DEPARTMENT OF
Management & Budget

Bid4Michigan

Vendor Registration, Certifications

&

Representations

WWW.Bid4Michigan.Com

Vendor Registration

Vendors that would like access to bid opportunities from all participating agencies have two options shown below:

Service Plan Options

Automatic Email Notification	Search Only Access
Sign Up	Sign Up
Get instant, automatic email notification of new bids from all agencies on the State of Michigan Bid System, and access bid details plus all supporting documentation	Must search each of the 40 agencies individually to avoid missing opportunities
View bids from all 40 agencies with just one click!	You will not be notified of any information

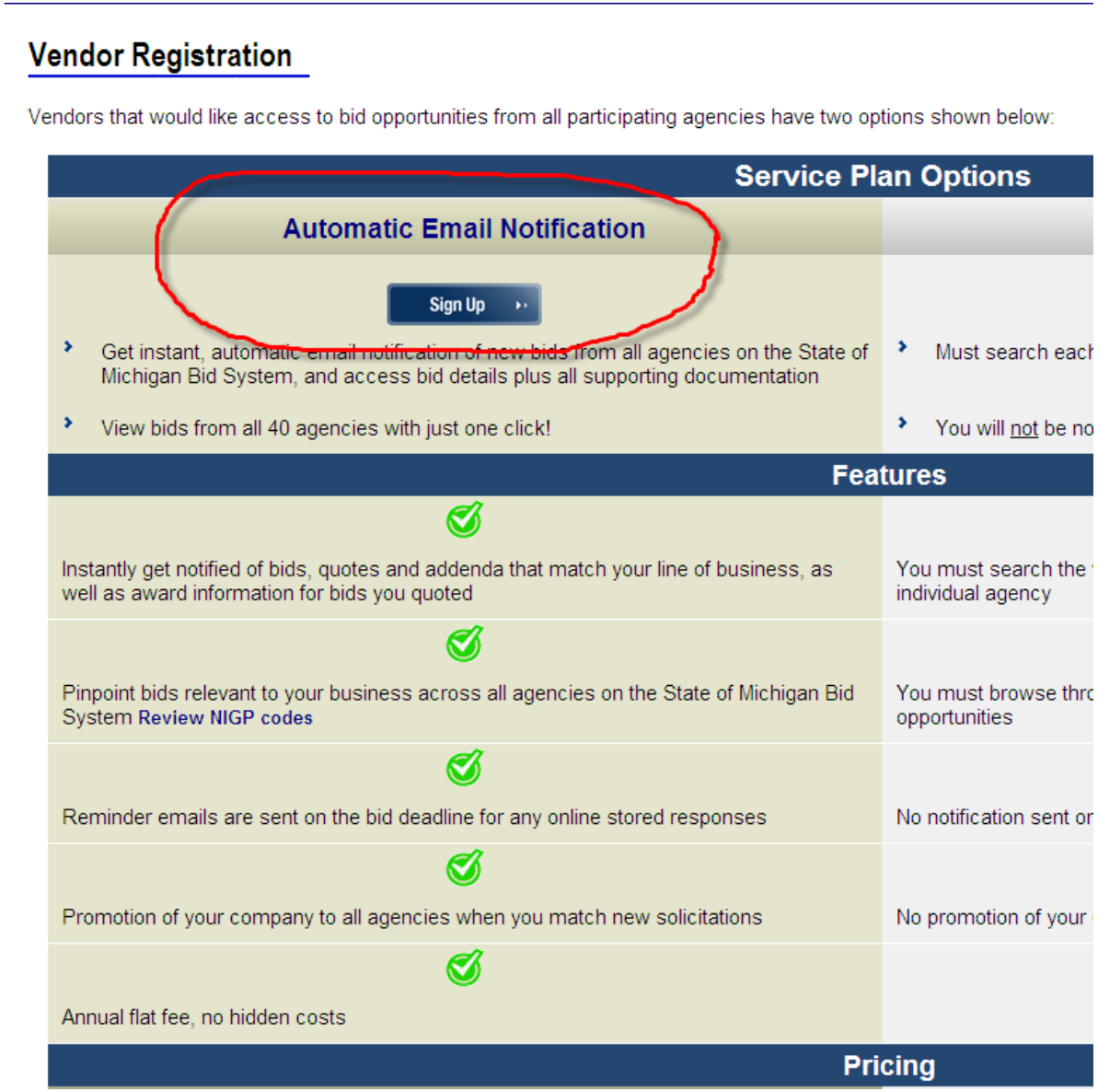
Features

Instantly get notified of bids, quotes and addenda that match your line of business, as well as award information for bids you quoted	You must search the website daily for all new bids and valuable addenda for each individual agency
Pinpoint bids relevant to your business across all agencies on the State of Michigan Bid System Review NIGP codes	You must browse through all the bids, across all industries, and search for relevant bid opportunities
Reminder emails are sent on the bid deadline for any online stored responses	No notification sent on the bid deadline for online stored responses
Promotion of your company to all agencies when you match new solicitations	No promotion of your company to agencies
Annual flat fee, no hidden costs	

Pricing

1 Year	No Charge
Email Notification Service - $49.95 (only $4.16 per month!)	Semi-annual renewal required
Sign Up	Sign Up

