

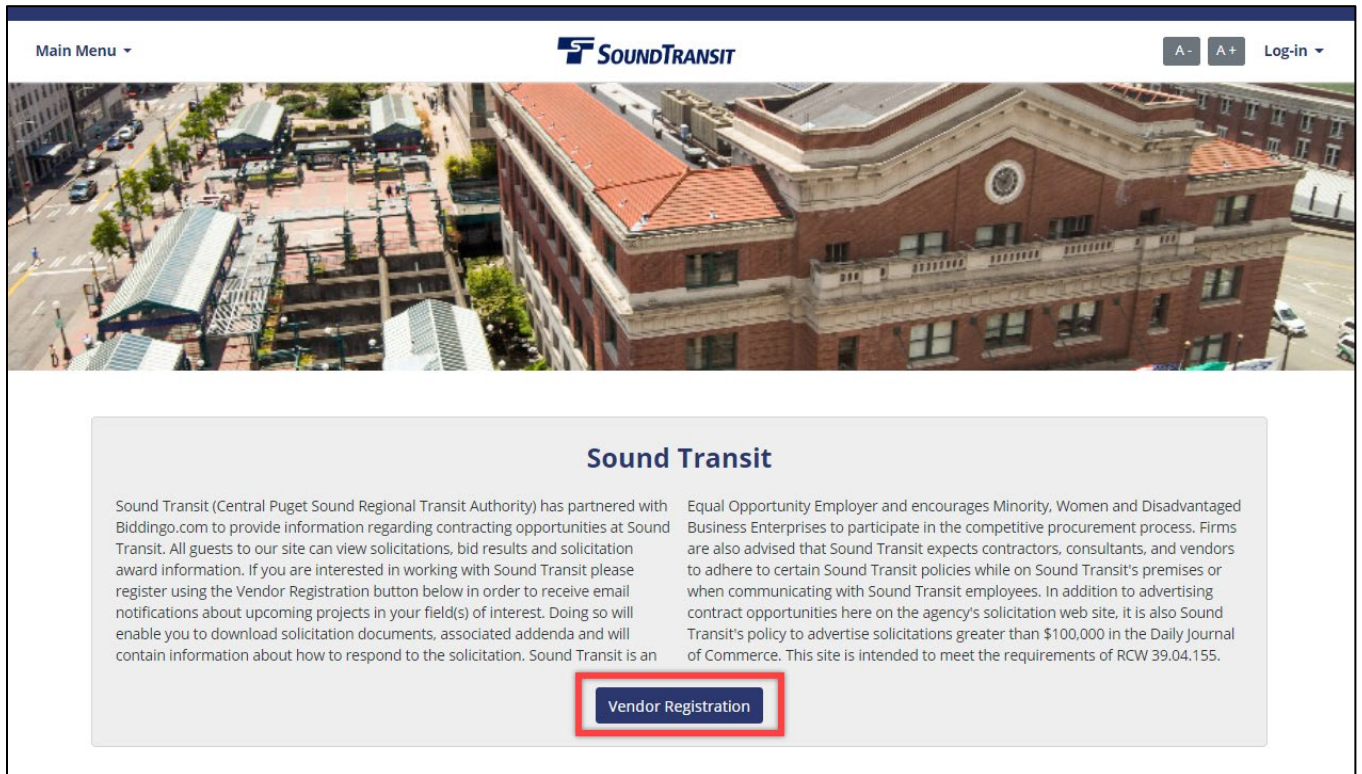
Sound Transit Vendor Portal User Guide

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Vendor Registration

If you are new to Sound Transit’s Vendor Portal and wish to participate in opportunities, please complete the Vendor Registration process. Registration is free and completed in three easy steps. To begin, select the “Vendor Registration” button.



The screenshot shows the top of the Sound Transit website. At the top left is a "Main Menu" dropdown. In the center is the "SOUNDTRANSIT" logo. At the top right are "A-" and "A+" accessibility buttons and a "Log-in" dropdown. Below the navigation is a large aerial photograph of a transit station and surrounding buildings. Underneath the photo is a light gray box with the heading "Sound Transit". The text in this box describes the partnership with Biddingo.com and provides information about the procurement process. At the bottom of this text block is a blue button labeled "Vendor Registration", which is highlighted with a red rectangular border.

STEP 1 – Identify and select all applicable commodities that your organization provides

Sound Transit utilizes a modified version of the **North American Industry Classification System (NAICS)** to categorize solicitations. Once you have selected commodity codes, select the “Continue Application” button.

Continue Application

> Step 1. Select Categories

[[View Terms and Conditions](#)]

Search

Reset Search

View Selected

- 112 Animal Production and Aquaculture
- 236 Construction of Buildings
- 237 Heavy and Civil Engineering Construction
 - 237110 Water and Sewer Line and Related Structures Construction
 - 237120 Oil and Gas Pipeline and Related Structures Construction
 - 237130 Power and Communication Line and Related Structures Construction
 - 237130A Utility and Power Engineering Services
 - 237130B Structural Bridge/Walls/Civil
 - 237210 Land Subdivision

STEP 2 – Create a User ID and password

Your e-mail address is your Sound Transit Vendor Portal User ID.

You will be asked to verify your User ID prior to creating your password to ensure you have not already registered in the Sound Transit Vendor Portal. Once your User ID has been verified, enter and re-enter a password. When complete, click the “Next” button.

Your email address is very important.

You must provide your email address and create a password in order to register.

Your email address will be your User ID and will be used for all communications and notifications through Biddingo.com.

* = Required Fields

>Step 1. Create User ID and Password

User ID (E-mail) *	<input type="text" value="bidder@jonesconstruction.com"/>	<input type="button" value="Verify"/>
	Click 'Verify' to search the Biddingo.com database to ensure your User ID does not already exist. This User ID is available. Please create a password to continue.	
Password *	<input type="password" value="*****"/>	6-16 characters (Aa-Zz, 0-9 only)
Re-enter password *	<input type="password" value="*****"/>	

Next

STEP 3 – Complete your company profile.

