

Projectdog, Inc

Supplemental Instructions to Bidders for Electronic Bid Projects (E-Bid)

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Sign Up

Every user of Projectdog.com has a unique username and password for their account. **MANDATORY: All users must keep usernames and passwords PRIVATE and SECURE. Do not share accounts.**

1. Go to www.Projectdog.com.
2. Select the “Sign Up” (Fig 1).
3. Complete all required form fields and press Submit.
An automatic email will be sent to the registered email.
4. Select the confirmation link in the email to complete the registration.

Login

1. Go to www.Projectdog.com.
2. Enter a registered email address and password (Fig 1).
3. Press Login.

Logoff

1. Hover over Home (Fig 2).
2. Select “Logoff”.

Forgotten Password

1. Select “Forgot your password?” (Fig 3).
2. Enter the e-mail address.
3. Select “Send Info”. An automated e-mail will be sent with the password.

Account Information

View and edit user contact information. To change an email address, users must register a new account. Call Projectdog to have the old account removed.

1. Hover over Home (Fig 4).
2. Click “My Information”.
3. Edit information as needed.
4. Click “Save” to finalize edits.

Fig 1



The screenshot shows a registration and login form. It includes two input fields for 'Email:' and 'Password:'. Below the fields are two buttons: 'Sign Up' and 'Login'. A link 'Forgot your password?' is positioned between the buttons. At the bottom of the form, the text 'Customer Support 978-499-9014' is displayed.

Fig 2



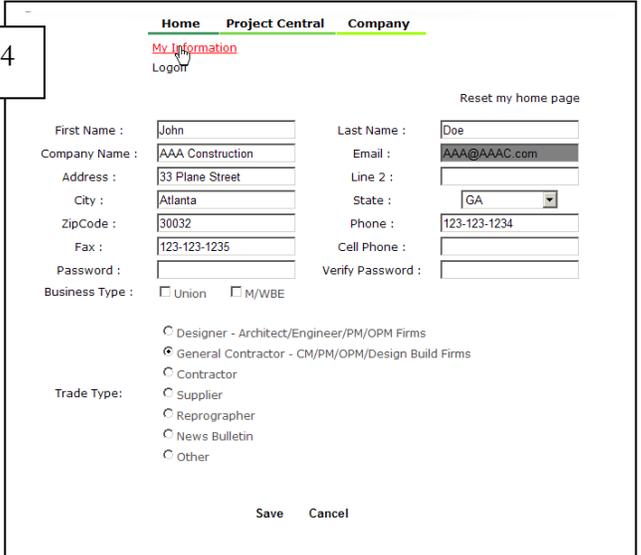
The screenshot shows the Projectdog logo at the top left. To its right is a navigation menu with three items: 'Home', 'Project Central', and 'Company'. Below the menu, there is a section titled 'My Information' with a 'Logout' link.

Fig 3



The screenshot shows a form for recovering a password. It has two input fields for 'Email:' and 'Password:'. Below the fields are three buttons: 'Sign Up', 'Forgot your password?', and 'Login'.

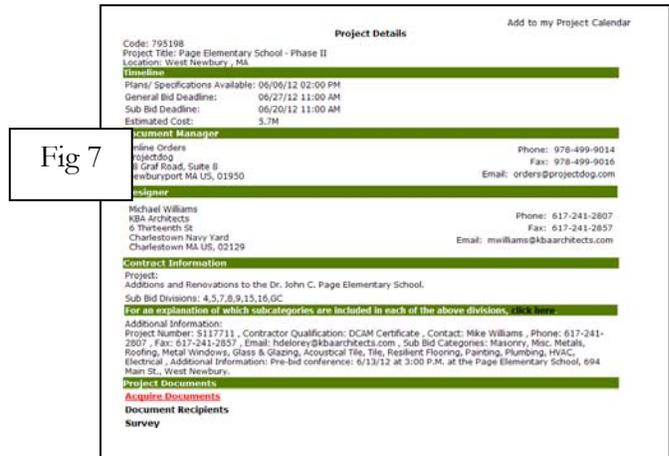
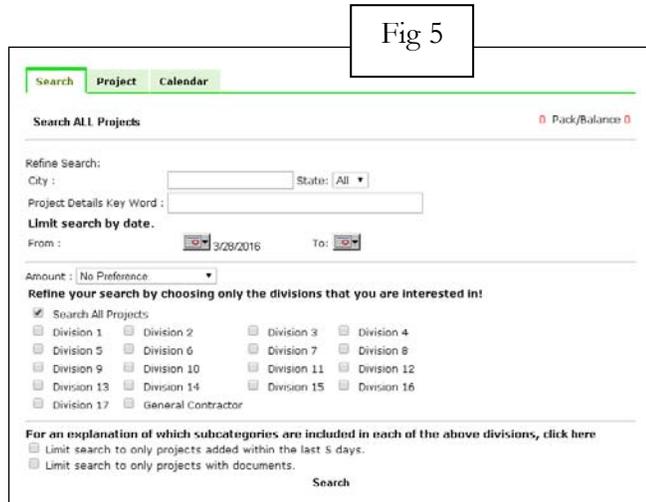
Fig 4



