



Procurement Services

2141 Major Mackenzie Drive,

Vaughan, Ontario L6A 1T1

www.vaughan.ca

The Corporation of The City of Vaughan Online Bidding System Vendor User Guide

Disclaimer:

This Vendor User Guide is for general information purposes only to help guide you through submitting a bid using the City of Vaughan Bid Opportunities Website; the bid call documents and online system and Terms of Use Agreement will also provide terms and conditions governing online bid submissions and System usage. By using the e-bidding System, the Vendor accepts that the City of Vaughan 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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BENEFITS TO CREATING AN ACCOUNT

On the Bid Opportunities homepage (<https://vaughan.bidsandtenders.ca>), registered vendors can search for and view current online bid opportunities and enjoy other benefits becoming registered vendors.

The 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, and enjoy other benefits of being a registered vendor.

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

- Unlimited access to register for all bid opportunities
- Ability to submit bids online
- Access to bid 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 bid opportunities by status
- Ability to view details of bid opportunities including registered plan takers, tender bid prices submitted and award details

E-BIDDING

The City's online bidding system will now allow vendors to submit their bids online in a safe and secure environment.

Some highlights of the e-Bidding 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
- Digital / electronic bonding submissions
- Online Addendum notices and acknowledgement
- Virtual Public Openings/instant access to unofficial bid results
- Automatic mathematical calculations
- Reduces amount of effort required from the bidders
- Allows bidders to preview bid documents prior to registering as plan takers
- Eliminates inability to submit a bid due to geographical location of bidder
- 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

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* **AUTOMATED NOTIFICATIONS**

The new Online Bidding System provides Automated Notifications to registered vendors, including:

- New bid opportunity notices
- Addendum notices once registered as a plan taker for a bid opportunity
- Notices and reminders about site meetings related to the bid opportunity
- Bid submission reminders 48 hours/24 hours before closing
- Bid result notification

If you require any technical assistance in creating an account, please contact us at 905-832-8555.

City of Vaughan Online Bidding System – Vendor User Guide

1. CREATING AN ACCOUNT

- STEP ONE: Click on the “**Create Account**” button on the bid opportunities homepage.

Bids Homepage **Create Account** Login

Welcome to the City of Vaughan Bid Opportunities Website.

The City of Vaughan's online system allows easy access to open bid opportunities.

If this is your first time visiting the online bid and tender opportunities we invite you to create an account by clicking Create Account below.

In order to download bid documents, prospective bidders are required to create a vendor account free of charge. During the account creation process, vendor will select commodity categories for goods, services and construction, and the bidding system will notify vendor by email of bid opportunities matching their commodity categories selection.

Vendors are solely responsible for ensuring their vendor account information is kept current.

Once an account is created, they can preview the bid document at no charge. They can register as a Plan Taker for the bids that are of interest to them. There may be a document fee associated with some bid opportunities. The Bid Status column indicates whether the bids are open, closed or awarded.

TUTORIALS

Login **Create Account**

Search

Bid Name	Bid Status	Bid Closing Date	Days Left
RFPQ16-324 - PRE-QUALIFICATION OF A WATER PLAY VENDOR FOR BLOCK 40 DISTRICT PARK DEVELOPMENT	Open	Mon Oct 31, 2016 3:00:00 pm	6

[Bid Details](#) | [Advertisements](#) | [Download Documents \(1\)](#) | [Plan Takers \(7\)](#)

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- Then, 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.

VAUGHAN

Home > Bids, Tenders, Proposals

Create an Account

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

The City of Vaughan welcomes all new vendors to register and become plan takers for online bid and tender opportunities.

Why would you want to create an account?

- The City of Vaughan requires all vendor contact information for plan takers
- You can easily sign in on your next visit without having to enter the same information

The following registration form is required in order to pick up documents from this site. In the event that you acquire many documents over the lifespan of your registration, you will not be required to fill this registration form out each time. This site will recognize you by the supplied username and password below.

Organization Details

Legal Company Name *

Address 1 *

Address 2

City *

Postal Code / Zip Code *

Province / State *

Country *

➤ **STEP TWO: BECOMING AN EMERGENCY VENDOR SELECTION**

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.

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

If you clicked “**Yes**”, fill in the specific emergency contact information in the Contacts section once prompted.

Would you like to be an Emergency Vendor?

In the event of a municipal emergency for example power outages, extreme weather situation, fires, floods, hazardous spills and health emergencies the City of Vaughan's Procurement Services Department is developing a Vendor Emergency List. The City is interested in receiving emergency contact information that would be useful during an emergency. This is not a commitment to purchase.

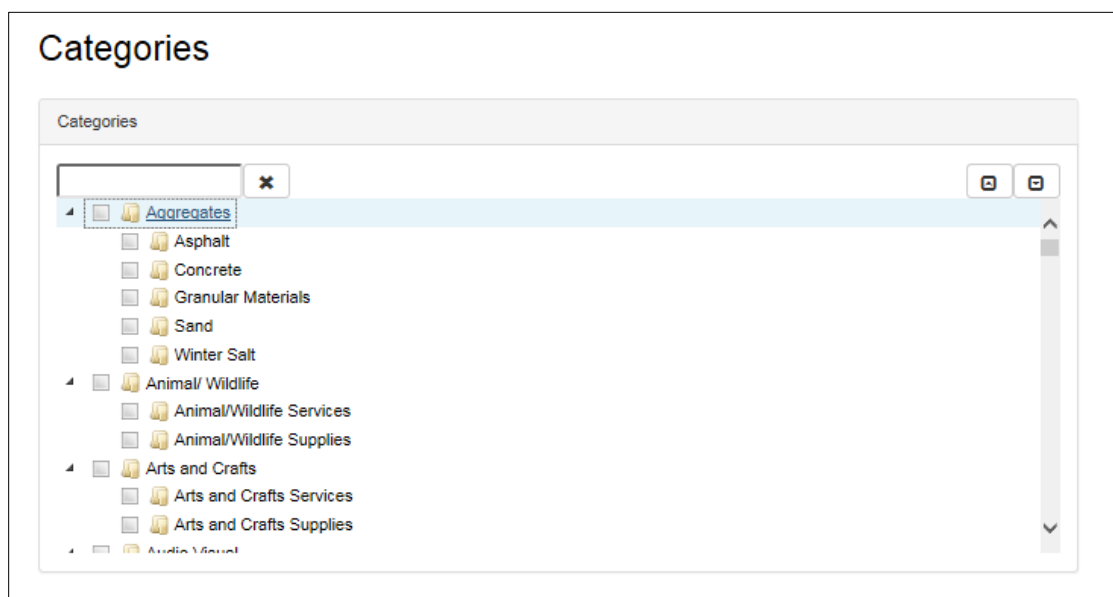
Please provide specific emergency contact information in the contacts section below.

Emergency Vendor Yes No

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➤ **STEP THREE: SELECTION OF BID CATEGORIES**

Creating a vendor account allows you to subscribe to bid categories that relate to your company's area of expertise/ services. So next, 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.



➤ **STEP FOUR: ADD CONTACT INFORMATION**

Next, 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. Each contact must have their own email address and password.

**We suggest that you have more than one contact in your account, in the event the contact is unable to log in to their account or is away from the office (ie. Vacation)*

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

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Contact(s)

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Confirm Email
<input type="text"/>	<input type="text"/>

Please click here to provide your consent for Vaughan to send you email notifications of New Bid Opportunities that match the Commodity Category(s) you have selected above.

Password Hint

Your password must be at least 6 characters in length, have 2 upper case characters and at least 1 special character (!@#S&*)

Password *	Confirm Password *
<input type="text"/>	<input type="text"/>
Phone *	Extension
<input type="text"/> Area C <input type="text"/> First 3 : <input type="text"/> Last 4 #s	<input type="text"/>

Primary Contact

➤ **STEP FIVE: FINISH CREATING ACCOUNT**

After you have filled in all of the required information, click the on “**Continue**” button (see screen shot below)

City of Vaughan Online Bidding System – Vendor User Guide

Contact(s)

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Confirm Email
<input type="text"/>	<input type="text"/>

Please click here to provide your consent for Vaughan to send you email notifications of New Bid Opportunities that match the Commodity Category(s) you have selected above.

Password Hint

Your password must be at least 6 characters in length, have 2 upper case characters and at least 1 special character (!@#\$%^)


Password *	Confirm Password *
<input type="password"/>	<input type="password"/>

Phone *	Extension
<input type="text" value="Area C"/> <input type="text" value="First 3 :"/> <input type="text" value="Last 4 #s"/>	<input type="text"/>

Primary Contact

[+ Invite Another Contact](#)

Upon successful creation, you will be taken to a screen indicating that your vendor account was successfully created.



Home > Bids, Tenders, Proposals

Successfully
Created Account

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

Thank you for creating your account with the City of Vaughan. Please click on one of the following links to continue.

City of Vaughan Online Bidding System – Vendor User Guide

LOGIN TO YOUR ACCOUNT

1. Click on the “**Login**” button on the Bid Opportunities homepage.

Bids Homepage Create Account **Login**

Welcome to the City of Vaughan Bid Opportunities Website.

The City of Vaughan's online system allows easy access to open bid opportunities.

If this is your first time visiting the online bid and tender opportunities we invite you to create an account by clicking Create Account below.

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Vendors are solely responsible for ensuring their vendor account information is kept current.

Once an account is created, they can preview the bid document at no charge. They can register as a Plan Taker for the bids that are of interest to them. There may be a document fee associated with some bid opportunities. The Bid Status column indicates whether the bids are open, closed or awarded.

TUTORIALS

Login Create Account

Search

Bid Name	Bid Status	Bid Closing Date	Days Left
RFPQ16-324 - PRE-QUALIFICATION OF A WATER PLAY VENDOR FOR BLOCK 40 DISTRICT PARK DEVELOPMENT	Open	Mon Oct 31, 2016 3:00:00 pm	6

[Bid Details](#) | [Advertisements](#) | [Download Documents \(1\)](#) | [Plan Takers \(7\)](#)

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

Bids Homepage Create Account **Login**

City of Vaughan Bids and Tenders Website Login

Use the username and password that was provided to you upon creating your account with the City of Vaughan to access your account.

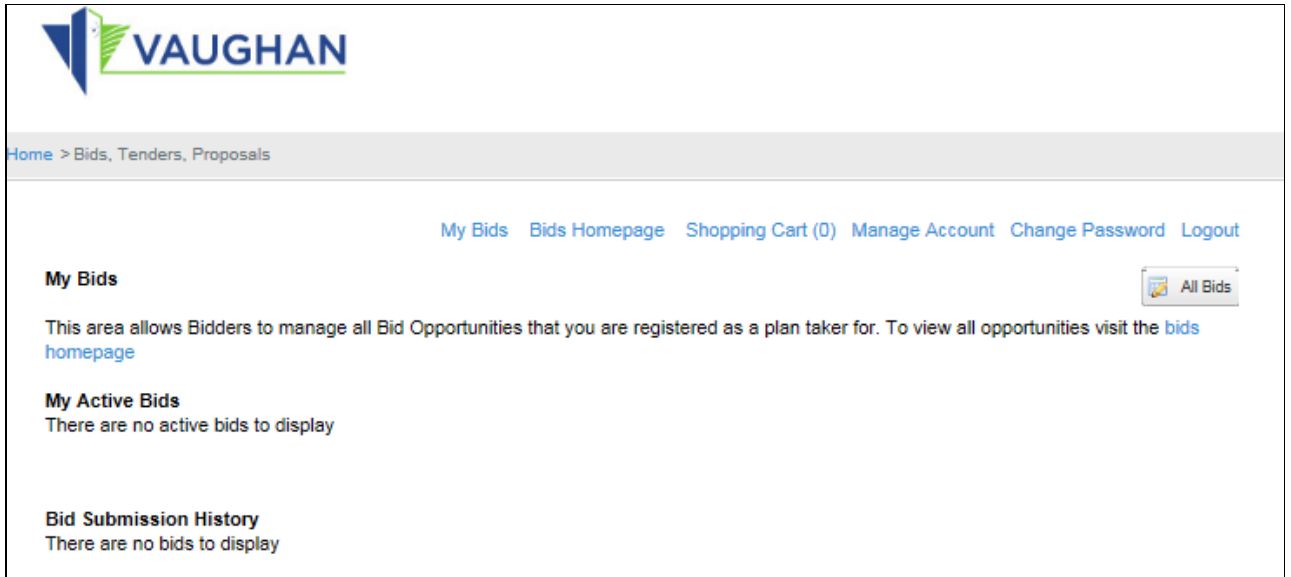
Email

Password

[Forgot Password?](#)

