

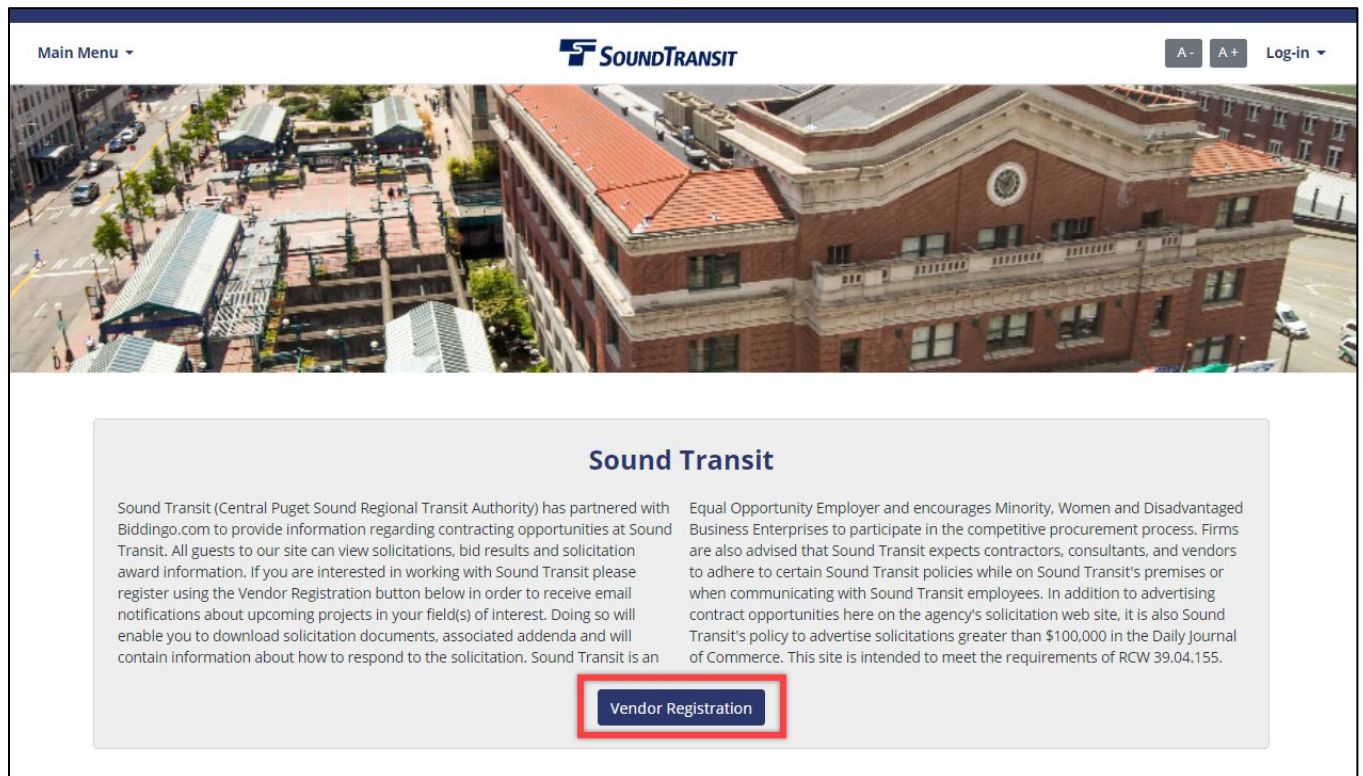
# Sound Transit Vendor Portal User Guide

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## Vendor Registration

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



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

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

Continue Application

> Step 1. Select Categories [\[ View Terms and Conditions \]](#)

