

**Instructions – how bidders can respond to this bid:**

- 1. First, VERY IMPORTANT – YOU MUST SAVE THE BID DOCUMENT ONTO YOUR COMPUTER BEFORE YOU EVER BEGIN FILLING IN THE BLANKS. Save the file in a place where you can access it at a later time—be sure you give it name that you can recognize later. If you just fill in the blanks on the form before you save it, you will lose all the data you just entered; AND your data will NOT upload when you try to submit.**
- 2. Use the ‘Tab’ key to navigate through this document and complete the required fields; fields will expand automatically, so you can type as much information as need to complete all the fields. Be sure to complete ALL the fields.**
- 3. AFFIDAVIT- You are required to complete and submit this affidavit form for your bid to be valid and accepted—NO EXCEPTIONS. This form is usually the second page of the bid document. You will have to fill out this page on the computer and print it off. You MUST get it notarized before you submit it.**
- 4. Enter your pricing directly on the website. See the sample on the next page. Please use the additional fields for each line to enter appropriate information such as brand, model number, and any other information that is pertinent to the item you are bidding.**
- 5. When you have finished filling in the blanks in the bid document, save it to ensure all data will appear when you submit it. Now attach the saved document to your electronic bid submittal by clicking on the “Upload File” button at the bottom of the web page, choose the file you just completed, and the document should be uploaded.**

Example of bid response page on the Public Purchase website:

EXAMPLE ONLY

Items	
Without response	5
With response	0
<b>Total</b>	<b>5</b>

EXAMPLE ONLY

Type in brand you are bidding

Type in the unit price

Type in part number or other reference

Type in explanation or other notes

EXAMPLE ONLY

Type in general comments to the City of Olathe

Click on the 'Upload' button to upload ALL your response documents