

## Doing Business with the City of Cornwall

The City of Cornwall Procurement department uses an online platform to simplify the distribution and notification of bid opportunities with the City. The online platform is Bids and Tenders, which is used by hundreds of municipalities, educational facilities and other Government organizations. If you wish to do business with the City of Cornwall your first step is to create an account with the Cornwall Bids and Tenders.

### Creating an Account

- Visit the Bids and Tenders website at <http://cornwall.bidsandtenders.ca>
- Click on the link at the top right "Create Account"

**Cornwall**  
ONTARIO CANADA

bids&tenders

Welcome to the City of Cornwall - Bid Opportunities Website

Bids Homepage Find more bids **Create Account** Login

This site was created to provide openness, accountability and transparency to the City of Cornwall's procurement of goods, services and construction.

Bidders can create an account free of charge which permits the bidder to register for a bid opportunity. **(IMPORTANT: ONE ACCOUNT ONLY TO BE CREATED PER ORGANIZATION. ADDITIONAL CONTACTS MAY BE ADDED TO THIS ACCOUNT).** There may be a document fee applicable to some bid opportunities.

**Note: password must be atleast 6 characters in length, have 2 upper case characters and at least 1 special character (!@#\*\$)**

Features available to bidders:

- Email Notification of new bid opportunities, changes to bid status
- Download documents and request forms on-line
- Access to addenda, clarification, supplemental information
- View bid results

Bidders must register for the bid document to be listed as a plan taker. (Note: The City of Cornwall does not release the list of plan takers)

**INSTRUCTIONS:**

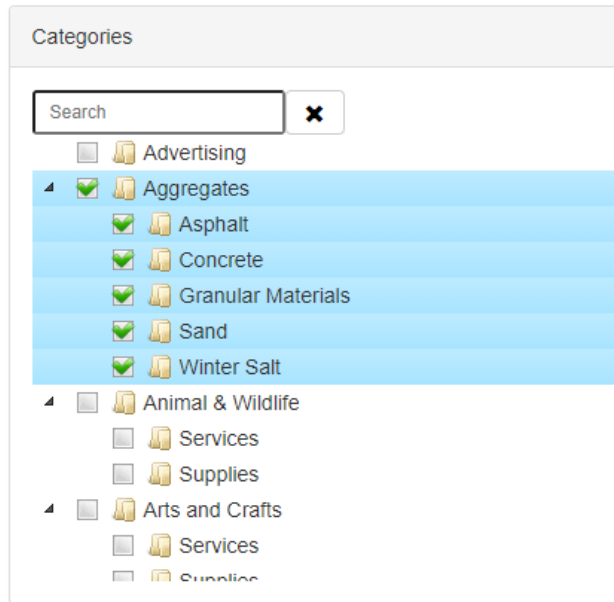
[Create an Account](#), [Register to Download Documents](#), [Access Addenda/Clarifications](#), [Modify Account Settings](#) or [Forgotten Password](#)

- Complete all the required fields starting with your Organization Details

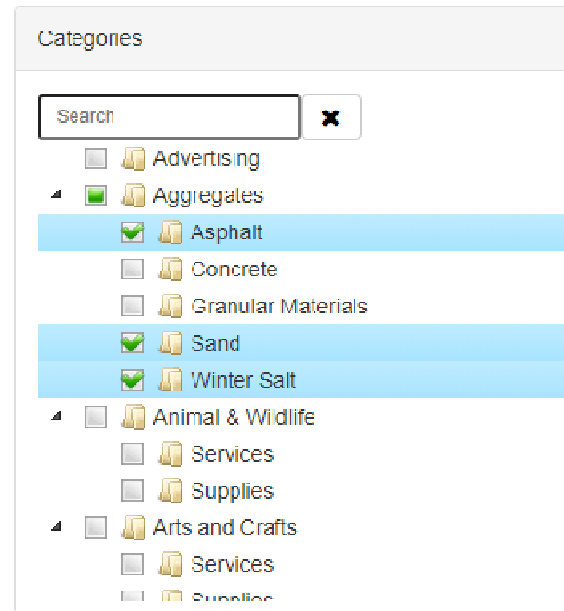
### **Here are a few tips for completing this Step**

- The \* indicates areas that must be filled in to proceed
- Categories of Interest - Click the boxes beside the category of interest that **are related** to your business interests. You may select an entire category or a sub-category within (see example below). Make sure the boxes are checked for your categories of interest. This will allow the system to send you email notifications when a bid related to your category of interest is posted.