☒ View Selected

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

## STEP 2 – Create a User ID and password

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

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

**Your email address is very important.**

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

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

※ = Required Fields

>Step 1. Create User ID and Password

User ID (E-mail) ※	<input style="width: 90%;" type="text" value="bidder@jonesconstruction.com"/> <input style="width: 10%;" type="button" value="Verify"/>	<p>Click "Verify" to search the Biddingo.com database to ensure your User ID does not already exist.</p> <p style="color: green;">This User ID is available. Please create a password to continue.</p>
Password ※	<input style="width: 400px;" type="password" value="*****"/> <span style="font-size: small;">6-16 characters (Aa-Zz, 0-9 only)</span>	
Re-enter password ※	<input style="width: 200px;" type="password" value="*****"/>	

Next

### STEP 3 – Complete your company profile.

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

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

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

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

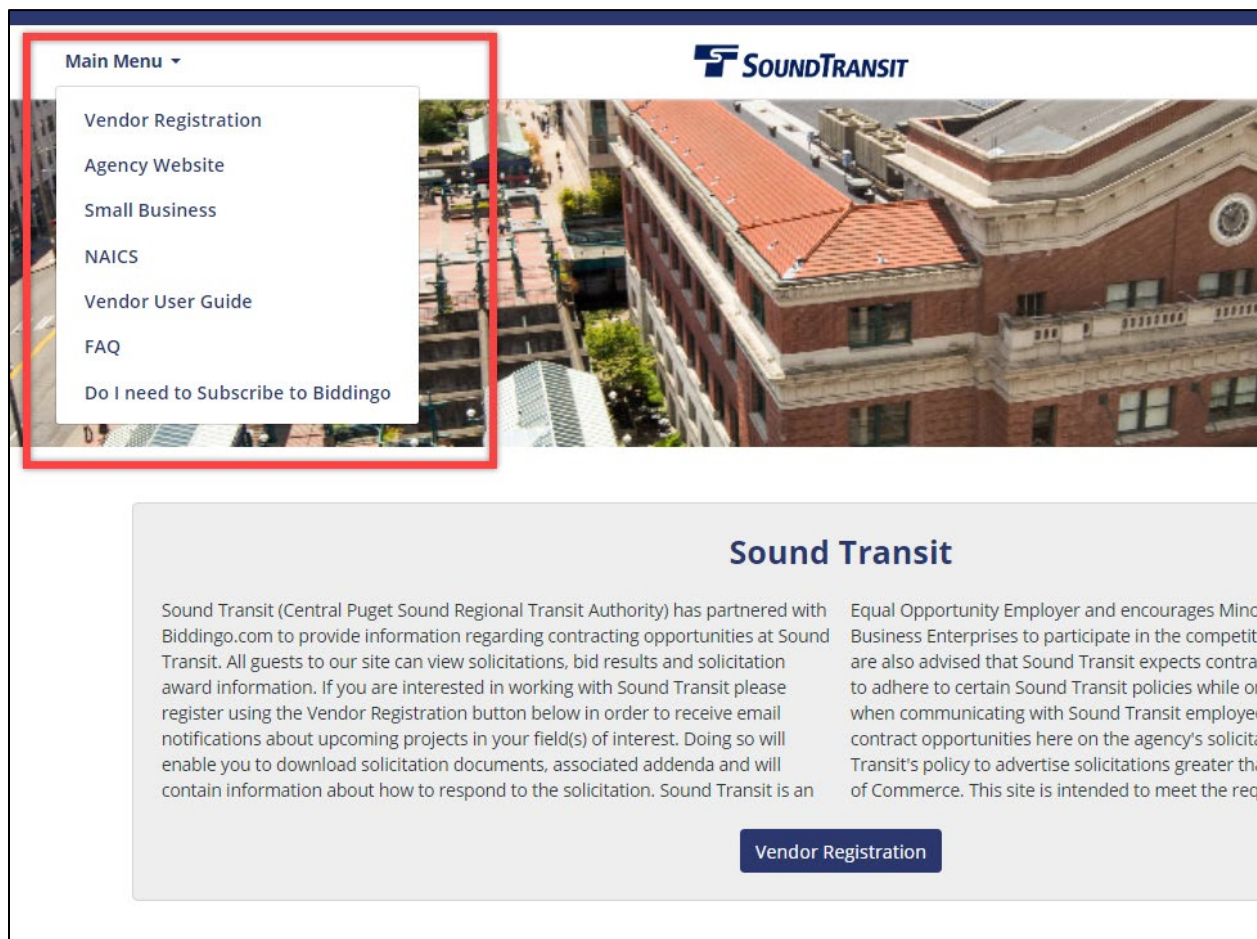
[Save & Go to Verification](#) [Go Back](#)

