



Electronic Bid Document Distribution System

Background

The City of Sparks has moved away from selling/distributing physical copies of bid documents, plans, addenda and bid re-caps. The online system that is available to the public allows for free access to all documents 24 hours/day and will allow for perpetual archiving of bid documents for future reference.

Instructions

1. Individuals interested in obtaining bid documents should go to: <http://www.cityofsparks.us/bids>
2. All current projects are listed on the first page in a table format that offers the bid title, submission deadline and links to project documents and plans.
3. Once you follow the link to the project documents, more detail concerning the project is available, including project identification numbers, descriptions and cost estimates. A table that lists the bid documents available for the project provides further links to the actual documents. Some documents will be classified as “public” documents and others will require a login to access, save and print.
4. If you are new to the system, you will be able to register by providing basic information, including: Company, Contact Name, Address, Phone, Fax and e-mail address. You will also self assign a password so that you may quickly login in the future.
5. Once logged in, you will be able to download all documents associated with the project and the system will automatically add you to the plan holder list for that project. The plan holder list is a public document that is also part of the project file.
6. If an addendum is issued for a bid, plan holders will receive an e-mail notification, letting them know that the document is available and should be downloaded to be included as a consideration in their bid response.
7. Potential bidders also have the opportunity to subscribe to an RSS Feed that they can use to monitor the City website for future bidding opportunities and updates.
8. Any questions/concerns regarding the use of this site can be directed to Dan Marran, Contracts and Risk Manager at dmarran@cityofsparks.us or 775-353-2273.

DISCLAIMER: All potential bidders are responsible for monitoring the City website regarding the availability of new bid documents or addenda (where applicable). The City of Sparks will not be responsible for the results of any potential failures in notification systems to potential bidders or plan holders with respect to these documents and will not adjust bid schedules or requirements due to any potential failures of those systems. It is the responsibility of all potential bidders/responders to monitor the Purchasing Division’s website for any changing information prior to submitting their bid/proposal