City of Vaughan Online Bidding System – Vendor User Guide

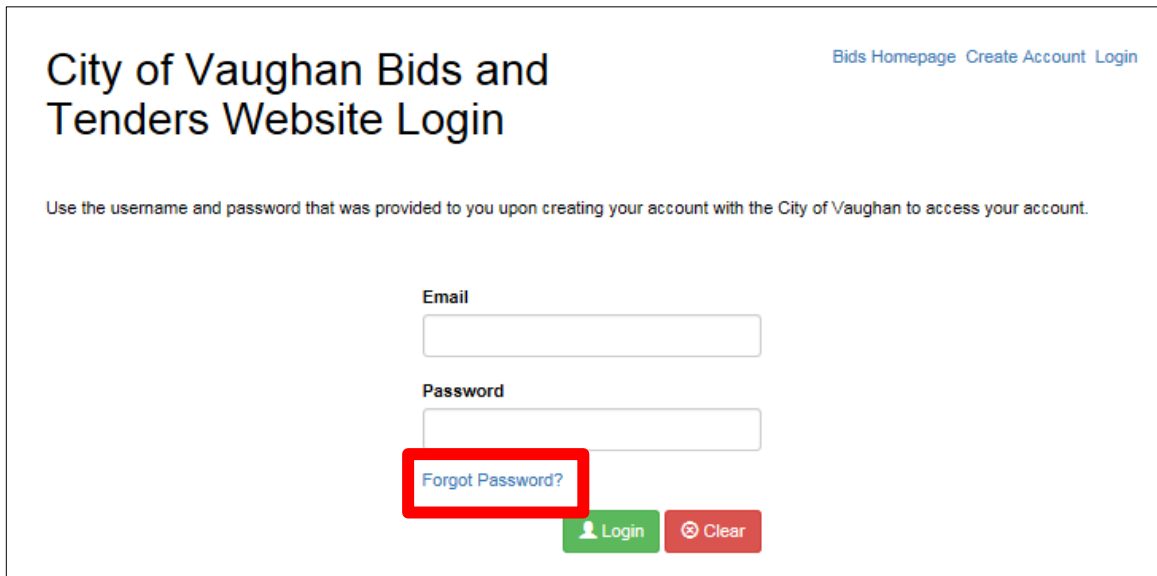
3. Once you are logged in, you should see the following screen.



City of Vaughan Online Bidding System – Vendor User Guide

FORGOT PASSWORD?

1. If you have forgotten your password, click on the “**Forgot Password?**” button.



City of Vaughan Bids and Tenders Website Login

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

Use the username and password that was provided to you upon creating your account with the City of Vaughan to access your account.

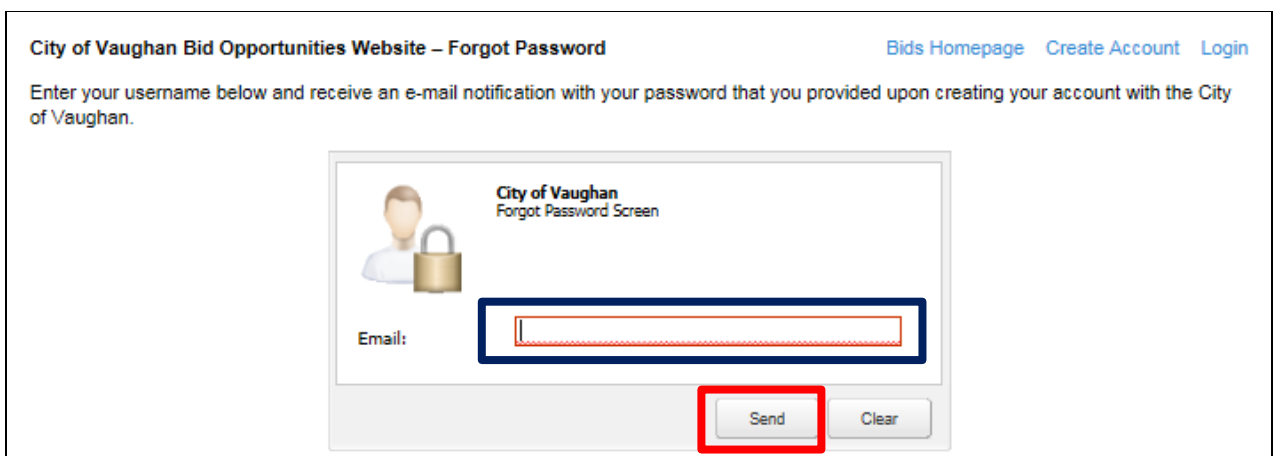
Email

Password

[Forgot Password?](#)

[Login](#) [Clear](#)

2. You will then be prompted to fill in your email address. Once complete, press on the “**Send**” button. You will then receive an email that will provide a link to reset your password.



City of Vaughan Bid Opportunities Website – Forgot Password

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

Enter your username below and receive an e-mail notification with your password that you provided upon creating your account with the City of Vaughan.

City of Vaughan
Forgot Password Screen

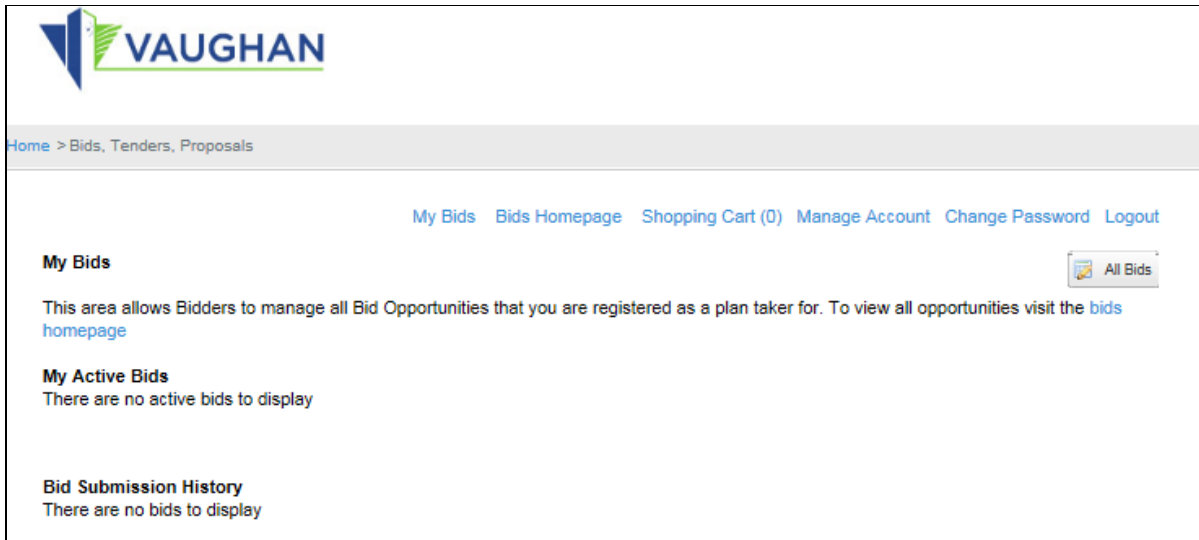
Email:

[Send](#) [Clear](#)

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CHANGE ACCOUNT DETAILS


1. Click 'Manage Account' near the top of the screen to edit your account settings / information. You must be signed in to change your account details.



VAUGHAN

Home > Bids, Tenders, Proposals

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


My Bids 

This area allows Bidders to manage all Bid Opportunities that you are registered as a plan taker for. To view all opportunities visit the [bids homepage](#)

My Active Bids
There are no active bids to display

Bid Submission History
There are no bids to display

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.



Manage Account Bids Homepage Manage Account Change Password Logout

The following form allows you to edit your account with Nacdor Energy. If you would like to change your password click the "Change password" checkbox.

Organization Details

Company Name: *

Address 1: *

Address 2:

Country: *

Province / State: *

City: *

Postal Code / Zip Code: *

Fax:

Website:

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



Contact(s)

First Name: *

Last Name: *

Email: *

Confirm Email: *

Phone: Ext *

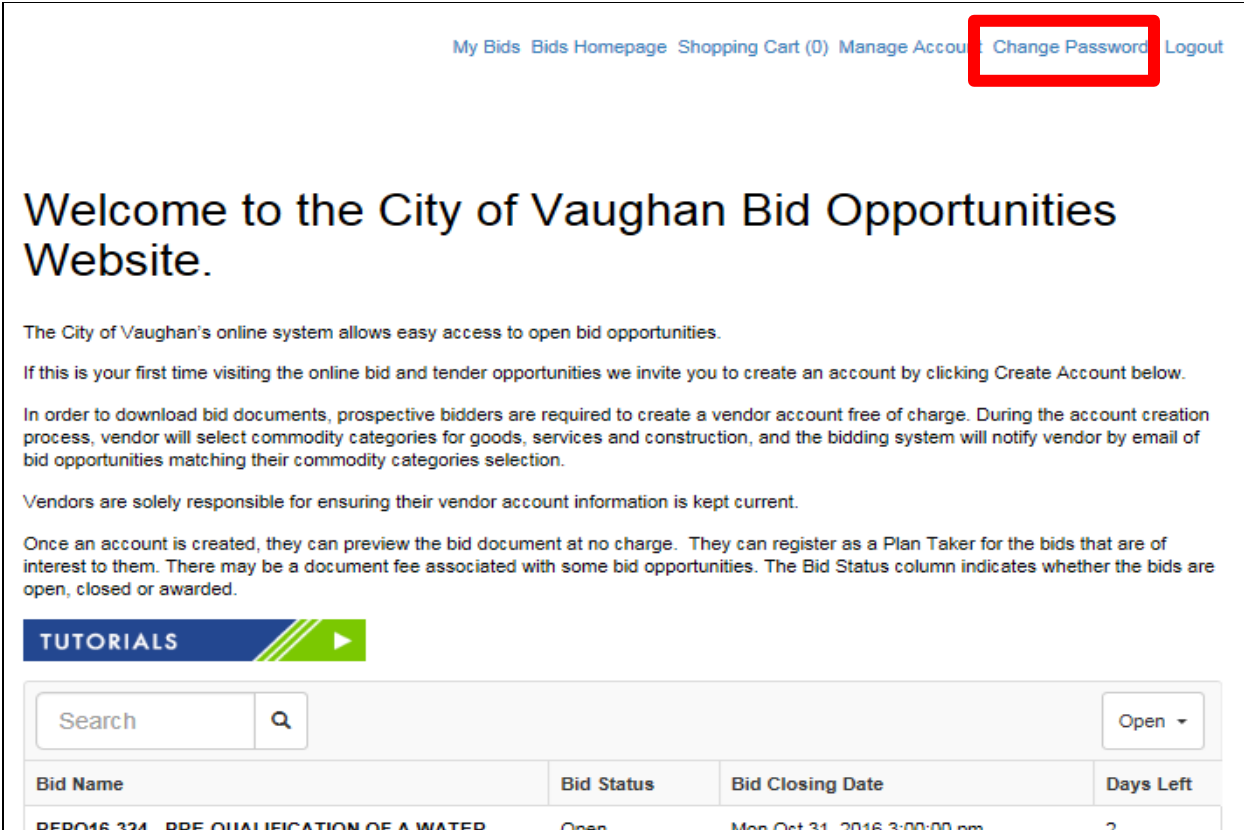
Primary Contact

Delete Contact

City of Vaughan Online Bidding System – Vendor User Guide

CHANGE YOUR PASSWORD

1. Login then, click the “**Change Password**” on near the top of the screen.



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

Welcome to the City of Vaughan Bid Opportunities Website.


The City of Vaughan's online system allows easy access to open bid opportunities.

If this is your first time visiting the online bid and tender opportunities we invite you to create an account by clicking Create Account below.

In order to download bid documents, prospective bidders are required to create a vendor account free of charge. During the account creation process, vendor will select commodity categories for goods, services and construction, and the bidding system will notify vendor by email of bid opportunities matching their commodity categories selection.

Vendors are solely responsible for ensuring their vendor account information is kept current.