Complete both the “Registrant’s Name and Address for Solicitations” and “Small/Disadvantaged Business Information” sections as fully as possible.

All fields denoted by a red asterisk are required to finish registration.

Registrant's Name and Address for Solicitations	
Company Name * (Full Legal Name of Vendor)	Jones Construction <input type="button" value="Verify"/>
Operating As or DBA (if applicable)	
Department	
Address1 *	444 Union St
Address2	
City *	Seattle
Postal/Zip Code *	98104
Country *	United States ▼
Province/State *	Washington ▼
Telephone *	2065551212
Fax	
First Name *	Chris
Last Name *	Jones
Title	
E-mail Address *	bidder@jonesconstruction.com
Web Address	

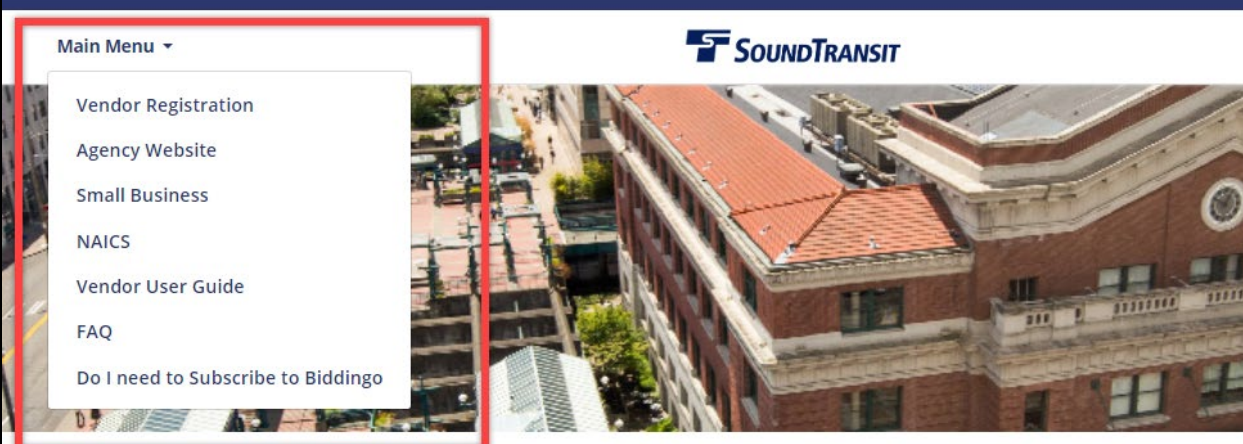
Small/Disadvantaged Business Information	
Certified Minority or Woman Owned Business in WA	<input type="radio"/> Yes <input checked="" type="radio"/> No
Business is owned by a person with a disability	<input type="radio"/> Yes <input checked="" type="radio"/> No
U.S. Small Business Administration Program	<input checked="" type="radio"/> Yes <input type="radio"/> No
Disadvantaged Business Enterprise (DBE) *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Firm Established (select first day of applicable month) *	12/01/2016 <input type="text"/> (MM/DD/YYYY)
Annual Gross Receipts *	Less than \$500K ▼

Vendor Portal Navigation

Main Menu

The main menu dropdown feature enables users to navigate through the various components of the portal, including:

- **Vendor Registration** – Allows vendors to establish a user profile in Sound Transit’s Vendor Portal, and participate in solicitations
- **Agency Website** – Directs users to Sound Transit’s Procurement and Contracts webpage
- **Small Business** – Directs users to Sound Transit’s Business & Labor Compliance Office webpage
- **NAICS** – Directs users to the North American Industry Classification System webpage
- **Vendor User Guide** – Opens the Sound Transit Vendor Portal User Guide
- **FAQ** – Outlines commonly asked questions related to Sound Transit’s Vendor Portal and solicitation process
- **Do I need to Subscribe to Biddingo** – Describes the differences between the Biddingo platform’s U.S. and Canadian networks



The screenshot shows the Sound Transit logo at the top right. On the left, a 'Main Menu' dropdown is open, listing the following items: Vendor Registration, Agency Website, Small Business, NAICS, Vendor User Guide, FAQ, and Do I need to Subscribe to Biddingo. The background of the page features an aerial view of a city street with a large brick building.

Sound Transit

Sound Transit (Central Puget Sound Regional Transit Authority) has partnered with Biddingo.com to provide information regarding contracting opportunities at Sound Transit. All guests to our site can view solicitations, bid results and solicitation award information. If you are interested in working with Sound Transit please register using the Vendor Registration button below in order to receive email notifications about upcoming projects in your field(s) of interest. Doing so will enable you to download solicitation documents, associated addenda and will contain information about how to respond to the solicitation. Sound Transit is an

