



## City of Lake Oswego

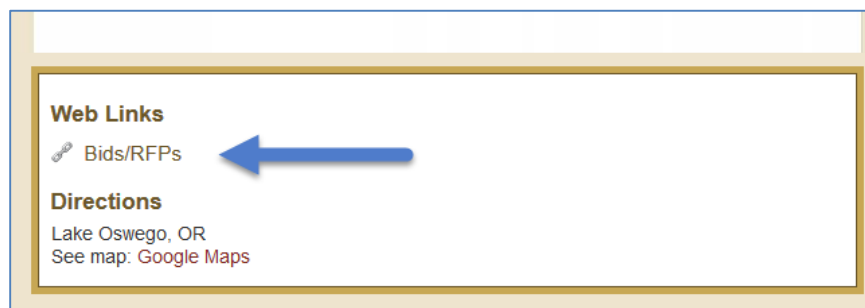
**\*\*NEW\*\***

### **PLANS AND SPECIFICATIONS ARE NOW AVAILABLE ELECTRONICALLY ON THE BID/RFP WEBSITE MARCH, 2014**

- The Engineering Division of the City of Lake Oswego is now offering the option to view/download project plans and specifications electronically on their Bid/RFP website.
- Documents may also be reviewed, examined, and obtained at the City Engineering Dept., 3<sup>rd</sup> Floor, Lake Oswego City Hall, 380 A Avenue, Lake Oswego, Oregon between the hours of 8:00 am and 5:00 pm, Monday through Friday, except legal holidays. Copies may be obtained upon a non-refundable payment of \$25.00. Copies may also be obtained by mail upon request (phone: 503.635.0270, fax: 503.635.0269) and upon the receipt of an additional \$5.00 per contract document to cover postage and handling

#### **How to Navigate the Bid/RFP Website**

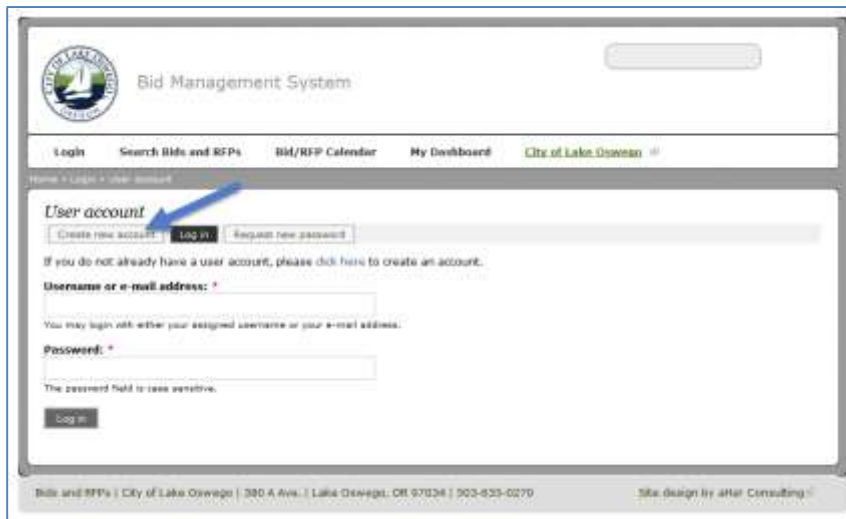
- You **must** create an account within the website to download project plans and specifications, view planholder lists, addenda, bid results and receive email notifications.
  1. Go to <http://www.ci.oswego.or.us/publicworks/bid-rfp-information> .
  2. Click "Bids/RFPs" near the bottom of page.



3. Click "Login".



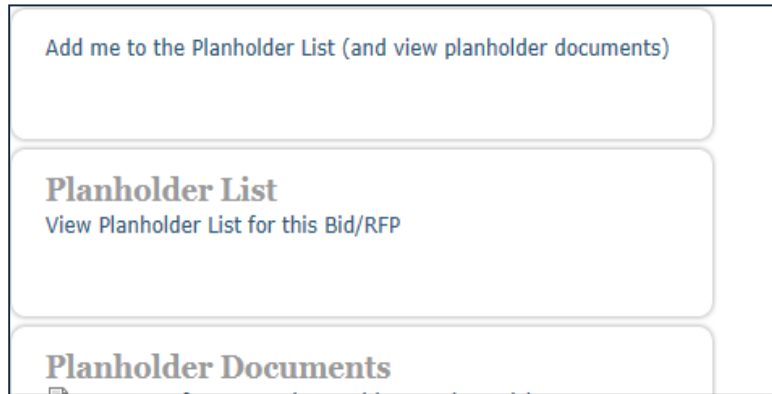
4. Click on "Create new account". Fill out user account information and login or if you have an existing account just login by entering your username or email address and your password.



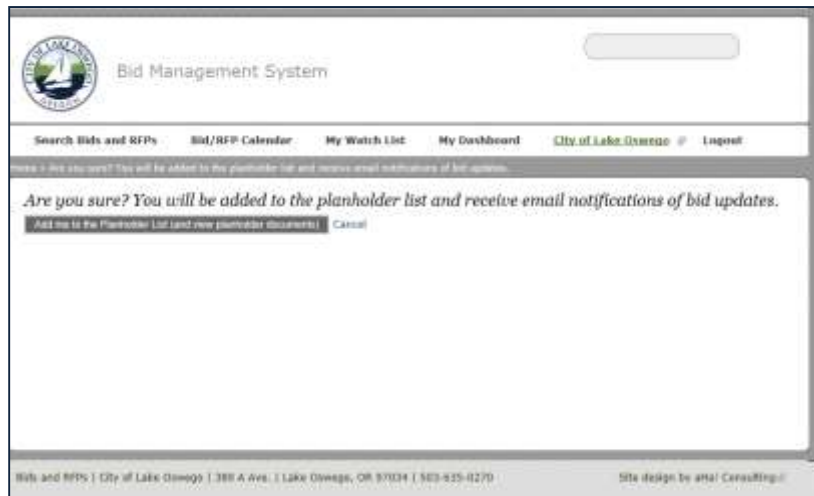
5. Click "Search Bids and RFPs".



6. Find the desired bid/RFP in the list, click “view details” in the right column.
7. Click on “Add me to the Planholders” list.



8. Confirm that you want to be added to the Planholder List.



9. You should now be able to navigate through the site with access to the electronic files for the plans and specifications, planholders list, addenda, supplemental information, email notifications, and other options.
10. If you have any questions, or need help navigating through the website please contact Donna Broadhurst at 503-635-0266 or [dbroadhurst@ci.oswego.or.us](mailto:dbroadhurst@ci.oswego.or.us) .