## Vendor Portal Navigation

### Main Menu

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

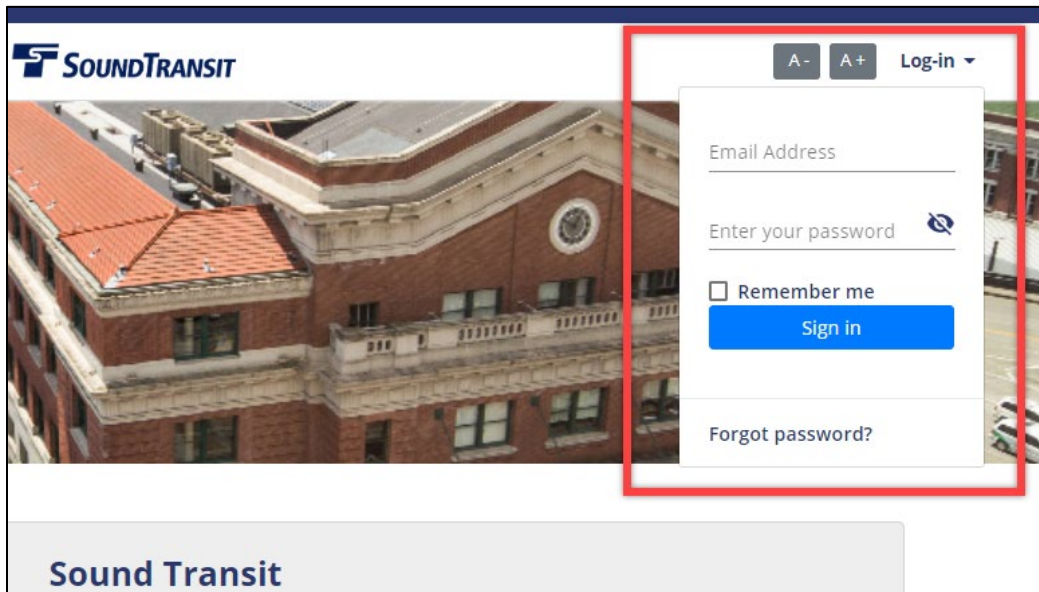
- **Vendor Registration** – Allows vendors to establish a user profile in Sound Transit’s Vendor Portal, and participate in solicitations
- **Agency Website** – Directs users to Sound Transit’s Procurement and Contracts webpage
- **Small Business** – Directs users to Sound Transit’s Business & Labor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



## Log-in

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

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



The screenshot shows the Sound Transit Vendor Portal login interface. The background features a photograph of a large, multi-story brick building with a red-tiled roof. In the top left corner, the Sound Transit logo is displayed. In the top right corner, there are two buttons labeled 'A-' and 'A+', followed by a 'Log-in' dropdown menu. The dropdown menu is open, revealing a login form with the following elements: an 'Email Address' input field, a password input field labeled 'Enter your password' with an eye icon for toggling visibility, a checkbox labeled 'Remember me', a blue 'Sign in' button, and a 'Forgot password?' link. A red rectangular box highlights the 'Log-in' dropdown menu and the login form. At the bottom of the page, there is a grey bar with the text 'Sound Transit'.