## Categories



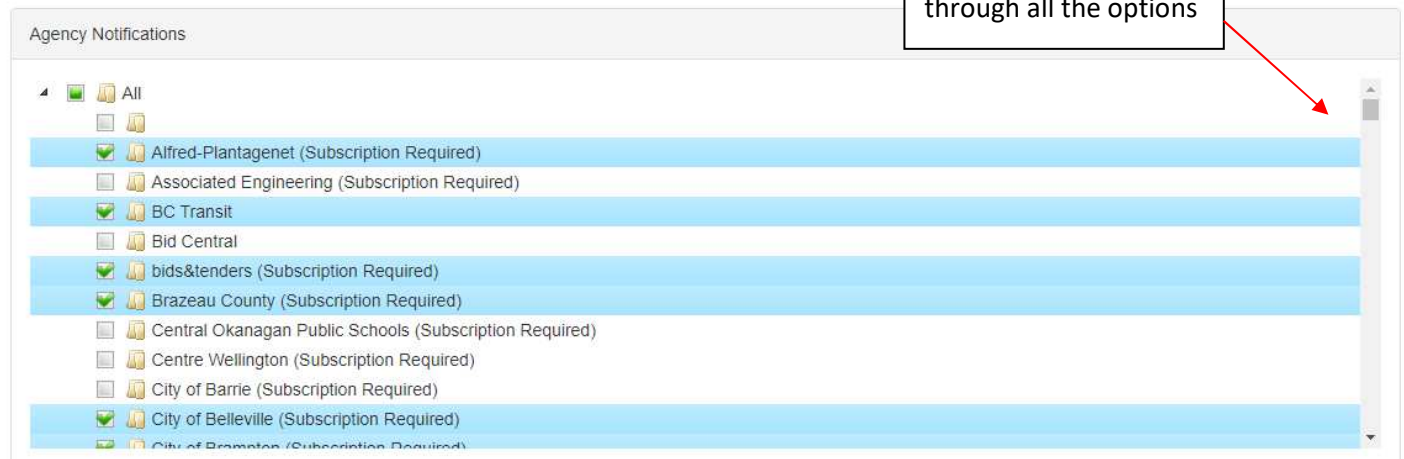
## Categories

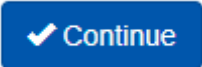


- Agency Notifications - Hundreds of agencies use Bids and Tenders, and here is where you can maximize your business opportunity. Not only can you **select the City of Cornwall** as an agency you would like to receive notifications from but you can also select any other agency that you wish to do business with. You can select “All” or simply select the agencies of your choice.

## Agency Notifications

Please specify which agencies you would like to receive new bid notifications from.




- Password must be at least 6 characters in length, have 2 upper case characters and at least 1 special character (!@#\*\$)
  - To include more than one contact on the account select “Invite Another Contact”
- Once all the information is correctly entered, click the  at the bottom right of the screen.

## Register as a Plan Taker

In order to smoothly submit a bid and be contacted for any changes, addendums or other information related to the bid opportunity you must register as a plan taker. Registering will give you access to the required documents and register your interest within the system.



It is easiest to start this process from the home page;


- Select the Home button. This will bring you to the main screen listing all the current bids available online.
- Locate the bid that you wish to register for and click on Bid Details.
- This will open the details of the bid, displaying the documents, addendums etc ... that are available for download once registered. Select the  button to continue.
- A Terms of Service agreement will appear. You will need to agree to these terms in order to access the documents.

**Terms Of Services** [My Bids](#) [Bids Homepage](#) [Find more bids](#) [Manage Account](#) [Logout](#)

It is the bidder's responsibility to check this web page often for any addendum. **Bids received without the appropriate signed addendum attached will be rejected.**



If submitted bid documents have been altered or do not match the documents posted on this website, they will be rejected.