Registering for Email Notification



Vendor Registration

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Service Plan Options	
Automatic Email Notification	
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› Get instant, automatic email notification of new bids from all agencies on the State of Michigan Bid System, and access bid details plus all supporting documentation	› Must search each
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Features	
Instantly get notified of bids, quotes and addenda that match your line of business, as well as award information for bids you quoted	You must search the individual agency
Pinpoint bids relevant to your business across all agencies on the State of Michigan Bid System **Review NIGP codes**	You must browse thro opportunities
Reminder emails are sent on the bid deadline for any online stored responses	No notification sent or
Promotion of your company to all agencies when you match new solicitations	No promotion of your
Annual flat fee, no hidden costs	
Pricing	

Receive email notification for all solicitations posted on the system for the commodity code selections you make when you register. You can update your codes at any time, on any day, from this same site, using the user name and password the system will assign and email to you within seconds of your completion of this registration.

You will also receive email notifications of any addendums issued for these solicitations, notices of recommendation for award, and when selected & approved for award, notice of award directly from the system.

Main Contact Information

Vendor Registration Agreement

This purchasing system is utilized by government agencies, and as such, requires all companies or individuals to submit truthful and accurate information when registering in the Bid4Michigan.com vendor database. If your company is a reseller of bid information, you may not register on this system. To proceed please answer the questions below then click on the button to "Proceed to Registration Form".

☐ My company is not a reseller of bid information.

Person Completing This Registration Form:

Salutation: Select
First Name:
Last Name:

Proceed to Registration Form

- Using the text fields and drop down boxes, complete the electronic form. It is very important to acknowledge that your company is NOT a reseller of bid information.

General Company Info.

- Provide company info.; optional fields are labeled.

Use the Quick Keys to Save on Typing

Main Contact Information - Mandatory	
Salutation:	Select
First Name:	Last Name:
Title:	
Telephone Area Code:	( ) Telephone Number: Ext:
Alternate Area Code: * Optional	( ) Alt. Phone Number:
Fax Area Code: * Optional	( ) Fax Number:
E-mail Address:	
Confirm E-mail:	

Copy Main Contact Info	Contact Information for Purchase Orders - Mandatory
Salutation:	Select
First Name:	Last Name:
Title:	
Telephone Area Code:	( ) Telephone Number: Ext:
Fax Area Code: * Optional	( ) Fax Number:
E-mail Address: * Optional	
Address:	
City:	State: Zip:

Copy Main Contact Info	Contact Information for Payment / Remittance - Mandatory
Salutation:	Select
First Name:	Last Name:
Title:	
Telephone Area Code:	( ) Telephone Number: Ext:
Fax Area Code: * Optional	( ) Fax Number:
E-mail Address:	

Wrong Address = No Emails!

Identify Authorized Signers & Business Structure

Copy Main Contact Info	Contact(s) Authorized to Sign Bids, Offers, Contracts And Certifications and Representations
	Authorized Signer #1 - Mandatory
Authorized Signer #1 Name:	
Title:	
Telephone Area Code:	( ) Telephone Number: Ext:
E-mail Address:	
	Authorized Signer #2 - Optional
Authorized Signer #2 Name: * Optional	
Title:	
Telephone Area Code:	( ) Telephone Number: Ext:
E-mail Address:	

Persons identified here will be assigned an encrypted electronic signature by the system for online bid response.

Company History Information - Please Answer The Following Questions	
Business Structure: **Click here for definitions**	Please check all that apply: ☐ 501(C)3 ☐ Foreign ☐ Partnership ☐ Joint Venture ☐ Government Agency ☐ Non-Profit Organization ☐ Michigan State Industries ☐ Individual / Independent Contractor / Sole Proprietor ☐ LLC or LLP * ☐ Public Corporation * ☐ Private Corporation * * If you checked LLC or LLP, Public or Private Corporation, please select your state: ☐ Other: (please explain)

Business Type, Certifications, Size Definition Ranges

Business Type: * Optional **Click here for definitions**	Please check all that apply: ☐ Large ☐ Small ☐ Minority-Owned ☐ Woman-Owned ☐ Veteran-Owned ☐ Person(s) with Disability ☐ Service Disabled Veteran ☐ Disadvantaged Business Enterprise ☐ Community Rehabilitation Organization
Owner Ethnicity: * Optional	○ Asian ○ White ○ Eskimo ○ Arab Chaldean ○ American Indian ○ Hispanic Or Latino ○ Black Or African American ○ Other: _____ (please explain)
Minority Status:	Is your company a registered minority with the State of Michigan? ○ Yes ○ No
State of Michigan Minority ID #: * Optional (MDOT only)	
Other Minority Certifications:	Is your company a registered minority with other organizations? ○ Yes ○ No
Other Certification Names:	* If answered yes above, please enter names of other organization's certifications
Annual Revenue:	Please Select a Range
Number of Employees:	Please Select a Range

The annual revenue & Number of employees ranges are set according to the Small Business Association's definitions and are duplicated here as another means of identifying small business enterprises.

