HOW TO REGISTER TO BID

1. Go to https://www.calhouncountymi.gov/departments/administration/purchasing.php
   Long way: Calhoun County Michigan>Online Services>Online Bids

2. *CLICK HERE TO REGISTER* to start the NEW registration process. This process will have you choose key words and codes that describe your services and/or products.

3. In order to receive email notifications of new bids, requests for proposals, and quote requests, vendors must first register with Bidnet Direct. With any questions about Bidnet Direct and registering as a vendor, please call 800-835-4603 (Option 2), to speak with Bidnet directly. **Please do not contact the Calhoun County purchasing department or CCLBA with questions. Bidnet Direct is very helpful and will answer any questions and address any issues.**

4. All bids are submitted online. For more information on submitting see, *How to respond to a County bid*.

Below are programs offered by the Calhoun County Land Bank Authority

- Demolition – Battle Creek, Albion, throughout Calhoun County
- Side Lot Program – Lots sold to adjacent property owners
- Transform This Home - Buy house, bring to code in 9-months
- Transform This Commercial Property – for small business properties
- Develop This Lot – for new construction of residential, commercial and industrial projects
- Neighborhood Mow & Maintenance Program – For non-profit group fundraising opportunity

Go to calhounlandbank.org for more information on programs.

Staff Contact: Tonesha Heath, Property Projects Coordinator, 269-781-0746 or theath@calhouncountymi.gov

Revised February 2026

How to Register on **bidnetdirect.com**

A STEP-BY-STEP GUIDE

bidnet direct.
by SOVRA

Step 1: Choose a Package and a State

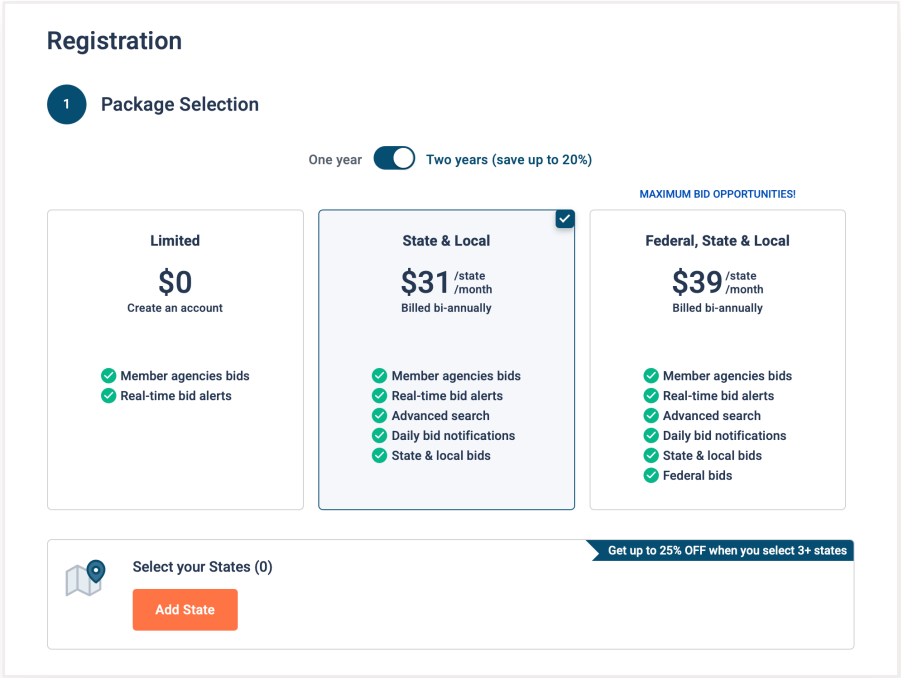
Click on the provided link to access the registration page and choose a package that best fits your company's needs.

Limited Access: Access bids from member agencies.

Statewide Bids (most popular option): Access bids from member agencies + State & Local agencies in your selected state.

Federal Bids (maximum bid opportunities): Access bids from member agencies + State & Local agencies + Federal agencies in your selected state.

Then Select your states by clicking on **Add States**.