- Click on the  link to continue.
- You will now receive notification that you have successfully registered as a plan taker.

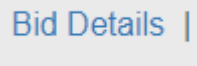
## You have successfully registered as a plan taker!

You successfully registered as a plan taker for **20-B27 - Supply and Delivery of a HACH SOLITAX Immersion Probe.**

- Select the View Bid Details button and you will be returned to the screen to access all documents. **(Note: Tenders will not be able to be downloaded from the website. You will be able to download a registration form that can be faxed to 613-932-5919 or emailed to [purchasing@cornwall.ca](mailto:purchasing@cornwall.ca). Once registered, you may also pick up tenders at Purchasing Services located at 100 Water Street, Cornwall.)**
- Once you have completed the download, you may proceed to another bid or you may log out.

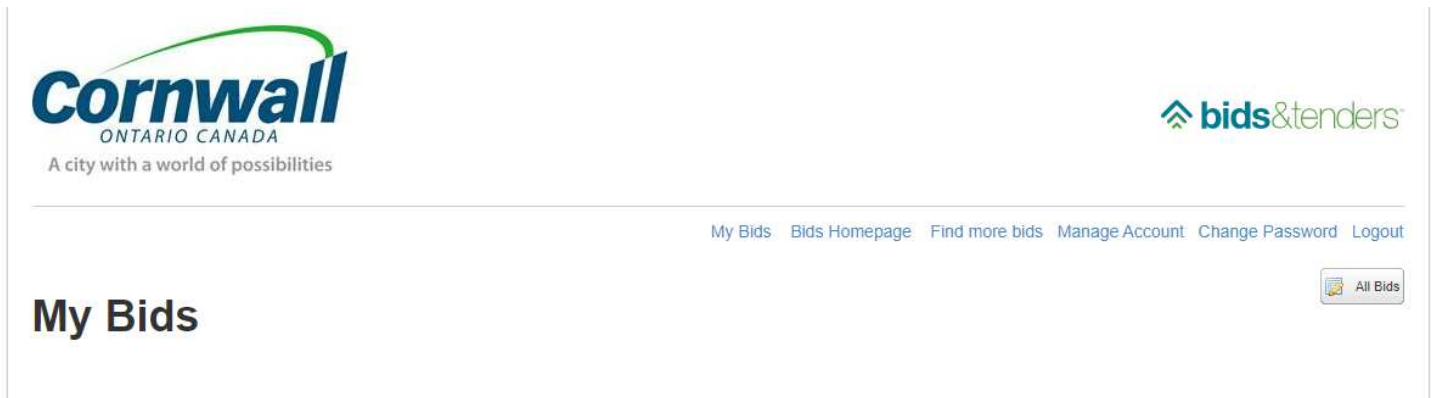
## Accessing Documents that you have registered for as Plan Taker

- Click on Bid Details  and this will open the details of the bid, displaying the documents, addendums etc ... that are available for download once register.
- **(Note: Tenders will not be able to be downloaded from the website. You will be able to download a registration form that can be faxed to 613-932-5919 or emailed to purchasing@cornwall.ca. Once registered, you may also pick up tenders at Purchasing Services located at 100 Water Street, Cornwall.)**

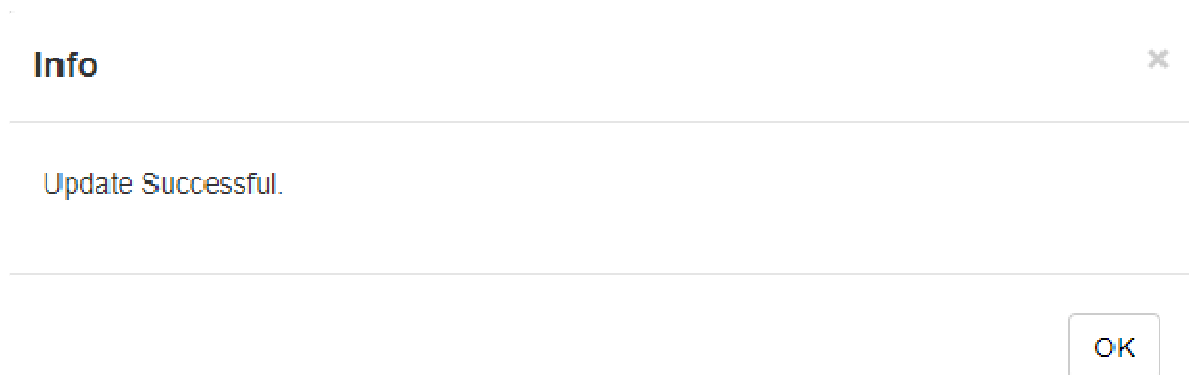
**\*\* It is still the vendor's responsibility to check the website for updates including addendums.**

