

Bid Locker Vendor Guide



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Introduction

Secure Bid Locker is a secure online bid submission workstation. It's a tool you can use to submit bids to agencies electronically, in a safe and secure fashion.

Secure Bid Locker gives you a virtual bid window, which you can use to submit bids up until the solicitation close date. After that, the virtual bid window closes, and agencies can review your submitted bid.

Up until the virtual bid window closes, you can also revise or withdraw your bid.

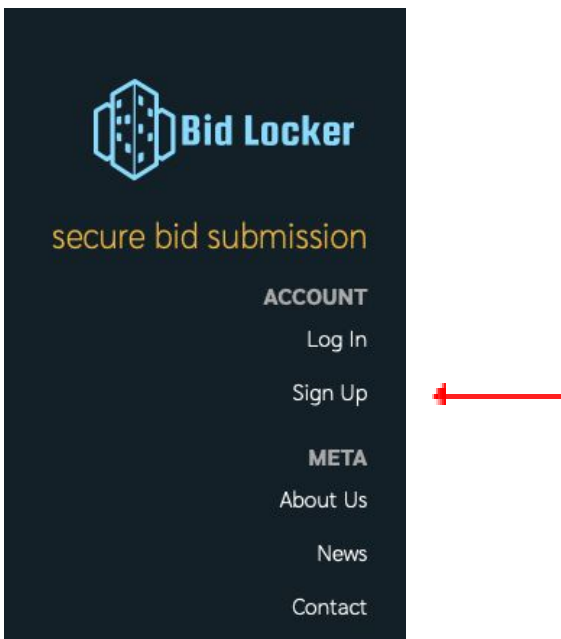
Secure Bid Locker is a cloud-based web application and does not require any software installed on your computer. All you need is a web browser.

Registering and Logging In

The first step you'll need to take is registering with Bid Locker. This sets up an account on our platform that you can use to submit bids.

Registration is simple, and will take about 10 minutes.

To register, first visit <https://bidlocker.us>. On the left-hand navigation column, you'll see a number of links. Click the "Sign Up" link:



You'll be taken to the secure sign-up prompt, where you can enter your email address and choose a password:

If you've forgotten your password, use the option marked "Don't remember your password?" and follow the directions to have a password reset link emailed to you.

Viewing Agency Solicitations

Every agency on Bid Locker will have a listing of open solicitations. When you visit the agency landing page, you'll see their agency information and logo, and you can use that to make sure you're in the right place.

On the agency landing page, you'll also see the agency's open solicitations. Click the link for the solicitation that you'd like to submit a bid for. You'll be taken to the solicitation details. This is the first step to submitting a bid.

Bid Locker
secure bid submission

ACCOUNT
Agency Dashboard
Vendor Dashboard
Site Config
Log Out
META
About Us
News
Contact
LEGAL
Terms
Privacy Policy
FOLLOW US

Company Name
785 Evergreen Lane
Elizabeth, NJ 07201
718-555-1212
contact@generaldynamics.com
http://generaldynamics.com
[View to watchlist](#)

Your Agency's Display Name
Who we are
We are the oldest electric motor company in Elizabeth reflects our dedication to turning ideas into action -- e
The city is our playground, with unmatched access to
Why contract with us?
We strongly support federal, state, and local efforts to

Our Active Solicitations
These are our projects with bid submission available:

- 4th St Building Turbine Replacement RFP #1650
- Fiber Optic Network Upgrade (East Campus) #1685 (TB)
- 1400 Perimeter Fencing (East)

File Library
This is our agency file library.