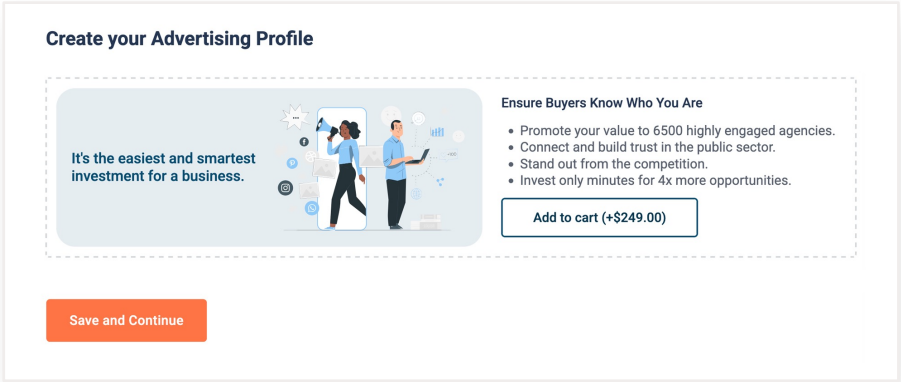


Step 2: Add Advertising Profile (Optional)

You have the option to add an **Advertising Profile** to your account.

This package allows you to eventually include your company logo, product sell-sheets, or catalogues in your profile.

Click **Save and Continue**.



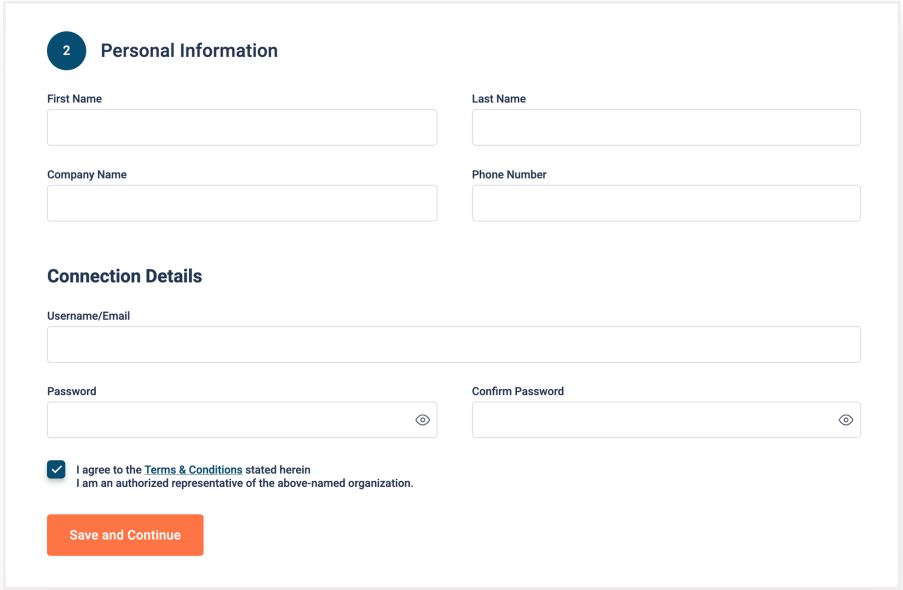
Step 3: Enter Personal Information

Fill in user details and login credentials.

Read and accept the **Terms & Conditions**.

Confirm that you are an authorized company representative.

Click **Save and Continue**.

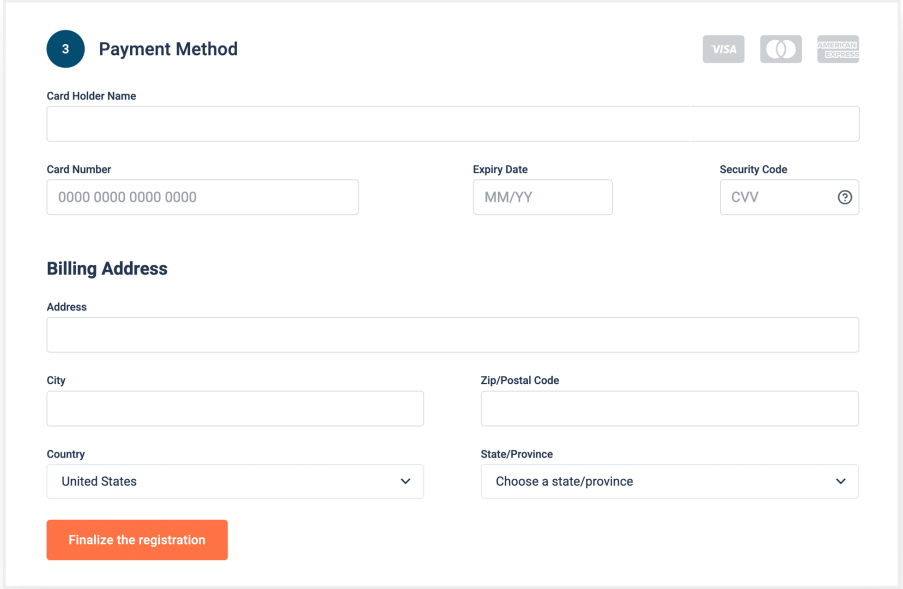


Step 4: Payment Information (If Applicable)

If a paid package was selected, enter your credit card details.