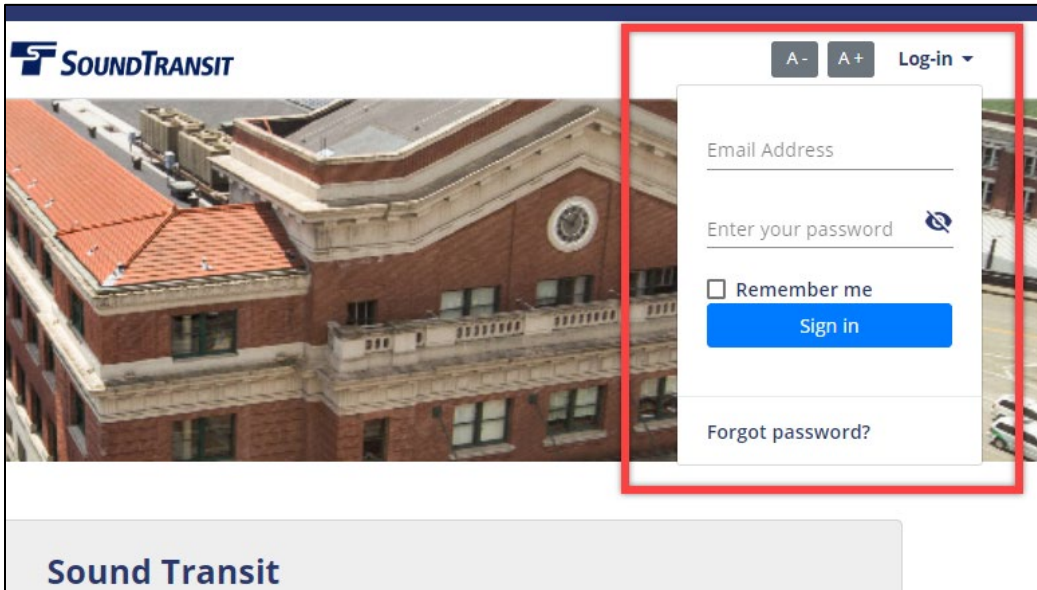
Equal Opportunity Employer and encourages Minority Business Enterprises to participate in the competition. All vendors are also advised that Sound Transit expects contractors to adhere to certain Sound Transit policies while on the job. When communicating with Sound Transit employees regarding contract opportunities here on the agency's solicitation website, please adhere to Sound Transit's policy to advertise solicitations greater than \$50,000. This site is intended to meet the requirements of the Washington State Department of Commerce. This site is intended to meet the requirements of the Washington State Department of Commerce.

[Vendor Registration](#)

Log-in

Registered vendors can use the “Log-in” dropdown in the top right-hand corner of every screen to log in to the Sound Transit Vendor Portal.

You must be a registered vendor and logged in to the Vendor Portal in order to download solicitation documents and added to the Document Takers list.



Home Page Navigation

Prior to logging in, users are defaulted to the “List of Solicitations” view which shows all of Sound Transit’s solicitations, regardless of status (Open for Bidding, Closed, Awarded, and Cancelled). Users can search, filter, and view solicitation details, but cannot download solicitation documents unless they are logged into the Vendor Portal.

Once logged in, users will see two tabs on their home page:

- (1) My Bids
- (2) List of Solicitations

The screenshot displays the 'List of Solicitations' interface. At the top, there are two tabs: 'My Bids' and 'List of Solicitations', with the latter being the active tab. Below the tabs is a search section with a 'Search Keyword' input field, a search button, and filters for 'Choose start date', 'Choose end date', and 'Type' (set to 'Closing Date'). A 'Reset' button is also present. The main content area is titled 'Search Result' and includes a 'Revised' indicator. Below this is a table with the following data:

Solicitation Number	Solicitation Name	Closing Date (MM/DD/YYYY)	Date Posted (MM/DD/YYYY)	Days Left	Status
RP 0574-19	Microsoft Access Support	12/11/2019 05:00 PM PT	12/03/2019	6 days	Open for Bidding
RP 0576-19	Bi-level Commuter Railroad Cars	12/16/2019 05:00 PM PT	12/03/2019	11 days	Open for

List of Solicitations

The “List of Solicitations” tab shows all of Sound Transit’s solicitations, including solicitations that are Open for Bidding, Closed, Awarded, and Cancelled. Users can use the search and filter capabilities to narrow the scope of solicitations being viewed.

- **Keyword Search** – Narrow your view by searching for a particular word, phrase, or number. The keyword search returns matches based on the “Solicitation Number” and “Solicitation Name” fields.
- **Date Range Search** – Narrow your view by searching for solicitations that fall within a date range based on the solicitation’s Posted Date or Closing Date. Enter a start date and end date and select the date type you wish to search by.
- **Status Filter** – Click the magnifying glass under “Status” to select one or more statuses to filter your view.

The screenshot shows the 'List of Solicitations' tab selected. A search filter box is highlighted with a red rectangle, containing a 'Search Keyword' field, a 'Search' button, and date range selection options for 'Closing Date'. Below the filter is a 'Search Result' table with two rows of data. A red arrow points from the search filter area to the 'Status' column header in the table, which has a magnifying glass icon.

Solicitation Number	Solicitation Name	Closing Date (MM/DD/YYYY)	Date Posted (MM/DD/YYYY)	Days Left	Status	
SW 0161-20	OMF Central Cooling Tower Fall Restraint	08/07/2020 02:00 PM PT	07/17/2020	Less than 1 day	Open for Bidding	Access Bid Document(s) Start Submission
RI 0125-20	Hi-Rail Vacuum Truck	08/10/2020 02:00 PM PT	07/24/2020	3 days	Open for Bidding	Access Bid Document(s) Start Submission

From the “List of Solicitations” tab, you can see basic information about a solicitation to help you identify solicitations you want to view. Once you have identified a solicitation you would like to view, click on the Solicitation Number or Solicitation Name to access the solicitation.

You can also directly access a given solicitation’s Bid Documents or, for Type 3 solicitations, start electronic proposal submission using the “Access Bid Document(s)” and “Start Submission” links in the far right column.

My Bids

The “My Bids” tab shows a focused view of solicitations that pertain to you based on solicitations you are either participating in or following. Solicitations are grouped into a few different categories:

- **My Bid Opportunities** – *Solicitations where you have downloaded solicitation documents and are considered a document taker*
- **Solicitations I’m Following** – *Solicitations you have opted to follow by selecting the “Follow” button within a given solicitation*
- **Amendment(s) Issued** – *Solicitations where you are a document taker that have issued amendments to the solicitation*
- **Invitation Received** – *Solicitations you have been invited to bid on by Sound Transit*

Similar to the “List of Solicitations” view, you can use the search and filter capabilities to narrow the scope of solicitations being viewed.