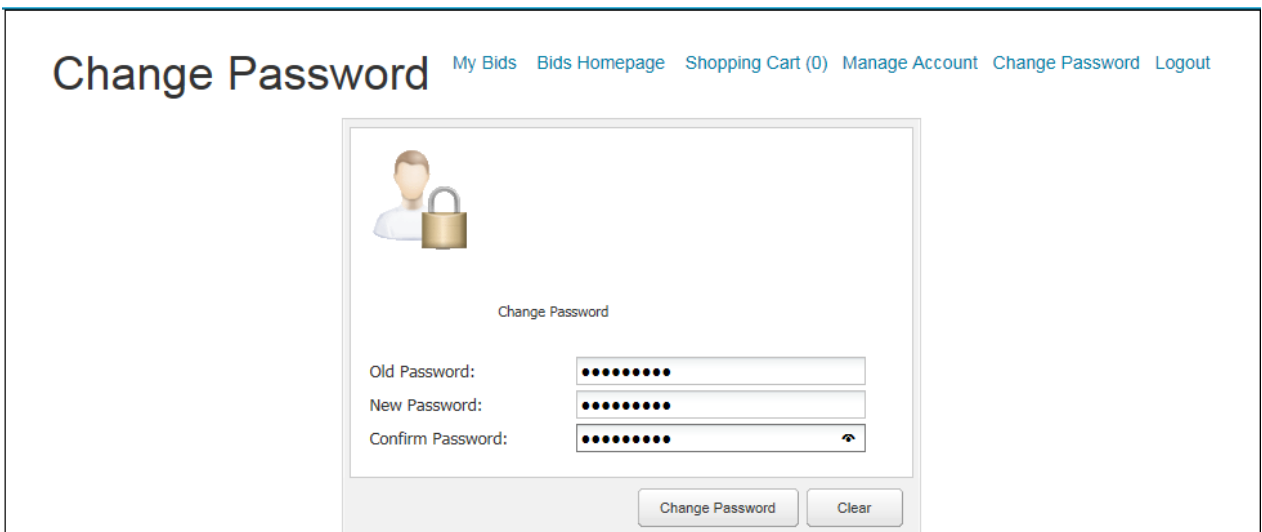
Once an account is created, they can preview the bid document at no charge. They can register as a Plan Taker for the bids that are of interest to them. There may be a document fee associated with some bid opportunities. The Bid Status column indicates whether the bids are open, closed or awarded.

TUTORIALS 

Search


Bid Name	Bid Status	Bid Closing Date	Days Left
RFPQ16-324 - PRE-QUALIFICATION OF A WATER	Open	Mon Oct 31, 2016 3:00:00 pm	2

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



Change Password

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



Change Password

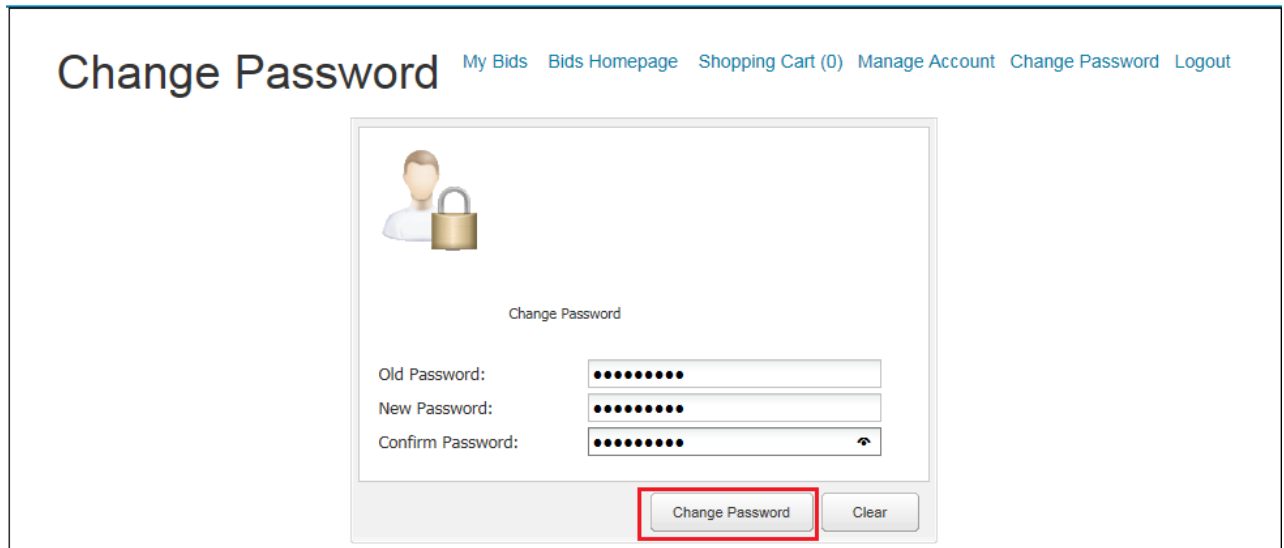
Old Password:

New Password:

Confirm Password:

City of Vaughan Online Bidding System – Vendor User Guide

3. Click on the “**Change Password**” button after you have provided your new password.



Change Password

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

Change Password

Old Password: [Masked Password]

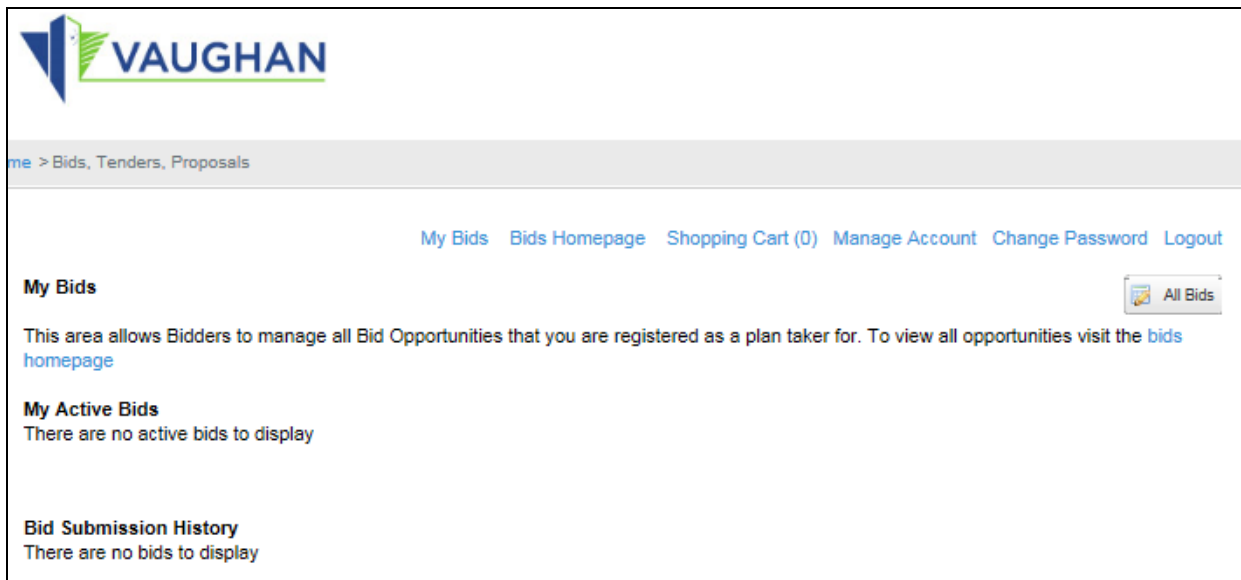
New Password: [Masked Password]

Confirm Password: [Masked Password]

Change Password Clear

LOGOUT


1. To logout out of your session, click the “**Logout**” near the top right hand side of the screen.



VAUGHAN

me > Bids, Tenders, Proposals

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

My Bids  All Bids

This area allows Bidders to manage all Bid Opportunities that you are registered as a plan taker for. To view all opportunities visit the [bids homepage](#)

My Active Bids
There are no active bids to display

Bid Submission History
There are no bids to display

City of Vaughan Online Bidding System – Vendor User Guide**SEARCH FOR BID OPPORTUNITIES**

1. Type in keywords in the 'Search' box (see screen shot below).
2. Select a bid status (drop down menu from status box located to the right of the 'Search' box) from the following options:

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 as a Plan Taker for the bid opportunity
Awarded	The bid opportunity was awarded to a vendor(s).
Cancelled	The bid opportunity was cancelled by the purchasing entity.
Unofficial	The bid has closed and the unofficial bid results have been posted

For example, to view bid opportunities which you can still bid on, ensure 'Open' is selected in the bid opportunity status drop down box.

The screenshot shows the City of Vaughan Bid Opportunities Website. At the top, it says "Welcome to the City of Vaughan Bid Opportunities Website." Below this, there is a "TUTORIALS" button with a play icon. There are two buttons: "Login" and "Create Account". A search bar is present with a magnifying glass icon. To the right of the search bar is a dropdown menu for bid status, which is highlighted with a red box and shows "Open" with a downward arrow. Below the search bar is a table with the following data:

Bid Name	Bid Status	Bid Closing Date	Days Left
T17-MOCK01 - MOCK01	Open	Mon Apr 24, 2017 3:00:00 pm	16

Below the table, there is a "Register for this Bid" button and links for "Bid Details", "Download Documents (1)", and "Plan Takers (0)".

3. Then, click "**Search**" to generate your results.

Once a bid has closed, you can view the results by choosing the 'Closed' status or 'Awarded' status.

City of Vaughan Online Bidding System – Vendor User Guide

BID DETAILS

- To view specific details pertaining to a bid opportunity, click the “**Bid Details**”.

The screenshot shows the 'TUTORIALS' header and a search bar containing 'mock'. Below the search bar is a table with the following columns: Bid Name, Bid Status, Bid Closing Date, and Days Left. The table contains one row for 'T17-MOCK01 - MOCK01' with a status of 'Open' and a closing date of 'Mon Apr 24, 2017 3:00:00 pm'. Below the table are buttons for 'Register for this Bid', 'Submit a Question', 'Bid Details' (highlighted with a red box), and 'Download Documents (1)'. A note states: '***Only Online Submissions will be Accepted for this Tender***'. At the bottom, there is a pagination control showing 'Page 1 of 1' and a 'Limit Results' dropdown set to '25'.

Bid Name	Bid Status	Bid Closing Date	Days Left
T17-MOCK01 - MOCK01	Open	Mon Apr 24, 2017 3:00:00 pm	17

Register for this Bid Submit a Question **Bid Details** Download Documents (1)

Only Online Submissions will be Accepted for this Tender

Page 1 of 1 Limit Results: 25 1- 1of 1items

Instructions

- On the bid details page, you will be able to see:
 - Bid Number
 - Full Bid Name
 - Bid Status
 - Published Date
 - Closing Date
 - Bid Fee (if applicable)
 - Bid Description
 - Specification documents
 - Number of Issued Addenda
 - Plan Takers

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View Details [My Bids](#) [Bids Homepage](#) [Shopping Cart \(1\)](#) [Manage Account](#) [Logout](#)

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

Bid Details

Bid Number: T17-MOCK01
 Bid Name: MOCK01
 Bid Status: **Open**
 Published Date: Friday April 7, 2017 12:15:00 AM
 Bid Closing Date: Monday April 24, 2017 03:00:00 PM
 Question Deadline:: Wednesday April 19, 2017 03:00:00 PM
 Bid Pricing: \$25.00 - Download Only
 Description: *****Only Online Submissions will be Accepted for this Tender*****

View Details [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Logout](#)

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

Bid Details

Bid Number: T17-MOCK-01
 Bid Name: Mock - Sidewalk Contract
 Bid Status: **Open**
 Published Date: Tuesday March 21, 2017 11:30:00 AM
 Bid Closing Date: Wednesday March 22, 2017 10:00:00 AM
 Question Deadline:: Tuesday March 21, 2017 03:00:00 PM
 Description: *****Only Online Submissions will be Accepted for this Tender*****

Advertisement(s)

File Name	Pages	
Advertisement Thursday March 16, 2017 03:26 PM	2	Download

Documents

File Name	Pages	
Standardized Certificate of Insurance Monday March 20, 2017 11:19 AM	--	Download
T17-MOCK-01-Mock - Sidewalk Contract.pdf Tuesday March 21, 2017 10:00 AM	--	Download

City of Vaughan Online Bidding System – Vendor User Guide

- If you would like to preview a single bid document, click “**Download**” next to the document, or, if you would like to preview all bid documents in one file, click on the “**Download Bid Documents**” button next to “Register for this Bid” button.

View Details [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Logout](#)

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

Bid Details

Bid Number: T17-MOCK-01
 Bid Name: Mock - Sidewalk Contract
 Bid Status: **Open**
 Published Date: Tuesday March 21, 2017 11:30:00 AM
 Bid Closing Date: Wednesday March 22, 2017 10:00:00 AM
 Question Deadline: Tuesday March 21, 2017 03:00:00 PM
 Description: *****Only Online Submissions will be Accepted for this Tender*****


Advertisement(s)

File Name	Pages	
Advertisement Thursday March 16, 2017 03:26 PM	2	<input type="button" value="Download"/>

Documents

File Name	Pages	
Standardized Certificate of Insurance Monday March 20, 2017 11:19 AM	--	<input type="button" value="Download"/>
T17-MOCK-01-Mock - Sidewalk Contract.pdf Tuesday March 21, 2017 10:00 AM	--	<input type="button" value="Download"/>

- A pdf file will download with “Preview” watermark.