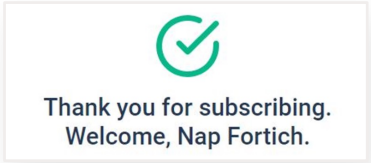
Review the total amount and user information.

Click **Finalize the registration**.



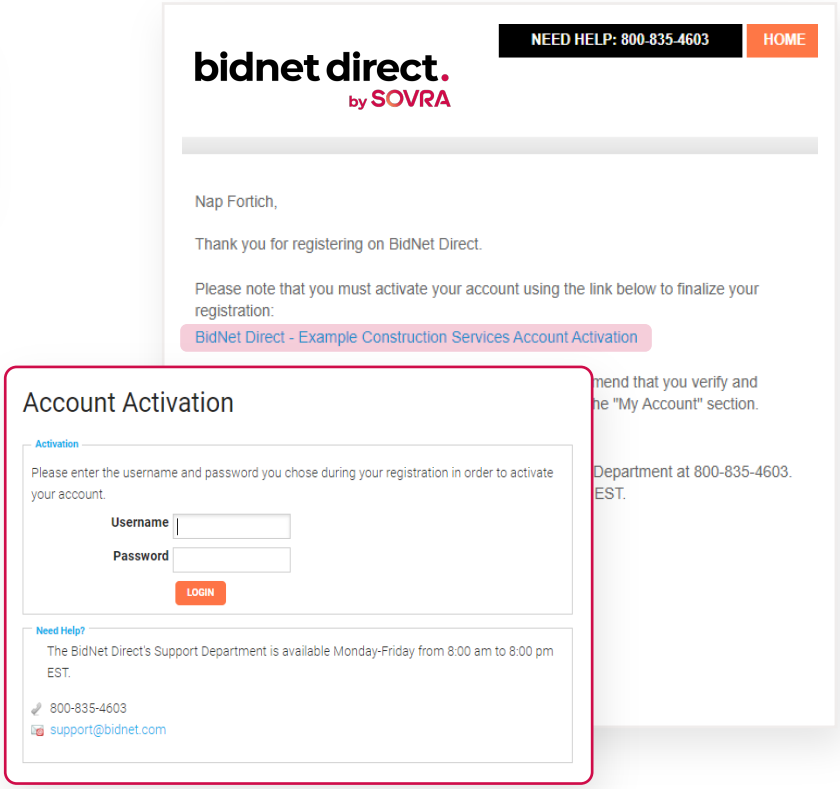
Step 5: Complete & Activate Your Account

A confirmation page will display your subscription details.



Check your email for the activation link (check Spam folder if needed).

Click the link and **log in** using your chosen credentials.

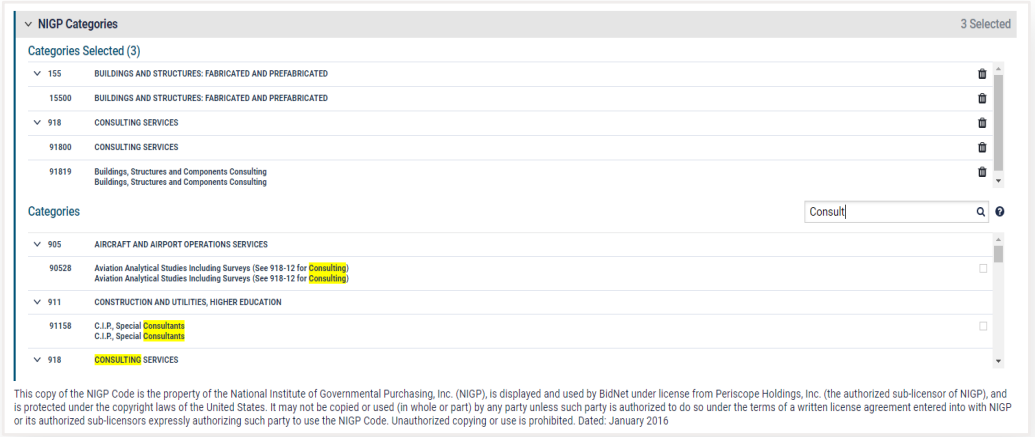


Step 6: Select Category Codes

Upon first login, choose the category codes that match your company's products or services.

