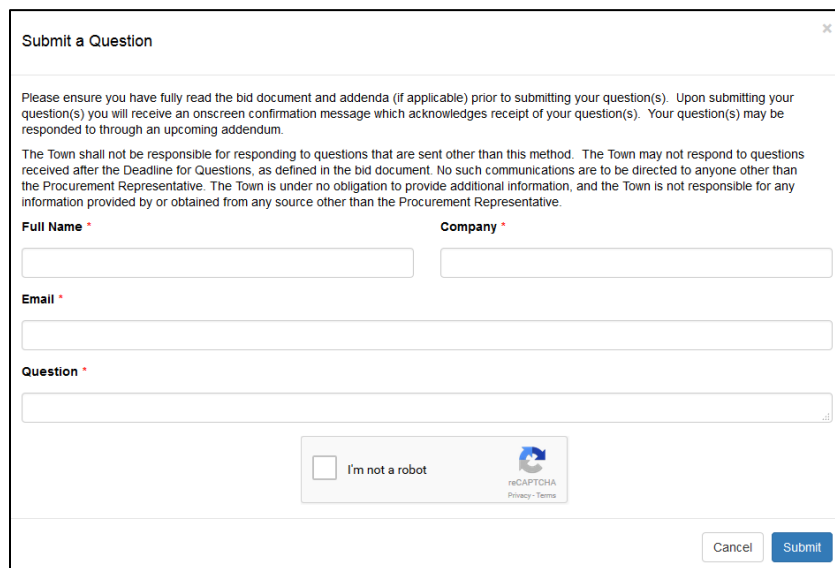


ASK A QUESTION

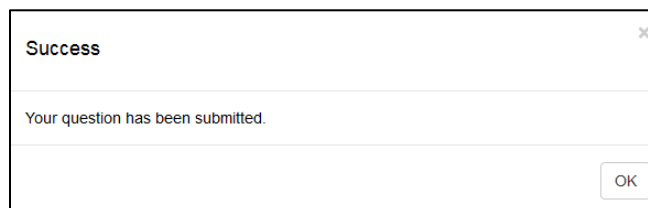
3. If a Bidder needs to address any discrepancies, errors and/or omissions in the Bid Document, or if they be in doubt as to any part thereof they shall submit questions in writing through Newmarket's Bid Opportunities website using the "Submit a Question" link associated with the bid opportunity. This can be found on the Bids and Tenders homepage next to the "Register for this Bid".



You must complete the mandatory fields then click on "Submit".

A screenshot of a web form titled "Submit a Question" with a close button (X) in the top right corner. The form contains a paragraph of instructions: "Please ensure you have fully read the bid document and addenda (if applicable) prior to submitting your question(s). Upon submitting your question(s) you will receive an onscreen confirmation message which acknowledges receipt of your question(s). Your question(s) may be responded to through an upcoming addendum." Below this is another paragraph: "The Town shall not be responsible for responding to questions that are sent other than this method. The Town may not respond to questions received after the Deadline for Questions, as defined in the bid document. No such communications are to be directed to anyone other than the Procurement Representative. The Town is under no obligation to provide additional information, and the Town is not responsible for any information provided by or obtained from any source other than the Procurement Representative." The form has four input fields: "Full Name" and "Company" (both with asterisks), "Email" (with asterisk), and "Question" (with asterisk). Below the "Question" field is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the bottom right of the form are "Cancel" and "Submit" buttons.

If you have successfully submitted the question a confirmation pop-up will appear.

A screenshot of a confirmation pop-up window titled "Success" with a close button (X) in the top right corner. The message inside the pop-up reads "Your question has been submitted." At the bottom right of the pop-up is an "OK" button.

The Owner shall not be responsible for responding to questions that are sent other than this method. The Owner may not respond to questions received after the Deadline for Questions, as stated in the Bid Document. No such communications are to be directed to anyone other than the Procurement representative. The Owner is under no obligation to provide additional information, and the Owner is not responsible for any information provided by or obtained from any source other than by written addendum issued by the Procurement Representative.

START SUBMISSION

4. Click Start Submission to submit your bid.

View Details My Bids Bids Homepage Shopping Cart (0) Manage Account Change Password Logout

Click here to return to the main screen.

Bid Details

Bid Number: 12345
Bid Name: No Bid test
Bid Status: Open
Published Date: Wednesday July 1, 2015 03:00:00 PM
Bid Closing Date: Friday July 31, 2015 03:00:00 PM
Description: test

Start Submission You are already a Plan Taker

Documents
No Documents Available ...

Addenda

File Name	Pages	
test Friday July 3, 2015 02:23 PM	--	Download

Plan Takers
The following are the plan takers for the bid:

Company	Contact
Davroc Testing Lab Inc	Makkar, Sandeep 20-2051 Williams Pkwy, Brampton Ontario, Canada L6S5T4

5. You will be directed to the Online Submission section.

bids2tenders An eSolutions Product

Time Remaining to Complete Submission: 13 22 38 51

My Bids Bids Homepage Shopping Cart (0) Manage Account Change Password Logout

Schedule of Prices Questions & Specifications References & Subcontractors Documents & Bonding Terms & Conditions Prepare My Bid Submit My Bid

Current Bid: 123456 - Example Tender Last updated by eSolutions Test on Jul 17, 2015 10:37:44

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid at the unit prices, and/or lump sums, hereinafter stated. HST is additional. In Lawful money of Canada.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisks within the table denote a "MANDATORY" line item.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value unless you are prepared to provide the line item at zero dollars to the Owner.

If a table is "NON-MANDATORY" and you are bidding on it, you must bid on all line items with an asterisk.