THE CORPORATION OF THE CITY OF VAUGHAN

REQUEST FOR TENDER (RFT)

Cover Page

RFT / BID NO:	T17-MOCK01
RFT / BID NAME:	Mock – Sidewalk Contract
CLOSING TIME:	EST 10:00:00 a.m. on Wednesday March 22, 2017
DEADLINE FOR QUESTIONS:	EST 4:30:00 p.m. on Tuesday March 21, 2017
IF A SITE MEETING IS MANDATORY, DETAILS ARE AS FOLLOWS:	Date: N/A Time: Location: Other Details:

City of Vaughan Online Bidding System – Vendor User Guide

REGISTERING AS A PLAN TAKER

1. If you know that you would like to register as a plan taker for the bid, click one of the “**Register for this Bid**” buttons. (Only registered plan takers may bid on a bid opportunity)

View Details [My Bids](#) [Bids Homepage](#) [Shopping Cart \(1\)](#) [Manage Account](#) [Logout](#)

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

Bid Details

Bid Number: T17-MOCK01
 Bid Name: MOCK01
 Bid Status: **Open**
 Published Date: Friday April 7, 2017 12:15:00 AM
 Bid Closing Date: Monday April 24, 2017 03:00:00 PM
 Question Deadline:: Wednesday April 19, 2017 03:00:00 PM
 Bid Pricing: \$25.00 - Download Only
 Description: *****Only Online Submissions will be Accepted for this Tender*****

TUTORIALS

mock

Bid Name	Bid Status	Bid Closing Date	Days Left
T17-MOCK01 - MOCK01	Open	Mon Apr 24, 2017 3:00:00 pm	17

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

Only Online Submissions will be Accepted for this Tender***

Page 1 of 1 Limit Results: 25 1- 1of 1items

Instructions

City of Vaughan Online Bidding System – Vendor User Guide

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

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

Terms of Service

Your firm must be registered with the City of Vaughan's website at <https://vaughan.bidsandtenders.ca> to be notified of Addenda/Addendum for all City of Vaughan Bid Documents issued by the Procurement Services Department.

Amendments to Bid documents will be posted on this site in the form of Addenda/Addendum. The onus is with Bidders to ensure that they have downloaded all Addenda/Addendum posted prior to submission of their Bids, whether they have received notification from the City of Vaughan's website or not. Failure to acknowledge Addenda/Addendum on the bid submission form shall result in a non-compliant bid and rejection by the City.

The City of Vaughan is not responsible or liable whatsoever for misdirected notices of solicitations or for misdirected Addenda/Addendum which may result from Registered Vendors who fail to update their contact information.

Disclaimer

The City of Vaughan endeavours to keep the information on the "<https://vaughan.bidsandtenders.ca>" website up to date and correct, and makes no representations or warranties of any kind, express or implied about the completeness, timeliness, accuracy, reliability, suitability or availability with respect to the information contained on the website for any purpose. Any reliance you place on any materials on this website is therefore strictly at your own risk.

Although every effort is made to keep the website up and running smoothly, due to the nature of the Internet and the technology involved, the City of Vaughan assumes no responsibility or liability whatsoever for any temporary interruptions to, or unavailability of, the website due to any technical or other issues which are beyond the City's control, or for any loss, injury or damage suffered by any party which may result from accessing or using this website, or from any inability to use or access this website for any reason whatsoever. The City of Vaughan will not be liable for any false, inaccurate, outdated, inappropriate or incomplete information presented on the website and assumes no responsibility for any damages arising out of the use of this website.

- Depending on the type of bid opportunity, there may be a fee to download the bid document(s) and submitting a bid online; click on the radio button next to the document fee amount then select 'Continue'.

[Home](#) > Bids, Tenders, Proposals

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

Select Purchase Method

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

Bid Document for download only - \$25.00

City of Vaughan Online Bidding System – Vendor User Guide

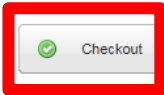
4. You will then be taken to the 'Shopping Cart' screen where you will need to hit the “**Checkout**” button.

[Home](#) > Bids, Tenders, Proposals

Shopping Cart
You are currently viewing your shopping cart, to add additional items to your cart go back to the [homepage and register](#)

All funds are in Canadian Dollars and we do not issue refunds.

Name	Description	Qty.	Price
T17-MOCK03	MOCK03 [Tender]	1	\$25.00 ✘
			SUBTOTAL: \$25.00
			HST (13%): \$3.25
			TOTAL: \$28.25



5. At the 'Payment Summary' screen you will need to select “**Credit Card**” in the drop down area for Payment method and complete the necessary procedures such as providing your credit card information.

Payment Summary

Item	Description	Quantity	Price
T17-MOCK03	MOCK03 [Tender]	1	\$25.00
			SUBTOTAL: \$25.00
			HST (13%): 3.25
			TOTAL: \$28.25

All funds are in Canadian dollars.

[Back To Cart](#)

Payment Method: * -- Select --

City of Vaughan Online Bidding System – Vendor User Guide

6. 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.



7. You will also receive an automated email confirming you have been successfully registered as a plan taker. *(Reminder: Please refer to “**Contact Information**” section on page 13 for the language of having multiple contacts on your vendor account.)* –

SUBMITTING QUESTION(S) FOR RELATED BID OPPORTUNITY

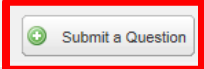
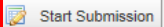
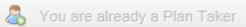

1. . Click on the “**Submit a Question**” button.

View Details [My Bids](#) [Bids Homepage](#) [Shopping Cart \(0\)](#) [Manage Account](#) [Logout](#)


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

Bid Details



Bid Number: T17-MOCK-01
Bid Name: Mock - Sidewalk Contract
Bid Status: **Open**
Published Date: Tuesday March 21, 2017 11:30:00 AM
Bid Closing Date: Wednesday March 22, 2017 10:00:00 AM
Question Deadline:: Tuesday March 21, 2017 03:00:00 PM
Description: *****Only Online Submissions will be Accepted for this Tender*****

Advertisement(s)

File Name	Pages	
Advertisement Thursday March 16, 2017 03:26 PM	2	 Download

Documents

File Name	Pages	
Standardized Certificate of Insurance Monday March 20, 2017 11:19 AM	--	 Download
T17-MOCK-01-Mock - Sidewalk Contract.pdf Tuesday March 21, 2017 10:00 AM	--	 Download

City of Vaughan Online Bidding System – Vendor User Guide

2. You will receive a pop up screen with the heading “Submit a Question”. Provide required information and your question in the available fields. Then click on the “**Submit**” button.

Submit a Question

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.

The City shall not be responsible for responding to questions that are sent other than this method. **The City 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 City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source other than the Procurement Representative.

Full Name:

Company Name:

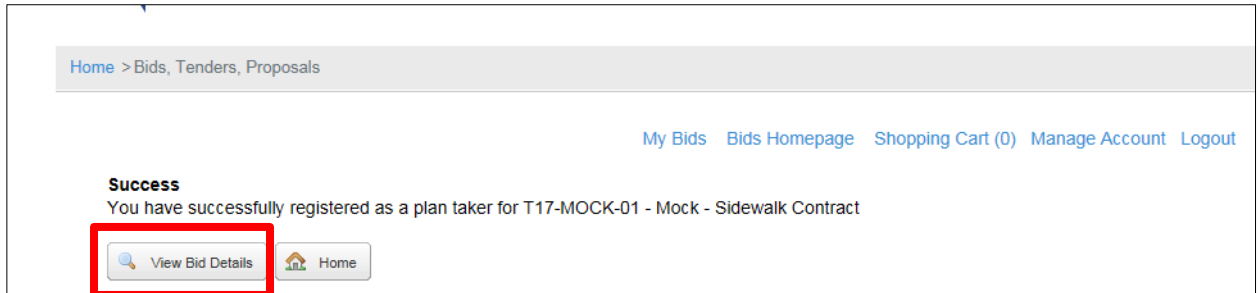
Email:

Question:

City of Vaughan Online Bidding System – Vendor User Guide

SUBMITTING A BID ONLINE

1. Register as a Plan Taker.
2. Click on the “**View Bid Details**” button.



3. 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**”.

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

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

Bid Details

Bid Number: T17-MOCK-01
 Bid Name: Mock - Sidewalk Contract
 Bid Status: **Open**
 Published Date: Tuesday March 21, 2017 11:30:00 AM
 Bid Closing Date: Wednesday March 22, 2017 10:00:00 AM
 Question Deadline:: Tuesday March 21, 2017 03:00:00 PM
 Description: *****Only Online Submissions will be Accepted for this Tender*****

[Submit a Question](#) [Start Submission](#) [You are already a Plan Taker](#) [Download Bid Documents](#)

Advertisement(s)		Pages	
File Name			
Advertisement Thursday March 16, 2017 03:26 PM		2	Download
Documents		Pages	
File Name			
Standardized Certificate of Insurance Monday March 20, 2017 11:19 AM		--	Download
T17-MOCK-01-Mock - Sidewalk Contract.pdf Tuesday March 21, 2017 10:00 AM		--	Download

City of Vaughan Online Bidding System – Vendor User Guide

4. Click **“Start Submission”** to submit your bid.

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

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

Bid Details

Bid Number: T17-MOCK-01
 Bid Name: Mock - Sidewalk Contract
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Advertisement(s)

File Name	Pages	
Advertisement Thursday March 16, 2017 03:26 PM	2	Download

Documents

File Name	Pages	
Standardized Certificate of Insurance Monday March 20, 2017 11:19 AM	--	Download
T17-MOCK-01-Mock - Sidewalk Contract.pdf Tuesday March 21, 2017 10:00 AM	--	Download

You will be directed to the Online Submission section

Step 1
Schedule of Prices

Step 2
Questions

Step 3
References & Subcontractors

Step 4
Documents & Bonding

Step 5
Addenda Terms & Conditions

Step 6
Preview Bid

Step 7
Submit Bid

Your bid has **not** been submitted. To submit your bid press the **Submit Bid** button.

Current Bid: T17-MOCK-01 - Mock - Sidewalk Contract Last updated by: Purchasing Team Vaughan
Wed Mar 22, 2017 10:13:35

Schedule of Prices

When inputting your unit price(s), the total field(s) will automatically calculate
 Red asterisk (*) 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. 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.
 When all of the required fields have been completed, click "Save My Bid" button.
 As each pricing table is filled in, a subtotal will be automatically generated and a green check mark will appear when the table has been completed.
 All prices submitted shall be in Canadian funds.
 Prices shall exclude Harmonized Sales Tax ("HST"), but shall include all other taxes and duties, as well as any reduction in the Contractor's operating costs due to rebating of any sales taxes.
 All work performed under the Contract will be subject to HST only.
 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, at the unit prices, and/or lump sums, hereinafter stated.
 The Bidder also understands and accepts that the quantities shown in the Bid Documents are approximate estimates only and are subject to increase, decrease or deletion entirely if found not to be required.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
T17-MOCK-Bid Form Section A - Sidewalk Construction	0	0	0	Yes	\$0.00		
T17-MOCK-Bid Form Section B - Remaining Work Replacements	3	0	0	Yes	\$0.00		

T17-MOCK-Bid Form Section A - Sidewalk Construction

Item	Sidewalk A Section - Description	Unit of Measure	Quantity	Unit Bid Price*	Extended Bid Price
A.01	Project Signs	ea	2	\$ <input type="text"/>	\$ <input type="text"/>
A.02	Engineers field office	L.S.	1	\$ <input type="text"/>	\$ <input type="text"/>
A.03	Remove Existing Concrete Sidewalk	m2	14	\$ <input type="text"/>	\$ <input type="text"/>
A.04	Construct 125 mm thick concrete sidewalk	m2	415	\$ <input type="text"/>	\$ <input type="text"/>
A.05	Remove and replace existing concrete curb	m	2	\$ <input type="text"/>	\$ <input type="text"/>
A.06	Install cast iron tactile warning plates	ea	20	\$ <input type="text"/>	\$ <input type="text"/>

City of Vaughan Online Bidding System – Vendor User Guide

The bar at the top of the screen will indicate your progress in completing the **7 potential sections/submission requirements**

- Schedule of Prices
- Questions and Specifications
- References and Subcontractors
- Documents & Bonding
- Addenda & Declarations
- Preview Bid
- Submit Bid

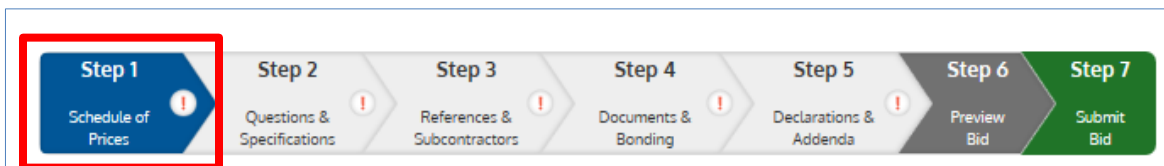
and the time remaining to complete your submission prior to the bid closing time will be indicated in the top right corner of the page.

