



Small Works Project *Bidding Instructions*

1. You will receive an email from Christina Reagle
2. Click on "Click here"

The screenshot shows an email invitation from Federal Way Public Schools. A red arrow points to the text "Click here" in the invitation message. Below the message is a table with bid details.

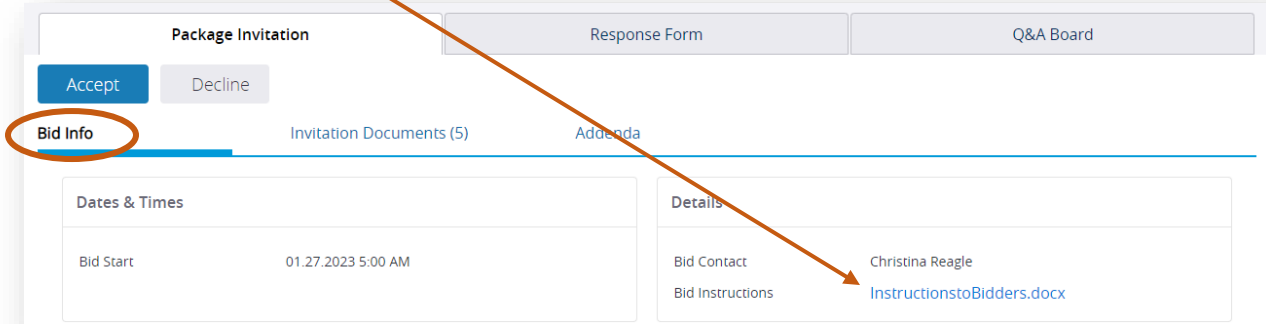
Bid Details	
Invitation Key	9HX217
Project	z_Training- Federal Way School District
Bid Package	Bid Test 1-17-23 11 am
Bid Description	
Project Address	
Bid Due Date/Time	01.17.2023 5:00 PM
Bid Time Zone	(UTC-08:00) Pacific Time (US & Canada)

Bid Contact	
Contact	Christina Reagle
Phone	253-945-5964
Email	creagle@fwps.org

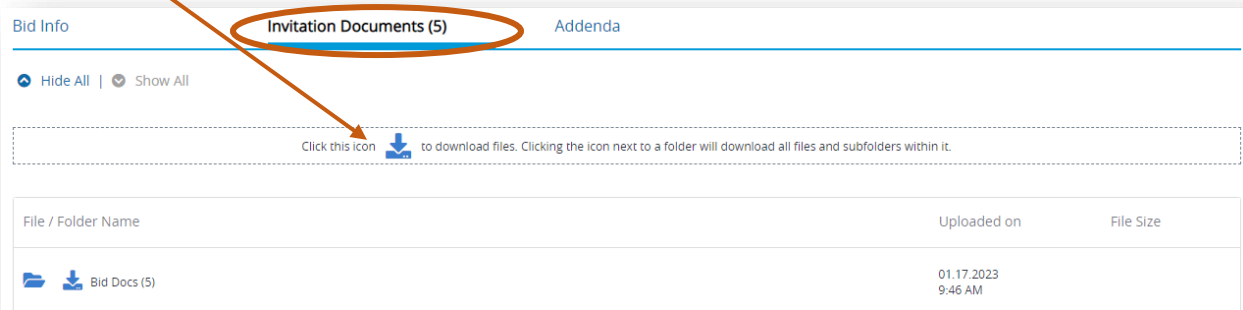
3. If you have not previously registered to bid, you will need to create an account. Otherwise, just log in.

The screenshot shows the e-Builder Bid Portal login page. It features a dark background with a grid pattern. The page includes a header with the e-Builder logo and the text "e-Builder Bid Portal". Below the header are two input fields: "Enter Username" and "Enter Password". There are three buttons: a yellow "LOGIN" button, a yellow "Forgot Password" button, and a white "Create Account" button. A red arrow points to the "Create Account" button.