Continue Registration | Cancel - Return to Home Page

Michigan.gov Home | Bid4Michigan.com Home | Support for Bid4Michigan.com | State Web Sites
State of Michigan Policies: Accessibility Policy | Privacy Policy | Link Policy | Security Policy

NIGP Code Selection

Bid4Michigan.com
State of Michigan Bid System

Michigan.gov
The Official State of Michigan Website

NIGP Code Selection - Required to Match with Bids

1. To begin, click on any letter of the alphabet below (or view all categories), to retrieve a list of those NIGP categories. Product categories will be displayed in black, service categories are displayed in blue and begin with the # 9.
2. Click on any category number (the grey boxes), to view the specific codes under that category.
3. You may also search for codes by keyword. Please search for one word at a time to optimize the matches.
4. Most importantly, be sure to select codes for every product or service your company provides. If you do not select the right codes you will not match with the right documents. When finished, click on "Continue - Code Selection Complete".

Enter keyword here: berry [Start Search] [Review Selected Codes] [Continue - Code Selection Complete]

All Categories A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

00500	ABRASIVES
01000	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
01500	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
01900	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
02000	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
02200	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
02500	AIR COMPRESSORS AND ACCESSORIES
03100	AIR CONDITIONING, HEATING, AND VENTILATING: EQUIPMENT, PARTS AND ACCESSORIES (SEE RELATED ITEMS IN CLASS 740)
03500	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES

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Michigan.gov
The Official State of Michigan Website

Vendor Registration - Please Select An Option Below

Please select the type of service you would like to register for. When ready, click on "continue registration" at the bottom of the page.

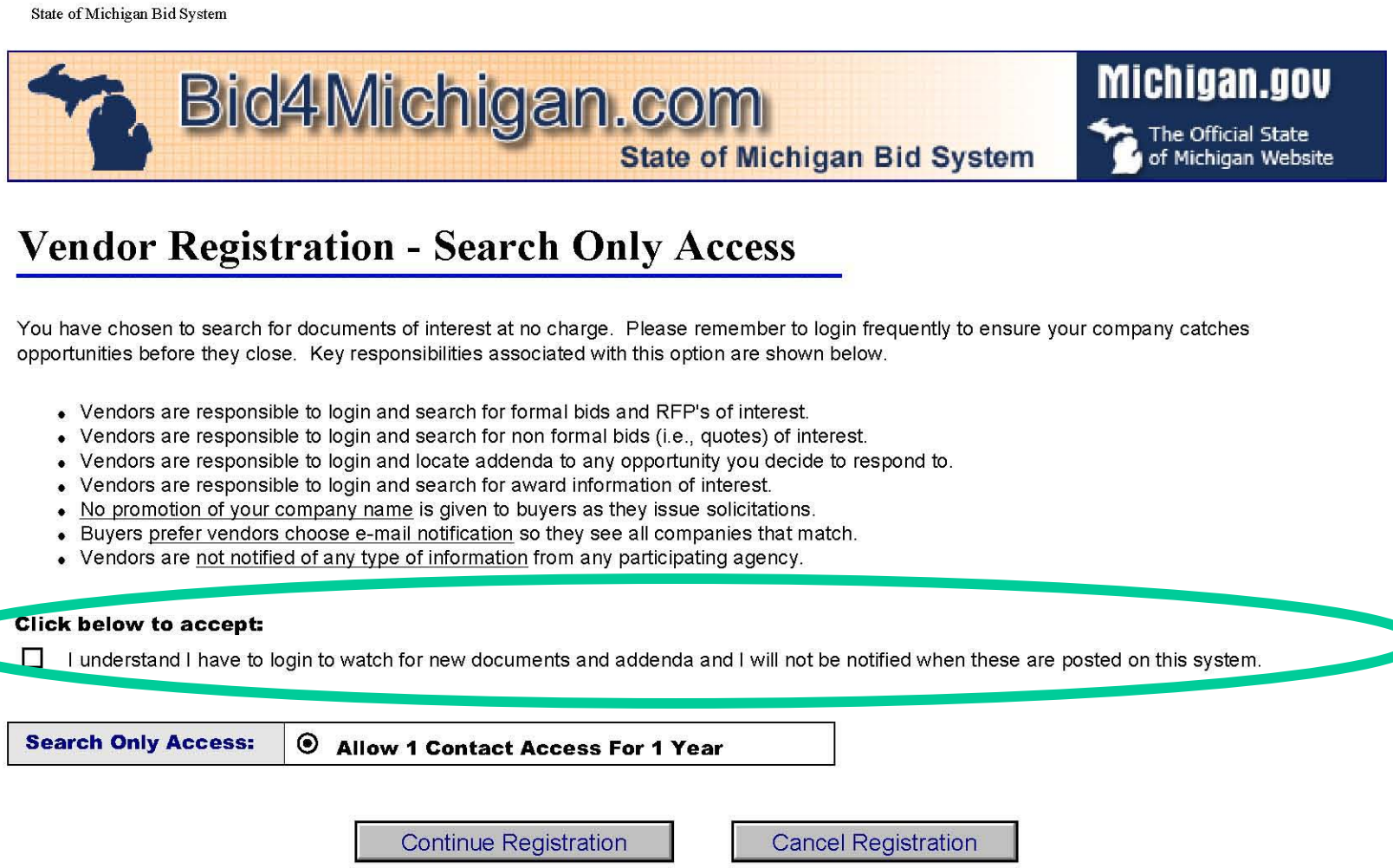
Available Features	Available With	
Notification of formal bids and RFP's	Email	
Notification of informal bids (i.e., quotes)	Email	
Notification of addenda to bids and quotes	Email	
Notification of awards to documents you respond to	Email	
Access to search all solicitations from all agencies	Email	Search Only
Notification from all participating agencies	Email	
Ability to pinpoint opportunities of interest	Email	
Promotion of company name with new solicitations	Email	
Promotion of company name with new addenda	Email	
Promotion of company name with new awards	Email	
Access to search all awards from all agencies	Email	Search Only

Notification Service	1 Year	2 Year
Email Options	◉ $49.95 (only $4.16 per month!)	○ $79.95 (only $3.33 per month!)