If there are multiple tables, you must click the "EDIT PRICING" button inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

Table	# of Rows	# of Required Rows	Mandatory	Subtotal
TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS	10	0	Yes	\$0.00
TOTAL IMPLEMENTATION COSTS (V)	9	0	Yes	\$0.00

TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS

ANNUAL SOFTWARE MAINTENANCE, SUPPORT, TRANSACTION FEES, AND OTHER COSTS IF APPLICABLE	Quantity	Unit Price*	Total Cost	Comments
(B-1) Year 1 - annual software maintenance and support - provide description and breakdown	1	\$	\$	
(B-2) Year 1 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-3) Year 2 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$	\$	
(B-4) Year 2 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-5) Year 3 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$	\$	
(B-6) Year 3 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-7) Year 4 - annual software maintenance, support, and transaction fees - provide description and breakdown	1	\$	\$	
(B-8) Year 4 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-9) Year 5 - any other additional fees - provide description and breakdown	1	\$	\$	
(B-10) Year 5 - any other additional fees - provide description and breakdown	1	\$	\$	

[View My Bid](#)

SCHEDULE OF PRICES

6. The bar at the top of the page will indicate your progress, and the time remaining to complete your submission will be indicated in the top right corner of the page. The check mark indicates that the page has been completed, and the red exclamation mark indicates that the page has not yet been completed. Note: The progress bar will vary dependant on each Bid Document's requirements.

The screenshot shows the Town of Newmarket Bid Opportunities Website. The top navigation bar includes the Newmarket logo and links for LIVING HERE, THINGS TO DO, BUSINESS, and TOWN GOVERNMENT. A timer in the top right corner indicates 1d 23:41:50 remaining to complete the submission. The breadcrumb trail is Home / Town Government / Bid Opportunities / . The main heading is 'Town of Newmarket Bid Opportunities Website'. Below the heading, there are social media icons and a navigation menu with links for My Bids, Bids Homepage, Shopping Cart (0), Manage Account, Change Password, and Logout. A progress bar is highlighted with a red box, showing the following steps: Schedule of Prices (current step, marked with a checkmark), Questions (marked with a checkmark), References & Subcontractors (marked with a checkmark), Bonding (marked with a checkmark), Terms & Conditions (marked with a checkmark), Preview My Bid (marked with a checkmark), and Submit My Bid (marked with a red exclamation mark). The text 'Current Bid.' is visible at the bottom left, and 'Last updated by: Natalie Anne Sugar Wed Oct 07, 2015 15:18:04' is at the bottom right.

7. Fill out the required text fields within the bid table. When inputting your unit price, the total field will automatically calculate.

Red asterisks (*) within the table denotes a “MANDATORY” line item. This would need to be completed in order to successfully submit your bid.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a “MANDATORY” line item.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value unless you are prepared to provide the line item at zero dollars to the Owner.

If a table is “NON-MANDATORY” and you are bidding on it, you must bid on all line items with an asterisk.

If there are multiple tables, you must click the "EDIT PRICING" button inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

TOTAL 5 YR. SOFTWARE MAINTENANCE & SUPPORT, TRANSACTION FEES AND OTHER COSTS

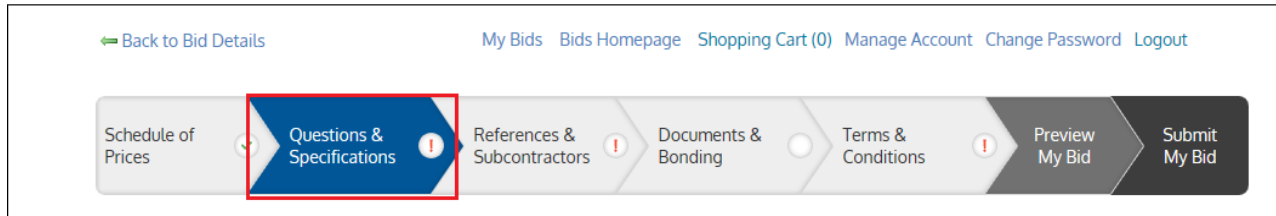
ANNUAL SOFTWARE MAINTENANCE, SUPPORT, TRANSACTION FEES, AND OTHER COSTS IF APPLICABLE	Quantity	Unit Price*	Total Cost	Comments
(B-1) Year 1 - annual software maintenance and support – provide description and breakdown	1	\$ 2,500.00	\$ 2,500.00	
(B-2) Year 1- any other additional costs – provide description and breakdown	1	\$ 1,000.00	\$ 1,000.00	
(B-3) Year 2 - annual software maintenance, support, and transaction fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	

8. When all of the required fields have been completed, click Save My Bid.

(B-8) Year 4 - any other additional fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	
(B-10) Year 5 - any other additional fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	
(B-10) Year 5 - any other additional fees – provide description and breakdown	1	\$ 100.00	\$ 100.00	

QUESTIONS & SPECIFICATIONS


9. Click Questions & Specifications on the top progress bar to continue. (The progress bar will vary dependant on each Bid Document's requirements.)



10. Please provide answers to any required questions asked by the purchaser and click Save My Bid when complete.

General Requirements

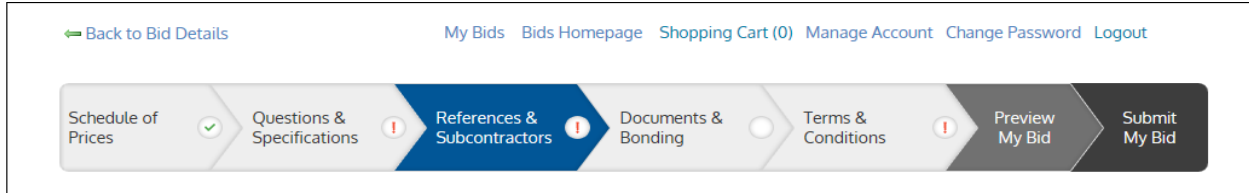
Req. No.	Requirement Description	Priority	Proponent Response*	Explanation/Justification (Mandatory if proponent response is YES)
1-1	The vendor's solution will restrict user access to administer or maintain content on the Town's public website to authorized Town staff who are using Town owned devices connected on the Town's corporate network	P1	<input checked="" type="radio"/> Yes <input type="radio"/> No	
1-2	The vendor's solution will be compatible with the Town's VPN system to allow authorized staff to administer and maintain content for the Town's public website from offsite locations	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-3	The vendor's solution will ensure that the Town's new public website is fully compliant with Canadian Anti-Spam Legislation (CASL)	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-4	The vendor's solution will ensure that the Town's new public website is fully compliant with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-5	The vendor's solution will ensure that the Town's new public website is fully PCI Level 2 compliant	P1	<input type="radio"/> Yes <input type="radio"/> No	
1-6	The vendor's solution will consist of a single core platform that can largely meet all Town requirements out-of-the-box through configuration of the system	P2	<input type="radio"/> Yes <input type="radio"/> No	
1-7	The core platform being recommended as part of the vendor's solution offers broad availability of third-party components, web parts, or widgets to extend base platform	P2	<input type="radio"/> Yes <input type="radio"/> No	
1-8	The core platform being recommended as part of the vendor's solution is well recognized in the marketplace and has a clearly established product roadmap which demonstrates the continuous evolution of the product for years to come	P2	<input type="radio"/> Yes <input type="radio"/> No	