- **Category Search** – *Narrow your view to solicitations in only one of the categories listed above (e.g. My Bid Opportunities).*
- **Keyword Search** – *Narrow your view by searching for a particular word, phrase, or number. The keyword search returns matches based on the “Solicitation Number” and “Solicitation Name” fields.*
- **Date Range Search** – *Narrow your view by searching for solicitations that fall within a date range based on the solicitation’s Posted Date or Closing Date. Enter a start date and end date and select the date type you wish to search by.*
- **Status Filter** – *Click the magnifying glass under “Status” to select one or more statuses to filter your view.*

My Bids List of Solicitations

Search Keyword Choose start date Choose end date

Category All Categories Type Closing Date

Amendment(s) Issued 1

My Bid Opportunities

Solicitation Number	Solicitation Name	Closing Date (MM/DD/YYYY)	Days Left	Status <input type="text"/>
RP 0574-19	Microsoft Access Support	12/11/2019 05:00 PM PT	6 days	Open for Bidding

: Announcement(s)

Items per page: 5 1 - 1 of 1 < >

Solicitations I'm Following

From the “My Bids” tab, you can see basic information about a solicitation to help you identify solicitations you want to view. Once you have identified a solicitation you would like to view, click on the Solicitation Number or Solicitation Name to access the solicitation.

View a Solicitation

From the “List of Solicitations” or “My Bids” tab, click on the Solicitation Number or Solicitation Name to view the solicitation. A solicitation is made up of some or all of the following components, which vary based on the opportunity and Sound Transit’s business requirements:

- Solicitation Overview
- Solicitation Document(s)
- Online Submission (if applicable)
- Site Meeting (optional component)
- Q&A Board (optional component)
- Amendment(s)
- Document Takers

Additionally, you have the option to follow the solicitation by clicking the “Follow” button, or click “Back” to return to the Home Page.

The screenshot shows the Sound Transit website interface for viewing a solicitation. At the top, there is a navigation bar with the Sound Transit logo and a 'Main Menu' dropdown. Below the navigation bar, there are buttons for 'Back' and 'Follow', and a link to 'Expand All Sections'. A red warning banner indicates 'Response Not Started'. The main content area features a list of solicitation components, which is highlighted with a red box. To the right of the list, there is a yellow countdown timer showing '10 days' remaining until the opportunity closes on August 17th, 2020 at 02:00:00 PM PT. The page title is 'Safety and Security Assessment Services'.

Solicitation Overview

- Provides a high-level overview of the solicitation, including key information like Closing Date, Bid Status, as well as Site Meeting and/or Question Deadline, if applicable.

Solicitation Overview

Sound Transit

Microsoft Access Support

RP 0574-19

Closing Date: 12/11/2019 05:00:00 PM PT

Detail:

Sound Transit is seeking a Contractor to provide all the necessary labor, equipment, materials, overhead, and other items necessary to provide Microsoft Access support by responding to on-call requests from Sound Transit's internal users. The scope of work is included in Section Two of the attached Request for Proposal.

PLEASE REFER TO THE ASSOCIATED DOCUMENT(S) FOR FURTHER DETAILS - THANK YOU.

Solicitation Number	RP 0574-19	Closing Date	12/11/2019 05:00 PM PT
Solicitation Name	Microsoft Access Support	Status	Open for Bidding
Published Date	12/03/2019	Question Deadline	12/10/2019 05:00:00 PM PT
Site Meeting	R 12/06/2019 01:00 PM PT		

Solicitation Document(s)

- All solicitation documents are accessible from the “Solicitation Document(s)” component. From here you can download and access solicitation document(s) to read instructions about how to respond to the solicitation.
- Select the documents you would like to download. The click “Download Selected Documents” to download the solicitation documents and any amendment/announcement documents to a .zip file.

Solicitation Document(s)

The solicitation documents can be downloaded below. Vendors have to **submit their proposals** through the [Online Submission](#) section.

Select All

Solicitation Document List

<input type="checkbox"/> RP 0160-20 solicitation.pdf	solicitation
95 page(s) 12734KB	

- When downloading documents, you will be asked to agree to the Biddingo.com terms and conditions. You will also be asked to select your prospective role in the solicitation/project. You may change your role at any time by going to the “Document Takers” component and selecting a different role.

Download Document

As a subscriber, you are entitled to download electronic document FREE of charge. To download the document, please click Continue to Download, otherwise click Cancel to go back to Bid Document page.

BIDDINGO.COM DISCLAIMER

I acknowledge and understand that I must download/purchase ALL original and amendment documents in order to become a full Document Taker, and be eligible to bid, depending upon the Buyer's Mandatory Requirements. I also understand that failure to download all documents may interfere with my ability to participate in the bidding process and may result in my company's bid submission being non-compliant.

I agree...

My Expected Role *
Select Contractor Role...
 Prime Contractor

Online Submission (if applicable)

- Depending on the solicitation type selected by Sound Transit, you may have the ability to submit your response to a solicitation electronically through Sound Transit’s Vendor Portal using eFile Submission. eFile Submission is an electronic process that enables vendors to respond to and submit bid responses through electronic submission by uploading relevant files and attachments.
- If a solicitation is accepting electronic proposal submissions, it will have an “Online Submission” section which will have a link to access the eFile Submission portal, and reflect the status of your electronic submission for that solicitation.

Online Submission

Online Submission Form **(Response Not Started)**
[Click Here](#) to Start Submission.

Site Meeting/Pre-Bid Meeting (if applicable)

- At Sound Transit’s discretion, your attendance may be required or recommended at a site or pre-bid meeting. If a site/pre-bid meeting is required, you must attend or risk disqualification from the bid process.
- Information such as date, time, and address are posted for both mandatory and recommended site/pre-bid meetings.

Site Meeting

Site Meeting Date Recommended 12/06/2019 01:00 PM PT (MM/DD/YYYY)

401 S Jackson St Union Station Conference Room Seattle, Washington 98104

Document Takers

- This component allows users to view a list of companies that have downloaded solicitation documents.
- Users who are on the Document Takers list may come here to change their prospective role at any time.