To ensure your company does not miss out on an opportunity we strongly recommend one of the options above, otherwise you can **click here** to register for the "Search Only" option.

Continue Registration Cancel Registration

Search Only Reminders


State of Michigan Bid System

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Vendor Registration - Search Only Access

You have chosen to search for documents of interest at no charge. Please remember to login frequently to ensure your company catches opportunities before they close. Key responsibilities associated with this option are shown below.

- Vendors are responsible to login and search for formal bids and RFP's of interest.
- Vendors are responsible to login and search for non formal bids (i.e., quotes) of interest.
- Vendors are responsible to login and locate addenda to any opportunity you decide to respond to.
- Vendors are responsible to login and search for award information of interest.
- No promotion of your company name is given to buyers as they issue solicitations.
- Buyers prefer vendors choose e-mail notification so they see all companies that match.
- Vendors are not notified of any type of information from any participating agency.

Click below to accept:

☐ I understand I have to login to watch for new documents and addenda and I will not be notified when these are posted on this system.

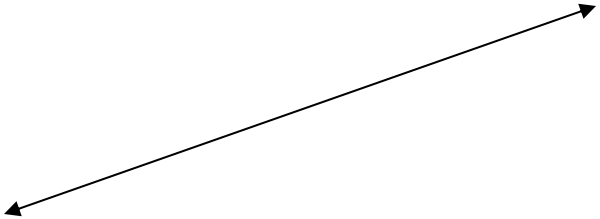
Search Only Access:	◉ **Allow 1 Contact Access For 1 Year**

Continue Registration Cancel Registration

c. mitchell 101509 scrnwlk B4MI

Returning to Site

- To:
  - Complete/Update Certifications & Representations
  - Manage my profile
  - Search for bid opportunities
  - Respond to solicitations



Log In

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The Official State of Michigan Website
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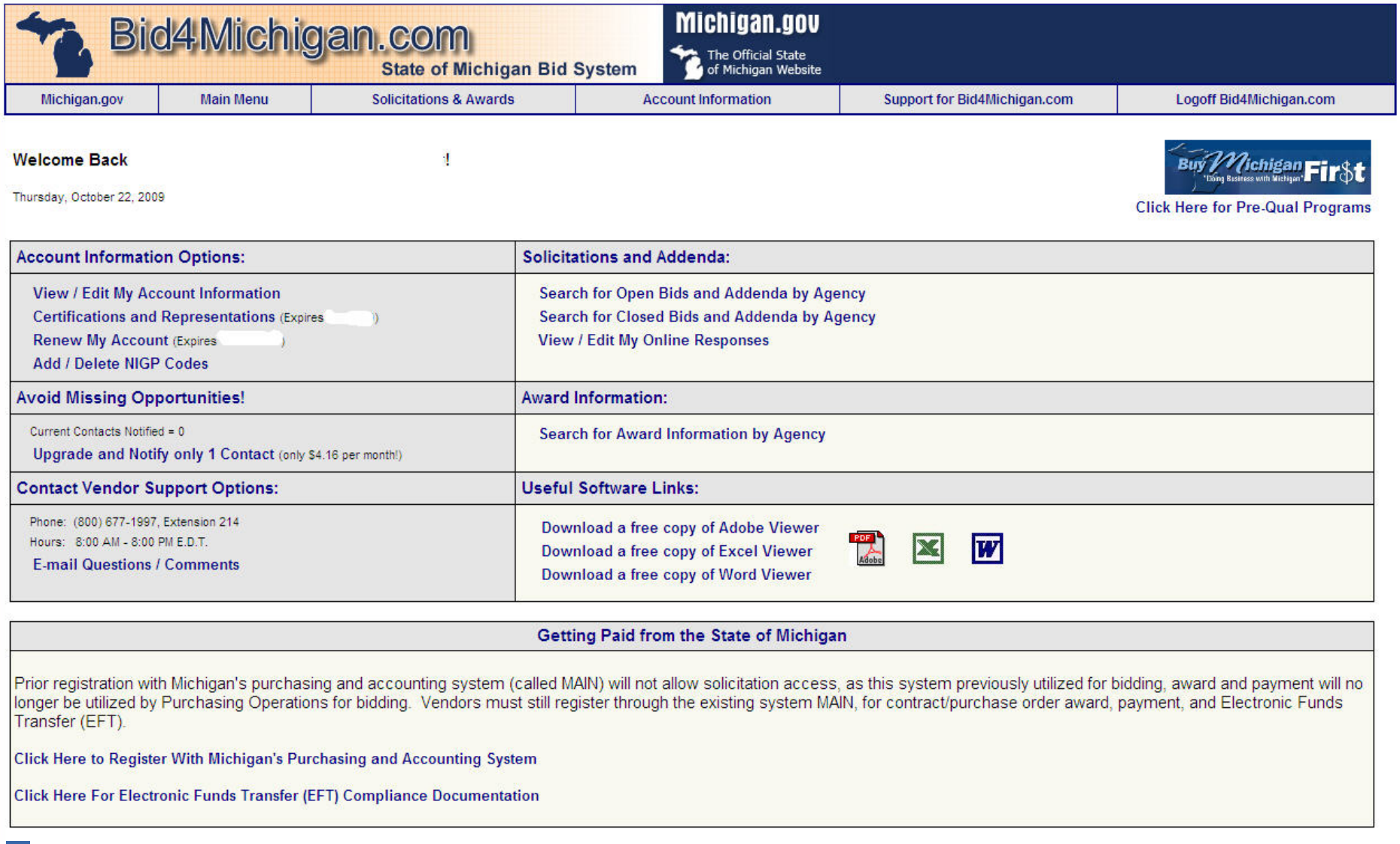
Bid4Michigan.com Home
Bid Opportunities
Vendor Login
Vendor Registration
Participating Agencies
Support for Bid4Michigan.com
Login for Registered Vendors - (Secure Area)
If you have already completed the registration process on this system, please enter your username and password below. Click here to register now. Click here if you forgot your username, password or PIN#.
Username:
Password:
Login
Michigan.gov Home | Bid4Michigan.com Home | Support for Bid4Michigan.com | State Web Sites
State of Michigan Policies: Accessibility Policy | Privacy Policy | Link Policy | Security Policy
IPT by BidNet Policies: Terms and Conditions | Privacy Statement
Copyright © International Data Base Corp. 1983-2009 - All rights reserved