## Home Page Navigation

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

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

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

The screenshot displays the 'List of Solicitations' tab selected in the top navigation bar. Below the navigation bar, there is a search section with a 'Search Keyword' input field, a search button, and filters for 'Choose start date', 'Choose end date', and 'Type' (set to 'Closing Date'). A 'Reset' button is also present. Below the search section, a 'Search Result' header is followed by a table of solicitations. The table has columns for Solicitation Number, Solicitation Name, Closing Date, Date Posted, Days Left, and Status. Two solicitations are listed: 'RP 0574-19 Microsoft Access Support' and 'RP 0576-19 Bi-level Commuter Railroad Cars'. The status for both is 'Open for Bidding'.

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



## List of Solicitations

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

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

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

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

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



## My Bids

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

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

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

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

My Bids List of Solicitations

Search Keyword

Choose start date Choose end date

Category All Categories

Type Closing Date

Reset

Amendment(s) Issued 1

My Bid Opportunities

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

Announcement(s)

Items per page: 5 1 - 1 of 1

Solicitations I'm Following

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

## View a Solicitation

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

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

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

The screenshot displays the Sound Transit website interface. At the top, the 'Main Menu' is visible on the left, and the 'SOUNDTRANSIT' logo is centered. On the right, there are icons for a printer, accessibility (A- and A+), and a user profile. Below the header, the page title 'Safety and Security Assessment Services' is centered. To the left of the title, there are buttons for 'Back' and 'Follow', and a link to 'Expand All Sections'. A red alert banner below these buttons states 'Response Not Started'. To the right of the title, a yellow box indicates 'This Opportunity Closes in 10 days' on 'August 17th, 2020 02:00:00 PM PT'. The main content area on the left is a sidebar with a red border, containing a list of solicitation components: 'Solicitation Overview', 'Solicitation Document(s)', 'Online Submission', 'Site Meeting', 'Q&A Board', 'Amendment(s)', and 'Document Takers'. Each item has a small icon to its left.

## Solicitation Overview

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

Solicitation Overview	
<h2 style="text-align: center;">Sound Transit</h2> <p style="text-align: center;">Microsoft Access Support</p> <hr/> <p style="text-align: center; color: red;"><b>RP 0574-19</b></p> <p><b>Closing Date:</b> 12/11/2019 05:00:00 PM PT</p> <p><b>Detail:</b></p> <p>Sound Transit is seeking a Contractor to provide all the necessary labor, equipment, materials, overhead, and other items necessary to provide Microsoft Access support by responding to on-call requests from Sound Transit's internal users. The scope of work is included in Section Two of the attached Request for Proposal.</p> <p>PLEASE REFER TO THE ASSOCIATED DOCUMENT(S) FOR FURTHER DETAILS - THANK YOU.</p>	
<b>Solicitation Number</b> RP 0574-19  <b>Solicitation Name</b> Microsoft Access Support  <b>Published Date</b> 12/03/2019  <b>Site Meeting</b> <span style="background-color: #007bff; color: white; padding: 2px 5px;">R</span> 12/06/2019 01:00 PM PT	<b>Closing Date</b> 12/11/2019 05:00 PM PT  <b>Status</b> Open for Bidding  <b>Question Deadline</b> 12/10/2019 05:00:00 PM PT

**Solicitation Document(s)**

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

Solicitation Document(s)

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

Select All

Download Selected Document(s)

Solicitation Document List

RP 0160-20 solicitation.pdf

solicitation

95 page(s) | 12734KB

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

### Download Document

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

#### BIDDINGO.COM DISCLAIMER

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

☒ I agree...

#### My Expected Role \*

Select Contractor Role...

Prime Contractor

Cancel

Download

### Online Submission (if applicable)

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

Online Submission

Online Submission Form (Response Not Started)

[Click Here](#) to Start Submission.

