



In an effort to promote greater efficiency and standardization, the Jackson Township Board of Trustees has transitioned to Bid Express for secure internet bidding. All bid documents are available to download free of charge at www.bidexpress.com. Paper bids will continue to be received and accepted for most bids.

Bid Express registration is **required**. Registration is free; however, if you choose to submit your bid online there is a non-refundable \$25.00 charge. This is the same amount we charge for pick up of paper bids.

It is highly recommended that all interested bidders subscribe to receive updates on Bids. It is the responsibility of the bidder to download all bid documents associated with the Invitation to Bid.

All electronic bidders must first register on bidexpress.com to and create an Info Tech Digital ID for free, which is used to digitally sign bids. Digital IDs/Signatures assure the agency 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 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. 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, you 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.