Red asterisks (*) within the table denotes a "MANDATORY" line item. This would need to be completed in order to successfully submit your bid.

REFERENCES & SUBCONTRACTORS

11. Click on References & Subcontractors on the top progress bar to continue. (The progress bar will vary dependant on each Bid Document's requirements).



12. This will bring you to the References section:

The screenshot shows the 'References' section. It includes instructions: 'All references stated shall be for the same or similar scope as the one described in this Bid. For newly formed business entity including, corporations, partnerships and sole proprietors or a Contractor teaming arrangement you shall state below in the Client Column that you were not the "Contractor" for the named project and should state whose past experience on the named project is relevant to that reference.' Below this, it states 'Minimum number of References Required: 3'. There are radio buttons for 'Upload References?' with 'Yes' selected and 'No' unselected. A table with three columns is provided: 'Client Name, Contact Name & Number', 'Description of Project/Work', and 'Project Amount and Date'. The table has three empty rows, each with a 'Remove' button to its right. An 'Add Reference' button is at the bottom left.

13. In this section you have two (2) options:

- I. Upload your own reference page, click Yes, and click browse to find the required reference, or
- II. Type directly in the fields provided.

14. Add your references by providing the company name, company contact and the contact's phone number, description of project/work, and the the project amount and date.

You can remove the reference at any time by clicking Remove.

The screenshot shows the 'Upload References' section. It states 'Minimum number of References Required: 1'. The 'Upload References?' radio buttons have 'Yes' selected (highlighted with a red box) and 'No' unselected. Below, there is an 'Upload:' section with a text input field. To the right of the input field are 'Browse...' and 'Remove' buttons, both highlighted with red boxes. Below the input field, it shows 'Previously Uploaded: 231158-Agenda-2015-June-05.docx' and 'Uploaded: July 20, 2015 01:53:34 PM'.

15. If you will be using subcontractors, fill out the necessary boxes. To add additional subcontractors, click Add Subcontractor.

Subcontractors

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

The Bidder shall state only one (1) subcontractor for each type of work

By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their "OWN FORCES".

Type of Work	Subcontractor Firm Name	Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

16. If you will not be using subcontractors, click the "confirm no Subcontractors" box.

Subcontractors

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

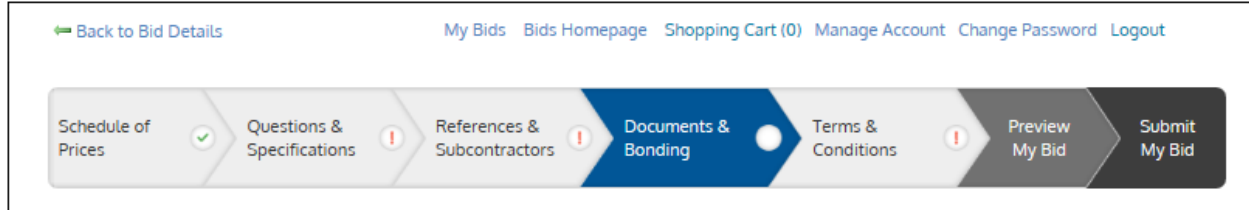
The Bidder shall state only one (1) subcontractor for each type of work

By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their "OWN FORCES".

Type of Work	Subcontractor Firm Name	Telephone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

DOCUMENTS & BONDING

17. Click on Documents & Bonding on the top progress bar to continue. (The progress bar will vary dependant on each Bid Document's requirements).

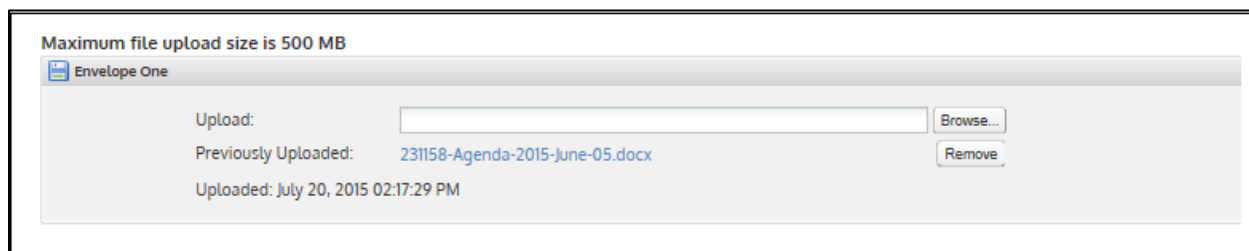


18. In the Documents section you can upload your bid document and any additional documents you would like to include with your online submission.

To upload a document, follow these steps:

- a) Click on the browse button to locate the file on your computer or network
- b) Click the upload button
- c) After the file has been successfully uploaded, a link to the document will appear on the screen, along with the time/date that it was uploaded.
- d) If you need to remove the document, click the remove button next to the document name.

If you would like to remove a document from your submission, click Remove. When you have uploaded all of your documents, click Save My Bid at the bottom of the page.



