

# Contractor How To Guide

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- ❖ The bid document(s), addendum(s), and bid results for a project are retrievable at the City and County of Honolulu Purchasing Division's website, <http://www.honolulu.gov/pur/>.
- ❖ To view a list of projects, login, register for an account, or download documents then follow numbers 1-3. If you want to view bid results for a project then go to number 4.
- ❖ Service provided at no charge.

## 1 View Projects

At the Division of Purchasing's website click on the "Bids for Goods, Services and Concessions" or the "Construction Bids and Proposals" link for the type of project(s) you would like to view.



- The "New" image signifies a newly listed project.



- Click on the "Download" image to go to the bid document(s) and/or addendum(s) retrieval page for that project. In order to download any document(s) you must first login if you have a username and password or register your company's information to get a username and password.



- Click on the "Plan Holders" image to view a list of potential bidders for that project.

## 2 Login or Register Your Company

In order to download any bid document(s) and/or addendum(s) you must:

- **Login** if you have a username and password.

OR

- **Register** your company's information along with a valid Email address\*\*. A confirmation Email will be sent to you. Follow the Email's instructions to complete the registration and activate your account.

\*\*Email addresses are used to notify companies if there are update(s) to the project and/or documents. If a valid Email address is not provided then you will not be able to download any files on the internet and will have to pick them up at City Hall, 530 South King Street Room 115.

**Construction Projects:** If you have not registered or logged in before, but have bid on a project after 10/1/03 then you are already registered. Use your phone number for your User Name and "xxxx" (5 x's) for your Password.

**PLEASE SEE NEXT PAGE FOR RETRIEVING BID DOCUMENTS/ADDENDUMS AND VIEWING BID RESULTS INSTRUCTIONS**

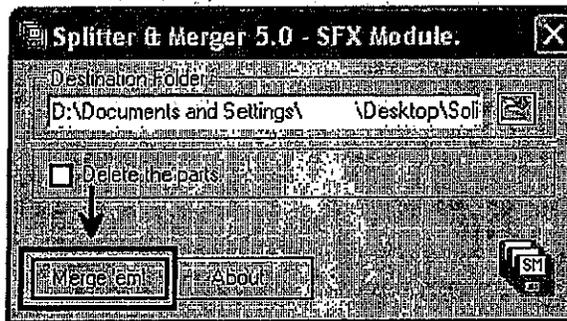
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## 3 Retrieve Bid Document(s) and/or Addendum(s)

Click on the document you would like to retrieve. You can save the document to your computer or view it on the Internet.

**NOTE:** To facilitate faster download times, large bid documents/addendums may be split into multiple parts. Follow the steps below to combine parts into a readable file.

- Download and save all parts (Do not rename file names).
- After download all parts, a diskette icon should be displayed.  SM = Splitter & Merge
- Double click on the icon, run the Splitter & Merger application and then click on **Merge 'em!**



- After merging the files, a zip file should be created. Bid documents/Addendums will be inside the zip file.



## 4 View Bid Results

At the Division of Purchasing's website click on the "Bid Results for Goods, Services and Concessions" or the "Construction Bid Results" link for the type of bid results you would like to view.

-  - Click on the "Download" image to view the bid results for that project. You do not have to login or register for an account to view the bid results for a project.

If you have any further questions please contact us at:  
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Division of Purchasing  
530 S. King St. #115  
Honolulu, Hawaii 96813

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