**Electronic Bidding**

This project is being Electronically Bid (E-Bid). All bids shall be submitted online at [www.Projectdog.com](http://www.Projectdog.com). Hard copy bids will not be accepted by the Awarding Authority. Tutorials and Instructions are available online at www.Projectdog.com. For assistance, contact Projectdog Inc. at 978.499.9014.

Bid Forms and Contract Documents shall be available online at [www.Projectdog.com](http://www.Projectdog.com) beginning on **Month XX, 20XX**. Log in and enter the Project Code **XXXXXX** in the search box and select “Acquire Documents” for a free, downloadable bid set. Hard copies of the documents may be purchased online. A free CD-ROM may be requested by contacting Projectdog – shipping & handling charges apply. Neither Owner nor Architect/Engineer shall be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than Projectdog Inc.

***REMOVE THE FOLLOWING PARAGRAPH IF NOT APPLICABLE***

Bidders may obtain one (1) full paper bid set for a refundable deposit of **$TBD\_by\_Projectdog** in the form of a certified check or money order payable to Projectdog Inc. Bid sets may be picked up curbside at Projectdog, 18 Graf Rd – Unit 8, Newburyport, MA, or mailed for a non-refundable shipping & handling fee. Contact Projectdog at (978) 499-9014 for shipping amount or curbside pickup logistics. If requesting documents by mail, send cover letter and checks to Projectdog at the aforementioned address. The full amount of the deposit will be refunded to all responsive Bidders who return the documents to Projectdog in good condition within ten (10) days post-bid. Otherwise, the deposit shall become the property of Projectdog Inc.

**Preparation and Submission of Bids**

1. Bid Forms will be posted online at www.Projectdog.com. All required Bid Forms must be completed and submitted in unrestricted PDF formatted files. The Bidder must fill-in all required fields and signatures either digitally or manually (print, fill-in, and scan to PDF).
2. The Bidder shall access the Projectdog.com E-Bidding System by entering the Project Code **XXXXXX** in the project locator box and then selecting “Sub E-Bid” from the project’s “Project Details” page. The Bidder must enter their bid price as a numeric, whole dollar value only with no punctuation. The E-Bidding system automatically translates the numeric value into words and displays the bid price in both figures and words on the submitted bid form.
3. Bidders may upload (“Add File” or “Replace File”), review (“View File”), Save, submit (“Submit my E-Bid”), or retract (“Retract my E-Bid”) their E-Bid at any time prior to the designated deadline. The server clock is displayed on the project’s E-Bidding page and is the time of record. **Bidders must select “Submit my E-Bid” prior to the designated deadline to officially submit their E-Bid online.** Once submitted, an E-Bid cannot be edited. To modify a submitted E-Bid, Bidders must retract their submission, make and Save any changes, and then submit the updated E-Bid. Upon submitting or retracting their E-Bid, Bidders will receive a convenience e-mail for informational purposes only. Bidders are encouraged to contact Projectdog if the email is not received.
4. Bidders are strongly encouraged to review their submitted E-Bid package by selecting “View My Bid Package” from the project’s E-Bidding page. Uploaded files may be reviewed individually by selecting “View File”. It is the Bidder’s responsibility to confirm online that their E-Bid package has been submitted successfully. Timely submission of an E-Bid shall be the full responsibility of the Bidder. It is also the Bidder’s responsibility to ensure that their submitted bid is 100% true, complete, and accurate.

**Alternates (if applicable)**

Each Bidder shall acknowledge Alternates by entering the dollar amount and selecting the “Add” or “Subtract” radio button necessitated by each Alternate listed in the corresponding space on the project’s E-Bidding page.

If an Alternate does not involve a change in dollar value, the Bidder shall so indicate by typing “0” for the dollar value of that Alternate and by selecting the “Add” radio button in the corresponding space on the project’s E-Bidding page.

If the Alternate does not affect the sub-trade category of work, the Sub-Bidder shall so indicate by typing “0” for the dollar value of that Alternate and by selecting the “Add” radio button in the corresponding space on the project’s E-Bidding page.

**Bid Security**

Bid Security shall be at least five percent (5%) of the greatest possible bid amount, considering all alternates. The Bid Security in the form of a Bid Bond shall be:

1. with a surety company qualified to do business in the Commonwealth of Massachusetts and satisfactory to Owner;
2. conditional upon the faithful performance by the principal of the agreements contained in the Bid; and
3. submitted with your E-Bid online at www.Projectdog.com.

Bid Security in the form of cash, or a certified check, treasurer’s or cashier’s check issued by a responsible bank or trust company and made payable to the Owner must be submitted with a completed Cash Bid Bond Affidavit form and received by the Owner before the time of bidding. In addition, the Bidder must also submit a completed Cash Bid Bond Affidavit form with their E-Bid. Download the Cash Bid Bond Affidavit form at www.Projectdog.com.

**Addenda**

Addenda, if issued, will be posted to the Projectdog website and shall be accompanied by e-mail notification to every individual or firm on record as having received the Bid Documents. Hard copies of addenda will not be mailed or faxed. It shall be the sole responsibility of the Contractor to ascertain the existence of any and all addenda.

If a bid is submitted prior to an Addendum being issued, the Bidder will receive an e-mail notification for informational purposes only. The Bidder must review the addendum, retract the bid, acknowledge all addenda, and re-submit the bid. If a Bidder fails to acknowledge all addenda their bid may be rejected by the Awarding Authority.

**Withdrawal of Bids (Before Opening of Bids)**

Any bid may be withdrawn (retracted) prior to the designated deadline by selecting “Retract My E-Bid” from the project’s E-Bidding page. Upon retracting, the Bidder will receive a convenience e-mail for informational purposes only. It is the Bidder’s responsibility to review and confirm online that their bid has been retracted successfully.