



Potential Bidder on City of Delaware Contracts

Subject: City Transitioning to Bid Express on September 6, 2016

Dear Potential Bidder:

The City of Delaware will be transitioning all bids and requests for proposals to electronic online bidding through the Bid Express website. Submitting bids via the Bid Express website will be mandatory beginning September 6, 2016. **No paper bids will be accepted.**

All electronic bidders must first register on the www.bidexpress.com website and create an Info Tech Digital ID. Registration and Digital ID creation are free. It can take up to five business days to process your Digital ID and it is highly recommended that a Digital ID be enabled 48 hours in advance of submitting an electronic bid. Please plan accordingly. We would advise you to get these items taken care of immediately if possible. Please make contact with Bid Express to ensure you will be advised of our bid dates.

For additional guidance or to learn more, please contact the Bid Express team at toll free [\(888\) 352-2439](tel:8883522439) (select option 1) or at support@bidexpress.com.

If you have any questions, please feel free to contact me at [740-203-1723](tel:7402031723) or by e-mail at jcoleman@delawareohio.net.

Sincerely,

Jeff Coleman
Project Manager