19. Bonding Upload Section

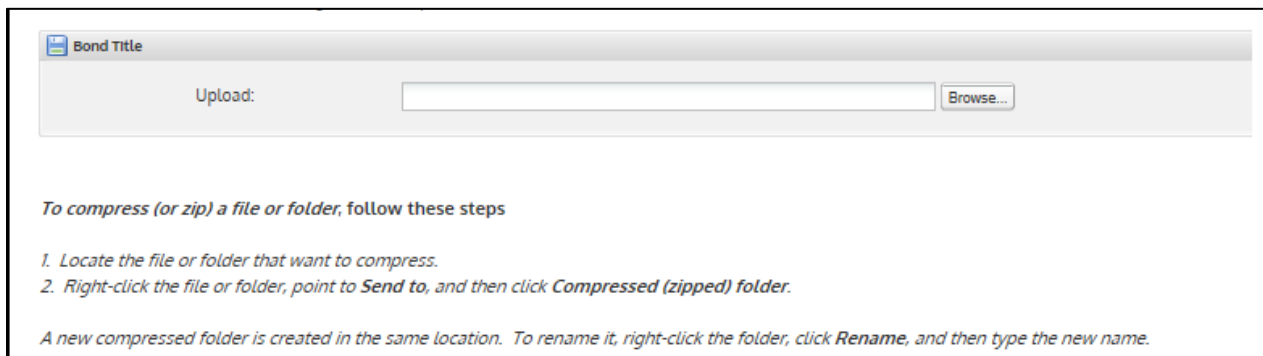
Bidders shall submit with their on-line bid either a Digital copy (preferred) or Scanned copy of both the Bid Deposit in the amount of ten (10%) percent of the Sub Total Contract Amount and An Undertaking to provide a Bond or a Letter of Credit in the amount of fifty (50%) of the Sub Total Contract Bid Amount, in one of the following two options:

Option # 1

A Digital Bid Bond & Undertaking to Bond (preferred by the owner)

Option # 2

A scanned Bid Bond & Undertaking to Bond – (pdf)



Bond Title

Upload:

To compress (or zip) a file or folder, follow these steps

- 1. Locate the file or folder that want to compress.*
- 2. Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped) folder**.*

*A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.*

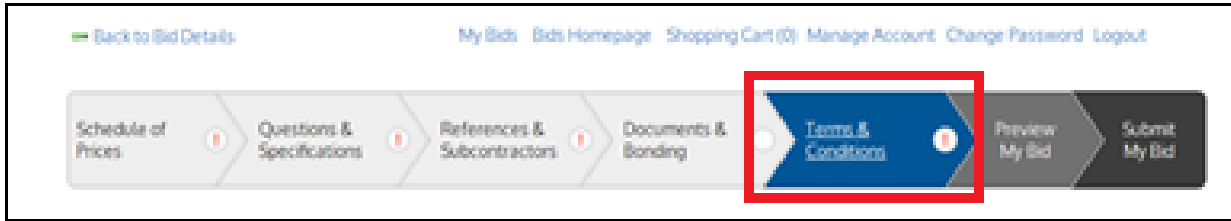
20. To compress (or zip) a file or folder:

- Locate the file or folder that you want to compress.
- Right-click the file or folder, point to **send to**, and then click **Compressed (zipped) folder**.

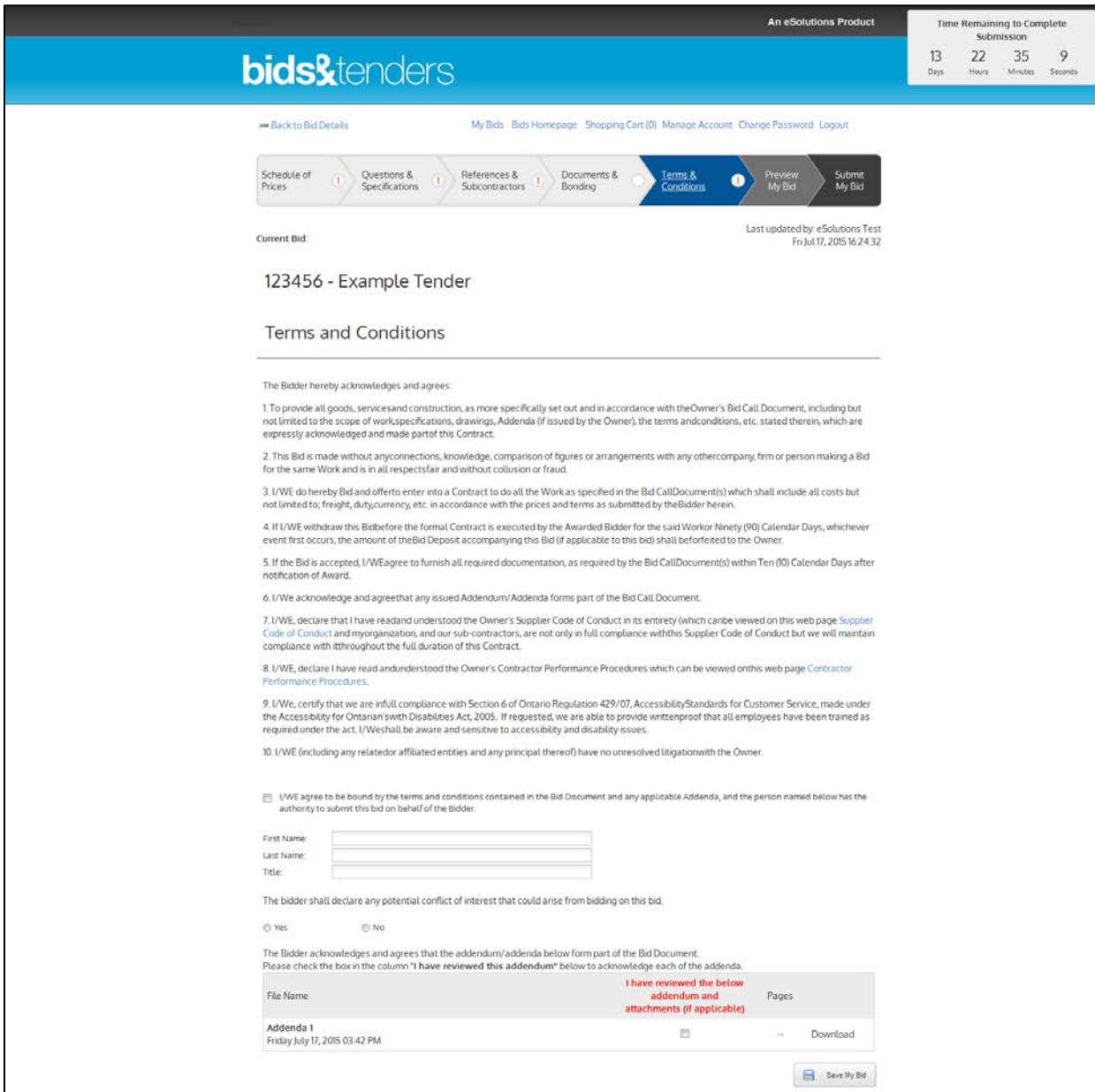
A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

