

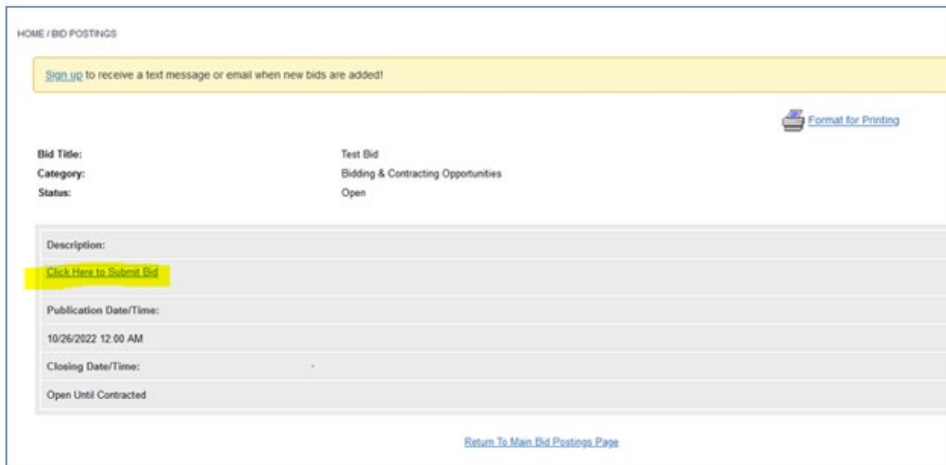
Updated June 2023

The City of Redmond utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process.

This document provides step-by-step instructions for how to respond to the City’s advertised bidding and contracting opportunities. If you need additional assistance with this DocuSign process, please contact the Purchasing division at purchasing@redmond.gov.

Submitting a Bid or Proposal Using DocuSign

1. Check the City’s website for active solicitations: www.redmond.gov/bids.aspx.
2. When you are ready to submit a bid or proposal, select the desired solicitation and click on the link, “Click Here to Submit Bid.”



HOME / BID POSTINGS

Sign up to receive a text message or email when new bids are added!

Format for Printing

Bid Title: Test Bid
Category: Bidding & Contracting Opportunities
Status: Open

Description:
[Click Here to Submit Bid](#)

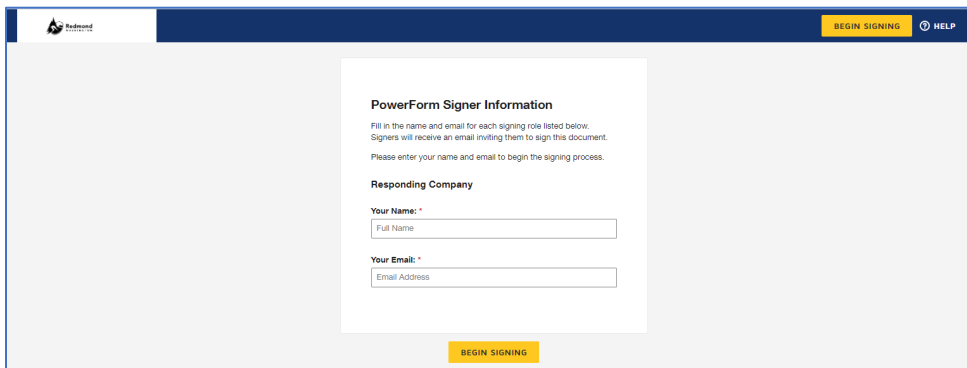
Publication Date/Time:
10/26/2022 12:00 AM

Closing Date/Time:
-

Open Until Contracted

[Return To Main Bid Postings Page](#)

3. You will see a DocuSign screen, “PowerForm Signer Information.” Enter your name and email address, and then click “Begin Signing.”
 - a. Note: only an authorized signatory should respond to a city solicitation.



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BEGIN SIGNING HELP

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Responding Company

Your Name: *
Full Name

Your Email: *
Email Address

BEGIN SIGNING



4. On the next screen, DocuSign will ask you to enter an access code. The purpose of this step is to validate the email address you entered in Step 3.