Document Takers

Search Company Name

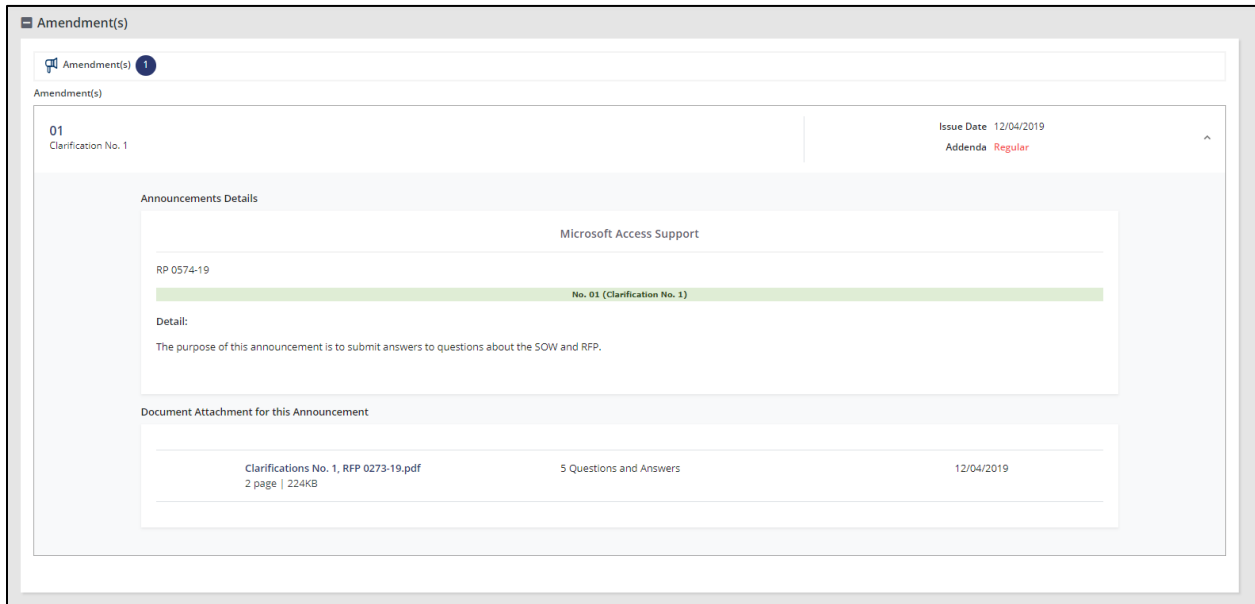
Bidding as* Contractor Role

Company	Address	City	Phone	Contractor Role
Acme Corporation	260 S Los Robles Ave	Pasadena	323-206-4114	Prime Contractor
ABC Corporation	123 ABC Road	Seattle	(123) 456-7891	
Jones Construction	444 Union St	Seattle	206-555-1212	
Computer Works	123 1st Ave	San Antonio	210-454-6839	Sub Contractor

Items per page: 10 1 - 4 of 4 < >

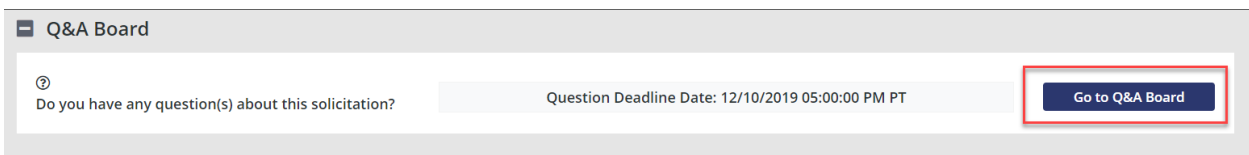
Amendment(s) (if applicable)

- Throughout the course of a bid, the Buyer may choose to modify or update the bid document by way of an amendment (e.g. solicitation amendments, clarifications, etc.).
- Amendment documents are characterized by name, number, and issue date.
- Amendments should be reviewed in their entirety, and bid responses should be modified as per the instructions therein.



Q&A Board (if applicable)

- Questions can be submitted during the open question and answer period on the Q&A Board. Select “Go to Q&A Board”.



- Select “+ Add New Question” to submit a question.
 - When you submit a question, your company name will remain confidential; however, your question can be viewed by other document takers.
 - Questions submitted after the deadline period may not be answered.
 - It is at the Agency’s discretion to respond to any questions it receives, make the responses public, or issue an amendment to formally address all questions.

Q&A Board

[View Bid Detail](#)

Solicitation Number	RP 0574-19	Closing Date	12/11/2019 05:00 PM PT
Solicitation Name	Microsoft Access Support	Status	Open for Bidding
Published Date	12/03/2019	Question Deadline	12/10/2019 05:00:00 PM PT
Site Meeting	R 12/06/2019 01:00 PM PT 📍		

Question(s) from Suppliers

When the online Q & A Board is activated it means the Agency is accepting questions or inquiries from suppliers directly through Biddingo.com.

- You have the ability to submit unlimited questions/inquiries through Biddingo.com until the Q & A deadline.
- When you submit a question through this portal your company name and the question will remain confidential.
- It is at the Agency's sole discretion to respond to individual question, and make the response public or issue an addendum/amendment to formally address all the questions.

[+ Add New Question](#)

1 Location Question

Joe Bidder, ABC Corporation 12/06/2019 16:16:59 PT

Is it necessary for the resource or resources to be local to the Seattle area? Does this engagement require any onsite resources?

[↩ Revise](#)

Bid Award

- At Sound Transit's discretion, users can view the successful bidder's company name, company address, and bid price (if applicable).
- If applicable, the Buyer may post a "Notice of Award" attachment to announce the successful bidder as a public announcement.

Bid Award

■ Bid General Award Notification 1 [Public Notice ? Award.pdf](#)

Company	Company Info	Total Bid (Bid Price)
Acme Corporation (Awarded 📍)	260 S Los Robles Ave	
		\$ Bid Received (Awarded 📍)

Electronic Response Submission (eFile)

Depending on the solicitation type selected by Sound Transit, you may have the ability to submit your response to a solicitation electronically through Sound Transit’s Vendor Portal using eFile Submission. eFile Submission is an electronic process that enables vendors to respond to and submit bid responses through electronic submission by uploading relevant files and attachments.