File	File Size
Cloud Procurement Secure Bid Locker.pdf	2,023,934

Submitting a Bid

Step 1

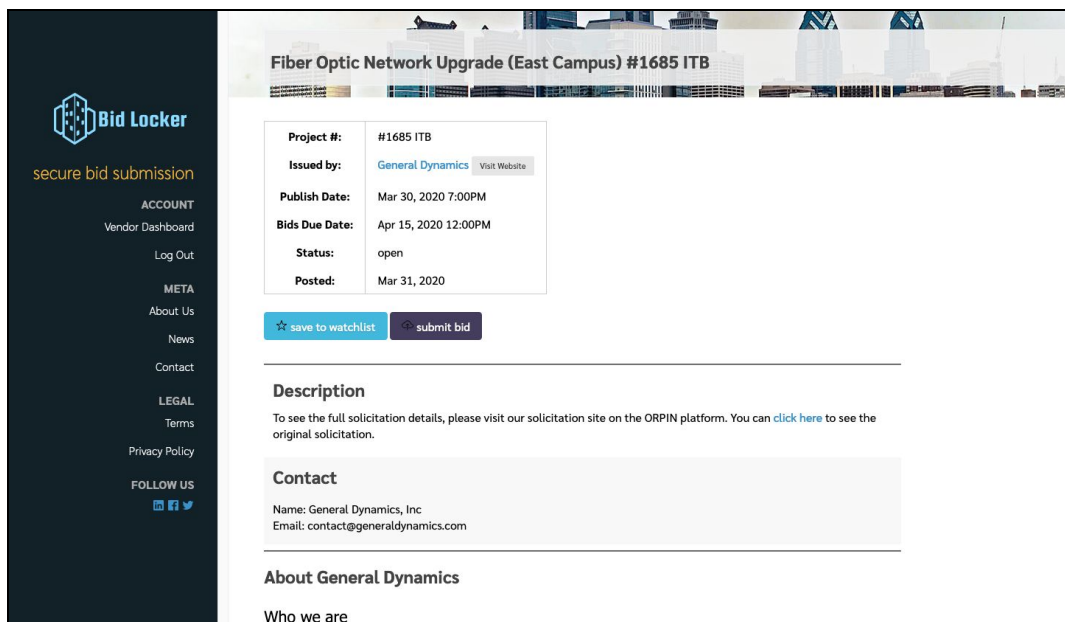
Before you start submitting a bid, make sure you have all of your bid documents ready to upload. These can be PDFs, Microsoft Word files, anything you'd like to submit to the agency.

There is no limit on how many files you can upload, but right now, each file must be less than 1.5gb in size. Most files are, so this isn't usually a problem.

When you're on the solicitation details page, you'll see a button labeled "Submit Bid".

Please note: if you don't see this button, it means you're not logged into your account.

Also please note: you may be logged in, but not yet registered with this agency. If that's the case, there'll be a note on-screen showing you where to register with this agency.



Click the "Submit Bid" button to start submitting your bid. You'll be taken to the first step of the bid submission page.

Step 2

On the bid submission page, you'll again see the solicitation details, to help you make sure you're in the right place.

At the bottom of the details, you'll see a button marked "Begin bid submission". Click that to start the process.

The screenshot shows the 'secure bid submission' page in the Bid Locker interface. The left sidebar contains navigation links: ACCOUNT (Vendor Dashboard, Log Out), META (About Us, News, Contact), LEGAL (Terms, Privacy Policy), and FOLLOW US (social media icons). The main content area displays the project title 'Fiber Optic Network Upgrade (East Campus) #1685 ITB' with a city skyline background. Below this, a table lists project details: Project #, Issued by (General Dynamics with a 'Visit Website' link), Publish Date (Mar 30, 2020 7:00PM), Bids Due Date (Apr 15, 2020 12:00PM), Status (open), and Posted (Mar 31, 2020). A 'Begin Bid Submission' section follows, with instructions to read the solicitation and attachments, a note that 'Bid revisions allowed', and two buttons: 'Begin Bid Submission' and 'Return to Solicitation'. At the bottom, contact information for General Dynamics, Inc. is provided.

Project #:	
Issued by:	General Dynamics Visit Website
Publish Date:	Mar 30, 2020 7:00PM
Bids Due Date:	Apr 15, 2020 12:00PM
Status:	open
Posted:	Mar 31, 2020

Begin Bid Submission

If you're ready to submit a bid or a proposal on this solicitation, you can do so here. Make sure you've read the solicitation and ALL of the attached documents, including any addenda that have been added.

Bid revisions allowed

[Begin Bid Submission](#) [Return to Solicitation](#)

For Questions or Additional Information, Contact:

Name: General Dynamics, Inc.
Email: contact@generaldynamics.com

Step 3

At this page, you'll be able to upload your files to the Bid Locker. Click the "Select files..." button and select the files for your bid submission.

The screenshot shows the 'Bid Submission' page with a city skyline background. The section is titled 'Upload Your Documents' and includes the solicitation title 'Fiber Optic Network Upgrade (East Campus) #1685 ITB' and the bid due date '4/15/20 12:00'. Instructions state to begin uploading documents and that users can save and finish submitting later. A section titled 'Upload files for bid submission' features a 'Select files...' button. Below this is a green progress bar and a table showing the uploaded file 'FIFA Bid Packet.pdf' with a size of 57,592,553 and a 'remove' button. At the bottom are 'Review Bid' and 'Continue Later' buttons.

File	File Size	
FIFA Bid Packet.pdf	57,592,553	remove

[Review Bid](#) [Continue Later](#)

If you've uploaded the wrong files, you can use the "remove" button to remove any files you've uploaded by mistake.

Step 4

When you've uploaded all of your files, click the "Review Bid" button. This shows you all of the bid documents you've uploaded. If you've missed any, use the back button to go back to the previous screen and upload them again.

