

City of Nashua & Bid Express

In an effort to make the solicitation process more efficient and cost effective for both vendors and the City, we have adopted an electronic bidding process for all types of solicitations. Electronic bids may be submitted at the bidexpress.com website. For a limited time, paper bids will continue to be accepted, but it is strongly recommended vendors become familiar with the electronic process as soon as possible to prepare for future plans to only accept electronic bids. If both are submitted the electronic version will prevail.

Electronic Signatures & Digital ID's

The City of Nashua NH will now accept Electronic Signatures in place of Digital ID's for **select** bids. This will be clearly stated in the 'Information For Bidders' section of bid documents. Using an Electronic Signatures does **not** require printing, signing, notarizing and sending the form to Bid Express/Info Tech. It is the bidder's responsibility to review this information on each bid.

All electronic bidders must first register on bidexpress.com and create an Info Tech Digital ID for free, which is used to digitally sign bids. Digital IDs/Signatures assures the agency knows who the bid is really from (forgery resistance), ensures that nobody can alter a bid (non-repudiation), prevents the information in a bid from disclosure to unauthorized parties (secrecy), and safeguards that even authorized parties cannot access them prior to the public opening (sealing).

It can take up to seven business days to process your Digital ID and it is highly recommended that a Digital ID be enabled 48 hours in advance of submitting an electronic bid. Please plan accordingly. Instead of paying paper bidding costs (hand or hired delivery costs), a fee of \$25 will be incurred for those who wish to bid electronically on a pay-per solicitation basis. Alternatively, you may subscribe for \$50 per month for unlimited electronic bid submission to all agencies that post solicitations on the bidexpress.com website, plus get email notifications by agency/work type/commodity code.

Secure electronic bidding allows vendors to:

- ~ Eliminate late bids due to weather, mail, and traffic delays
- ~ Minimize bid disqualification due to omissions
- ~ Reduce costs removing delivery, printing, and resource costs
- ~ Bid and re-bid until the last minute
- ~ Download bid documents including plans for free
- ~ Validate bid bonds online

Additional Information

For bidders who are bidding online and wish to utilize the electronic bid bond option, please see the FAQs page regarding electronic bid bonds.

For additional guidance, please contact the Bid Express team at toll free (888) 352-2439 (select option 1) or at support@bidexpress.com.