

February 26th, 2018

SUBJECT: Important changes to City of Lloydminster bidding and tendering process

To our valued vendors and service providers,

The City of Lloydminster will introduce **bids&tenders**, a bidding service that makes it easy to review, register and submit bids for goods and services online, 24/7.

The City of Lloydminster will transition to using **bids&tenders** in two phases.

Please note the following changes taking effect on March 12, 2018 as part of Phase 1:

- Bid documents and notifications posted before March 12th, 2018 will continue to be available on the City of Lloydminster's website at www.lloydminster.ca/bids, the Alberta Purchasing Connection website, the SaskTenders website, and the COOLNet Alberta website.
- Bid documents issued on or after March 12th, 2018 will continue to have the notifications posted to the above sites, however the Solicitation Document will be posted on <https://lloydminster.bidsandtenders.ca/> for viewing and downloading.
- Submission of bids will continue to be in-person and by mail courier. The electronic submission of bids will be introduced later in the year as part of Phase 2.

Subscription information

You will need to subscribe to **bids&tenders** to download bid documents and receive notifications about new City of Lloydminster bid opportunities. Subscription to **bids&tenders** unlimited is just \$165/year. Pay once and access all agencies using bids&tenders in Canada. A one-time, pay-per-bid option is also available at \$45/bid. See all open bids on the system, even without a subscription, then once you've subscribed, you can make unlimited bids and never pay another fee all year.

Your subscription also gives you access to bid opportunities for hundreds of purchasing agencies and thousands of bids across North America, including:

- government
- education
- energy
- police
- health organizations
- school boards

Free webinar demo

Register to join an online demonstration of the new platform. Learn how to create a vendor account, explore the vendor dashboard, view and find bid opportunities, submit/withdraw a bid and manage your bid history.

Bid management tools

bids&tenders gives you access to valuable and convenient bidding tools, including:

- 100% electronic submission
- A secure, custom dashboard
- Category selection, so you only see the bids you want
- Automated email notifications of new bid opportunities, including addenda
- Automated confirmation when your bid has been submitted, received, or withdrawn
- Ability to work on a bid, save your work, and see the bid closing countdown in real time
- Ability to withdraw and change your bid, then resubmit if desired
- Built-in calculator that does the math for you, eliminating calculation errors
- Built-in compliancy checker so your bids are not rejected for incomplete information
- Built-in reminders sent to you if a bid has been started but not submitted

Questions

For more information on **bids&tenders**, please visit www.bidsandtenders.ca, or contact the undersigned.

The City of Lloydminster appreciates your cooperation as we transition to this effective and user-friendly procurement platform.

Sincerely,

Michelle Samarin

Purchasing Officer

City of Lloydminster

Phone: (780) 874-3700 ext. 2317

msamarin@lloydminster.ca

www.lloydminster.ca