TERMS AND CONDITIONS

21. Click on Terms & Conditions on the top progress bar to continue.



22. The Terms and Conditions section will load:



23. After reading the Terms of Service and Disclaimer, check off the box to agree to the terms and indicate that you are able to submit to the bid on behalf of your company. Enter your first and last name in the text box. Check off yes or no to indicate if there is any potential conflict of interest. If yes, a comment box will appear for you to indicate in more detail the potential conflict. Next, check off the box to acknowledge you have reviewed any addendum and attachments if applicable.

6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.

7. I/WE, declare that I have read and understood the Owner's Supplier Code of Conduct in its entirety (which can be viewed on this web page [Supplier Code of Conduct](#) and my organization, and our sub-contractors, are not only in full compliance with this Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract.

8. I/WE, declare I have read and understood the Owner's Contractor Performance Procedures which can be viewed on this web page [Contractor Performance Procedures](#).

9. I/We, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.

10. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

I/WE agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.

First Name:

Last Name:

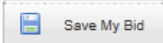
Title:

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

Yes No

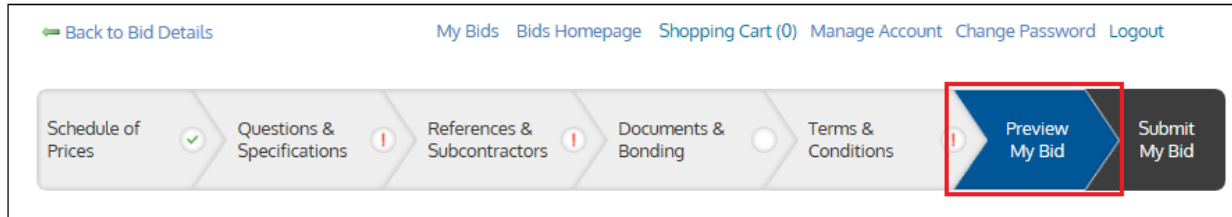
The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.
Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages	
Addenda 1 Friday July 17, 2015 03:42 PM	<input checked="" type="checkbox"/>	--	Download



PREVIEW MY BID

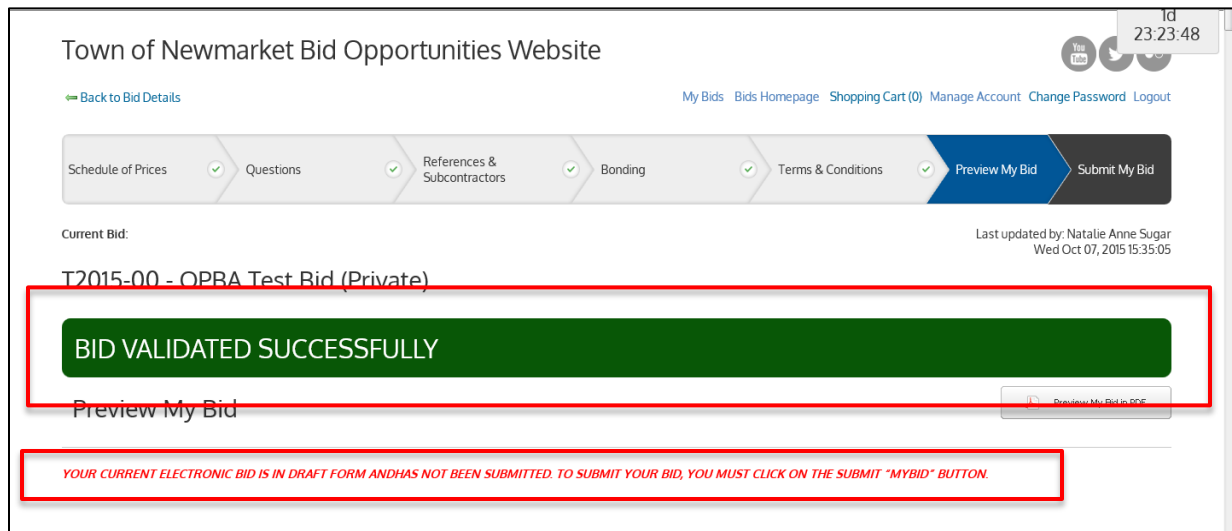
24. Click Preview My Bid to view an HTML version of your bid submission.



25. An HTML version of your bid submission will be generated. Look over your bid submission preview to ensure all details are accurate. The system automatically will check your bid and if all the mandatory requirements were completed- your bid would be validated successfully

***Your current electronic bid is in draft form and has not been submitted.**

To submit your bid, you must click on the **“Submit My Bid”** button.



* Should your bid submission have any warnings or error messages, please see #27.

