

## ATTACHING DOCUMENTS TO YOUR BID

The “Notes and Attachments” sub-tab, found under the “Header” Tab, carries any and all bid documents. Some documents are general knowledge and others are for the bidder to complete and attach to their bid.

Scroll down to the Attachments area to view the listing of a particular bid’s Documents. To view/download a document click on the description (title) of the document.

Complete each necessary document that needs to be filled in electronically by the bidder, save it, and attach it to your bid as follows:

- Select “**file**” and then “**save as**” from the new document window.
- Your computer will then present possible locations for the document to be saved; it is suggested that “**Desktop**” be selected.
- Then select “**Save**”.
- Close the new document window and then select the “Notes and Attachments” sub-tab found under the Header Tab.
- Scroll down to Attachments and select the “Add Attachments” button.
- In the pop-up box, select the “Browse” button.
- Again, your computer will present all possible places the document could have been saved. Click on “**Desktop**”.
- Once your Desktop items appear, **double click** on the subject document. The path will then populate in the Browse field. Leave the description field blank.
- Select “OK”.

Your Document has been attached and now shows up in your list of attachments.

**IMPORTANT RECOMMENDATION:** Click on the description (title) of each document in your list of attachments to verify that it opens and that it was fully and correctly completed (do not rename attachments using any special characters or your attachment may open as a blank page).

**NOTE: For this solicitation, bidders must also attach the following to their electronic bid:**

- Any Solicitation Addendum Forms posted to the IFB up to the date and time set for the bid opening.