Users can easily see if Sound Transit is accepting electronic submissions for a given solicitation in the “Solicitation Overview” section under “Quick Glance at this bid”. Sound Transit may choose to accept online electronic submissions only, or either electronic or paper submissions.

The screenshot shows the 'Solicitation Overview' page for 'Sound Transit Sweeping Services'. The page includes the following information:

- Sound Transit**
Sweeping Services
RP 0160-20
- Closing Date: 08/31/2020 02:00:00 PM PT
- Detail: Sound Transit is requesting proposals for regularly scheduled and on-call sweeping services for parking lots and parking garages. PLEASE REFER TO THE ASSOCIATED DOCUMENT(S) FOR FURTHER DETAILS - THANK YOU.
- Solicitation Number: RP 0160-20
- Solicitation Name: Sweeping Services
- Published Date: 07/29/2020
- Site Meeting: 08/10/2020 02:00 PM PT
- Closing Date: 08/31/2020 02:00 PM PT
- Status: Open for Bidding
- Question Deadline: 08/19/2020 06:00:00 PM PT

Below the overview, there is a section titled 'Want to bid on this opportunity?' with instructions:

- Download the bid document(s); [Go to Download Document](#)
- Review them thoroughly;
- Complete and submit your responses following the instructions in the documents.

The 'Quick Glance at this bid' section is highlighted with a red box and contains the following information:

- Online Submission Required**
Sound Transit is only accepting online submission for this bid.
- Site Meetings / Vendor Info Session**
Recommended
A pre-proposal or site meeting is scheduled by Sound Transit. Attendance is recommended, but not mandatory.

Electronic submissions are initiated from the “Online Submission” section by selecting “Click Here” to access the electronic submission page.

The screenshot shows the 'Online Submission' page with a yellow background and the following text:

Online Submission Form (Response Not Started)
[Click Here](#) to Start Submission.

From the electronic submission page, users can upload documents using the following steps:

- Select “Choose File” to select a file for upload
- Provide a description of your file
- Click “Upload Document”

Attach Files for Online Submission

The screenshot shows the 'Attach Files for Online Submission' interface. At the top right, there is a button labeled 'Click to attach more file(s)'. Below this is the 'EFile Response Attachment' section, which includes a 'Document' field with a 'Choose File' button and the text 'Bid Raponse...35-20.docx', and a 'Description' text area containing 'Bid Response Packet'. A red box highlights the 'Choose File' button. Below the form is an 'Upload Document' button, also highlighted with a red box. Underneath is a table with columns: Doc No., File Name, Description, File Size (KB), and Upload Date. The table contains the text 'No Data Found'. At the bottom right of the table area is a button 'Delete Selected (0) >'. At the bottom center is a button 'Review Response Before Submission >'.

Users can delete a file by selecting the red “X” to the right of the file record.

Attach Files for Online Submission

The screenshot shows the 'Attach Files for Online Submission' interface. At the top right, there is a button labeled 'Click to attach more file(s)'. Below this is the 'EFile Response Attachment' section, which includes a 'Document' field with a 'Choose File' button and the text 'No file chosen', and a 'Description' text area. Below the form is an 'Upload Document' button. Underneath is a table with columns: Doc No., File Name, Description, File Size (KB), and Upload Date. The table contains one record: Doc No. 1, File Name 'Bid Response to AE 0035-20.docx', Description 'Bid Response Packet', File Size (KB) 11, and Upload Date '02/19/2020 12:41:51'. A red box highlights a red 'X' icon in the rightmost column of the table. At the bottom right of the table area is a button 'Delete Selected (0) >'. At the bottom center is a button 'Review Response Before Submission >'.

To attach multiple files in your submission at once, select “Click to attach more file(s)”.

Attach Files for Online Submission

EFile Response Attachment

Click to attach more file(s)

Document: Choose File Bid Reponse...35-20.docx

Description: Bid Response Packet

Document: Choose File Attachment ...ponse.docx

Description: Attachment 1

Upload Document

Doc No.	File Name	Description	File Size (KB)	Upload Date
No Data Found				

Delete Selected (0)

Review Response Before Submission

When you are done uploading, ensure you see all files listed with their File Name, Description, File Size, and Upload Date. It is recommended that you double check all uploaded documents prior to submitting your bid response.

Doc No.	File Name	Description	File Size (KB)	Upload Date
1	Attachment 1 for AE 0035-20 Response.docx	Attachment 1	11	02/19/2020 12:49:32
2	Bid Reponse to AE 0035-20.docx	Bid Response Packet	11	02/19/2020 12:49:32

Delete Selected (0)

Review Response Before Submission

Once all uploaded documents have been reviewed and you are ready to submit, users can proceed with submission:

- Select “Review Response Before Submission”
- If applicable, acknowledge any amendments by clicking the checkbox next to each amendment
- Agree to the Terms of Use
- Select “Submit”

Document for **Type 3 Test Solicitation**

Bid Response Checklist and Submission Form

- You have not yet submitted your eBid response.** In order to submit your bid, please complete the following:
1. Complete all required items, including acknowledgement of amendments and agreement to the Terms of Use.
 2. Click the **Submit** at the bottom of the Bid Response Checklist and Submission Form.

Doc No.	File Name	Description	File Size (KB)	Upload Date
1	Attachment 1 for AE 0035-20 Response.docx	Attachment 1	11	02/19/2020 16:19:15
2	Bid Response to AE 0035-20.docx	Bid Response Packet	11	02/19/2020 16:19:15

Legend: ✔ Required Fields Complete ✘ Required Fields Incomplete ■ Optional

Addendum / Amendment Confirmation

I (the vendor) acknowledge and accept all addenda and amendments issued.