26. Preview of Bid (HTML)

123456 - Example Tender

Opening Date: Wednesday July 01, 2015 15:00:00

Closing Date: Friday July 31, 2015 15:00:00

Vendor Details

Company Name: eSolutionsGroup Ltd.
 Address: 451 Colby Drive, Waterloo, Ontario N2V1C2
 Contact: Nicole Pyman
 Email: npyman@esolutionsgroup.ca
 Phone: 888-888-1111
 HG1#:

Submission Details

Created On: Friday July 17, 2015 15:51:24
 Submitted On:
 Submitted By:
 Email:
 Transaction #:
 Submitter's IP Address:

Specification Tables

General Requirements

Req. No.	Requirement Description	Priority	Proponent Response	Explanation/Justification (Mandatory if proponent response is YES)
1-1	The vendor's solution will restrict user access to administer or maintain content on the Town's public website to authorized Town staff who are using Town owned devices connected on the Town's corporate	P1		

Table 1 - COPY	5320.00
Table 2	50.00
Table 1	5320.00
Subtotal Contract Amount	5640.00

Terms and Conditions

The Bidder hereby acknowledges and agrees:

- To provide all goods, services and contributions, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda if issued by the Owner, the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.
- This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same work and is in all respects fair and without collusion or fraud.
- I/We do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to: freight, duty, insurance, etc. in accordance with the price and terms as submitted by the Bidder herein.
- If I/We withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work for Ninety (90) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Owner.
- If the Bid is accepted, I/We agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
- I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
- I/We declare that I have read and understood the Owner's Supplier Code of Conduct in its entirety (which can be viewed on this web page: Supplier Code of Conduct) and my organization and our subcontractors are not only in full compliance with the Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract.
- I/We declare I have read and understood the Owner's Contractor Performance Procedures which can be viewed on the web page: Contractor Performance Procedures.
- I/We certify that we are in full compliance with Section 6 of Ontario Regulation 426/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.
- I/We (including any vendor, affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

If I/We agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder:

– Nicole Pyman, MSc.
 The bidder shall declare any potential conflict of interest that could arise from bidding on this bid.

Yes No

Please provide a description in the box below of the potential conflict of interest that you may have.

There is no conflict.

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document. Please check the box in the column 'I have reviewed this addendum' below to acknowledge each of the addenda.

File Name	I have reviewed this addendum and attachments (if applicable)	Pages
test En July 2 2015 02:23 PM	<input checked="" type="checkbox"/>	--

ERRORS WITH BID SUBMISSION

27. After clicking the Preview My Bid button to validate your bid submission, you may see a red box, indicating “Warnings” or “Errors”.

- A warning does not prevent you from submitting your bid. Please review this warning to ensure this was an intended action, and then continue with your submission.
- An error will prevent you from submitting your bid submission.

The screenshot shows a bid submission progress bar at the top with steps: Schedule of Prices (checked), Questions & Specifications (warning), References & Subcontractors (warning), Documents & Bonding (warning), Terms & Conditions (warning), Preview My Bid (active), and Submit My Bid. Below the progress bar, it says 'Current Bid: 12345 - Dave's Spec Table' and 'Last updated by: Nicole Pyman Fri Jul 17, 2015 14:35:25'. A large red box contains the following text:

BID INCOMPLETE WARNINGS

- This bid has a total submitted value of \$0.00.

If this is intended please ignore this/these warning(s) and continue with your submission.

ERRORS

Questions Fix it!

- An answer is missing for required question: 1

References Fix it!

- A minimum of 2 references must be filled out in their entirety or a document with the minimum number of references must be uploaded.

Subcontractors Fix it!

- You must either opt out of providing subcontractor references or provide at least one complete subcontractor reference.

Documents & Bonding Fix it!

- Envelope One is a required document
- is a required document

Terms & Conditions Fix it!

- You must agree to the terms and conditions and provide your full name and title.
- You must specify whether or not a conflict of interest exists.

28. The error details will be listed. You may be missing some required details/sections for your submission. Click on the Fix It button to the right of the error to go straight to the section you need to complete and fill in your missing details.

This is a close-up of the red box from the previous screenshot. It shows the 'BID INCOMPLETE WARNINGS' and 'ERRORS' sections. The 'Warnings' section includes a warning about a total submitted value of \$0.00. The 'Errors' section lists errors for Questions, References, Subcontractors, Documents & Bonding, and Terms & Conditions. A 'Fix it!' button is highlighted in red next to the 'Questions' error.

BID INCOMPLETE WARNINGS

- This bid has a total submitted value of \$0.00.

If this is intended please ignore this/these warning(s) and continue with your submission.

ERRORS

Questions Fix it!

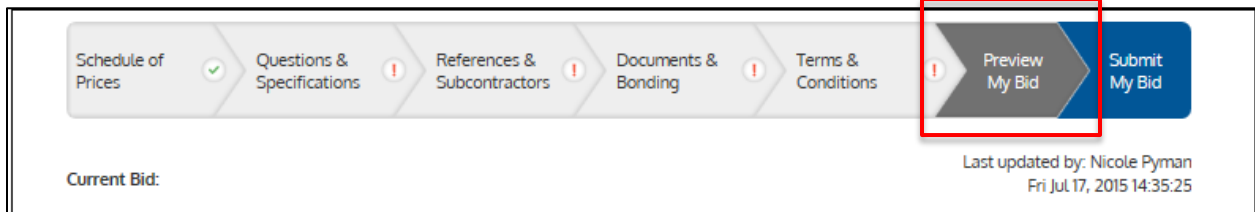
- An answer is missing for required question: 1

References Fix it!

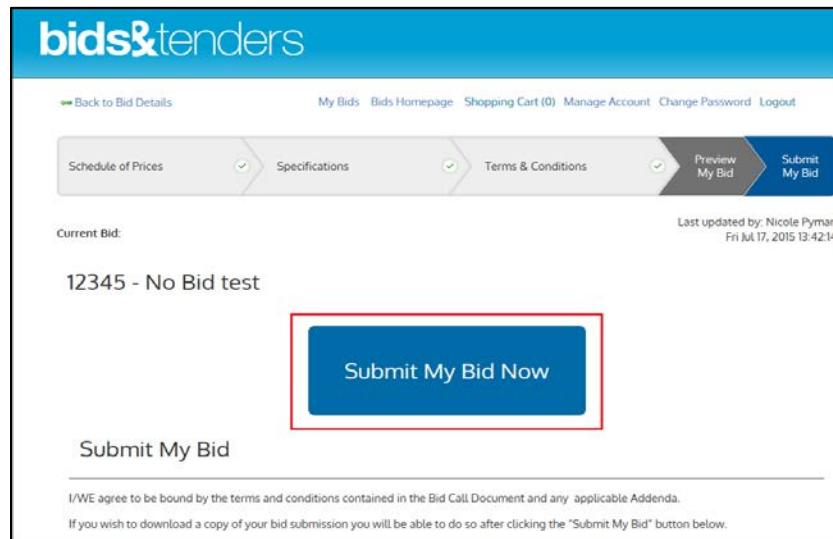
- A minimum of 2 references must be filled out in their entirety or a document with the minimum number of references must be uploaded.