The screenshot shows a detailed account information form. At the top, there is a navigation menu with 'Home', 'Project Central', and 'Company'. Below the menu are links for 'My Information' and 'Logout'. A 'Reset my home page' link is also present. The form contains several input fields for personal and contact information: First Name (John), Last Name (Doe), Company Name (AAA Construction), Email (AAA@AAAC.com), Address (33 Plane Street), City (Atlanta), State (GA), Zip Code (30032), Phone (123-123-1234), Fax (123-123-1235), and Verify Password. There are also checkboxes for 'Business Type' (Union, M/WBE) and 'Trade Type' (Designer - Architect/Engineer/PM/OPM Firms, General Contractor - CM/PM/OPM/Design Build Firms, Contractor, Supplier, Reprographer, News Bulletin, Other). 'Save' and 'Cancel' buttons are at the bottom.

Project Details

Utilize the search page (Fig 5) or enter a Project Code (Fig 6) to view a project's "Project Details" page (Fig 7).

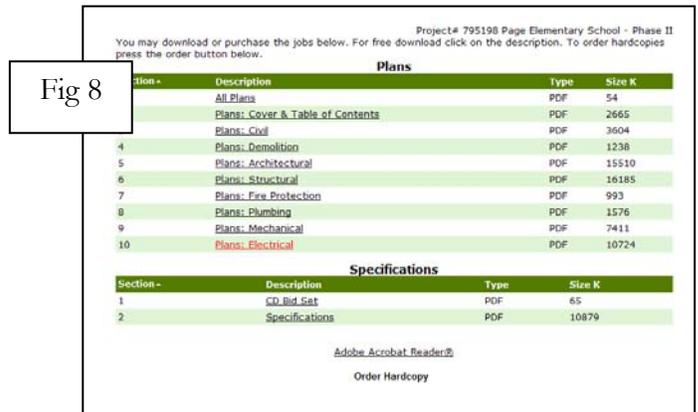


Acquire Documents

Download all project documents.

1. Click "Acquire Documents" link found on a project's "Project Details" page (Fig 7).
2. Respond to the Legal Notice after reviewing.
3. Click on any file description to open, review, or save a document (Fig 8).

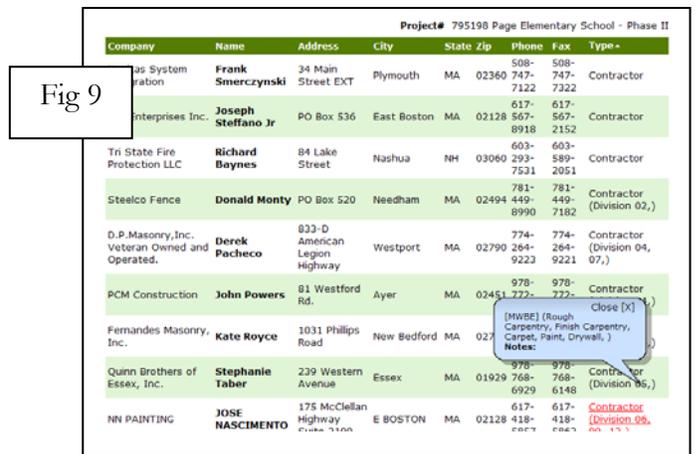
Users are automatically added to the project's "Document Recipients" list to receive update notifications upon viewing any document online.



Document Recipients

Review all plan holders who have acquired documents.

1. Click "Document Recipients" link found on a project's "Project Details" page (Fig 7).
2. All potential bidders are listed and sorted by company type (Fig 9). Click on a column title to sort alphabetically.



Electronic Bid (E-Bid)

This project is being **Electronically Bid** at www.Projectdog.com. Hard copy bids will not be accepted by the Awarding Authority. Go to www.Projectdog.com and Login with an existing account or click [Sign Up](#) to register for free. Enter a project code or search by keyword to access the “Project Details” page. Select “Acquire Documents” to download all bidding documents.

Projectdog

Enter Project Code GO

Home Project Central Company

Add to my Project Calendar

Project Details

Code: 799090
Project Title: Ebid
Location: Newburyport, MA

Timeline

Plans/ Specifications Available: 05/22/13 10:00 AM
General Bid Deadline: 06/21/13 04:00 PM
Sub Bid Deadline: 06/19/13 04:00 PM
Estimated Cost: Negotiated

Project Owner

Sales Department
Projectdog
18 Graf Road
Suite 8
Newburyport MA US, 01950
Phone: 978-499-9014
Fax: 978-499-9014
Email: sales@projectdog.com

Document Manager

Online Orders
Projectdog
18 Graf Road, Suite 8
Newburyport MA US, 01950
Phone: 978-499-9014
Fax: 978-499-9016
Email: orders@projectdog.com

Contract Information

Project:
Ebid Test Demo for Sales Department.