Confirm	Seq	Addendum/Amendment Number	Addendum/Amendment Name
<input checked="" type="checkbox"/>	1	Amendment 1	Updated Solicitation Scope

Electronic Bid Response Terms of Use

By completing and submitting this Electronic Bid Response Form:

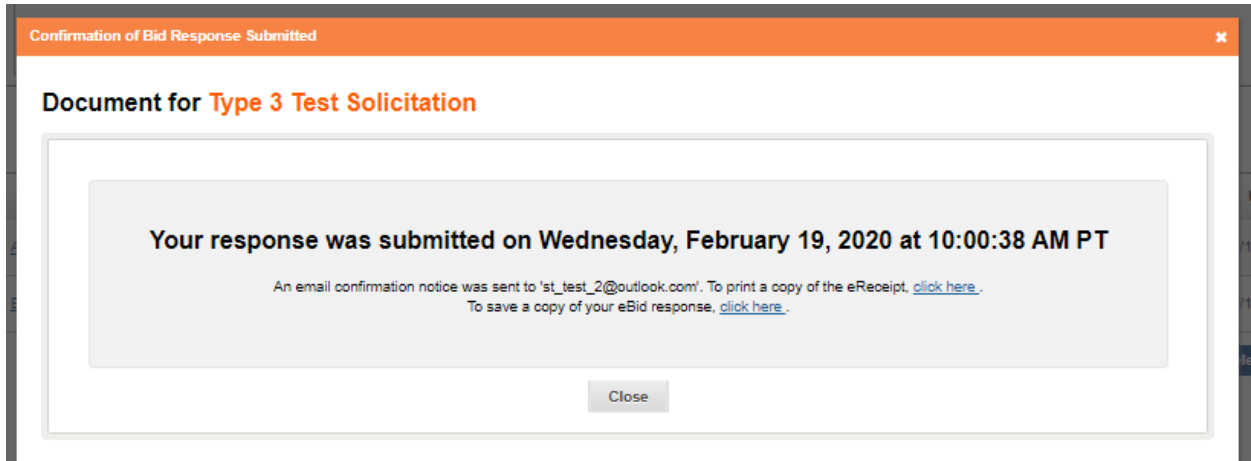
1. I confirm that I have the authority to submit this Electronic Bid Response Form on behalf of my company.
2. I confirm that all the information submitted on the Electronic Bid Response Form is true and complete to the best of my knowledge.
3. I understand that failure to provide complete and correct information may result in my bid response being disqualified.
4. I understand that the information provided on the Electronic Bid Form will be accessed by the organization(s) publishing the bid, which may make some or all the information provided a matter of public record according to its bylaws.
5. I understand that Biddingo.com cannot guarantee uninterrupted working of the service for reasons beyond its control and that Biddingo.com will make reasonable efforts to restore the service.

Until you have received the electronic receipt for your bid submission you have not submitted your bid.

I have read and agree to the Terms of Use.

Cancel **Submit**

Upon submission, users will see a pop-up confirming their response was submitted, and after clicking “Close” will see a timestamped submission status in the top right corner of the screen. Additionally, if your eFile Submission was successful, you will receive an E-Receipt via e-mail at the address you used to register for Sound Transit’s Vendor Portal.



Bid closed in: **1 day 06:56:53**
 Submission Status: (Last Submission on Wednesday, February 19, 2020 at 10:00:38 AM PT)

Attach Files for Online Submission

Click to attach more file(s)

EFile Response Attachment

Document: No file chosen

Description:

<input type="checkbox"/>	Doc No.	File Name	Description	File Size (KB)	Upload Date	
<input type="checkbox"/>	1	Attachment 1 for AE 0035-20 Response.docx	Attachment 1	11	02/19/2020 12:49:32	✖
<input type="checkbox"/>	2	Bid Response to AE 0035-20.docx	Bid Response Packet	11	02/19/2020 12:49:32	✖

Users can edit their submission as many times as they wish prior to bid closure. To edit your electronic submission, go to the “Online Submission” section, and select “Click Here”. This will take you to the electronic submission page where you can edit or delete existing documents, or upload additional documents. **To submit any edits to your electronic submission, be sure to select “Review Response Before Submission” to walk through the full submission process again.**

Attach Files for Online Submission

[Click to attach more file\(s\)](#)

EFile Response Attachment

Document No file chosen

Description

<input type="checkbox"/>	Doc No.	File Name	Description	File Size (KB)	Upload Date	
<input type="checkbox"/>	1	Attachment 1 for AE 0035-20 Response.docx	<div style="border: 1px solid #ccc; padding: 2px;">Attachment 1</div>	11	02/19/2020 12:49:32	✖
<input type="checkbox"/>	2	Bid Response to AE 0035-20.docx	<div style="border: 1px solid #ccc; padding: 2px;">Bid Response Packet</div>	11	02/19/2020 12:49:32	✖

>

Review Response Before Submission >

Withdraw my eBid Response >

Users can withdraw their submission at any time prior to bid closure. To withdraw your electronic submission, go to the “Online Submission” section, and select “Click Here”. This will take you to the electronic submission page where you can withdraw your submission by selecting “Withdraw my eBid Response”.