## Site Meeting/Pre-Bid Meeting (if applicable)

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

Site Meeting

Site Meeting Date

Recommended

12/06/2019 01:00 PM PT (MM/DD/YYYY)

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

## Document Takers

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

Document Takers

Search Company Name

Reset

Bidding as\*

Contractor Role

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

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

### Amendment(s) (if applicable)

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

The screenshot shows a web interface for viewing amendments. At the top, there's a header 'Amendment(s)' with a magnifying glass icon and a count of '1'. Below this, the main content area is titled 'Amendment(s)' and displays details for '01 Clarification No. 1'. To the right, it shows the 'Issue Date: 12/04/2019' and 'Addenda: Regular'. The 'Announcements Details' section includes the title 'Microsoft Access Support', the reference 'RP 0574-19', and a green bar indicating 'No. 01 (Clarification No. 1)'. The 'Detail:' section states: 'The purpose of this announcement is to submit answers to questions about the SOW and RFP.' Below this, the 'Document Attachment for this Announcement' section lists 'Clarifications No. 1, RFP 0273-19.pdf' (2 page | 224KB), '5 Questions and Answers', and the date '12/04/2019'.

### Q&A Board (if applicable)

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

The screenshot shows the 'Q&A Board' interface. It features a header 'Q&A Board' and a sub-header 'Do you have any question(s) about this solicitation?'. To the right, it displays the 'Question Deadline Date: 12/10/2019 05:00:00 PM PT'. A red box highlights a button labeled 'Go to Q&A Board'.

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



## Q&A Board

[View Bid Detail](#)

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

### Question(s) from Suppliers

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

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

[+ Add New Question](#)**1**

### Location Question

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

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

[↩ Revise](#)

## Bid Award

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

### Bid Award

Bid General Award Notification 1

[Public Notice ? Award.pdf](#)

Company  
Acme Corporation (Awarded )

Company Info  
260 S Los Robles Ave

Total Bid (Bid Price)

\$ Bid Received (Awarded )

## Electronic Response Submission (eFile)

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

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

**Solicitation Overview**

**Sound Transit**  
Sweepings Services  
RP 0160-20

Closing Date: 08/31/2020 02:00:00 PM PT  
Detail:  
Sound Transit is requesting proposals for regularly scheduled and on-call sweepings services for parking lots and parking garages.  
PLEASE REFER TO THE ASSOCIATED DOCUMENT(S) FOR FURTHER DETAILS - THANK YOU.

Solicitation Number: RP 0160-20  
Solicitation Name: Sweepings Services  
Published Date: 07/29/2020  
Site Meeting: 08/19/2020 02:00 PM PT

Closing Date: 08/31/2020 02:00 PM PT  
Status: Open for Bidding  
Question Deadline: 08/19/2020 06:00:00 PM PT

**Want to bid on this opportunity?**

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

**Quick Glance at this bid**

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

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

**Online Submission**

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

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

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

#### Attach Files for Online Submission

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

EFile Response Attachment

Document

Bid Reponse...35-20.docx

Description

Bid Response Packet

<input type="checkbox"/>	Doc No.	File Name	Description	File Size (KB)	Upload Date
No Data Found					

>

>

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

#### Attach Files for Online Submission

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

EFile Response Attachment

Document

No file chosen

Description

<input type="checkbox"/>	Doc No.	File Name	Description	File Size (KB)	Upload Date	
<input type="checkbox"/>	1	<a href="#">Bid Response to AE 0035-20.docx</a>	Bid Response Packet	11	02/19/2020 12:41:51	✕

>

>

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

#### Attach Files for Online Submission

Click to attach more file(s)

EFile Response Attachment

Document

Choose File

Bid Response...35-20.docx

Description

Bid Response Packet

Document

Choose File

Attachment ...ponse.docx

Description

Attachment 1

Upload Document

<input type="checkbox"/>	Doc No.	File Name	Description	File Size (KB)	Upload Date
No Data Found					

Delete Selected (0)

Review Response Before Submission

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

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

Delete Selected (0)

Review Response Before Submission

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

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

Document for **Type 3 Test Solicitation**

### Bid Response Checklist and Submission Form

**You have not yet submitted your eBid response.** In order to submit your bid, please complete the following:

1. Complete all required items, including acknowledgement of amendments and agreement to the Terms of Use.
2. Click the **Submit** at the bottom of the Bid Response Checklist and Submission Form.