The check mark indicates that the section has been completed, and the red exclamation mark indicates that the section has not yet been completed.

Note: Depending on the type of submission, not all 7 sections will be required for submission.



5. Click on the '**Schedule of Prices**' Section



If the 'Schedule of Prices' section is applicable, fill out the required text fields within the bid price table (click on tab to see if applicable).

When inputting your unit price(s), the total field(s) will automatically calculate

Red asterisk (*) 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.

City of Vaughan Online Bidding System – Vendor User Guide

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**” inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

Step 1
Schedule of Prices
Step 2
Questions
Step 3
References & Subcontractors
Step 4
Documents & Bonding
Step 5
Addenda, Terms & Conditions
Step 6
Preview Bid
Step 7
Submit Bid

Your bid has not been submitted. To submit your bid press the Submit Bid button.

Current Bid:

Last updated by: Purchasing Team Vaughan
Wed Mar 22, 2017 10:12:35

T17-MOCK-01 - Mock - Sidewalk Contract

Schedule of Prices

When inputting your unit price(s), the total field(s) will automatically calculate

Red asterisk (*) 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. 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.

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

As each pricing table is filled in, a subtotal will be automatically generated and a green check mark will appear when the table has been completed.

All prices submitted shall be in Canadian funds.

Prices shall exclude Harmonized Sales Tax ("HST"), but shall include all other taxes and duties, as well as any reduction in the Contractor's operating costs due to rebating of any sales taxes.

All work performed under the Contract will be subject to HST only.

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, at the unit prices, and/or lump sums, hereinafter stated.

The Bidder also understands and accepts that the quantities shown in the Bid Documents are approximate estimates only and are subject to increase, decrease or deletion entirely if found not to be required.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
T17-MOCK-Bid Form Section A - Sidewalk Construction	6	0	0	Yes	\$0.00		
T17-MOCK-Bid Form Section B - Retaining Wall Replacements	3	0	0	Yes	\$0.00		

T17-MOCK-Bid Form Section A - Sidewalk Construction

Item	Sidewalk Section - Description	Unit of Measure	Quantity	Unit Bid Price	Extended Bid Price
A.01	Project Signs	ea	2	\$ <input type="text"/>	\$ <input type="text"/>
A.02	Engineers field office	L.S.	1	\$ <input type="text"/>	\$ <input type="text"/>
A.03	Remove Existing Concrete Sidewalk	m2	14	\$ <input type="text"/>	\$ <input type="text"/>
A.04	Construct 125 mm thick concrete sidewalk	m2	415	\$ <input type="text"/>	\$ <input type="text"/>
A.05	Remove and replace existing concrete curb	m	2	\$ <input type="text"/>	\$ <input type="text"/>
A.06	Install cast iron tactile warning plates	ea	20	\$ <input type="text"/>	\$ <input type="text"/>

City of Vaughan Online Bidding System – Vendor User Guide

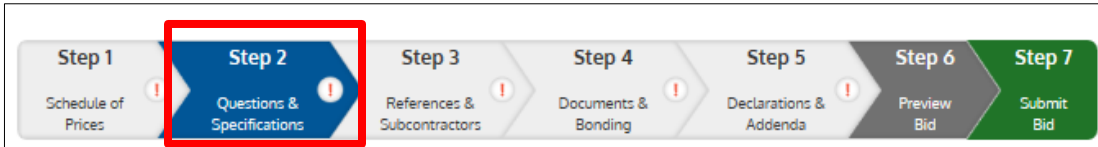
Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
T17-MOCK-Bid Form Section A - Sidewalk Construction	6	0	0	Yes	\$41,066.00	Edit	
T17-MOCK-Bid Form Section B - Retaining Wall Replacements	3	0	0	Yes	\$0.00	Edit	
T17-063 Bid Form Provisional Section D - Islington Avenue - COPY	1	0	0	Yes	n/a	Edit	
Subtotal Contract Amount: \$41,066.00							
T17-MOCK-Bid Form Section A - Sidewalk Construction							
Item	Sidewalk Section - Description	Unit of Measure	Quantity	Unit Bid Price*	Extended Bid Price		
A.01	Project Signs	L.S.	1	\$ 2,000.00	\$ 2,000.00		
A.02	Engineers field office	L.S.	1	\$ 2,000.00	\$ 2,000.00		
A.03	Remove Existing Concrete Sidewalk	m2	18	\$ 50.00	\$ 900.00		
A.04	Construct 125 mm thick concrete sidewalk	m2	415	\$ 160.00	\$ 66,400.00		
A.05	Remove and replace existing concrete curb	m	2	\$ 80.00	\$ 160.00		
A.06	Install cast iron tactile warning plates	ea	20	\$ 30.00	\$ 600.00		

As each pricing table is filled in, a subtotal will be automatically generated and a **green check** mark will appear when the table has been completed

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
T17-MOCK-Bid Form Section A - Sidewalk Construction	6	0	0	Yes	\$41,066.00	Edit	
T17-MOCK-Bid Form Section B - Retaining Wall Replacements	3	0	0	Yes	\$0.00	Edit	
T17-063 Bid Form Provisional Section D - Islington Avenue - COPY	1	0	0	Yes	n/a	Edit	
Subtotal Contract Amount: \$41,066.00							
T17-MOCK-Bid Form Section A - Sidewalk Construction							
Item	Sidewalk Section - Description	Unit of Measure	Quantity	Unit Bid Price*	Extended Bid Price		
A.01	Project Signs	L.S.	1	\$ 2,000.00	\$ 2,000.00		
A.02	Engineers field office	L.S.	1	\$ 2,000.00	\$ 2,000.00		
A.03	Remove Existing Concrete Sidewalk	m2	18	\$ 50.00	\$ 900.00		
A.04	Construct 125 mm thick concrete sidewalk	m2	415	\$ 160.00	\$ 66,400.00		
A.05	Remove and replace existing concrete curb	m	2	\$ 80.00	\$ 160.00		
A.06	Install cast iron tactile warning plates	ea	20	\$ 30.00	\$ 600.00		

City of Vaughan Online Bidding System – Vendor User Guide

6. *Questions and Specifications section* - Click **“Questions & Specifications”** on the progress bar to continue. Complete if applicable/required.



Please provide answers to any required questions (if any) and Click on **“Save My Bid”** when complete.

Questions

Please provide your registered HST Number.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
Privacy & Information	1	0	0	No	n/a	Edit	
Disclosure	1	0	0	No	n/a	Edit	

Disclosure

If Bidder does not have any disclosure as identified in the Disclosure table below, click on the "We will not be submitting for Disclosure" button.

Otherwise, Bidder shall provide specific details of disclosure indicated in below section:

We will not be submitting for Disclosure

For example, if you do not have any disclosure or confidential information to declare, select the option of **“We will not be submitting for Disclosure”** or **“We will not be submitting for Privacy & Information”**.

Disclosure

If Bidder does not have any disclosure as identified in the Disclosure table below, click on the "We will not be submitting for Disclosure" button.


Otherwise, Bidder shall provide specific details of disclosure indicated in below section:

We will not be submitting for Disclosure

City of Vaughan Online Bidding System – Vendor User Guide

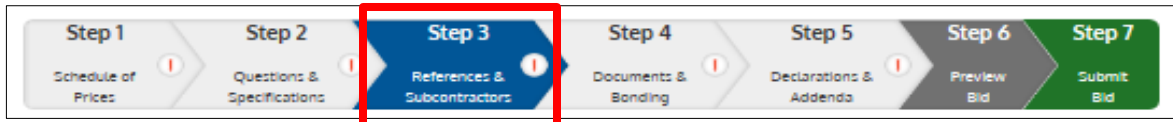
General Requirements

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 P2 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 P2 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 asterisk (*) within the table denotes a “MANDATORY” line item. This would need to be completed in order to successfully submit a bid.

7. *References and Subcontractor section* - Click on “**References & Subcontractors**” on the progress bar to continue. Complete if applicable/required.



This will bring you to the References & Subcontractors section. If references are required, complete the section.


REFERENCES

All references stated shall be for the same or similar scope of Work as the one described in the Bid Documents.

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.

The City reserves the right to use contact references to obtain information about Bidder's (and any other named entity's) quality of service, reliability, responsive, correction of defects etc.

Failure to provide references as required may result in inability to submit a Bid online and/or Bid disqualification after submission.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	
List References	12	4	0	Yes	 Edit !

List References

Information	Project A	Project B	Project C
*Project Name	<input type="text"/>	<input type="text"/>	<input type="text"/> *
*Project Description	<input type="text"/>	<input type="text"/>	<input type="text"/> *

City of Vaughan Online Bidding System – Vendor User Guide

8. Subcontractors. If you will be using subcontractors, fill out the necessary boxes. To add additional subcontractors, click “**Add Subcontractor**”.

LIST OF SUBCONTRACTORS FORM

Provide type of Work and subcontractor proposed to be used.

The Bidder acknowledges that all subcontractors whom it proposes to use to carry out any of the Work, who are non-resident in Ontario or Canada, will be required to obtain a GST/HST Registration Number before they commence any work under the Contract.

If trades are listed below and a subcontractor is not required, state OWN FORCES.

Bidders shall not show "Own Forces" in their list of subcontractors, except where the Bidder's intent is to employ the Bidder's own qualified on-staff personnel to perform such work.

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 proposed subcontractors (such use may result in Bid disqualification). One subcontractor name shall be indicated for each Subcontractor Category.

No names, either of proposed subcontractors or "Own Forces" may be changed after submission of this List of the Subcontractors unless prior written approval is received from the Owner (see Instructions to Bidders for further details).

The Owner reserves the right to reject a proposed subcontractor for reasonable cause. Upon such rejection, the Bidder shall be required to propose an alternate subcontractor without and other resulting change to the Bid.

The awarded Bidder may be required to produce a schedule of references for all or any proposed subcontractors.

The awarded Bidder shall only use those subcontractors approved by the Owner and shall be held fully responsible to the Owner for the acts and omissions of its subcontractors.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	
List subcontractors	3	1	10	No	Edit

List subcontractors
 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	Sub-Contractor	Contact Name	Contact Number	Contact e-mail



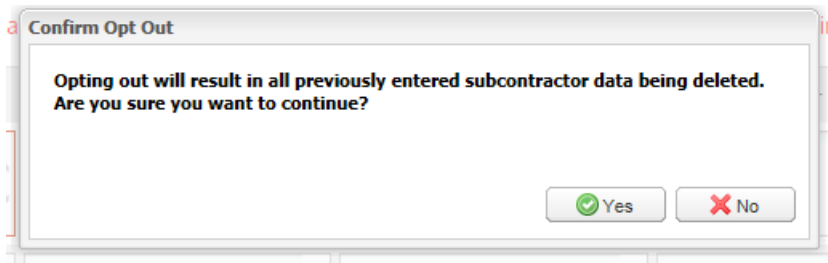
9. If you will not be using subcontractors, click on the “**Confirm no Subcontractors/Own Forces**” box

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

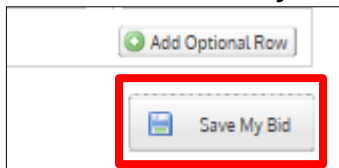
Type of Work	Sub-Contractor	Contact Name	Contact Number	Contact e-mail



City of Vaughan Online Bidding System – Vendor User Guide

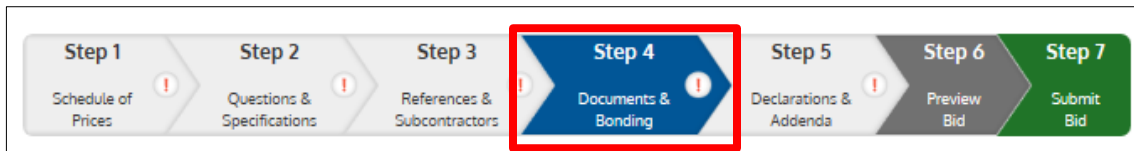


10. Click on the “**Save My Bid**” button at the bottom of the page.



City of Vaughan Online Bidding System – Vendor User Guide

11. *Documents & Bonding section* - Click on “**Documents & Bonding**” on the progress bar to continue. Complete if applicable/required.



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

To upload a document, follow these steps:

- I. Click on the “**Browse**” button to locate the file on your computer or network;
- II. Click on the “**upload**” button;
- III. 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.
- IV. If you need to remove the document, click on 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 on “**Save My Bid**” at the bottom of the page.

