## How to Navigate to Planet Bid for Construction Projects and <u>RFQ'S/RFP'S</u>

- 1. Visit the City of Salinas website at: <u>http://www.cityofsalinas.org/</u>
- 2. Hover on for Business and select Bid Opportunities Or RFQs



3. This selection will open to the **BID OPPORTUNITIES OR RFQ'S/RFP'S** page, then click on **Construction Projects** link

BID OPPORTUNITIES (RFQ'S AND RFP'S)
HOME » FOR BUSINESS » BID OPPORTUNITIES OR RFQS
For more information on <b>Construction Bid Opportunities,</b> administered by the Engineering Division of Public Works, visit the <b>Construction Projects</b> page.
For more information on <b>RFP's and RFQ's for professional services</b> (Architects, Engineering Firms, Consultants, etc.) administered by the Public Works Department, visit <b>Planet Bids</b> &
All Other Bid Requests, RFQ's and RFP's are administered by the Finance Department. View them on the <b>Bid Request (RFP)</b> page.

4. On the **CONSTRUCTION PROJECTS** page, click on **View Current Construction Projects Out for Bid** 



5. If you want to search for a bid, click on Bid opportunities



6. Search for a specific bid with the following search tool below:

Bid Opportunitie	es estatution estatu					🔀 🎦 🔂 💷	l In	
Keyword Stage All Bid Type All	Category Department All Uue Date	Clear to Bearch						
Search returned 30 results	3						Pr	rint
Posted	Category	Project Title	Invitation #	Due Date	Remaining	Stage	Format	
12/09/2016	236210, 236220, 541310, 541490, 541990, 8	New Salinas Public Safety Center-Request for Proposals		02/10/2017	37 days	Bidding	Paper only	
Or scroll	through Plane	t Bid list automatica	ally provid	led				

7. Double click on a bid item to view the "Bid Information" with/without a registered account New Salinas Public Safety Center-Request for Proposals (RFP) for the Design and Construction

Bid Information Do Att	cuments/ Addenda & Emails	Q & A	Prospective Bidders	Bid Results	Awards	

8. To view the other tabs, such as "Documents/Attachments", a Planet Bid account is required:



Log in or register for a **<u>FREE</u>** Planet Bid Account

9. Click "Register" and it will prompt the new registration screen:

Vendor Profile New Registration		Log in
Company Info Additional Classifications/ Other Business	Category/ Description	
User Authentication		
Liser Name		
Password		
1 appress		
Company		
Business Type	· · · ·	
Company Name		
IRS Reporting Name		
Doing Business As		
FEI/Tax ID Number	)·	
DUNS		
Address		
City	)·	
State	California	
Country	Inited States	
Zip	·	
Website		
Principal Owner/CEO Name		
Title		
Email		
Phone		
Fax		
Main Contact		
Name	· ·	
Title	· · · · · · · · · · · · · · · · · · ·	
Email	· ·	
Alternate Email		
Phone	ext	
Toll Free		
Mobile		
Fax		
I am authorized to sign bids and offers		
Note: Electronic bids may require an authorized signer to submit.		
A PIN number will be issued to authorized signers for this purpose.		
City of Salinas PLANET BIDS	Report Cancel	Registe
Complete the form	with the required information and click "Register"	

**REMINDER:** Planet Bid registration is **FREE** of charge thru the City of Salinas Vendor Portal. Upon completion, you will be able to download project bid documents, determine intent to bid on individual projects, and conform to required bid procedures.