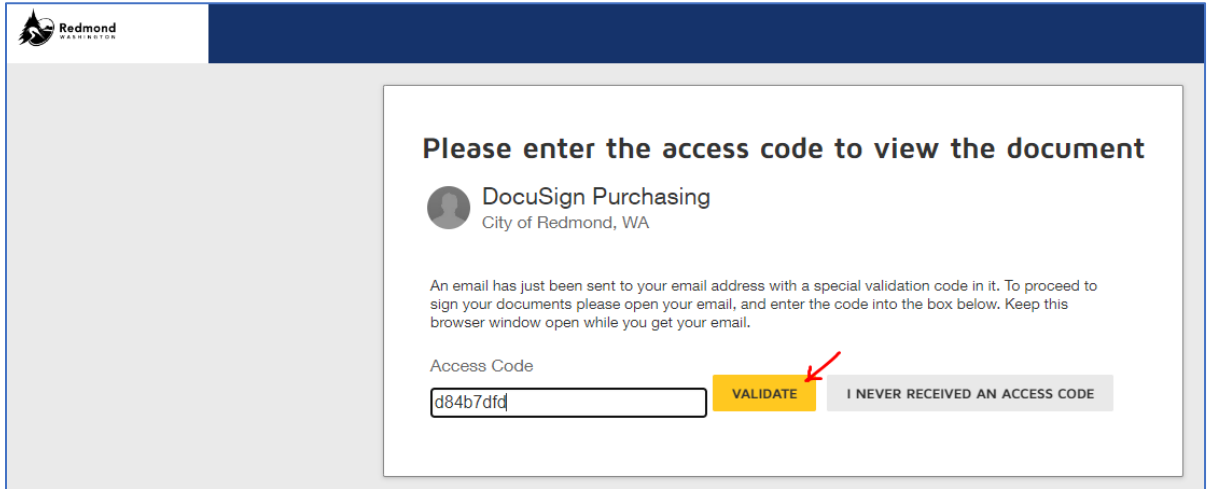
The screenshot shows a web interface for DocuSign. At the top left is the Redmond logo. The main heading is "Please enter the access code to view the document". Below this is the DocuSign Purchasing profile for the City of Redmond, WA. A message states: "An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email." There is an "Access Code" label above a text input field. To the right of the input field are two buttons: a yellow "SUBMIT" button and a grey "I NEVER RECEIVED AN ACCESS CODE" button.

5. You will receive an email with the subject line, "Email Validation." Here is an example of the type of email you will receive. Copy the "Signing Validation Code."

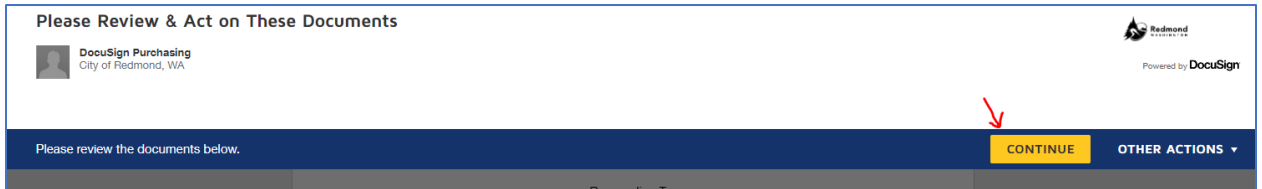
The screenshot shows an email interface. The subject line is "Email Validation: Bid #12345, Test, Closing Date: 1/31/2023, 2pm PST". The sender is "DocuSign NA3 System <dse_NA3@docusign.net>". The recipient is redacted. There are "Reply" and "Reply All" buttons. A yellow banner reads "External Email Warning! Use caution before clicking links or opening attachments." Below this is a large blue box with the Redmond logo at the top left. In the center is a white padlock icon. Below the icon, the text says "Signing validation code: d84b7dfd", where the code is circled in red. At the bottom of the blue box is a yellow "RESUME SIGNING" button. Below the blue box, the text says: "Copy and enter the validation code into the access page to continue signing. If you did not start signing Bid #12345, Test, Closing Date: 1/31/2023, 2pm PST, please contact support." At the very bottom, it says "Powered by DocuSign".



- Paste the "Signing Validation Code" (from your email) into the "Access Code" field (on the DocuSign screen), and then click "Validate." Here is an example of the type of access code you will enter.



- On the next screen, click "Continue."



- You will now see the City's Bidder Submittal Form. Review the details at the top of the form, to ensure you are responding to the correct bid opportunity.
- Make sure the name of your company is correct.