Main Menu - Search



Main Menu - Email

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Welcome Back Test E-mail Company!

Monday, May 04, 2009

Account Information Options:	Solicitations, Addenda and Awards That Match My NIGP Codes:
View / Edit My Account Information Certifications and Representations (Expires 4/20/2010) Renew My Account (Expires 11/15/2010) Add / Delete NIGP Codes	View My Open Solicitations View My Closed Solicitations View My Award Information View / Edit My Online Responses
Notification Options:	**Solicitations, Addenda and Awards For All NIGP Codes:**
Current Contacts Notified = 1	All Open Solicitations All Closed Solicitations All Award Information
Contact Vendor Support Options:	**Useful Software Links:**
Phone: (800) 677-1997, Extension 214 Hours: 8:00 AM - 8:30 PM E.D.T. E-mail Questions / Comments	Download a free copy of Adobe Viewer Download a free copy of Excel Viewer Download a free copy of Word Viewer

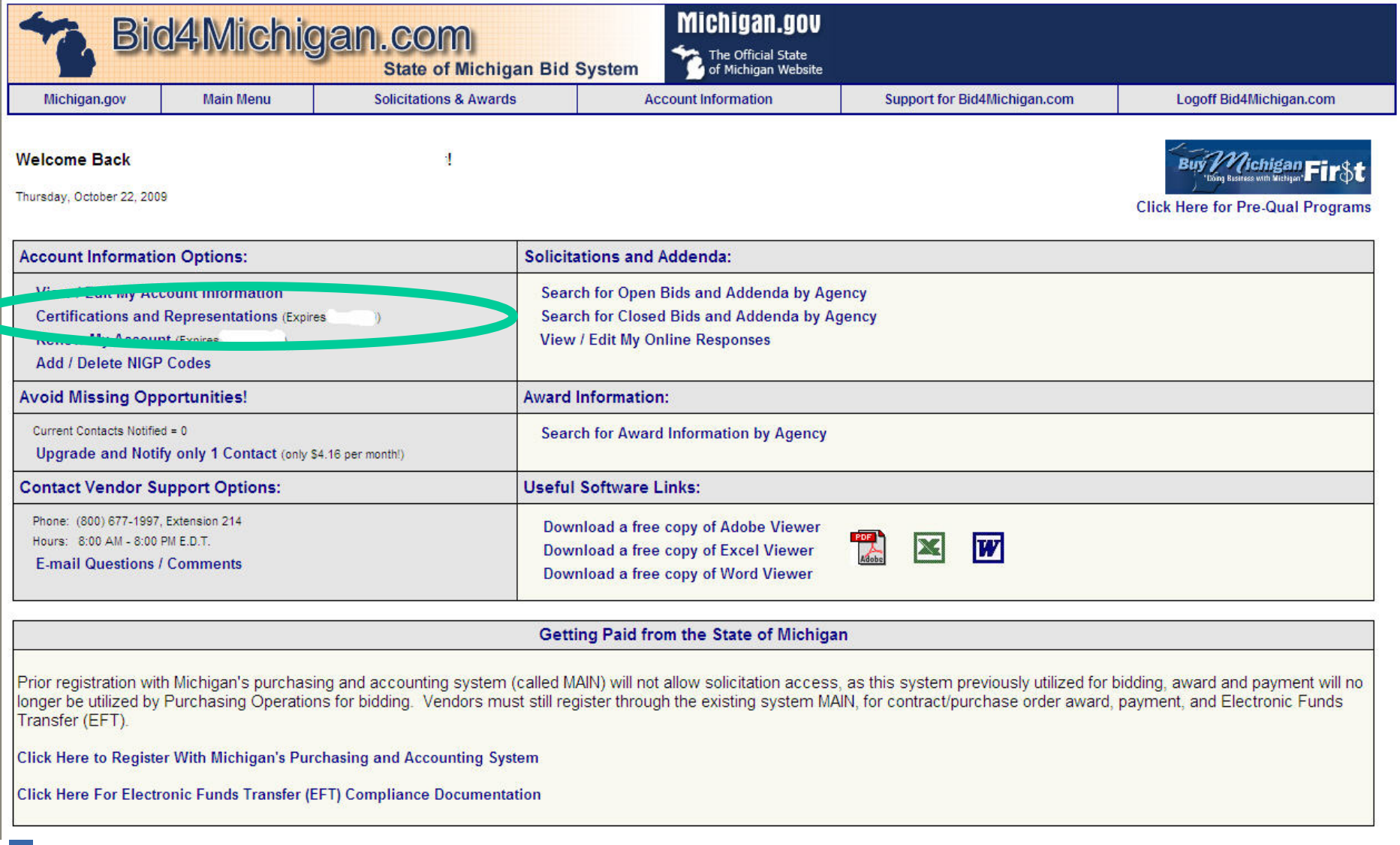
Getting Paid from the State of Michigan

Prior registration with Michigan's purchasing and accounting system (called MAIN) will not allow solicitation access, as this system previously utilized for bidding, award and payment will no longer be utilized by Purchasing Operations for bidding. Vendors must still register through the existing system MAIN, for contract/purchase order award, payment, and Electronic Funds Transfer (EFT).

Click Here to Register With Michigan's Purchasing and Accounting System

Click Here For Electronic Funds Transfer (EFT) Compliance Documentation

Certs. & Reps.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Thursday, October 22, 2009
Buy Michigan First
Click Here for Pre-Qual Programs
Account Information Options:
Certifications and Representations (Expires)
Add / Delete NIGP Codes
Solicitations and Addenda:
Search for Open Bids and Addenda by Agency
Search for Closed Bids and Addenda by Agency
View / Edit My Online Responses
Avoid Missing Opportunities!
Current Contacts Notified = 0
Upgrade and Notify only 1 Contact (only $4.16 per month!)
Award Information:
Search for Award Information by Agency
Contact Vendor Support Options:
Phone: (800) 677-1997, Extension 214
Hours: 8:00 AM - 8:00 PM E.D.T.
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Download a free copy of Word Viewer
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Click Here For Electronic Funds Transfer (EFT) Compliance Documentation

Enter PIN

c. mitchell 101509 scrnwlk B4MI

Complete Form Online – Need Help? Call/Email Chris Mitchell

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State of Michigan Bid System

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The Official State of Michigan Website

State of Michigan - Certifications and Representations

The system shows [Company Name Here] has not submitted this form to the State of Michigan within the last year. You must submit it online prior to submitting a response to any solicitation. We recommend all companies that register on the State Bid System do this as soon as possible. FYI - Answers shown in red will be flagged as important for the State to review.