Additional Information:
THIS PROJECT IS BEING ELECTRONICALLY BID AND HARD COPY BIDS WILL NOT BE ACCEPTED. The bids are to be prepared and submitted at www.Projectdog.com. Tutorials and instructions on how to complete the electronic bid documents are available online along with all project documentation.

Project Documents

Acquire Documents
Document Recipients
GC E-Bid
Sub E-Bid

How to Submit an E-Bid

Complete and save all required forms as PDF files. Please be sure to sign all required signatures either digitally or manually.

1. Select the **GC E-Bid** or **Sub E-Bid** link located on the “Project Details” page.

Subcontractors select a bidding trade;

General Contractors will not be able to submit an E-Bid until the official sub bid tabulation is released by the Awarding Authority.

2. Answer / enter / upload all required areas. Enter all dollar value amounts as a whole dollar values only.

3. Select “Submit My E-Bid.” Review the submitted bid package via the “View My Bid Package” link.

Bidding Trades
Please select trade(s) you are bidding.

Section#	Description	Status	Bidding
220000	Plumbing	Incomplete	GO
230000	HVAC	Incomplete	GO
260000	Electrical	Incomplete	GO

It's that simple!

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Acknowledge Addendum 0, Yes No

Bid Price (Whole Dollar)

Form for General Bid (Signature page) Add File -

Bid Bond Add File -

Bidders Reference Form Add File -

Item 2 Sub-bids as follows:
There are no Sub bids for this project.

Bid Closes in:
0 Days 2 Hours 20 Minutes 20 Seconds.

Save [Submit my E-Bid](#) Close

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Acknowledge Addendum 0,1, Yes No 4/6/2016

Bid Price (Whole Dollar) twenty-five thousand Dollars.

Form for General Bid (Signature page) View File

Bid Bond View File

Bidders Reference Form View File

Item 2 Sub-bids as follows:
There are no Sub bids for this project.

Bid Closes in:
0 Days 2 Hours 11 Minutes 20 Seconds.

Retract [View My Bid Package](#) Close

https://www.projectdog.com/UploadAssistGCEBid.aspx?Description=Form%20fc

Form for General Bid Upload Assistant

Form for General Bid Type: PDF ▾

File: Choose File No file chosen Size:

Add File

Click “Add File” on the E-Bid page to open the Upload Assistant window. Then click “Browse” or “Choose File” to upload a PDF file.

You will not be able to Submit your bid unless all mandatory fields are complete. Please allow yourself sufficient time to upload all information. You will receive an automated email once completed. Please save this for your records.

DHCD 016128 Roof Replacement & Vinyl Siding, Project #811541

Warning: Your Bid is not complete.

Please complete:
 Acknowledge Addendum 0,1,
 Bid Price (Whole Dollar) Invalid, numeric values only.
 Bid Bond
 Bidders Reference Form

Please complete all mandatory areas then Submit your E-Bid.

Acknowledge Addendum 0,1, Yes No

Bid Price (Whole Dollar) .00

Form for General Bid (Signature page) Replace File - View File

Bid Bond Add File -

Bidders Reference Form Add File -

Item 2 Sub-bids as follows:

There are no Sub bids for this project.

Bid Closes in:
0 Days 2 Hours 20 Minutes 20 Seconds.

Save **Submit my E-Bid** Close

Warning

E-Bids cannot be submitted unless all areas are complete.

Save before adding files or closing the window or E-Bid data may need to be re-entered.

Projectdog.com server time is set to industry standards at time-a.nist.gov. Bidders are encouraged to update their computer clock.

Bidders may save, submit or modify an Electronic Bid (E-Bid) at any time prior to bid close. Once submitted, a bid cannot be edited. To modify a bid the bidder must retract the bid, make any necessary changes, and then submit the bid again. Upon submitting or retracting the bidder will receive a convenience email for informational purposes only. Bidders are encouraged to contact Projectdog if an email is not received.

It is the bidder’s responsibility to review and confirm online that a bid has been submitted and/or retracted and that the bid is 100% true, complete and accurate. All bidders are required to review their submitted E-Bid via the “[View My Bid Package](#)” link.

If a bid is submitted prior to an addendum being issued the bidder will receive an automated email for informational purposes only stating the bidder must review the addendum, retract the bid, acknowledge all addenda, and submit the bid again. If a bidder fails to acknowledge addenda their bid may be rejected by the Awarding Authority.

Once the bid deadline has closed the E-Bid links are no longer available. All E-Bids are compiled in real time upon bid close and published forthwith on the “Project Details” page titled as “List of Bids Received”. Official bid tabulations are posted at the discretion of the Awarding Authority.

For additional assistance, call Projectdog at (978) 499-9014 (M-F, 9AM-5PM).