



**THE CITY OF SOMERVILLE, MASSACHUSETTS**  
**BidExpress User Manual**



In an effort to improve efficiency and standardization, transparency, paper savings, and to provide contractors and suppliers in all industries an equal, fair and unbiased access to opportunities, the City of Somerville ([www.somervillema.gov](http://www.somervillema.gov)) is transitioning to electronic bidding, through the use of BidExpress. This online bidding platform is located at [www.bidexpress.com](http://www.bidexpress.com). Unless stated otherwise in the bid package, paper bids will continue to be received and accepted for most bids.

This guide provides information about how to use BidExpress.

- **Subscribing to BidExpress**

**Step 1.** [Click Here](#) to navigate to the Bid Express signup page.

**Step 2.** From there, you'll be prompted to enter some basic company/contact information to set up your account. Tip: It is best to set up your company's Bid Express account in the authorized signer's name – this is who will need to sign the bid once you are ready to submit an offer.

***\*Please note:*** On the signup page you will see some information on how to pay-per-solicitation, or to buy a monthly subscription for \$50. Please select the best suited option.

**Step 3.** Once you submit your registration form, you'll be asked to confirm your account via the email address you provided during registration. Log into your email inbox, find the email notification, and activate your BidExpress account.

**Step 4.** Once the account is activated, you will be able to search for and select any [City of Somerville](#) bids available on BidExpress by going to the 'Solicitations' tab in the Green Ribbon. Use the search bar at the top of that page to navigate to [City of Somerville](#) bid.

**Step 5.** Once you find the bid you are looking for, click on it and you will be brought to the solicitation. From this page, you'll be able to read over the bid specifications, categories, terms, etc. or download any relevant attachments. However, to begin entering information, you'll first need to click the green 'Select for Bidding' button at the top-right of the page. This will activate the solicitation, enabling you to fill it out and securely submit your bid.

**Step 6.** Once you have clicked **Select for Bidding**, you'll see some new buttons/features appear at the top of the solicitation:



**THE CITY OF SOMERVILLE, MASSACHUSETTS**  
**BidExpress User Manual**

- a. The **Estimated Time Remaining** bar displays at the top of your bid. This lets you know how many days/hours/minutes remain to complete the bid. Once the bid deadline passes, the bid is locked and you will no longer have access to submit or make changes to your bid.
- b. As you work on your bid, click **'Save Draft'** to save your progress as you go along.
- c. When you feel your bid is complete, click **'Check Bid'** to ensure you have not missed any required fields.
- d. You'll see a group of **Blue** ovals at the top of the bid. Clicking on any of these ovals will bring you down to that particular section of the bid. *\*Please note that you can collapse any section of the bid by clicking on the section title. This may help you navigate the bid more quickly & easily\**

**Step 7.** Take your time when completing the bid, and make sure to read all directions carefully. All required fields are marked with a red asterisk (\*). If you come across a required field that doesn't apply to your business, simply enter **'N/A'** in that field so as not to be flagged for missing information later on.

**Step 8.** Make sure all required documentation is uploaded in the **'Attach Bid Documents'** section of the bid. **The following forms are REQUIRED of every bidder and must be included signed & dated:** Non-Collusion and Tax Compliance Form, Quality Requirement Form, Signed W-9, Reference Form and other Standard Contract Forms for the City of Somerville.

**Step 9.** When your bid is complete, click the **'Check Bid'** button at the top of the solicitation. Enter any missing information that displays, then click **'Submit Bid'**. You will receive a notification that your bid has been submitted.

The City of Somerville highly encourages bidders to watch BidExpress Training videos given here:

1. <https://youtu.be/qiR1NBaPhzs>
2. <https://youtu.be/p4PXtzP8Cng>
3. <https://youtu.be/Zf8euWzViu0>
4. <https://youtu.be/H2FpqZw2Y-w>

For any additional questions, bidders can contact Bid Express Support Team:

**Email:** [support@bidexpress.com](mailto:support@bidexpress.com)

**Toll Free Phone:** (888) 352-2439, Option #1

**Phone:** (352) 381-4888 • Fax: (888) 971-4191