Why this matters:

- Enables automatic email notifications for relevant solicitations.
- Helps buyers find your company based on their requirements.
- Allows buyers to invite you to bid directly.



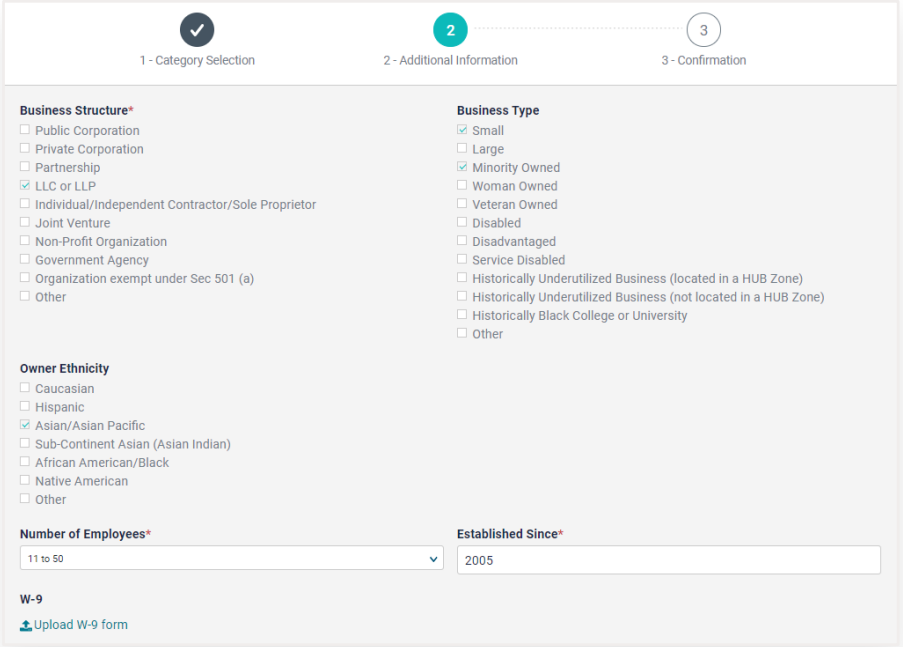
Step 7: Provide Additional Information

Enter details about your business structure and certifications (DBE, etc.).

Upload your W-9 form (preferred by agencies).

Why this matters:

- Increases visibility for buyers searching for specific business types.
- Helps agencies send manual bid invitations.



Step 8: Registration Complete!

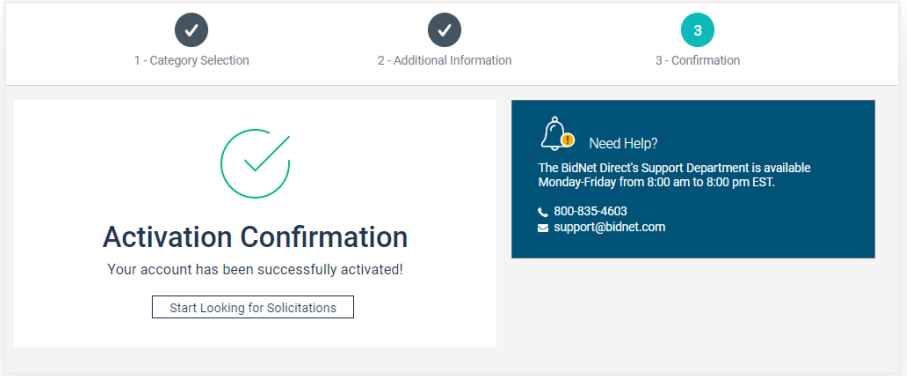
Log in and **start browsing** open solicitations.

Bid notifications will begin immediately.

Need help? Contact Bidnet Direct Vendor Support:

Phone: 800-835-4603 (Option 2)

Email: support@bidnet.com



Let's stay connected!

And let us know if you have any questions or comments.

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Electronic Bid Submission (EBS)

User Guide

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About Bidnet Direct

State and local government agencies utilize Bidnet Direct for the distribution of solicitations, documents, and addendum. In addition, many utilize the electronic bid submission option for vendors to submit responses directly online through the platform. Answers to some frequently asked questions regarding electronic bid submission are listed below. Register to receive notifications and respond to solicitations at www.bidnetdirect.com

What is an Electronic Bid Submission?

The Electronic Bid Submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The EBS feature allows suppliers to submit bids/proposals online via Bidnet Direct. The EBS feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered at to www.bidnetdirect.com participate in EBS.