Attach Files for Online Submission

[Click to attach more file\(s\)](#)

EFile Response Attachment

Document No file chosen

Description

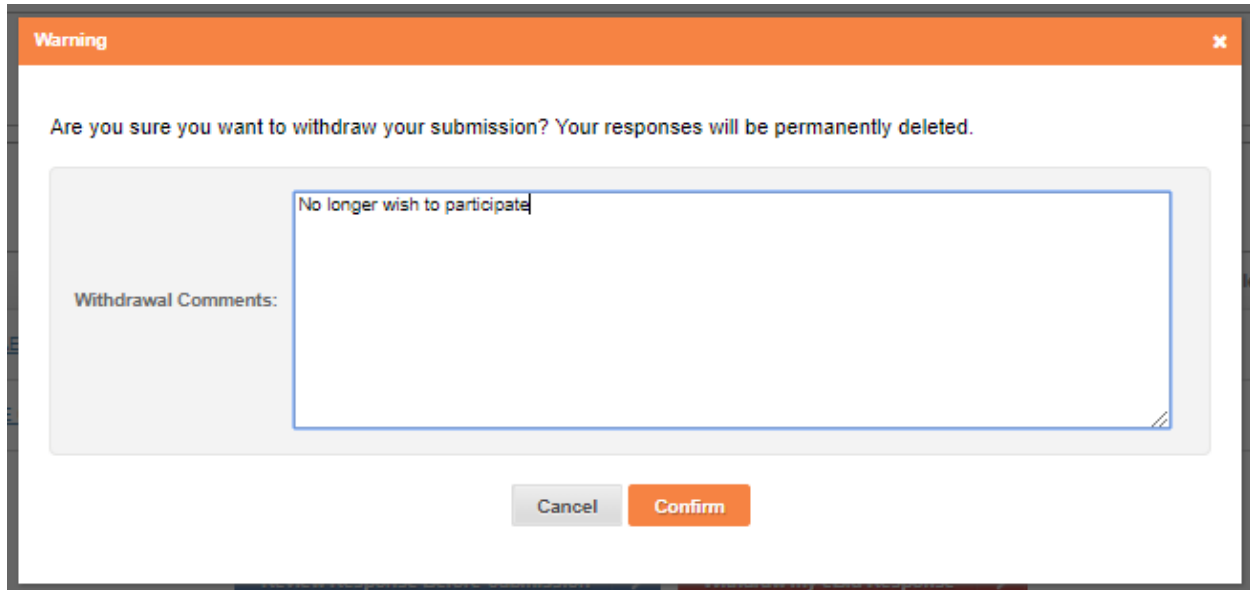
<input type="checkbox"/>	Doc No.	File Name	Description	File Size (KB)	Upload Date	
<input type="checkbox"/>	1	Attachment 1 for AE 0035-20 Response.docx	<div style="border: 1px solid #ccc; padding: 2px;">Attachment 1</div>	11	02/19/2020 12:49:32	✖
<input type="checkbox"/>	2	Bid Response to AE 0035-20.docx	<div style="border: 1px solid #ccc; padding: 2px;">Bid Response Packet</div>	11	02/19/2020 12:49:32	✖

>

Review Response Before Submission >

Withdraw my eBid Response >

To complete the withdrawal process, enter withdrawal comments and select “Confirm”.



A warning dialog box with an orange header bar containing the word "Warning" and a close button (X). The main text reads: "Are you sure you want to withdraw your submission? Your responses will be permanently deleted." Below this is a text input field with the placeholder text "Withdrawal Comments:" and the entered text "No longer wish to participate". At the bottom of the dialog are two buttons: "Cancel" (grey) and "Confirm" (orange).

If a user wishes to resubmit after withdrawal, they must re-start the electronic submission process from the beginning.

A dedicated customer support team is available to assist you with questions or technical support for electronic bid submission, and are available by telephone or e-mail during regular business hours. Please see “Additional Support” for contact information.

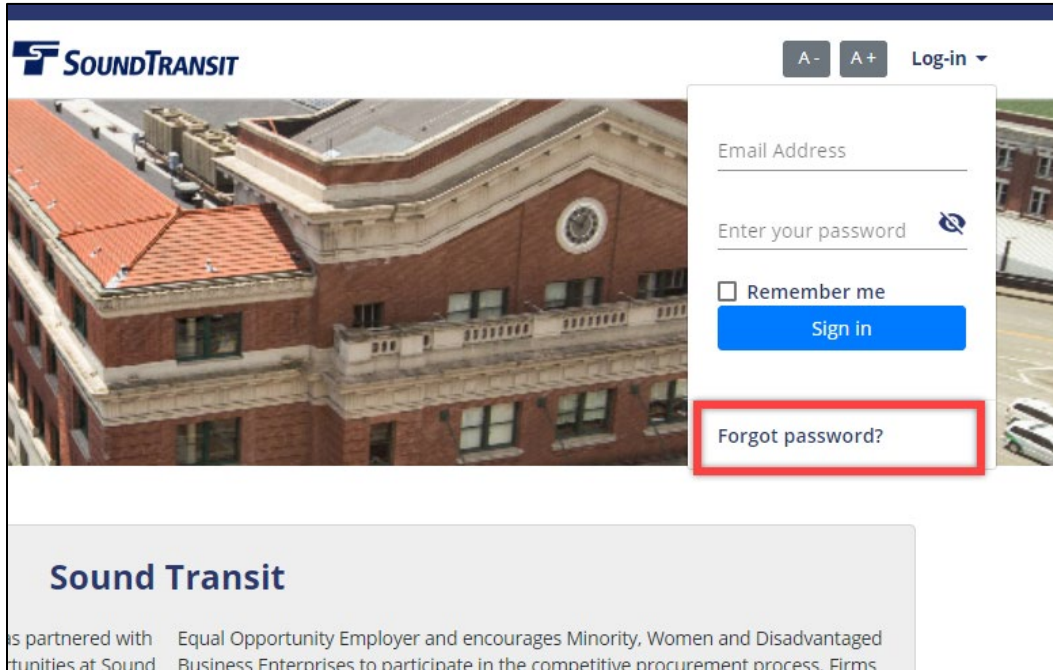
Additional Support

A dedicated customer support team is available to assist you with your questions and to provide technical system support Monday through Friday, between 8:30AM–5:30PM Pacific Time. If you need assistance resetting your password or deactivating your account, please contact us by telephone or e-mail.

- Telephone: (323) 206-4114
- E-mail: info@biddingo.com

Forgot or Lost Password

If you forgot or lost your password, click the Log-in dropdown button and click the “Forgot password?” hyperlink.



Enter your email address and click the “Send Password Reset Link” button.