## Making Modifications to Your Existing Account

- Log on to the Bids and Tenders website <http://cornwall.bidsandtenders.ca>
- Login to by clicking Login on the right side of the screen. This will prompt you to enter your Username and Password.
- Once you have entered your Username and Password you will be brought to “My Bids” page (a summary of your activity); select Manage Account on the right side of the screen.

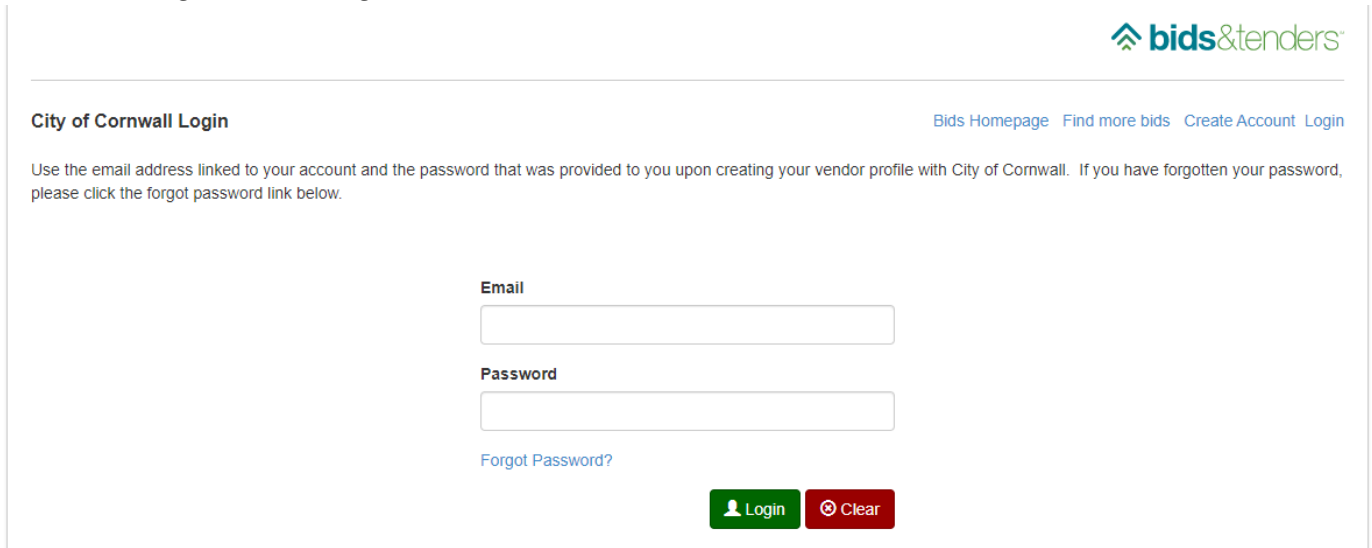


- This will bring you to the “Update My Account” screen where you will be able to change your password, update any email/phone number changes, change or add Categories of interest.
- When complete with changes select - Continue
- You will receive notification that you have successfully updated your account .