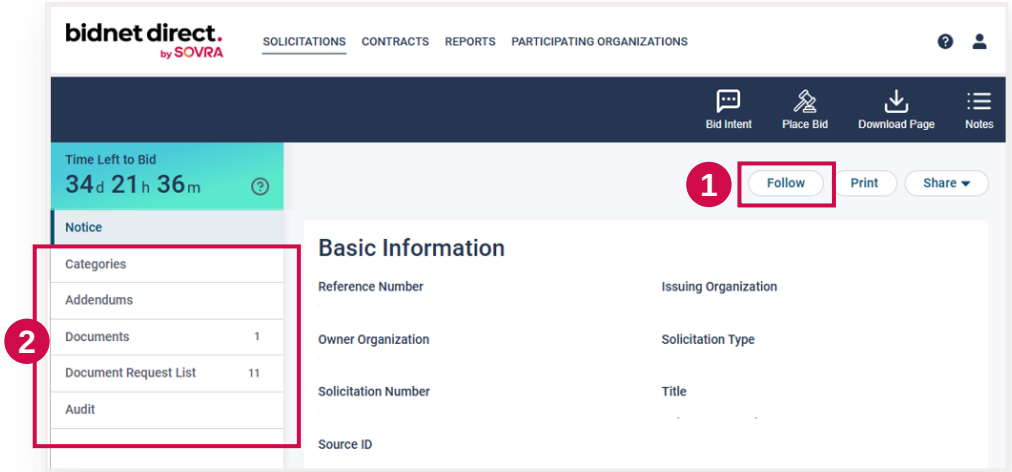
When do buyers see my submission?

Submitted documents are stored securely with a high level of security. All bids remain encrypted and not readable until bids are opened by the buyer and only after the closing date and time have passed.

What should I do before I submit a bid?

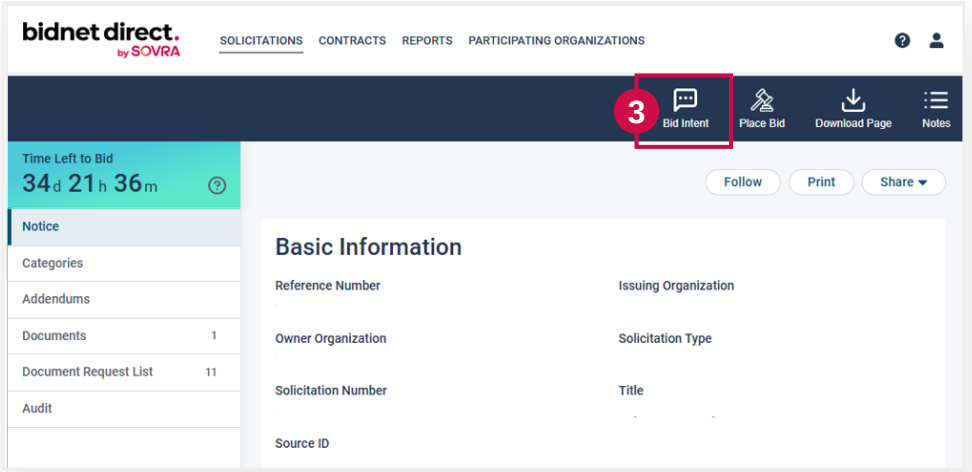
1. **Verify You Are Following the Solicitation**
   - Check that the top button shows you are Following.
   - Following is important to receive alerts about any addendum or communication.
   - Note: You may need to update your registration type to be able to follow.

2. **Review the Addendum and Communication Tab**
   - Look for any information or updates already issued.
   - Download all existing documents and/or addenda.



What should I do before I submit a bid?

3. **(Optional) Click on "Intent to Bid"**
   - Some buyers require this step before submitting a formal bid.
   - While optional, it's a common request by many agencies.



Registered vendors can submit electronic bids once approved by buyers. Each bid varies by agency requirements, which are outlined in the solicitation documents. The online system will guide you step-by-step. Some bids require only pricing; others need additional documents.