Maximum file upload size is 500 MB

WSIB Clearance Certificate

Upload:

Insurance Certificate

Upload:

Previously Uploaded: [Standardized Certificate of Insurance form 10-30-2015.pdf](#)

Uploaded: April 08, 2017 11:15:33 AM

City of Vaughan Online Bidding System – Vendor User Guide

13. Bonding Upload Section

If required by the bid document (e.g. RFT or RFP) Bidders shall submit with their on-line bid submission

- i. A Bid Bond (Digital) in the form of Bid Bond included in the bid document, in the amount of ten (10%) percent of the Total /Subtotal Contract Amount (from section 1 ‘Schedule of Prices – Summary Table’); and
- ii. An Undertaking to provide a Letter of Credit or Agreement to Bond / Consent of Surety (Digital) in the form provided in the bid document and in the required amount as stated in the bid document.

The screenshot shows two upload sections. The first section, titled "Bid Bond", has an "Upload:" field with a "Browse..." button marked with a red asterisk. Below it, it shows "Previously Uploaded: Bid Bond.docx" and "Uploaded: April 08, 2017 11:02:58 AM" with a "Remove" button. The second section, titled "Undertaking to Bond", has an "Upload:" field with a "Browse..." button marked with a red asterisk.

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

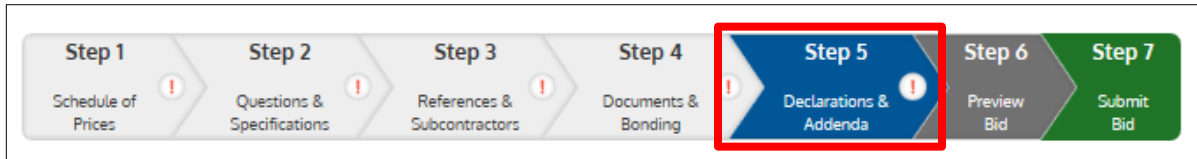
- i. Locate the file or folder that you want to compress.
- ii. Right-click the file or folder, point to **send to**, and then click **Compressed (zipped) folder**.

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.

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

City of Vaughan Online Bidding System – Vendor User Guide

15. *Declarations & Addenda Section* - Click on “**Declarations & Addenda**” of bid submission on the top progress bar to continue.



16. The “Declarations & Addenda” section which contains important Bidder acknowledgements / declarations will load:

BIDDER DECLARATIONS

1. The Bidder, by submitting this Bid offers to enter into a contract with The Corporation of the City of Vaughan (the “City”) to perform the Work described in the Bid Documents, do and fulfill everything indicated in the Contract, and complete the Work strictly in accordance with the Contract Documents within the timelines specified therein at the unit and lump sum prices submitted in the Schedule of Prices.
2. The Bidder acknowledges that if this Bid is accepted, the Schedule of Prices will be form part of the Contract.
3. The Bidder acknowledges that the quantities included in the Schedule of Prices are an estimate of the City’s requirements and there is no guarantee that the full quantities of products or work will be required or purchased. The Bidder agrees that in the event that Contract requirements exceed the estimates, payment for those item(s) exceeding the estimates will be made at the tendered price(s) for the item (s).
4. The Bidder confirms that all prices submitted are in Canadian funds.
5. The Bidder confirms that it’s prices exclude Harmonized Sales Tax (“HST”), but include all other taxes and duties, as well as any reduction in the Contractor’s operating costs due to rebating of any sales taxes. The Bidder agrees that all work performed under the Contract will be subject to HST only.
6. The Bidder agrees that this Bid shall remain open for acceptance, and that the prices will remain firm and unchanged, for the irrevocability period specified in the Bid Documents and the City may at, any time within this period, accept this Bid regardless of whether any other Bid has been previously accepted or not.
7. The Bidder acknowledges that if its Bid is accepted and the Bidder fails to properly execute and return the Agreement, in triplicate, to the City, or fails to deliver the bonds, proof of insurance and all other documents required to be delivered to the City upon execution of the Contract, as outlined in the Notification of Award, or if the Bidder purports to improperly withdraws its Bid, the City may, at its option, consider that the Bidder has abandoned its Bid and the acceptance by the City shall be null and void and the City may exercise its rights as outline in the Bid Documents and for certainty:
 - (a) the City may retain the proceeds of the bid deposit as liquidated damages; and
 - (b) the Bidder shall immediately pay to the City the difference between the amount of the Bidder’s Bid and any other Bid that the City accepts if the other Bid is for a greater amount and any costs that the City incurs by reason of recalling the Bids; and
 - (c) in addition, the Bidder shall indemnify and hold harmless the City, its Council members, employees, successors and assigns, from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the City and against all losses, liabilities, judgments, claims, suits, demands or expenses which the City may sustain, suffer or be put to resulting from, or arising out of, the undersigned’s unauthorized withdrawal of its Bid or failure to execute the Agreement.

City of Vaughan Online Bidding System – Vendor User Guide

17. After carefully reading the “Bidder Declarations” and determining that Bidder is in agreement therewith, **check off the box to indicate your agreement** (see screen shot below).
18. Enter you’re the first, last name and title of your duly authorized representative in the available fields (see screen shot below).
19. Check off “**Yes**” or “**No**” (see screen shot below) to indicate if there is any potential conflict of interest (as defined in the bid document or City’s Corporate Procurement Policy).

BID IRREVOCABLE PERIOD

a. Unless properly withdrawn, Bids are irrevocable for a sixty (60) Working Day period, starting on the RFT closing date.

b. If for any reason a Contract with a successful Bidder is not executed within sixty (60) Working Days from the Bid closing time, City may (without notice or liability) award that Contract to another Bidder.

The Bidder agrees to be bound by all terms and conditions contained in the Bid Documents, and the person named below has the authority to submit this Bid on behalf of the Bidder and has the authority to bind the Bidder.

First Name:

Last Name:

Title:

The Bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest?

Yes No

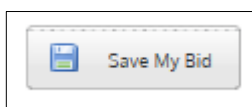
20. Check the box(es) to acknowledge you have reviewed all addenda and attachments, if applicable (see screen shot below).

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
Addendum 2 - T17-MOCK-01 Fri March 24 2017 10:41 AM	<input checked="" type="checkbox"/>	2
Addenda #1 Tue March 21 2017 02:30 PM	<input checked="" type="checkbox"/>	1

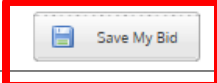
21. Click on the “**Save My Bid**” button. (See screen shot below).



City of Vaughan Online Bidding System – Vendor User Guide**SAVING YOUR BID**

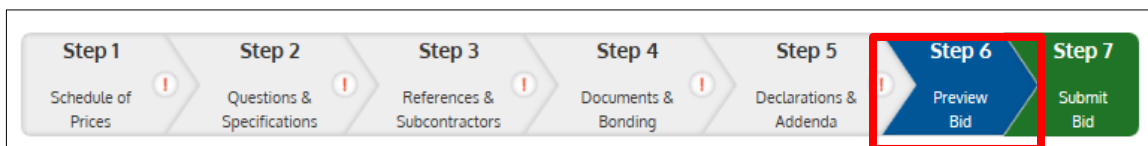
22. Click “**Save My Bid**” at any time to save your work.

Item number	Item Description	Unit	Quantity	Unit Bid Price*	Extended Bid Price
A.01	Project Signs - SP	each	2	\$ <input type="text"/>	\$ <input type="text"/>
A.02	Field office (Provisional) - SP	L.S.	1	\$ <input type="text"/>	\$ <input type="text"/>
A.03	Clearing and Grubbing - SP, OPSS 201, OPSS.MUNI 510	L.S.	1	\$ <input type="text"/>	\$ <input type="text"/>
A.04	Remove Existing Concrete Sidewalk - OPSS.MUNI 510, SP	m2	30	\$ <input type="text"/>	\$ <input type="text"/>
A.05	Construct 125 mm thick concrete sidewalk - OPSS 351, SP	m2	430	\$ <input type="text"/>	\$ <input type="text"/>
A.06	Remove and replace existing concrete curb - OPSS 510, 353, SP	m	6	\$ <input type="text"/>	\$ <input type="text"/>
A.07	Install cast iron tactile warning plates - SP	each	8	\$ <input type="text"/>	\$ <input type="text"/>



SUMBIT A QUESTION**PREVIEW MY BID**

23. Click “**Preview My Bid**” to view an HTML version of your bid submission. Please see below for trouble shooting tips in the event an error message is received.



The progress bar consists of seven steps:

- Step 1: Schedule of Prices
- Step 2: Questions & Specifications
- Step 3: References & Subcontractors
- Step 4: Documents & Bonding
- Step 5: Declarations & Addenda
- Step 6: Preview Bid** (highlighted with a red box)
- Step 7: Submit Bid

24. 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 appear to the system to be completed your bid would be validated successfully.

***At the ‘Preview Bid’ stage your electronic bid is in draft form and has not been submitted.**

If there are no warnings or errors and validation is successful, you may try and submit your bid by clicking on the “**Submit Bid**” tab.

*** City reserves the right to review, inspect and disqualify for non-compliance if City personnel become aware of an instance of non-compliance not detected by the system.**

City of Vaughan Online Bidding System – Vendor User Guide

T17-MOCK-01 - Mock - Sidewalk Contract

Opening Date: March 21, 2017 11:30 AM
Closing Date: March 28, 2017 10:00 AM

Vendor Details

Company Name: TEST VENDOR

Address: -

Contact: Test Primary Contact

Email: test@primarycontact.ca

Phone: --

HST#: --

Submission Details

Created On: Friday March 17, 2017 16:19:17

Submitted On: -

Submitted By: Test Primary Contact

Email: test@primarycontact.ca

Transaction #: -

Submitter's IP Address: -

Summary Table

Bid Form	Amount
ADD #2-T17-MOCK-Bid Form Section A - Sidewalk Construction	\$49,890.00
T17-MOCK-Bid Form Section B - Retaining Wall Replacements	\$17,900.40
Subtotal Contract Amount:	\$17,900.40

Bid Questions

Please provide your registered HST Number. 123456789

Schedule of Prices

When inputting your unit prices, the total field(s) will automatically calculate.

Red asterisk (*) within the table denotes a "MANDATORY" line item. This would need to be completed in order to successfully submit 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 (*) 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 \$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 you wish to bid on.

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

As each pricing table is filled in, a subtotal will be automatically generated and a green check mark will appear when the table has completed.

All prices submitted shall be in Canadian funds.

Prices shall exclude Harmonized Sales Tax ("HST"), but shall include all other taxes and duties, as well as any reduction in the Contractor's operating costs due to rebating of any sales taxes.

All work performed under the Contract will be subject to HST only.

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, at the unit and/or lump sums, hereinafter stated.

The Bidder also understand and accepts that the quantities shown in the Bid Documents are approximate estimates only and are to increase, decrease or deletion entirely if found not to be required.

ADD #2-T17-MOCK-Bid Form Section A - Sidewalk Construction

Item	Sidewalk Section - Description	Unit of Measure	Quantity	Unit Bid Price	Extended Bid Price
A.01	Project Sign	L.S.	1	\$10,000.00	\$10,000.00
A.02	Engineers field office	L.S.	1	\$10,000,000.00	\$10,000,000.00
A.03	Remove Existing Concrete Sidewalk	m2	10	\$10,000.00	\$100,000.00
A.04	Construct 125 mm thick concrete sidewalk	m2	418	\$10,000.00	\$4,180,000.00
A.05	Remove and replace existing concrete curb	m	1	\$100,000.00	\$100,000.00
A.06	Install cast iron tactile warning plates	ea	20	\$10,000.00	\$200,000.00
				Subtotal Contract Amount:	\$49,890.00

T17-MOCK-Bid Form Section B - Retaining Wall Replacements

Item	Retaining Wall Section - Description	Unit of Measure	Quantity	Unit Bid Price	Extended Bid Price
B.01	Remove existing judgement wall and salvage stone	L.S.	1	\$10,000,000.00	\$10,000,000.00
B.02	Supply and Install Manufacturer Green Trenchless Wall System as per Manufacturer's Specifications	m2	300	\$200,000.00	\$60,000,000.00
B.03	Supply and Install pedestrian hand rail as per City Std. H-6	m	30	\$10,000.00	\$300,000.00
				Subtotal Contract Amount:	\$17,900.40

- (a) The Bidder is a corporation validly subsisting under the laws of the Jurisdiction in which it was incorporated and has full corporate power and capacity to submit this Bid and enter into an Agreement arising from this Bid, and
- (b) All necessary corporate action has been taken by the Bidder to authorize the execution and delivery of this Bid.
- 19. Privacy and Information**
- (a) All Bids are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M.36 ("MFIPPA")
- (b) In accordance with MFIPPA, the personal information provided by Bidders in response to this Request for Tender is being collected under the authority of the Municipal Act, 2001, SO 2001, c.29 and will be used exclusively in the selection process.
- (c) All Bids submitted shall become the property of the City.
- (d) In accordance with the requirements of MFIPPA, Bidders shall identify in their Bid any specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete Bids shall not be identified as confidential.
- (e) Should you have any questions in this regard, please contact the City's Access and Privacy Officer in the Office of the City Clerk at 905-832-8585 extension 8967.
- 20. Acknowledgement of Receipt of Addenda**
- (a) The Bidder shall acknowledge receipt of addenda by checking the boxes in the "I have reviewed the below addendum and attachment (if applicable)" column below.
- (b) Bids that do not contain evidence of receipt of all addenda will be deemed to be "INCOMPLETE" and will not be accepted in the Bidding system website.
- (c) The Bidder acknowledges and agrees that the addenda listed below form part of the Bid Documents.
- BID IRREVOCABLE PERIOD**
- a. Unless properly withdrawn, Bids are irrevocable for a sixty (60) Working Day period, starting on the Bid closing date.
- b. If for any reason a Contract with a successful Bidder is not executed within sixty (60) Working Days from the Bid closing time, City may (without notice or liability) award that Contract to another Bidder.
- c. The Bidder agrees to be bound by all terms and conditions contained in the Bid Documents, and the person named below has the authority to submit this Bid on behalf of the Bidder and has the authority to bind the Bidder. - Vaughan City Hall, Owner
The Bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest? YES NO

Please provide any potential conflict of interest details.

