



## LANE COUNTY

PUBLIC WORKS DEPARTMENT / 3040 North Delta Hwy. / Eugene, OR 97408

# HOW TO SUBMIT AN ELECTRONIC BID FOR LANE COUNTY PROJECTS

## How to Create a BidExpress® account *(skip if you already have a BidExpress® account)*

**IMPORTANT:** The registration screen includes information on costs to become a BidExpress® member or to submit solicitations on projects. **IGNORE THIS INFORMATION AND CONTINUE WITH THE REGISTRATION PROCESS.**

There is no fee to use BidExpress® on Lane County projects.

- (1) Visit [www.bidexpress.com](http://www.bidexpress.com).
- (2) Choose **REGISTER** in the top right corner.
- (3) Complete and submit the registration form to BidExpress®.
- (4) You should receive an email within minutes with a link and instructions how to activate your account. If you have trouble, contact InfoTech® support at (888) 352-2439 or [support@infotechexpress.com](mailto:support@infotechexpress.com).

## How to Find Lane County Projects

- (1) Visit the Lane County BidExpress® home page at:  
<https://www.bidexpress.com/businesses/44723/home>
- (2) Review upcoming solicitations and review closed solicitations results.
- (3) Select specific solicitation(s) for bidding.
- (4) Under "General Info" you can enable notifications for all solicitations.

## How to Submit a Project Specific Question and View other Q&A

- (1) Choose the specific solicitation.
- (2) Go to the **Q&A** Section or click the **VIEW Q & A** box.
- (3) To submit a question, click the **ASK A QUESTION** box and follow the instructions.
- (4) Questions and Answers from other prospective bidders will show up in this section.

## How to View and Download Contract Documents

- (1) Choose the specific solicitation.
- (2) Go to the **Attachment List** Section.
- (3) View and download all contract documents for the specific solicitation.

**NOTE:** The Bid Booklet and related forms required to submit a paper bid can be downloaded and/or printed from this section.

## How to View Plan Holders

- (1) Choose the specific solicitation.
- (2) Click the **VIEW PLAN HOLDERS** box.

## How to Submit a Bid on BidExpress®

- (1) Choose the specific solicitation.
- (2) Click the **SELECT FOR BIDDING** box.
- (3) Complete all required Sections including, but not limited to, the Bid Schedule, Addenda Acknowledgement, Bid Certification, information and Signatures, Bid Bond, and Required Document list.
- (4) When complete, click the green "Submit Bid" box to submit the bid.