Failure or refusal to submit this information may result in **[Company Name Here]** being considered non-responsive and therefore ineligible for award consideration when responding to solicitations. The State may also pursue debarment of a respondent that fails or refuses to submit any of the requested information.

For security reasons you only have 20 minutes to complete this form. We highly recommend printing this form and working on it offline. When you have completed it, please return to this area and check off the appropriate answers and submit the form. However, if you choose to work on it online, please use the "Save and Submit Later" button at the bottom of the page often to save your work periodically to ensure your changes are not lost.

If you need assistance with this form please contact Chris Mitchell, Buyer Specialist, Knowledge Management Team, by email DMB-Purch-BidNet@michigan.gov or by telephone at (517) 335-0462.

1.0 Introduction - Bidder Identification

Company Name: [Company Name Here]
Federal ID Number: [Federal ID Here]
DUNS Number (9 Digits): Enter Digits Only ([Company Name Here] is not required to have a DUNS number, but if your company has one it must be listed.)

1.1 Identity Information Protection

Bidder hereby certifies that any data and/or material which may be classified as sensitive, confidential, and/or personal information, as defined by P.A. 452 of 2004, the Identity Theft Prevention Act, which comes into their possession through the solicitation process, any purchase order (PO) or Contract (BPO) resulting from a State solicitation process, and/or through the course of doing business with the state in performing work required as part of an awarded purchase order or contract; will be treated as confidential information and guarded from public access while in the vendors' possession. When the need for access to the information has ended, vendor certifies that the data/material will either be returned to the state, or disposed of in accordance with the Act and/or as stipulated in the award document governing the work performed (PO/BPO). ○ Yes ○ No

1.2 Electronic Funds Transfer (EFT Compliance):

Electronic transfer of funds is required for payments on State Contracts. Contractors are required to register with the State electronically at http://www.cpexpress.state.mi.us. As stated in Public Act 431 of 1984, all contracts that the State enters into for the purchase of goods and services shall provide that payment will be made by electronic fund transfer (EFT). ○ Yes ○ No

Purchasing Operations also reminds vendors that any company recommended for award must be Electronic Funds Transfer (EFT) compliant, as per Michigan PA 533, by the time State Administrative Board approval has been obtained. In the event that EFT compliance is not met, the State may withdraw the original recommendation, resubmit, and award instead to a company which is compliant.