Submitted By:

Name of Company Submitting Response:

Printed Name of Person Submitting Response:

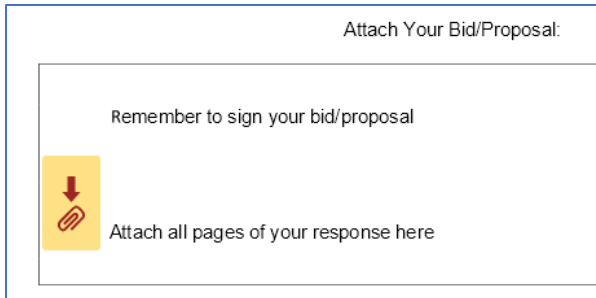
- Click "Sign."

Signature of Person Submitting Response:

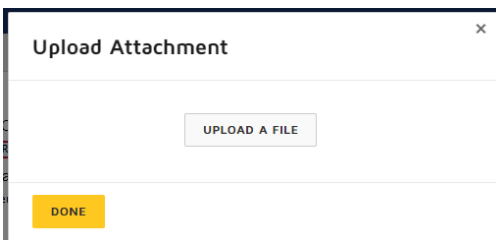
Sign



11. Click on the paperclip icon to attach your bid response.



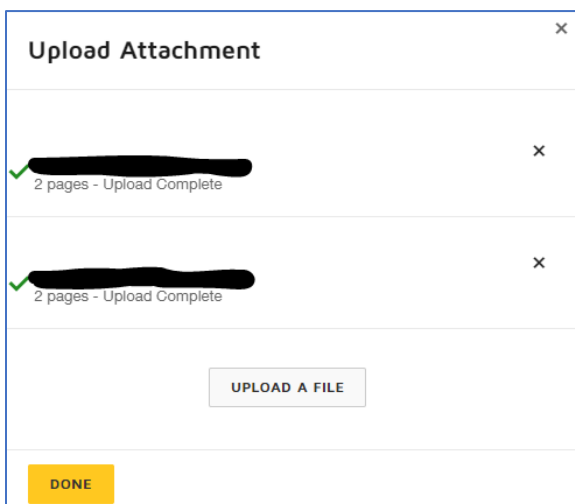
12. After you click on the paperclip icon, you will see an “Upload Attachment” pop-up box. Click “Upload a File.”



13. Locate the desired document(s) from your computer and click “Open.”

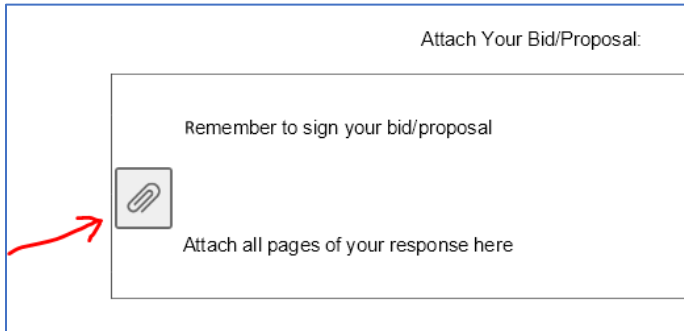
a. Note: multiple files can be attached.

14. A list of your attachments will appear in the list. To remove a file, click the “X” located to the right of the item. When ready, click “Done.”

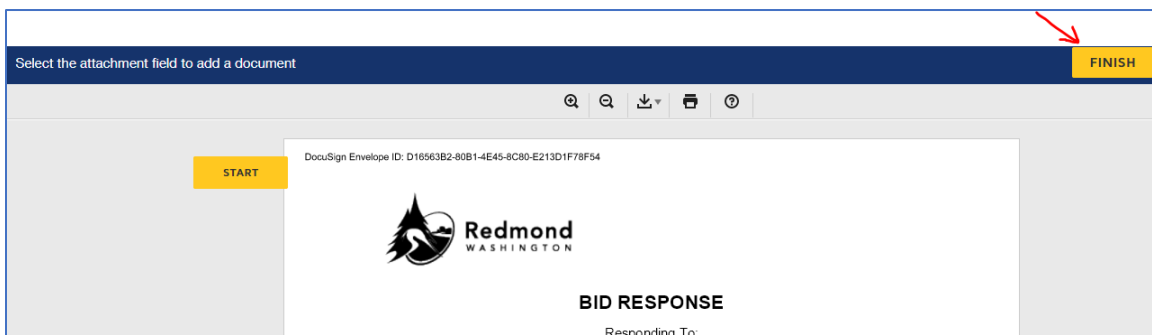




15. Scroll down on the DocuSign screen, to preview the files you attached. If you need to add, remove, or change the files, click on the paperclip icon again (it will now be in a “gray” color) and repeat Steps 12-14.