SUBMIT MY BID

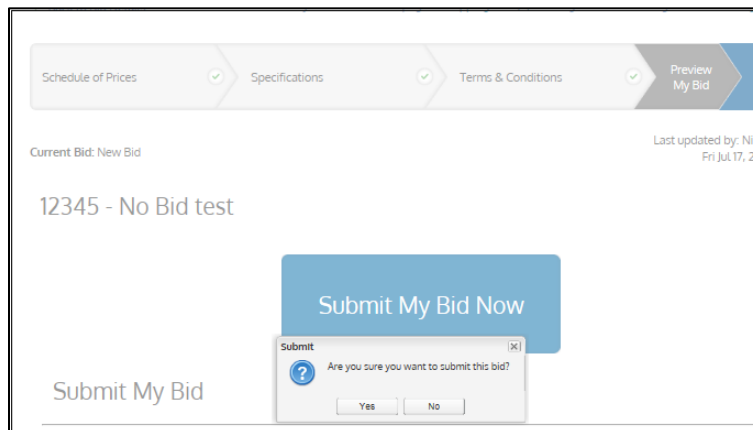
29. Once you have corrected the errors, click Preview My Bid to validate your bid. If your bid has been validated successfully, you can now proceed to submit your bid.



30. Once you are satisfied with your submission and would like to process your bid submission, Click **Submit My Bid Now**.



31. The Confirm Submit pop-up box will appear. Click Yes to submit your bid. Click Cancel if you are not ready to submit.



32. You will be taken to a page that indicates your submission was completed and successfully submitted to the purchaser.

The screenshot shows the 'bids&tenders' website interface. At the top, there is a blue header with the logo. Below the header, a navigation bar contains links: 'My Bids', 'Bids Homepage', 'Shopping Cart (0)', 'Manage Account', 'Change Password', and 'Logout'. The main content area is titled 'Online Submissions Confirmation' in orange. It contains three paragraphs of text: a confirmation message, instructions on downloading and editing submissions, and a warning about addenda and 'INCOMPLETE STATUS'. At the bottom, there is a button with a PDF icon and the text 'Download a copy of your submission'.

33. You will also receive an automated email informing you that your bid was successfully submitted.

*** If you do not receive a confirmation email, contact the Procurement Representative immediately at (905) 953-5335**

34. Click the Download a copy of your submission icon to download a PDF version of your submission.

This screenshot is identical to the one above, showing the 'bids&tenders' website interface. The 'Download a copy of your submission' button at the bottom is highlighted with a red rectangular box.

EDITING YOUR BID SUBMISSION

1. Go to the My Bids page. Find the bid opportunity that you wish to edit and click on Edit or Withdraw My Submission.

My Bids

This area allows Bidders to manage all Bid Opportunities that you are a registered plan taker for. If you decide that you are not interested in submitting on one of these opportunities we suggest you click on the "no bid" button and send your response.

My Active Bids

Bid # - Name	Bid Status	Closing Date	Submission Status	Action
Test - 2015 View Bid Documents	Open	Wed Oct 14, 2015 3:00:00 PM	Submitted Tue Oct 13, 2015 3:54:28 PM	View My Submission Edit or Withdraw my Submission

2. Click Edit Submission.

- By clicking the edit button, you are withdrawing your submission and will not have a registered submission with the Town of Newmarket. Bidders may edit their bid submission and re-submit through the Bidding System prior to the bid closing time and date.

Edit or Withdraw Submission

To **edit your submission**; the Bidder shall click on the edit button. By clicking the edit button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket. **Bidders may edit their bid submission and re-submit through the Bidding System prior to the bid closing time and date!**

To **withdraw your submission**; the Bidder shall click on the withdraw button. By clicking the withdrawal button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket.

[Edit Submission](#) [Withdraw Submission](#) [View Bid Details](#) [Home](#)

4. Click on Confirm to withdraw your submission and begin edits.

Confirm Edit of Completed Submission

By clicking the edit button you are withdrawing your submission and will not have a registered Bid submission with the Town of Newmarket. Bidders may edit their bid submission and re-submit through the Bidding System. Your resubmission shall be **RECEIVED** by the Bidding System, no later than the bid closing time and date!

Do you wish to continue with changes to your submission?

[Confirm](#) [Cancel](#)

5. You will receive an automated email informing you that your bid has been withdrawn.

6. Edit the sections as required. When you are ready to submit, go to Submit My Bid.

Questions References & Subcontractors Documents & Bonding Terms & Conditions Preview My Bid [Submit My Bid](#)

WITHDRAWING YOUR SUBMISSION

1. Go to the My Bids page. Find the bid opportunity that you wish to withdraw and click on Edit or Withdraw My Submission.

My Bids

This area allows Bidders to manage all Bid Opportunities that you are a registered plan taker for. If you decide that you are not interested in submitting on one of these opportunities we suggest you click on the "no bid" button and send your response.

My Active Bids

Bid # - Name	Bid Status	Closing Date	Submission Status	Action
Test - 2015 View Bid Documents	Open	Wed Oct 14, 2015 3:00:00 PM	Submitted Tue Oct 13, 2015 3:54:28 PM	View My Submission Edit or Withdraw my Submission

2. Click on Withdraw Submission to withdraw your bid submission.

- By clicking the withdrawal button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket.

Edit or Withdraw Submission

To edit your submission; the Bidder shall click on the edit button. By clicking the edit button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket. Bidders may edit their bid submission and re-submit through the Bidding System prior to the bid closing time and date!