2.0 Representations:

2.1 Tax Payment:

[Company Name Here] hereby certifies that all applicable State taxes are paid as of the date of completion of this form, and that no outstanding debt is owed to the

Manage my profile

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Welcome Back !

Thursday, October 22, 2009

Buy Michigan First
"Doing Business with Michigan"
Click Here for Pre-Qual Programs

Account Information Options:	Solicitations and Addenda:
View / Edit My Account Information Certifications and Representations (Expires) Renew My Account (Expires) Add / Delete NIGP Codes	Search for Open Bids and Addenda by Agency Search for Closed Bids and Addenda by Agency View / Edit My Online Responses
Avoid Missing Opportunities!	**Award Information:**
Current Contacts Notified = 0 Upgrade and Notify only 1 Contact (only $4.16 per month!)	Search for Award Information by Agency
Contact Vendor Support Options:	**Useful Software Links:**
Phone: (800) 677-1997, Extension 214 Hours: 8:00 AM - 8:00 PM E.D.T. E-mail Questions / Comments	Download a free copy of Adobe Viewer Download a free copy of Excel Viewer Download a free copy of Word Viewer

Getting Paid from the State of Michigan

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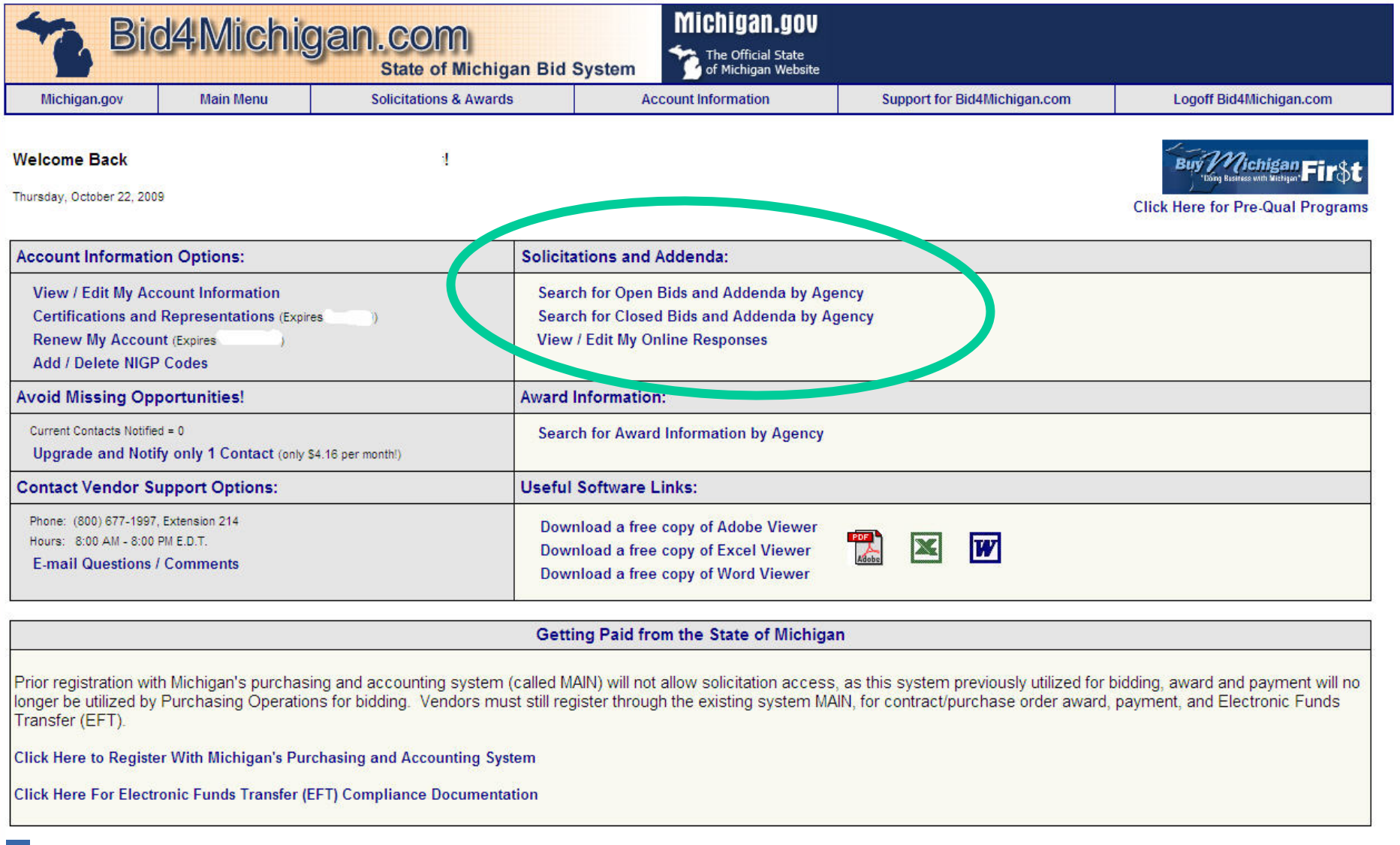
Click Here to Register With Michigan's Purchasing and Accounting System

Click Here For Electronic Funds Transfer (EFT) Compliance Documentation

Search for bid opportunities – Search Only



Search by Agency

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State of Michigan Bid System

Michigan.gov
The Official State of Michigan Website

Michigan.gov | Main Menu | Solicitations & Awards | Account Information | Support for Bid4Michigan.com | Logoff Bid4Michigan.com

Search for Open Bids and Addenda by Agency

Each agency that is currently posting documents on this system is shown below. Click on any link to get to a page that will show you the bids, quotes and addenda that each one has issued.

