

Key features and benefits of the BidsOnline™ System

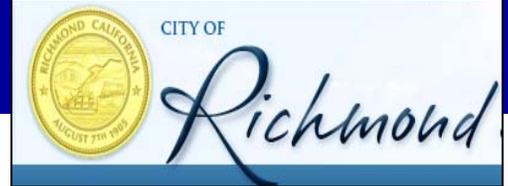
- ◆ Maintain own profile as a new or existing vendor.
- ◆ Receive automatic E-mail notifications for selected quote and bid opportunities based on product/service categories.
- ◆ Search for all types of requests, addenda, plan holders lists, bid results, and contract awards at any time.
- ◆ Request and download bid document(s) when available.
- ◆ Receive automatic addendum notification as a bid participant.
- ◆ Electronically quote and in some cases bid, allowing vendor responses to be securely submitted online.



Purchasing Division Finance Department

450 Civic Center Plaza
Richmond, CA 94804-1630

Phone: 510-620-6699
Fax: 510-620-6522
E-mail: Purchasing@ci.richmond.ca.us
3-18-11



Contracting Opportunities On-line Bidding

Be the first to hear about new bid opportunities.

The City is posting the bulk of its requests for quotes, invitations for bid, requests for proposal and requests for information online using the BidsOnline™ system.

Go to:



www.ci.richmond.ca.us/bids
to register and begin receiving bid notifications.

Purchasing Division

Finance Department

Vendor Registration

Go to the City's homepage at:
www.ci.richmond.ca.us/bids

Business

Welcome to the City of Richmond Online Bidding System
Powered by BidsOnline™

Thank you very much for your interest in doing business with the City of Richmond. We are committed to providing an equal opportunity for all business enterprises to participate in our purchasing and contracting activities.

To begin the process, please visit the [Contracting/Purchasing Opportunities](#) section, where you can [register as a bidder online](#), search for bid requests, order and download documents, bid electronically (where applicable), and much more! If you would like to look at or print the list of commodity codes currently used at Richmond, [click here to view current list of codes](#).

If you are looking for past bids that have already closed on the previous BidsOnline system, [click here](#).

Select the "register as a bidder online" hyperlink to register as a vendor. This will re-direct you to the City's Vendor Portal at:
www.ci.richmond.ca.us/vendorregistration

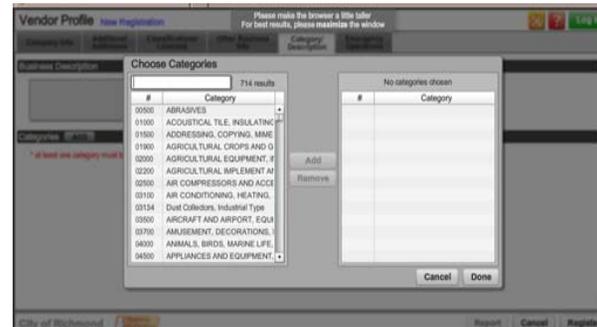
Select "New Vendor Registration"



Please be sure to navigate through all six tabs and fill in all relevant information for your company.



Select all categories that apply, maximum 20 categories may be selected.

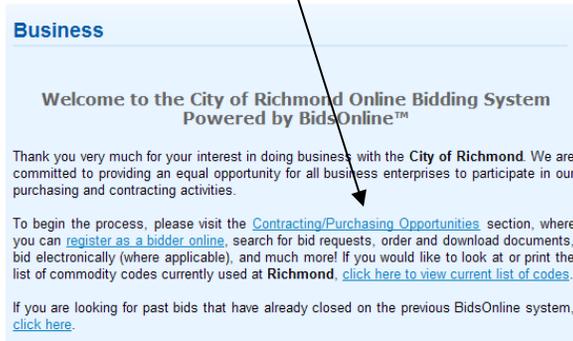


When you have completed all six tabs please click "Register" at the bottom right corner of the screen. You will receive a confirmation message.

Current Bid Opportunities

Go to the City's homepage at:
www.ci.richmond.ca.us/bids

You may click the "Contracting/Purchasing Opportunities" link to see a list of all current solicitations.



Help

We have made every effort to make all aspects of the contracting process as easy, secure, and reliable as possible. However, if you need help or have questions concerning the features available to our bidders, please go to the City's homepage at:

www.ci.richmond.ca.us/bids

Click on  **Help** for online assistance.

Below is a list of most commonly asked questions. Answers to these questions may be found online.



- ◆ What is BidsOnline and how does it work?
- ◆ How do I become a registered vendor?
- ◆ Can I have more than one email address?
- ◆ How do I know my registration was submitted and do I have to wait for confirmation?
- ◆ Can I maintain my own profile on the website?
- ◆ What if I forget my username and password?
- ◆ How will I know when there is a new bid request that matches the services we provide?
- ◆ How do I search for current or past bid listings?
- ◆ How do I order hard copy bid documents?
- ◆ How do I order electronic bid documents?
- ◆ How do I download electronic bid documents?
- ◆ How can I download and acknowledge addenda?
- ◆ Are bid results posted to the website, if so, how do we obtain them?
- ◆ How do I know if a request is bidding electronically or by paper?
- ◆ How does electronic bidding work?
- ◆ Can I overwrite my electronic bid?
- ◆ Can I withdraw my electronic bid?
- ◆ What about privacy and security of my information obtained?
- ◆ What if I'm worried about security of the website?