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

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

### Addendum / Amendment Confirmation

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

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

### Electronic Bid Response Terms of Use

By completing and submitting this Electronic Bid Response Form:

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

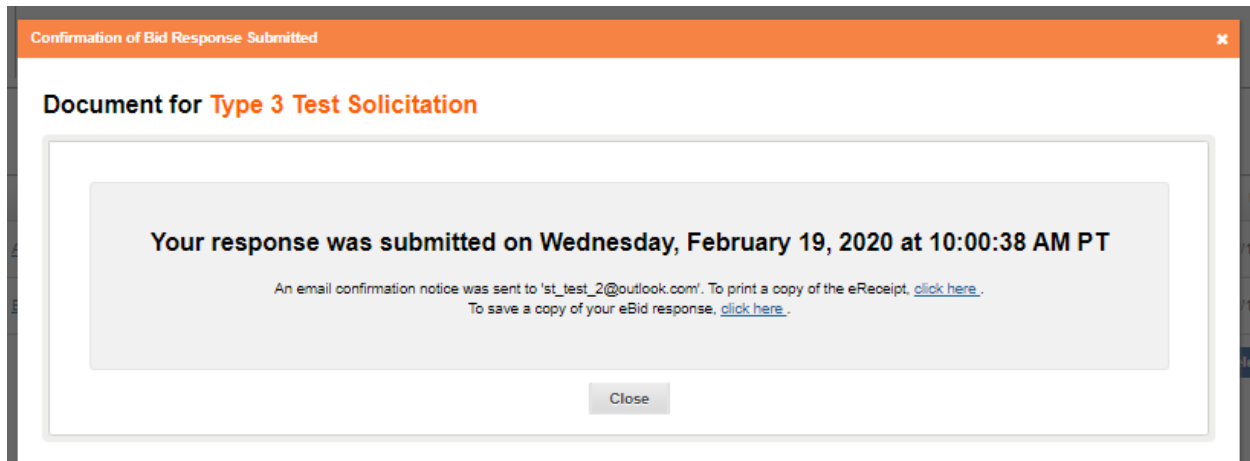
**Until you have received the electronic receipt for your bid submission you have not submitted your bid.**

☐ I have read and agree to the Terms of Use.

Cancel

Submit

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



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

Attach Files for Online Submission

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

**EFile Response Attachment**

Document: [Choose File](#) | No file chosen

Description:

[Upload Document](#)

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

[Delete Selected \(2\)](#)

[Review Response Before Submission](#)
[Withdraw my eBid Response](#)