Potential 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 the below addendum and attachments (if applicable)	Pages
Addendum 2 - T17-MOCK-01 Fri March 24 2017 10:41 AM	<input type="checkbox"/>	2
Addenda #1 Tue March 21 2017 02:50 PM	<input type="checkbox"/>	1

City of Vaughan Online Bidding System – Vendor User Guide

ERRORS WITH BID SUBMISSION

25. After clicking on the “**Preview Bid**” button to validate your bid submission, you may see a red box, indicating “Warnings” or “Errors”. If there are no warnings or errors, you may try and submit your bid by hitting the “Submit Bid” tab.
- i. 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.
 - ii. An error will prevent you from submitting your bid submission.

The screenshot shows a progress bar with seven steps: Step 1 (Schedule of Prices), Step 2 (Questions), Step 3 (References & Subcontractors), Step 4 (Documents & Bonding), Step 5 (Addenda, Terms & Conditions), Step 6 (Preview Bid), and Step 7 (Submit Bid). Steps 1, 2, and 4 are completed with green checkmarks. Step 3 has a red exclamation mark. Step 5 has a red exclamation mark. Step 6 is highlighted in blue, and Step 7 is highlighted in green. Below the progress bar, a pink message box states: "Your bid has not been submitted. To submit your bid press the Submit Bid button." Below this, the contract title "T17-MOCK-01 - Mock - Sidewalk Contract" is displayed. A large pink error box contains the following text:

BID INCOMPLETE ERRORS

Subcontractors

- Row 2 in table 05 - List subcontractors is missing a required value Fix it!
- Row 3 in table 05 - List subcontractors is missing a required value Fix it!

Terms & Conditons

- You must agree to the terms and conditions and provide your full name and title. Fix it!

26. The error details will be listed. You may be missing some required details/sections for your submission. Click “**Fix It**” 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 error message box from the previous screenshot. The text is identical. The "Fix it!" buttons are highlighted with a red rectangular box.

BID INCOMPLETE ERRORS

Subcontractors

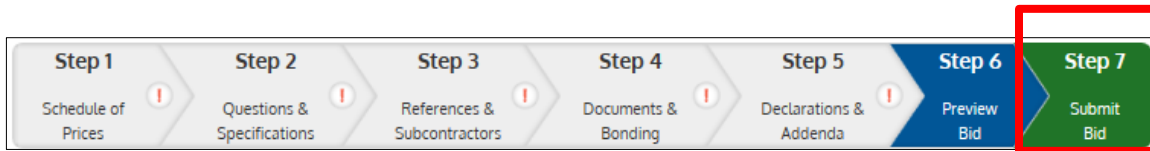
- Row 2 in table 05 - List subcontractors is missing a required value Fix it!
- Row 3 in table 05 - List subcontractors is missing a required value Fix it!

Terms & Conditons

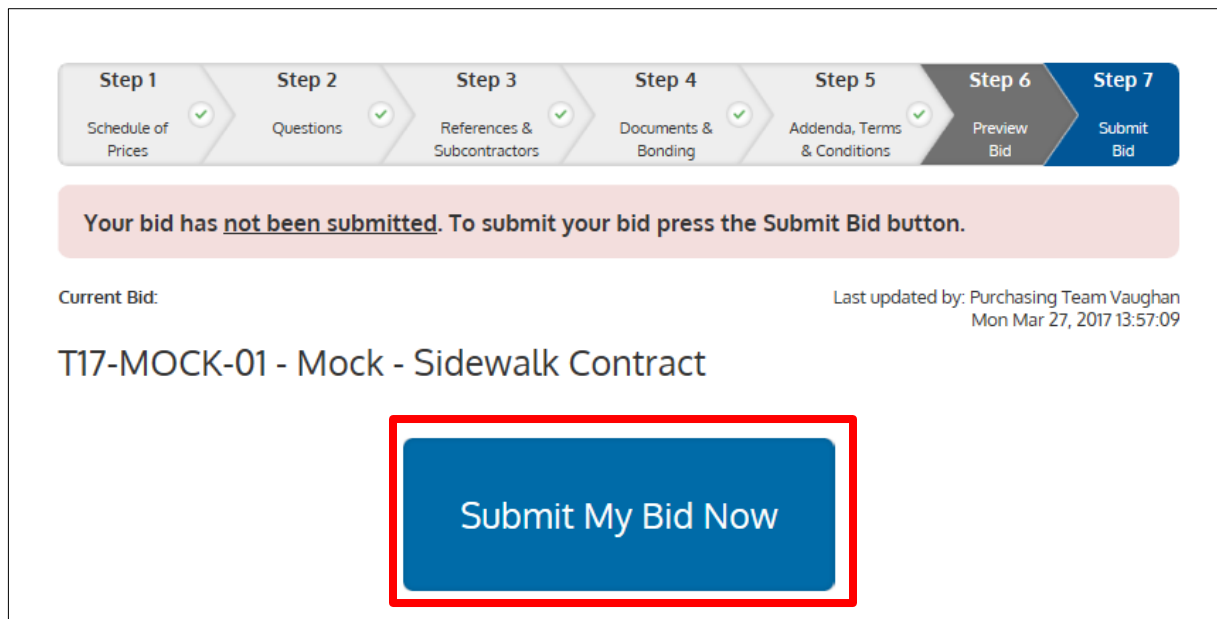
- You must agree to the terms and conditions and provide your full name and title. Fix it!

City of Vaughan Online Bidding System – Vendor User Guide

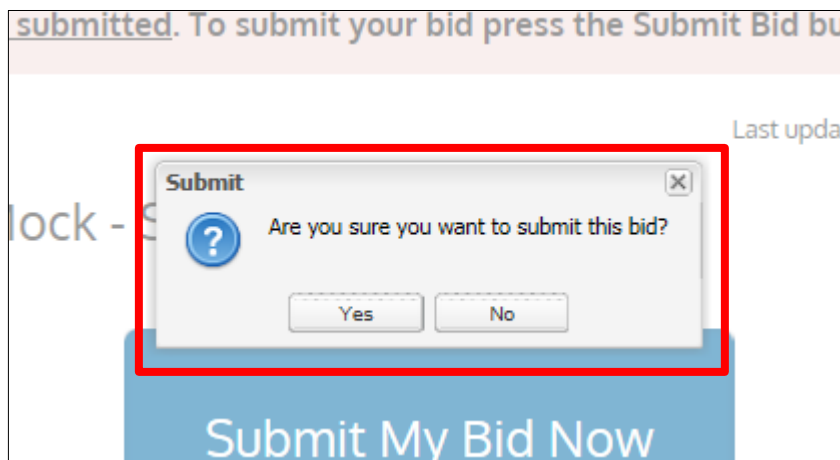
27. Once you have corrected the errors, click **“Preview Bid”** to validate your bid. If your bid has been validated successfully, you can now proceed to submit your bid by clicking the **“Submit Bid”** tab.



28. Once you are satisfied with your submission and would like to process your bid submission, click the **“Submit My Bid Now”**.



29. A Submit confirmation pop-up box will then appear. Click **“Yes”** to submit your bid. Click **“No”** if you are not ready to submit.



City of Vaughan Online Bidding System – Vendor User Guide

30. Once your bid has been received by the Bidding System, the “Online Submission Confirmation” screen will appear indicating that your submission was completed and successfully submitted to the City. You will also receive an automated email informing you that your bid was successfully submitted.


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

Success!
You have successfully completed your submission for T17-MOCK02 - Mock02 - Sidewalk Contract. You will also receive a confirmation email from our system.

You can download a copy of your completed submission by clicking on the “Download a Copy of Your Submission” link below.

You may make changes to your Bid prior to the bid closing date and time by clicking on the “Edit or Withdraw my Submission” link on the “My Bids” page. By clicking on this link you are withdrawing your Bid from the Bids and Tenders website. Once you have made your revisions you can resubmit your Bid, however it must be received in the Bids and Tenders website prior to the Bid Closing Date and Time.

Please note that if the City issues an addendum the status of your Bid will be changed to **INCOMPLETE** and you will be required to click on the “Fix My Bid” link on the “My Bids” page, make any required adjustments to your Bid, acknowledge the addendum and resubmit your Bid prior to the Bid Closing Time and Date.

 [Download a copy of your submission](#)

31. To download a PDF version of your submission, click the ‘Download a copy of your submission’ link.


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

Success!
You have successfully completed your submission for T17-MOCK02 - Mock02 - Sidewalk Contract. You will also receive a confirmation email from our system.

You can download a copy of your completed submission by clicking on the “Download a Copy of Your Submission” link below.

You may make changes to your Bid prior to the bid closing date and time by clicking on the “Edit or Withdraw my Submission” link on the “My Bids” page. By clicking on this link you are withdrawing your Bid from the Bids and Tenders website. Once you have made your revisions you can resubmit your Bid, however it must be received in the Bids and Tenders website prior to the Bid Closing Date and Time.

Please note that if the City issues an addendum the status of your Bid will be changed to **INCOMPLETE** and you will be required to click on the “Fix My Bid” link on the “My Bids” page, make any required adjustments to your Bid, acknowledge the addendum and resubmit your Bid prior to the Bid Closing Time and Date.

 [Download a copy of your submission](#)

32. 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) 832-8555.**

City of Vaughan Online Bidding System – Vendor User Guide

EDITING YOUR BID SUBMISSION

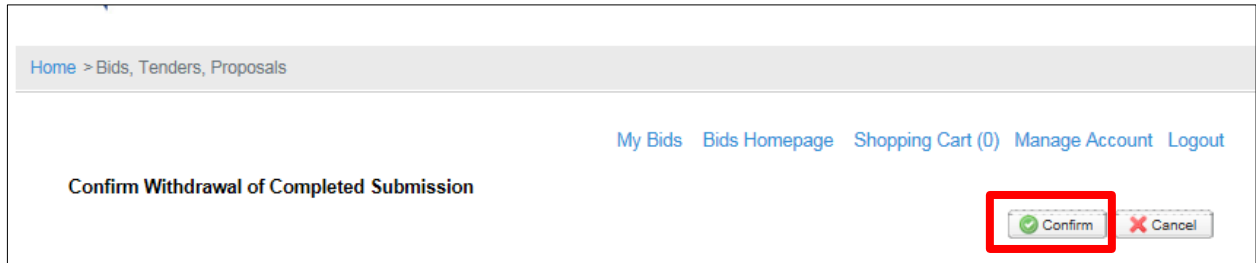
1. Go to the “**My Bids**” page. Find the bid that you wish to edit and click on “**Edit or Withdraw my Submission**”.