To withdraw your submission; the Bidder shall click on the withdraw button. By clicking the withdrawal button you are withdrawing your submission and will not have a registered submission with the Town of Newmarket.

[Edit Submission](#) [Withdraw Submission](#) [View Bid Details](#) [Home](#)

3. You will receive an automated email informing you that your bid submission has been successfully withdrawn.

FREQUENTLY ASKED QUESTIONS

1. What Is Newmarket's Bid Opportunities System?

The Corporation of the Town of Newmarket uses an Online Bidding System for all Bid Opportunities. This system allows for vendors to preview bid documents (prior to paying any document fees, where applicable), register as a plan taker, acknowledge addendums, edit, submit and/or withdraw bid submissions and resubmit as required. Vendors are encouraged to create a free account to receive e-mail notifications of any Bid Opportunities matching their organization's commodity type.

2. Does The Town Of Newmarket Accept Paper Bids?

No, the Town of Newmarket only accepts electronic bid submissions through the Newmarket Bidding System website, unless otherwise stated in the Bid Document.

3. Does The Town Of Newmarket Have Public Openings?

The Town of Newmarket no longer has public openings. Unofficial results are posted on the Bid Opportunities website shortly after bid closing.

4. Does The Procurement Department Have Instant Access To My Bid?

No, the Bidding System places all bid submissions into a virtual lock box where they cannot be viewed by Town Officials until after the closing date and time.

5. How Do I View Bid Opportunities?

All Bid Opportunities can be viewed on the [Bid Opportunities Home Page](#). To view current opportunities, select the "Open" status in the Search Criteria and click Search. To view previously awarded bids, unofficial results, and archived bids, you are able to do so through the status column in the search function.

6. How Do I Create An Account?

Vendors are encouraged to create a **free** vendor account [here](#).

If there is another individual(s) in the organization who require access to view, edit, acknowledge addendums, submit and/or withdraw bids on your behalf – they can be added by click on the "add another contact" button once a primary account has been created.

When creating a Vendor Account **DO NOT** invite additional contacts that you **DO NOT** want to have access to view, edit, submit and/or withdraw your bids or who may be in

direct competition (for example; a company may have two divisions that could be competing for the same Bid Opportunity).

It is your sole responsibility to keep your additional invited contact(s) current and delete any contacts that you **DO NOT** want to have ability to submit, edit and/or withdraw your company bid submissions (for example; delete any contact that is no longer employed with your company).

7. How Do I Check If My Company Already Has An Account?

An organization can have numerous contacts under the company profile. Once a primary account has been created, the organization has the option to add multiple users who will have the same access to the bid opportunities site. Accounts are associated with your e-mail address.

If you are unsure if your company has an account, please contact the Procurement Services Department at (905) 953-5335. This will ensure there is no duplication in the system.

8. How Will Vendors Get Up-To-Date Information About New Bid Opportunities?

Once an account has been created on the Bid Opportunities website, vendors will automatically received e-mail notifications matching their commodity code selection.

9. Is There A Cost To Submit Online?

Prospective bidders may preview all bid documents at no cost to determine if the Bid is of interest to their company. The price of bid documents varies depending on the bid opportunity. The price of the bid document is displayed in "Bid Details" (excluding any applicable taxes).

10. How Do I Pay For My Bid Document?

When registering to become a plan taker, you will be prompted to a payment screen. The Town of Newmarket accepts VISA and MasterCard.

11. How Do I Register As A Plan Taker?

To register as a plan taker, you must first create an account [here](#). Once you have created a vendor account, go to the Bids Homepage and scroll down to the bid opportunities. You will be able to click on the "Register for this Bid" button. A fee for the bid document will be required depending on the bid opportunity.

12. What Are The System Requirements?

Newmarket's Bidding System is accessible to anyone with a computer and a reliable Internet connection. For **optimal browser compatibility**, please use Firefox or Google Chrome.

13. How Do I Know Addendum/Addenda Have Been Issued?

All Addendum/Addenda shall be issued through the Bidding System. All registered plan takers shall receive an e-mail notification advising that addendum/addenda have been posted. If the Bidder has already submitted their bid, the Bidding System will automatically **withdraw** their submission and change the status of their submission to an "Incomplete Status" (NOT accepted by the Owner).

Bidders should check online at <http://bids.newmarket.ca> prior to submitting their bid and up until Bid closing time and date in the event additional addendums are issued.

14. Am I Able To Make Changes Or Withdraw My Bid After I've Submitted?

Bidders may edit or withdraw their bid submission at any time prior to the closing time and date.

15. What Is Stopping Me From Submitting A Bid?

If you are having difficulty submitting a bid, please check the following:

1. Ensure you are using the recommended Internet Browsers: Firefox or Google Chrome
2. In the submission, every tab must have a green checkmark indicating that all the mandatory requirements have been completed. If a field has been missed, there will be a red exclamation mark.
3. In the "Preview My Bid" Tab, a red box will appear indicating warnings and errors in the bid submission. By clicking "Fix it!" button the system will direct you to the error's location.

If you try to process your bid submission past the closing date/time, you will receive a message stating that you have missed the deadline and your bid cannot be accepted.

If you still experience any difficulties, please contact the Procurement Services Department at (905) 953-5335.

16. How Do I Know I Have Successfully Submitted My Bid?

Bidders will automatically receive an e-mail notification confirming their bid submission.

If you wish to download a copy of your bid submission, you will be able to after clicking the "Submit My Bid" button.

17. How Can I See The Status Of The Bid?

To see the status of the bid, go to the search engine on the [Bid Opportunities website](#) - Change the status to "All" and enter the Bid Number. The status of a bid will be indicated under "Bid Details".

18. Can Other Vendors See That I've Submitted A Bid?

Prior to bid closing, only a list of plan takers will be available. Once the bid has closed, a summary of bid submissions, plan takers and award results (if available) are posted in the Bid Details section after the bid.

19. Who Do I Contact If I Am Having Issues Submitting?

If you experience any difficulties, please contact the Procurement Services Department at **(905) 953-5335**.