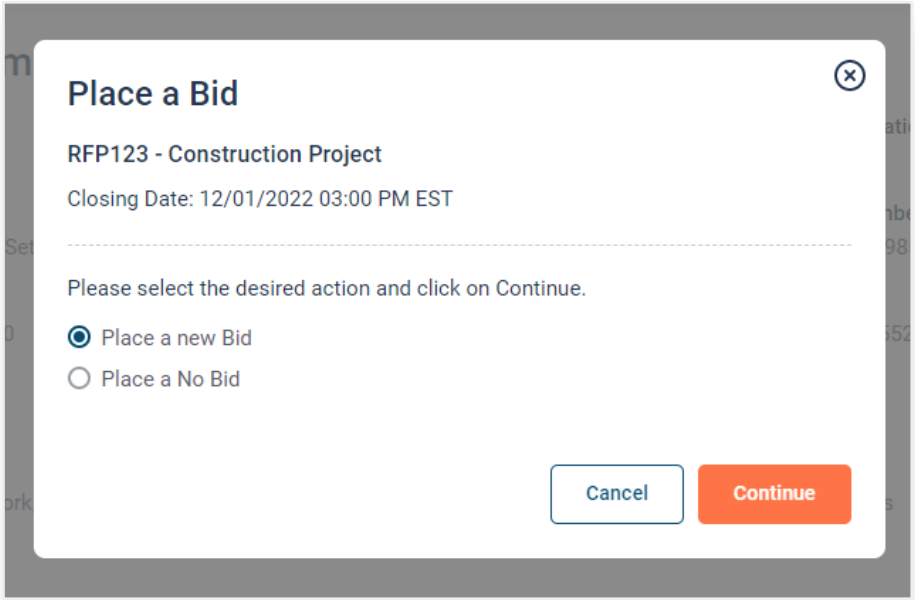
How do I place a new bid?

1. Click the **PLACE BID** button.
2. A modal window titled **Place a Bid** will appear.
3. Select **Place a New Bid** and click **Continue**.

Placing a bid typically involves three key steps: **Proposal**, **Submission**, and **Confirmation**. During these steps, you will be guided through:

- Uploading required documents
- Entering pricing or responding online
- Optionally uploading a spreadsheet with pricing and item details

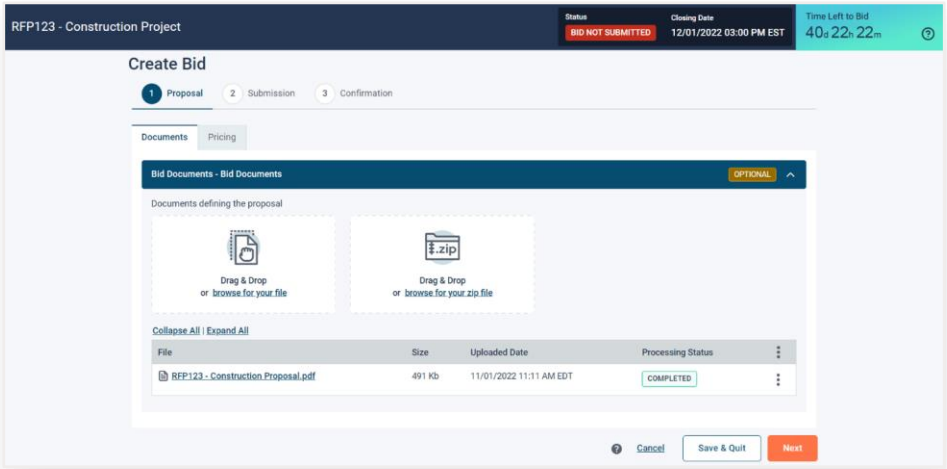
Please note: A red status message, "**Bid Not Submitted**", will remain visible until your bid is fully completed and successfully submitted.



How do I attach my documents to submit?

You have two easy options to upload your documents:

1. **Browse for Files**
   - Click the "**Browse for your file**" link.
   - Select one or more files from your computer to upload.
2. **Drag and Drop Files**
   - Drag and drop your files one at a time into the **Add File** area or onto the **Add File** button.
   - If you're uploading multiple documents stored in a ZIP file, drag and drop the ZIP file into the **Import ZIP File** area or onto the **Import ZIP File** button.