- **Department of Management & Budget**
  - **Purchasing Operations**
  - **Design & Construction**
  - **Facilities**
  - **Financial Services**
  - **Print & Mailing Services**
  - Real Estate
  - State Building Authority
- **Civil Service Commission**
- **Department of Agriculture**
- **Department of Community Health**
- **Department of Corrections**
  - Purchasing
- **Department of Education**
- **Department of Energy, Labor & Economic Growth**
  - Purchasing
  - Contracts and Grants
- **Department of Environmental Quality**
  - Purchasing
  - Facilities
- **Department of Human Services**
  - Purchasing
  - Contracts and Grants
- **Department of Information Technology**
- **Department of Military & Veteran Affairs**
  - Purchasing
  - **CFMO Engineering**
- **Department of Natural Resources**
  - Purchasing
  - **Land and Facilities**
- **Department of State**
- **Department of Transportation**
  - **Purchasing**

Search by Agency – Cont.

- Department of Transportation
  - Purchasing
  - Central Warehouse
  - Construction
  - OOAS Fleet Administration
- Department of Treasury
- Michigan Gaming Control Board
- Michigan Lottery
- Michigan State Police
- Office of Attorney General

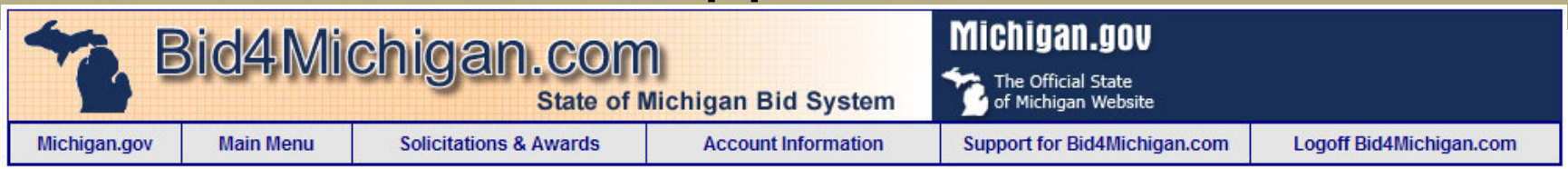
There are Currently 50 Participants on the Network and we continue to grow!

Recent Additions to the State of Michigan Bid System!

- Bay de Noc Community College
- Department of Management & Budget, Print & Mailing Services
- Jackson Community College
- Kalamazoo Valley Community College
- Lake Michigan College
- Lansing Community College
- Mid Michigan Community College
- Monroe County Community College
- Mott Community College
- Northwestern Michigan College
- Oakland Community College
- Schoolcraft College
- Southwestern Michigan College
- St. Clair County Community College
- Wayne County Community College

Return to Main Menu

Search for bid opportunities – Email



Welcome Back Test E-mail Company!

Monday, May 04, 2009

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Notification Options:	**Solicitations, Addenda and Awards For All NIGP Codes:**
Current Contacts Notified = 1	All Open Solicitations All Closed Solicitations All Award Information
Contact Vendor Support Options:	**Useful Software Links:**
Phone: (800) 677-1997, Extension 214 Hours: 8:00 AM - 8:30 PM E.D.T. E-mail Questions / Comments	Download a free copy of Adobe Viewer Download a free copy of Excel Viewer Download a free copy of Word Viewer

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All Open Solicitations - Summary Notice

The information below is a summary of solicitation number **RFP-IP-071I0200005** posted by Department of Management & Budget, Purchasing. To view all attachments related to this document use the buttons under the "Links to Important Attachments" section.

This is a formal document that requires online responses. Our records show your company did not match this solicitation, but if you would like to submit a response please use the links under the "Links to Other Related Options" section.

Links to Important Attachments		
Specifications (1 File)	Addenda (N/A)	Bid Status Info

Links to Other Related Options		
Send Pricing	Send No Bid	Vendor Activity
Plan Holder List	View NIGP Codes	Return to Solicitation List

Date Issued:	10/15/2009
Title of Document:	Radon Test Kits and Analysis
Deadline for Bid Responses:	11/12/2009 prior to 3:00 PM E.S.T.
Requisition Number:	761R0200003
Delivery Point for Goods & Services:	Various
Delivery Date for Goods & Services:	Various
Type of Purchase:	Term: 01/01/2010 through 01/01/2013
Construction Related:	No
Type of Response Allowed:	Online Only

Solicitation Summary	
Issuing Agency:	Department of Management & Budget, Purchasing
Using Department:	Environmental Quality

Special Notices:

All or None Award
Best Value Clause in Specifications
F.O.B Destination

Download, review and complete required documents/forms & attachments. Follow instructions within solicitation. Send Pricing . Track progress through Bid Status, (available from all screens with solicitation number(s)).