



City of Worthington Electronic Bidding Process

In an effort to make the solicitation process more efficient and cost effective for both vendors and the City of Worthington, the City has adopted an electronic bidding process for projects subject to competitive bidding. Electronic bids may be submitted at the bidexpress.com website as the primary method of bid submission. 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.

Secure electronic bidding allows vendors to:

- Eliminate late bids due to weather, mail, and traffic delays
- Minimize bid disqualification due to omissions
- Reduce costs by 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

Learn more on the [vendor resources page](#) or this [vendor overview](#) PDF.

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

It can take up to five business days to process a Digital ID and it is highly recommended that a Digital ID be enabled 48 hours in advance of submitting an electronic bid. Bidders should plan accordingly. See the [Bid Express Vendor Guide](#) for a detailed step-by-step walk-through. 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, a vendor may subscribe for \$50 per month for unlimited electronic bid submission for all agencies posting solicitations on the bidexpress.com website, plus get email notifications by agency/work type/commodity code.

For bidders who are bidding online and wish to utilize the electronic bid bond option, please see the [FAQs](#) page regarding electronic bid bonds (bottom of the page in the link).

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