

# How to Place an Offer and Upload Attachments

**\*\*Please call or email Lila Laguna at NYSWDA should you have any problems or questions regarding these instructions, the use of BidSync or the actual bid. 518-690-0494 or llaguna@nywsda.org\*\***

- 1) Go to [www.bidsync.com](http://www.bidsync.com)
- 2) Click on *My Account* in the top, right-hand corner.



- 3) Register by clicking on the link that says *Sign up now*.

## BidSync login

Not registered? [Sign up now](#)  
Passwords are case-sensitive

Username

Password

[Forgot password?](#)

- 4) Once you have created an account and logged in, you will see a Search Bids box towards the top, center of your screen, type in the keyword for the bid *NYSWDA*. You may also select the Region where the bid takes place and then click *GO*.


Search Bids [Advanced Bid Search](#)


- 5) Once the search results come up, you will need to click on the link that says *Link Bids* in the orange bar above the search results.

## Search results

BidSync Links PLUS™: These bids were found on the web by BidSync




(0) Links PLUS bids
(1) Links bids

Product type 

Bid number 


T

6) Click on the title of the bid that you are interested in.

| (0) Links PLUS bids |   | (1) Links bids          |          |              |  |
|---------------------|---|-------------------------|----------|--------------|--|
| Bid number          | Title   | Agency                  | Location | Bid end      |  |
| 833-11100           | Rehab, Lishon    | City of Fort Lauderdale | FL       | 1 day, 4 hrs |  |

Results per page: 10

7) If you want to receive notifications about this bid, for example, when changes occur, a question is added, and pre-bid conference notifications; you will need to click on the button that says *Notify me about this bid*.

Notifications are **OFF** 

With notifications turned off you will not be notified of the following information for this bid: Addendums, Q&A, and Pre-bid conferences




[Notify me about this bid](#)

8) You should now be on the main page of the bid. To begin responding to the bid, you will need to click on the *Documents* tab.

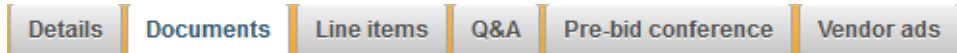
[Download bid packet](#)
[Add to My bids](#)

Details
Documents
Line items
Q&A
Pre-bid conference
Vendor ads

Bid #833-11100 - Rehab, Lishon

9) You will need to view or accept the documents that are listed under the document tab.



### Bid #833-11100 - Rehab, Lishon



You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on download only if you want to save the document to your computer and/or print

Select the documents you want to view:

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> |  <a href="#">COVER PAGE</a> <a href="#">[download]</a> Optional <b>Accepted</b>                         |
| <input type="checkbox"/> |  <a href="#">Lishon.A.D.SOW.doc</a> <a href="#">[download]</a> <a href="#">[.pdf]</a> <b>Not viewed</b> |
| <input type="checkbox"/> |  <a href="#">lishon.doc</a> <a href="#">[download]</a> <a href="#">[.pdf]</a> <b>Not viewed</b>         |
| <input type="checkbox"/> |  <a href="#">General Contractors Proposal.doc</a> <a href="#">[download]</a> <b>Pending acceptance</b> |
| <input type="checkbox"/> |  <a href="#">NON COLLUSION STATEMENT</a> <a href="#">[download]</a> <b>Pending acceptance</b>         |
| <input type="checkbox"/> | <a href="#">General Terms Conditions Formal 4 16 12.doc</a> <a href="#">[download]</a> <a href="#">[.pdf]</a> <b>Not viewed</b>  |
| <input type="checkbox"/> |  <a href="#">Lishon addendum.pdf</a> <a href="#">[download]</a> <b>Not viewed</b>                     |

10) Once finished, you will be able to move onto the next step of responding to the bid. Scroll down to the bottom of the page, and click *Place Offer*.



[Back to bid list](#)

11) You will then come to the page where you enter in your pricing for the line items. You will need to enter in values in the required fields (the product code is optional). If you have more than one offer you would like to make for a particular item. Click on the "Alternate offer" box.

| OFFER  |                          |             |                          |
|--|--------------------------|-------------|--------------------------|
| 833-11100--01-01                               | Default Lot: Permit Fees | Unit Price  | Qty/Unit                 |
| Product Code                                   | optional                 | \$          | 1 / lot                  |
| Notes for Buyer - Alternate Details (Required) |                          | Total Price | \$                       |
|  |                          | Attachments | [Upload Attachment] Save |

12) If you need to upload an attachment, you can click on the link that says *Upload Attachment*. This link is towards the right of the page, right under the pricing area. Attachments can include MSDS sheets, brochures on products, size sheets and any other relevant information. Bidders can upload multiple attachments for any offer on the bid, they do not need to be specific to the line item you are on. For example, while placing an offer on a window, you can upload attachments relevant to the window but also the MSDS on silicone caulk. Once your bid is opened, NYSWDA will be able to sort the attachments for our results page.

|                         |                                   |
|-------------------------|-----------------------------------|
| Unit Price              | Qty/Unit                          |
| \$ <input type="text"/> | 1 / lot                           |
| Attachments             | <a href="#">Upload Attachment</a> |

13) You should then see a window come up that should look like the picture below. Click on *Browse*.

**UPLOAD DOCUMENT**

**Note:** Please do not close this window until the upload is complete.

**Note:** PDF Files that contain security or encryption create viewing errors for the bidding agency. Please remove the security/encryption before uploading the file.

14) You will see a window where you will need to select the document, and click *Open*. Then, click on *Submit* to upload your attachment.

**UPLOAD DOCUMENT**

**Note:** Please do not close this window until the upload is complete.

**Note:** PDF Files that contain security or encryption create viewing errors for the bidding agency. Please remove the security/encryption before uploading the file.

15) You will see a box that shows the progress of the document you are uploading. Do not close this window until it is finished uploading.

| UPLOAD PROGRESS      |                         |
|----------------------|-------------------------|
| Estimated time left: |                         |
| Uploaded:            | 16 KB of 16 KB          |
| Transfer Rate:       | 0.00 KB/sec             |
| Status:              | Scanning for viruses... |

**Note:** Your document is being scanned for viruses. Please do not close this window as it may take a few minutes, depending on the size of your document.

Waiting for www.bidsync.c...

16) Once you finish entering all of the information in your bid response, you can click **Submit**. The next page will show you a summary of what you have entered in your response. You will need to put in your password to confirm the response.

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| ◀ Previous                            | Next ▶                                |
| <input type="button" value="Submit"/> | <input type="button" value="Cancel"/> |

17) If you need to update your response, you may re-submit your bid up until the time that the bid closes. By re-submitting your response, it will not submit it twice, it will just update with what you most recently submitted.

18) Within a few minutes of confirming/submitting your bid. You will get an email from BidSync. The body of the email will list all the information about the items you bid. Print this and use it as your *BidSync copies* when gathering the documents listed on the checklist.

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