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County of Hawai'i DEPARTMENT OF PUBLIC WORKS

Aupuni Center

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Date: December 20, 2017

TO: Construction Contractors and Vendors

FROM: Allan G. Simeon, P.E. 
Acting Director

SUBJECT: **PUBLIC PURCHASE, ELECTRONIC BIDDING SYSTEM FOR
CONSTRUCTION CONTRACTS**

Effective January 2, 2018, the County of Hawai'i Department of Public Works (DPW) will begin advertising construction projects and accepting bid proposals electronically on Public Purchase at publicpurchase.com.

All bid documents for new projects advertised after January 2, 2018 will be posted online and be available to view and download from Public Purchase. Bid documents will no longer be issued by CD. We will only accept bid proposals online. Any project related questions may be asked on publicpurchase.com and answers will be posted for everyone's view. Please note, any projects advertised prior to January 2, 2018 will follow existing procedures.

Please continue to submit SQQO's and Intent to Bid documents as you are already doing and reference the Notice to Bidders for each project to review any further changes.

In order to download bid documents and respond to bids electronically, please create an account in Public Purchase and register with the County of Hawaii. After creating an account, vendors can view a listing of open and closed bid opportunities. After registering an account with the County of Hawai'i, vendors will be added to the vendor list and will be notified by email of any future bid opportunities that match the classification codes selected at the time of registration. These services are included in the basic plan and are offered at no cost.

To create an account in Public Purchase and register with the County of Hawai'i, please complete the following 2 steps:

1. Go to publicpurchase.com to register as a vendor. From the home page, click "Register" located at the top right hand corner of the screen. Select a plan type and continue with the 7-step registration process. It may take up to 24 hours to receive an email from notices@publicpurchase.com confirming that your account is activated. Please follow the instructions in the email to register with the County of Hawai'i. These instructions are outlined in Step 2.

2. Login to publicpurchase.com to register with the County of Hawai'i. From the home page, click "Tools" located at the top right hand corner of the screen. Select the "Agencies" tab. Enter "County of Hawai'i" in the search box and select registration status "all". Click search and the "County of Hawai'i" agency should appear. Click "register" and follow the 4-step process to be added to the vendor database and to receive email notification of bid opportunities. **In order to download any bid documents or respond to bids electronically you must complete this step.**

From your home page, you will see a list of bids that you have been invited to and bids that you are responding to. By selecting the "Hawaii" region and the "County of Hawai'i" agency on the top right hand corner, you will view a list of all open and closed bids for the County of Hawai'i only.

For assistance on Public Purchase, please email support@publicpurchase.com or use the Chat feature to contact support during business hours.

Thank you for your continued support as we transition our construction contract bidding onto Public Purchase. If you have any questions, please contact the DPW Contracts Section at (808) 961-8937.