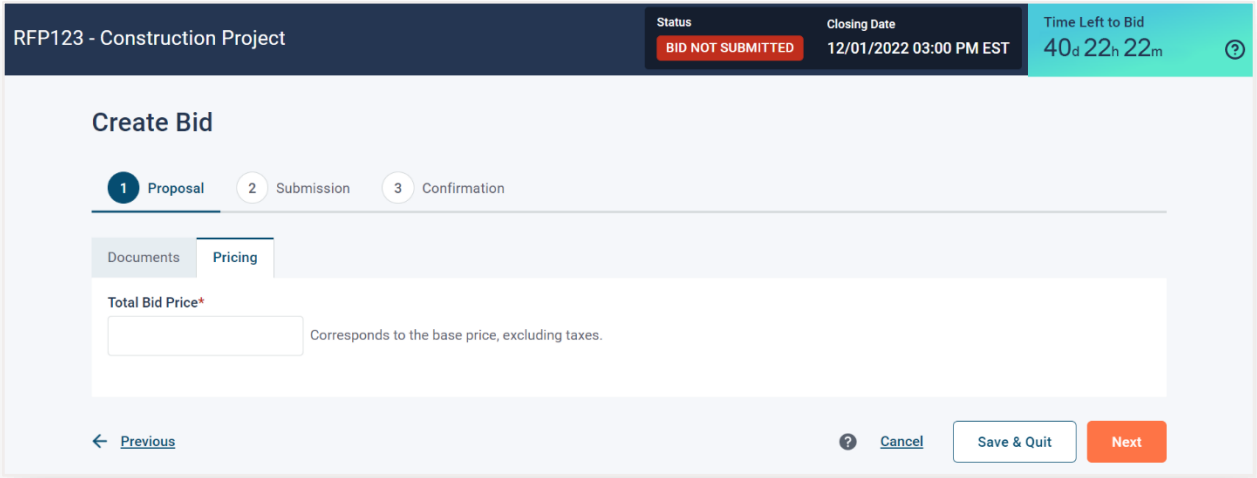
Once your files are uploaded, they will appear in the Files section.

After uploading, click on the **Next** tab. This could be the **Pricing** tab or the **Questions** tab, depending on the type of solicitation.

How do I add pricing information?

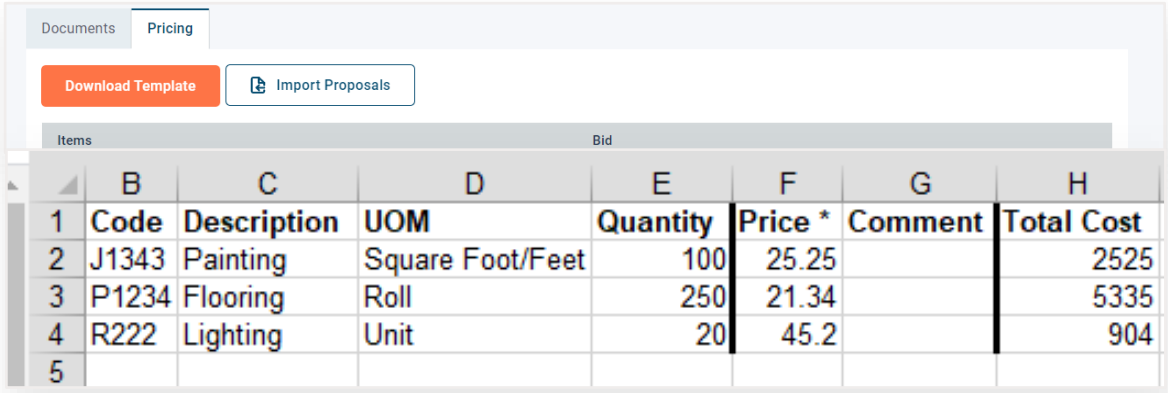
The **Create Bid** screen will walk you through what type, if any, pricing information is expected for you to fill in. Often, pricing is included as part of the documents that you upload within your proposal. When prompted, fill out the information in either lump sum or line item bidding, depending on the fields that appear.

You can then click "**Next**" or, if you need to save it and come back, hit "**Save and Quit**".



What if I have to submit multiple line items?

If there are multiple line items, a template will appear you can simply download the template, fill in your pricing and any comments and then upload the file.



	B	C	D	E	F	G	H
1	**Code**	**Description**	**UOM**	**Quantity**	**Price ***	**Comment**	**Total Cost**
2	J1343	Painting	Square Foot/Feet	100	25.25		2525
3	P1234	Flooring	Roll	250	21.34		5335
4	R222	Lighting	Unit	20	45.2		904
5							

Once the template is filled out, you can upload the file by clicking on the **Import Proposals** button. The list will fill itself out with the information taken from the **XLS** file.