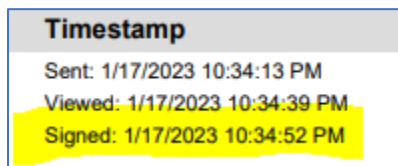
16. Once you are satisfied with your bid response/attachments, click “Finish,” located at the top or bottom of the DocuSign screen.



Your bid response has now been submitted!

a. Note about timestamps:

DocuSign will timestamp after you click “Finish.” The DocuSign Certificate of Completion “signed” timestamp is the official and legal time that a bid is submitted. If a signed date and time is after the given due date and time, then the bid/proposal will be rejected.

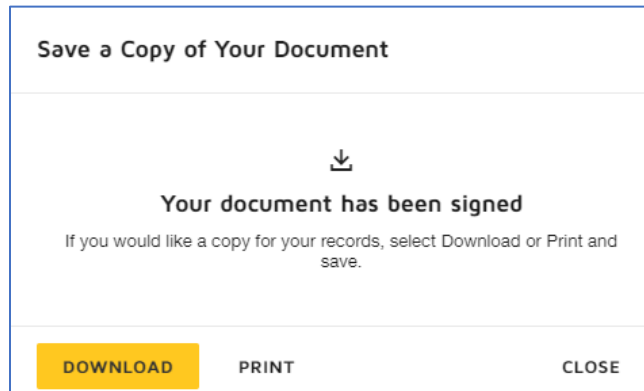




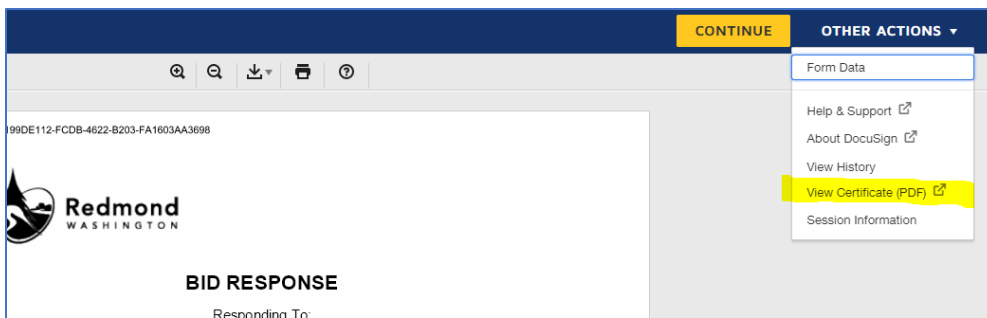
b. Note about forms that are viewed but not submitted:

If you do not click “Finish” (for example, if you just want to view the form without submitting a bid or proposal), then the system considers this an incomplete form. After the solicitation closes, the city bid administrator will delete any incomplete forms, and when this happens, DocuSign will automatically send a “voided envelope” email notification to anyone who viewed the form but didn’t click “Finish.” The “voided envelope” email notification just means the incomplete (empty) form has been deleted – it does not mean the project has been cancelled.

17. After you click “Finish,” a pop-up window will appear, affirming that your document has been signed.
- i. Click “Download” to download a PDF of your bid response and the Certificate of Completion, which will be attached at the end of the document.
 - ii. Click “Print” to open a new window, from which you can print a copy of your bid response and the Certificate of Completion, which will be attached at the end of the document.
 - iii. Click “Close” to exit the screen.



18. If you click “Close,” you can download the Certificate of Completion by clicking on the “Other Actions” drop-down menu and selecting “View Certificate.”





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Enhanced Livability
Environmental Sustainability**

19. You will receive an email notification when the City of Redmond opens your bid. The email notification will include a “Summary” document (the Certificate of Completion), which shows the date and time when the City of Redmond views and “completes” the bid.

Questions relating to this process may be directed to the Purchasing division at purchasing@redmond.gov.

City of Redmond | MS:3NFN • 15670 NE 85th St • PO Box 97010 • Redmond, WA 98073-9710