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

#### Attach Files for Online Submission

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

EFile Response Attachment

Document

No file chosen

Description

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

>

>

>

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

#### Attach Files for Online Submission

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

EFile Response Attachment

Document

No file chosen

Description

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

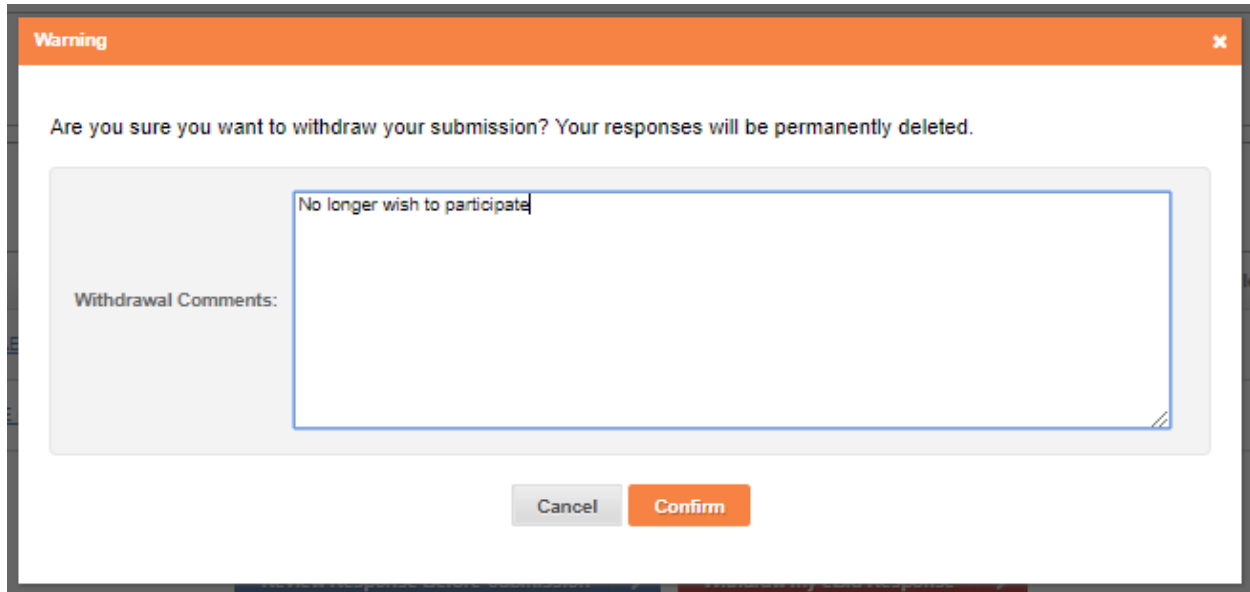
>

>

>



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

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

Warning

Are you sure you want to withdraw your submission? Your responses will be permanently deleted.

Withdrawal Comments:

No longer wish to participate

Cancel Confirm

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

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

## Additional Support

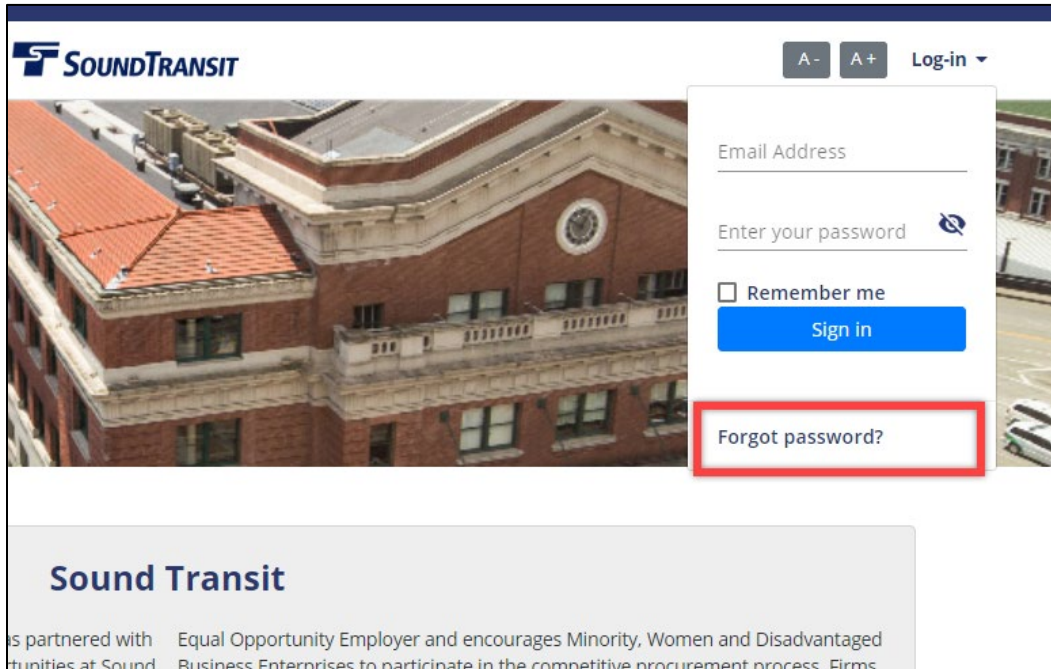
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A dedicated customer support team is available to assist you with your questions and to provide technical system support Monday through Friday, between 8:30AM–5:30PM Pacific Time. If you need assistance resetting your password or deactivating your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