2. Then click on the “**Edit Submission**” button.

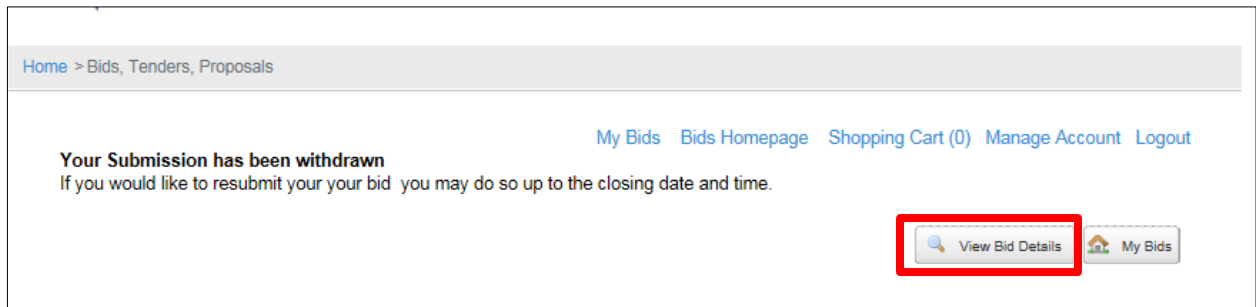
3. Click on the “**Confirm**” button to withdraw you submission in order that edits can be made.

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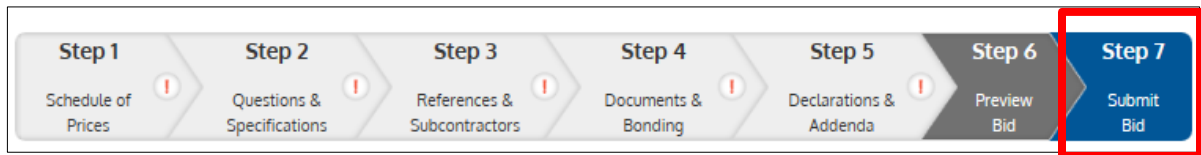
- You will receive an automated email prompting you to confirm of bid withdrawal. Click on “**Confirm**” to proceed with the withdrawal process.



- You will receive an automated email informing you that your bid has been withdrawn. Click on the “**View Bid Details**”, you may then begin editing.



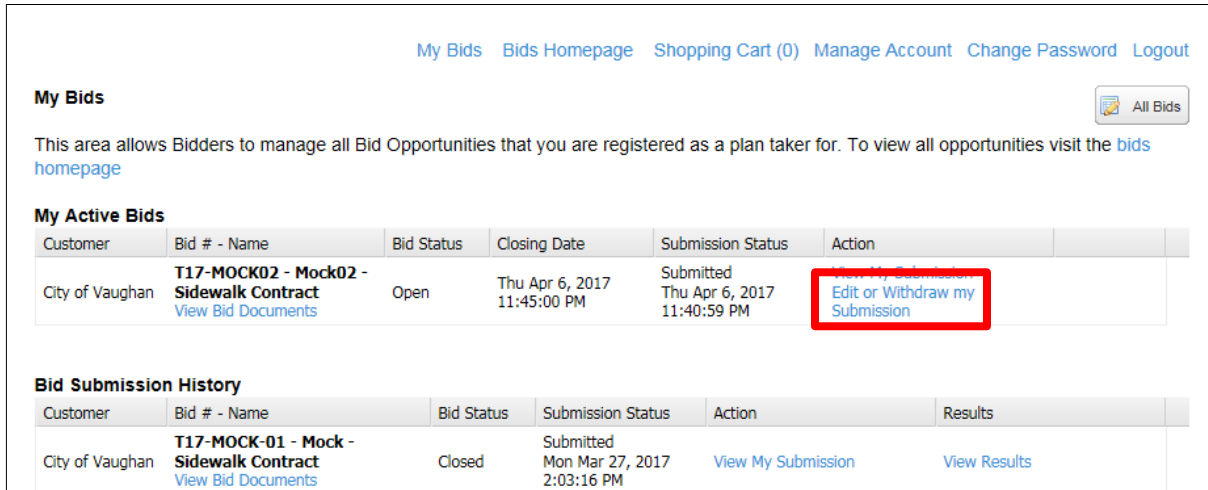
- Edit the sections as required. When edits are completed and you are ready to re-submit, click on “**Submit My Bid**”




City of Vaughan Online Bidding System – Vendor User Guide

WITHDRAWING YOUR SUBMISSION

1. Go to the “**My Bids**” page. Find the applicable bid that you wish to edit and click on “**Edit or Withdraw my Submission**”.



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

My Bids 

This area allows Bidders to manage all Bid Opportunities that you are registered as a plan taker for. To view all opportunities visit the [bids homepage](#)

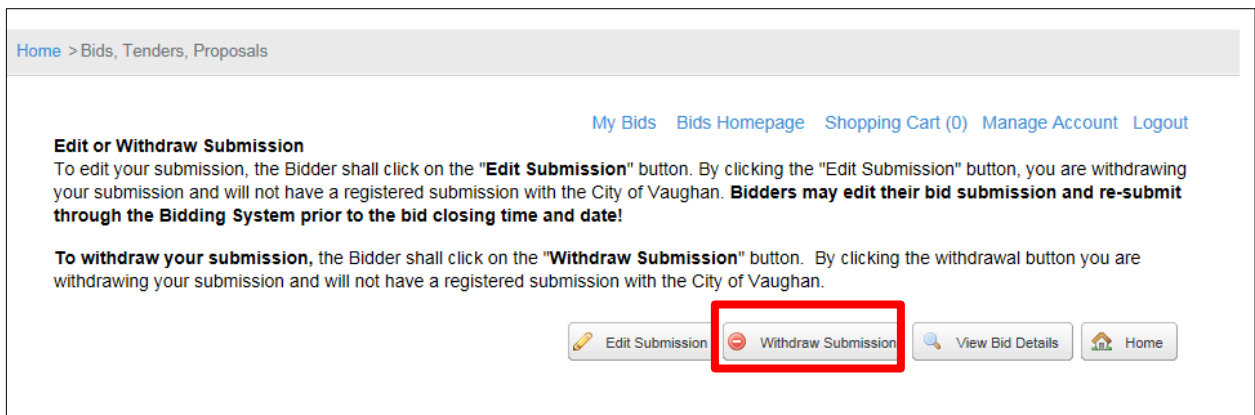
My Active Bids

Customer	Bid # - Name	Bid Status	Closing Date	Submission Status	Action
City of Vaughan	T17-MOCK02 - Mock02 - Sidewalk Contract View Bid Documents	Open	Thu Apr 6, 2017 11:45:00 PM	Submitted Thu Apr 6, 2017 11:40:59 PM	View My Submission Edit or Withdraw my Submission

Bid Submission History

Customer	Bid # - Name	Bid Status	Submission Status	Action	Results
City of Vaughan	T17-MOCK-01 - Mock - Sidewalk Contract View Bid Documents	Closed	Submitted Mon Mar 27, 2017 2:03:16 PM	View My Submission	View Results

2. Click on “**Withdraw Submission**” to withdraw your bid submission.



[Home](#) > [Bids, Tenders, Proposals](#)

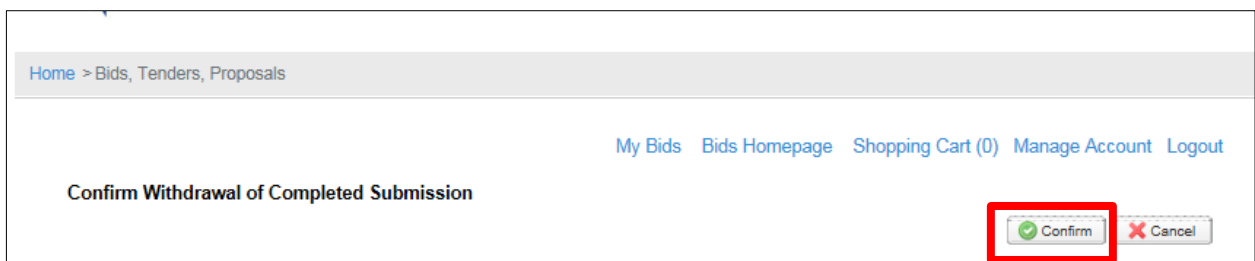
[My Bids](#)
[Bids Homepage](#)
[Shopping Cart \(0\)](#)
[Manage Account](#)
[Logout](#)

Edit or Withdraw Submission

To edit your submission, the Bidder shall click on the “**Edit Submission**” button. By clicking the “Edit Submission” button, you are withdrawing your submission and will not have a registered submission with the City of Vaughan. **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 Submission**” button. By clicking the withdrawal button you are withdrawing your submission and will not have a registered submission with the City of Vaughan.

3. You will receive an automated email prompting you to confirm of bid withdrawal. Click on “**Confirm**” to proceed with the withdrawal process.



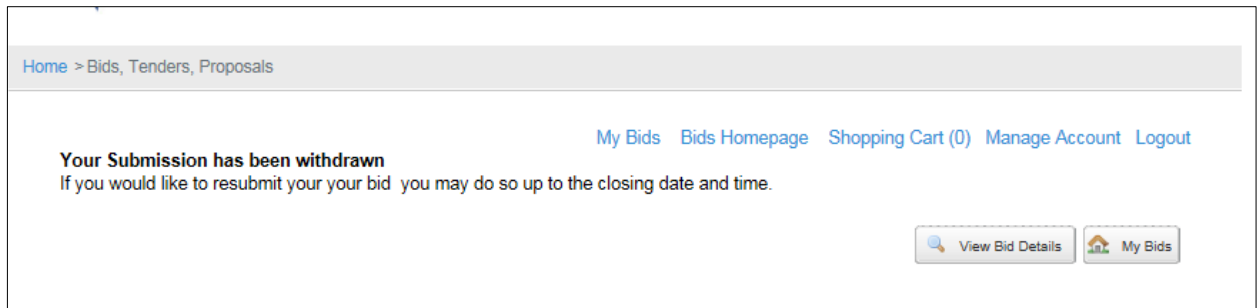
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Confirm Withdrawal of Completed Submission

City of Vaughan Online Bidding System – Vendor User Guide

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



FREQUENTLY ASKED QUESTIONS - ONLINE BID SUBMISSIONS

WHAT IS AN ONLINE BID SUBMISSION?

The City's Online Bidding System allows for vendors to submit their response to a bid opportunity (RFI, RFQ, RFP, Tender etc.) completely online. It is a timely, audited and secure environment.

WHAT FILE TYPES ARE SUPPORTED?

Our system accepts all types of non-malicious files including drawings, rich text, word processing, images, media, PDFs and excels files.

WHAT DO I NEED TO INCLUDE IN MY BID SUBMISSION PACKAGE?

Requirements for bid submissions can vary for each bid opportunity. Always refer to the instructions provided by the buyer in the actual bid call/solicitation document.

IS THERE A SIZE LIMIT TO THE FILES I CAN UPLOAD?

The system has the ability to upload files as large as 500MB.

MY FILE SIZE IS OVER 500MB, WHAT CAN I DO?

Did you scan in the documents of your bid submission? If so, they may be saved in a high definition format (large file sizes). If this is the case try printing them to PDF to reduce the file size.

HOW LONG WILL IT TAKE TO UPLOAD MY BID?

We recommend uploading or completing your online bid submission as soon as possible upon completion and at least four hours prior to the bid closing date/time. This buffer should provide enough time to ensure the submission uploads successfully before the bid opportunity closes. If you are submitting your bid using a computer that does not have high-speed internet, you may want to consider giving yourself much more than four hours for the submission upload process.

WHY WILL MY BID NOT SUBMIT?

If you try to submit 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 the document simply fails to upload, you may be trying to submit a file type that is not supported by the system.

Always refer to the bid submission instructions provided in this Guide.

If trouble shooting tips above do not assist, please contact Procurement Services Department at 905-832-8555.

HOW DO I KNOW THAT MY BID HAS BEEN SUCCESSFULLY SUBMITTED?

There are two types of confirmations; an on screen display and an email notification (that goes to all contacts on your vendor profile).

Upon submission, you will receive a bid submission receipt page which includes details such as:

- Time and Date of when the completed submission was received
- Addendums that were acknowledged with date/time stamp and IP address
- Auto generated confirmation number
- Company Details

ONCE I'VE SUBMITTED MY BID, CAN I MAKE CHANGES?

You can edit your bid and withdraw your bid up to the closing date/time of the bid. When a bid is withdrawn, all of the contacts on the vendor profiles are notified via email. Bidders are able to withdraw and / or modify their submission up until the closing date/time. If the bidder does withdraw, the system will send an email to all contacts on the vendor's profile. If you withdraw your bid and do not resubmit your bid, then you no longer have a bid registered with the City of Vaughan.

DOES VAUGHAN HAVE INSTANT ACCESS TO MY BID?

No, the system places all bid submissions into a virtual locked box where they cannot be viewed until the closing date and time.

CAN OTHER VENDORS SEE THAT I'VE SUBMITTED A BID?

The Online Bidding system gives procurement representative the option to publish a summary of the award results to the website, but only after the bid had closed.