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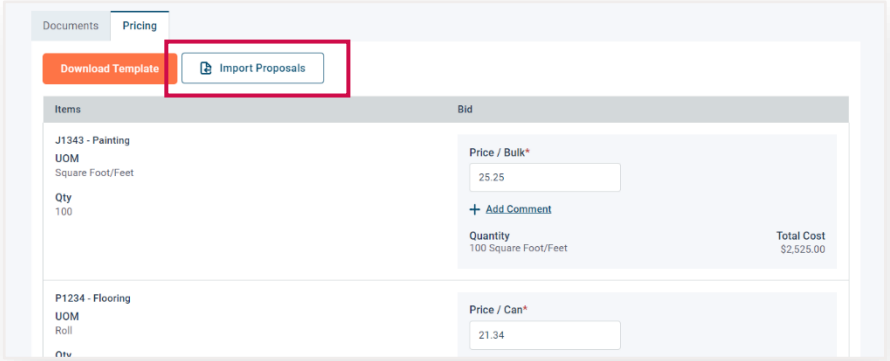

Depending on the solicitation, there may also be a list of questions to be answered on the electronic submission.

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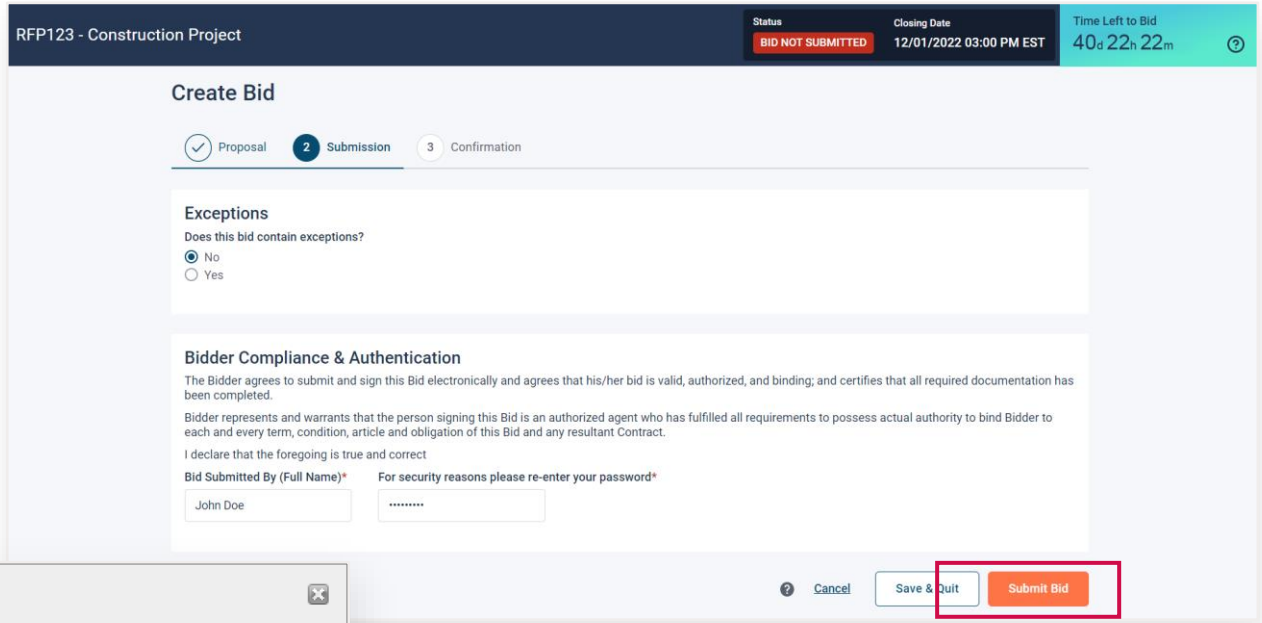
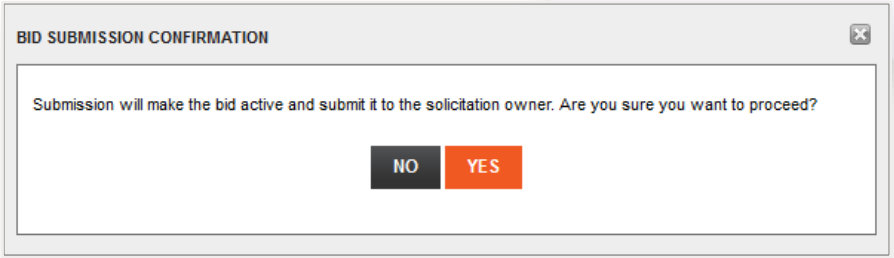
Submitting the bid

You will need to re-enter your Bidnet Direct user password before officially submitting the bid.



And finally, you will need to confirm to submit the bid.



Need Help with Submitting a Bid or Have a Bidnet Direct Question?

Contact the Bidnet Direct Vendor Support Team

Monday – Friday, 8:00 AM to 8:00 PM ET

(800) 835-4603, Option 2

support@bidnet.com

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