Bid Submission

Review Your Bid Submission

Solicitation: Fiber Optic Network Upgrade (East Campus) #1685 ITB

Bid due by: 4/15/20 12:00

Please take a moment to review your bid before submitting. Make sure you've included all of the documents and files for your bid. Once you're ready, submit this bid. Once submitted, you can't make changes.

File	File Size
FIFA Bid Packet.pdf	57,592,553

☐ Please check here to confirm your bid submission.

[Submit Bid](#) [Continue Later](#)

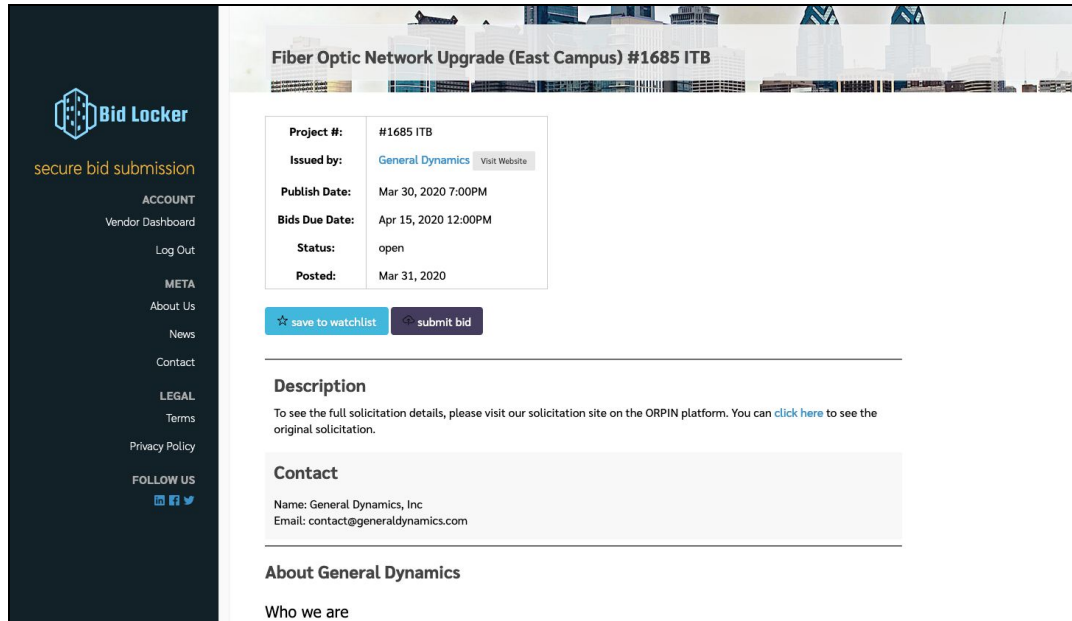
When you're ready to submit your bid, check the checkbox to confirm that everything is as you want it to be. Then click the button marked "Submit Bid".

That's it! You'll see a confirmation screen, and at that point you'll also receive a confirmation email.

Reviewing Submitted Bids

At any point, you can review your submitted bids by going to your Vendor Dashboard.

You can find your Vendor Dashboard link in the left-hand navigation of any page. The link titled "Vendor Dashboard" will take you there. Click it to access your vendor dashboard:



Bid Locker
secure bid submission

ACCOUNT
Vendor Dashboard
Log Out

META
About Us
News
Contact

LEGAL
Terms
Privacy Policy

FOLLOW US
Facebook Twitter

Fiber Optic Network Upgrade (East Campus) #1685 ITB

Project #: #1685 ITB
Issued by: [General Dynamics](#) [Visit Website](#)
Publish Date: Mar 30, 2020 7:00PM
Bids Due Date: Apr 15, 2020 12:00PM
Status: open
Posted: Mar 31, 2020

[☆ save to watchlist](#) [submit bid](#)

Description

To see the full solicitation details, please visit our solicitation site on the ORPIN platform. You can [click here](#) to see the original solicitation.

Contact

Name: General Dynamics, Inc
Email: contact@generaldynamics.com

About General Dynamics

Who we are

On your dashboard, scroll down to the bottom of the page to find your submitted bids.

Your Bids			
Solicitation	Status	Created	
Fiber Optic Network Upgrade (East Campus) #1685 ITB	submitted	4/2020	review

This is a list of your submitted bids. You can revise or withdraw any bids before the virtual bid window has closed. After that, you can only review them.

You can review your submitted bids at any time. If the virtual bid window hasn't closed yet, you can withdraw or revise your submitted bid. Up until the virtual bid window closes, you can make changes if you need to. Once it's closed, you can only review your submitted bids.

For Additional Help

If you have questions or need help setting up your agency solicitations, we're always happy to help. You can reach us at:

Phone: 267-225-1407

Email: help@equityhub.us