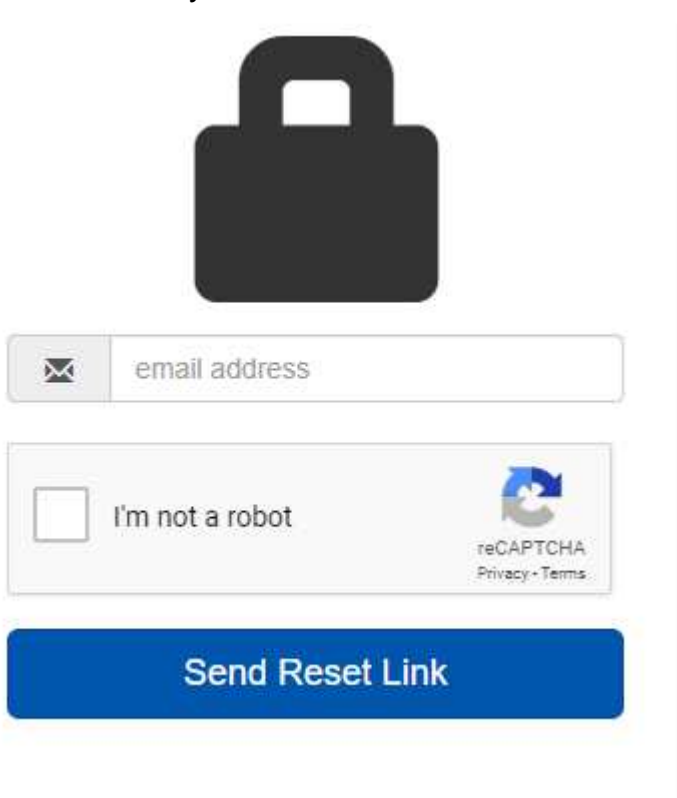
## Forgotten Password Procedure:

- Log on to the Bids and Tenders website <http://cornwall.bidsandtenders.ca>
- Click Login on the right side of the screen.



The screenshot shows the 'City of Cornwall Login' page. At the top right is the 'bids&tenders' logo. Below it are navigation links: 'Bids Homepage', 'Find more bids', 'Create Account', and 'Login'. The main heading is 'City of Cornwall Login'. Below this is a paragraph: 'Use the email address linked to your account and the password that was provided to you upon creating your vendor profile with City of Cornwall. If you have forgotten your password, please click the forgot password link below.' There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a link for 'Forgot Password?'. At the bottom right are two buttons: a green 'Login' button with a person icon and a red 'Clear' button with a trash icon.

- Select **Forgot Password?**
- You will be then prompted to enter your email address and a link to reset password will be emailed to you.



The screenshot shows the 'Forgot Password' form. At the top is a large black padlock icon. Below it is an email input field with a mail icon and the placeholder text 'email address'. Underneath is a reCAPTCHA section with a checkbox and the text 'I'm not a robot', and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' links. At the bottom is a large blue button with the text 'Send Reset Link'.

## Viewing (unofficial) Results on the Website after Closing Date

- Go to the website (<http://cornwall.bidsandtenders.ca>) and log in by clicking on the login link at the top right corner. This will prompt you to enter your Username and Password.
- You will need to change the “Status” from Open to Closed (or Awarded if award has been made) by clicking on the arrow down button to the right of open.

Login Create Account

20-T16  x

Reset Advanced Search

Bid Name	Bid Status	Bid Closing Date
20-T16 - Cleaning, Flushing and CCTV Inspection of Various City Sewers	Closed	Wed Apr 15, 2020 4:30 PM

Bid Details | Download Documents (1)

Page 1 of 1 Limit Results: 25

- All
- Planned
- Open
- Closed
- Unofficial Results
- Awarded
- Cancelled
- Terminated
- Archived

- Use the keyword search to enter the RFQ/Tender/RFP number you wish to view and select search.
- If the project is Closed (not yet awarded) to be able to view the bids submitted click Bids Submitted (as below) to the right of the bid details

[Bid Details](#) | [Download Documents \(1\)](#) | [Bids Submitted \(6\)](#)

If the project is Awarded to be able to view the bids submitted and award details click Awarded (as below) to view Awarded, Unofficial Results and Bids Submitted.

[Bid Details](#) | [Download Documents \(1\)](#) | [Addenda \(5\)](#) | [Bids Submitted](#) | [Awarded](#)

If you require further assistance, please email Purchasing Services at [purchasing@cornwall.ca](mailto:purchasing@cornwall.ca) and someone will contact you for assistance