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

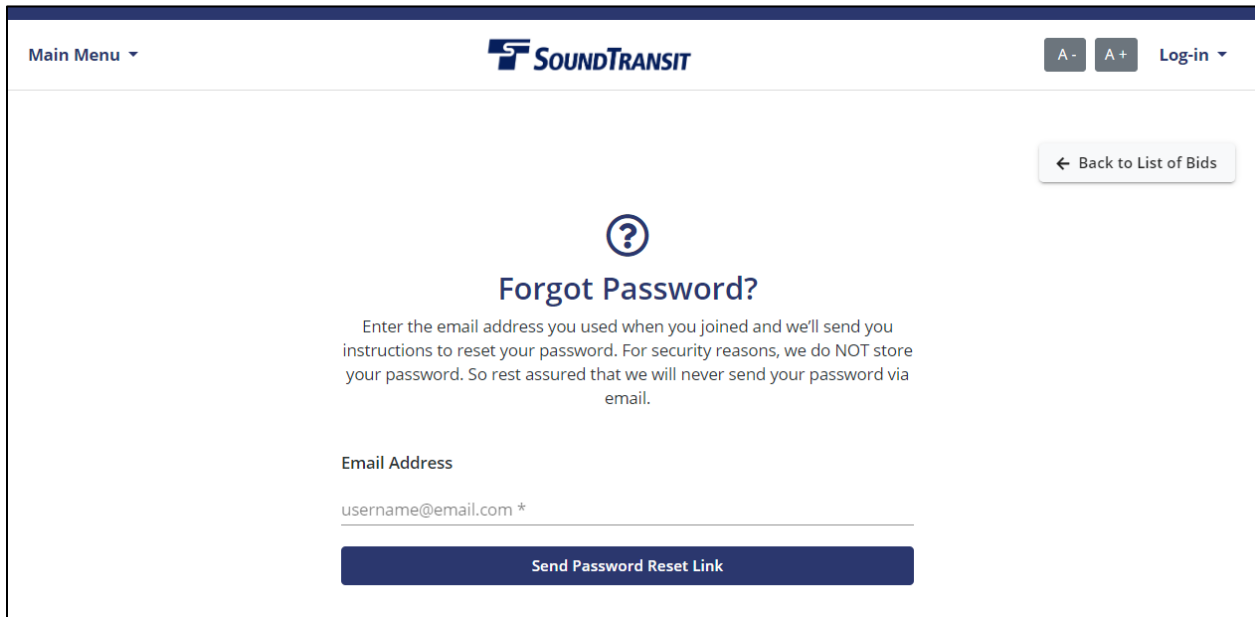
## Forgot or Lost Password

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



The screenshot shows the Sound Transit login interface. At the top left is the Sound Transit logo. To the right are accessibility buttons (A-, A+) and a 'Log-in' dropdown menu. Below the logo is a large background image of a brick building. Overlaid on the right is a login form with fields for 'Email Address' and 'Enter your password' (with an eye icon for toggling visibility). Below these fields are a 'Remember me' checkbox and a blue 'Sign in' button. At the bottom of the form, the 'Forgot password?' link is highlighted with a red rectangular border. Below the login form, the text 'Sound Transit' is displayed, followed by a line of smaller text: 'is partnered with Equal Opportunity Employer and encourages Minority, Women and Disadvantaged businesses to participate in the competitive procurement process. Firms'.

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



The screenshot shows the 'Forgot Password?' page on the Sound Transit website. At the top left is a 'Main Menu' dropdown. To the right are accessibility buttons (A-, A+) and a 'Log-in' dropdown menu. Below the header is a 'Back to List of Bids' button. In the center, there is a question mark icon, the title 'Forgot Password?', and a paragraph of text: 'Enter the email address you used when you joined and we'll send you instructions to reset your password. For security reasons, we do NOT store your password. So rest assured that we will never send your password via email.' Below this text is an 'Email Address' label and a text input field containing 'username@email.com \*'. At the bottom, a blue button labeled 'Send Password Reset Link' is highlighted.