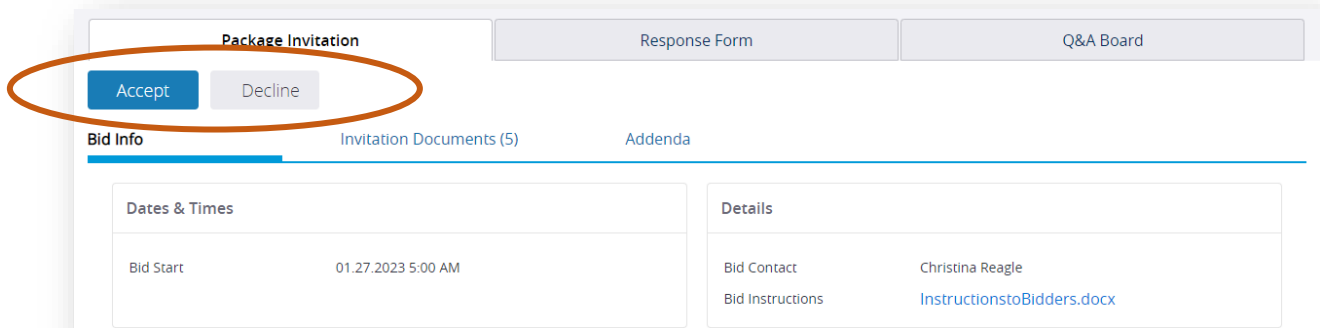
4. Bid Instructions are under the "Bid Info" tab



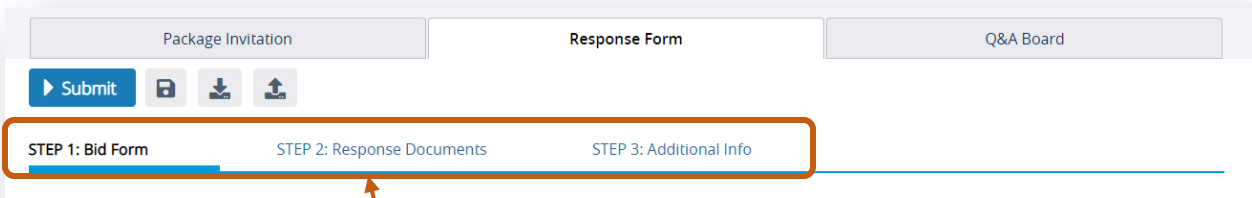
5. You can view project details under the "Invitation Documents" tab. Click the download button to get documents.



6. If you wish to participate in the bidding, press the "Accept" button, otherwise, please press the "Decline" button.



7. Once you accept the invitation, go to the "Response Form" tab



8. Make sure to check each tab and fill in any requested information:

a. STEP 1 – fill in **all** boxes

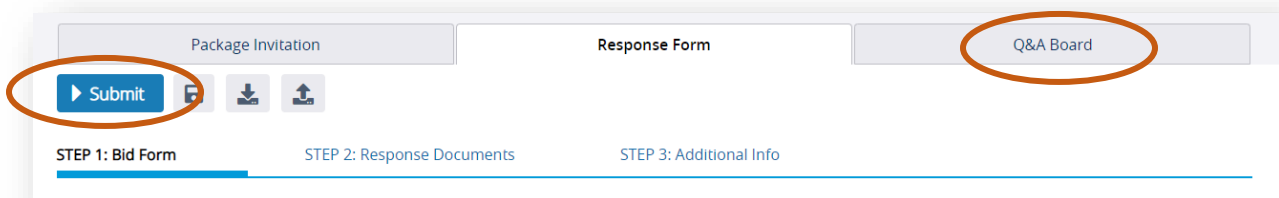
#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1.	Hourly Billing Rates - Enter Price Per Hour			40.0000	Hour	<input type="text" value="0.00"/>	0.00
2.	Overtime Rate - Enter Price Per OT Hour			2.0000	Hour	<input type="text" value="0.00"/>	0.00
3.	Mark Up Percentage - Add as Decimal i.e. 12% would be .12			5,000.0000	EA	<input type="text" value="0.00"/>	0.00

EXAMPLE

b. STEP 2 – upload any requested documents – not always used

c. STEP 3 – complete any fields – not always used

9. Once your bid is entered, you can press the "Submit" button.



10. Use the Q&A Board to ask/view questions. Make sure to check back frequently to view any addenda and/or questions.