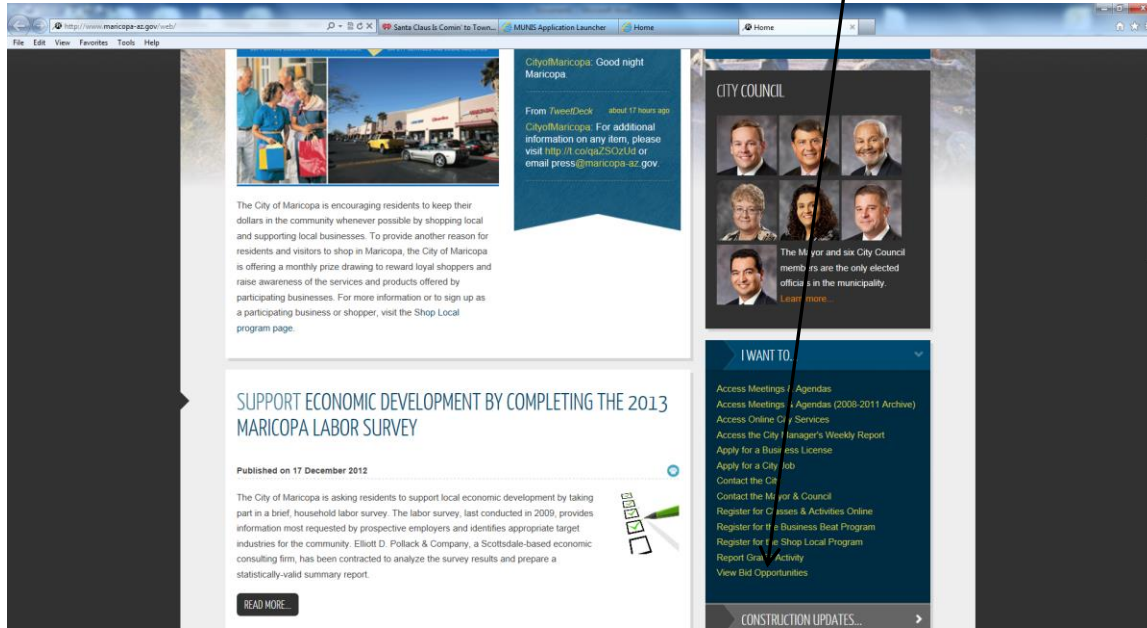


**VIEW BID OPPORTUNITIES**

Log in to [www.maricopa-az.gov](http://www.maricopa-az.gov)

1) On the Home Page, scroll down and on the right side, click on “View Bid Opportunities” ...

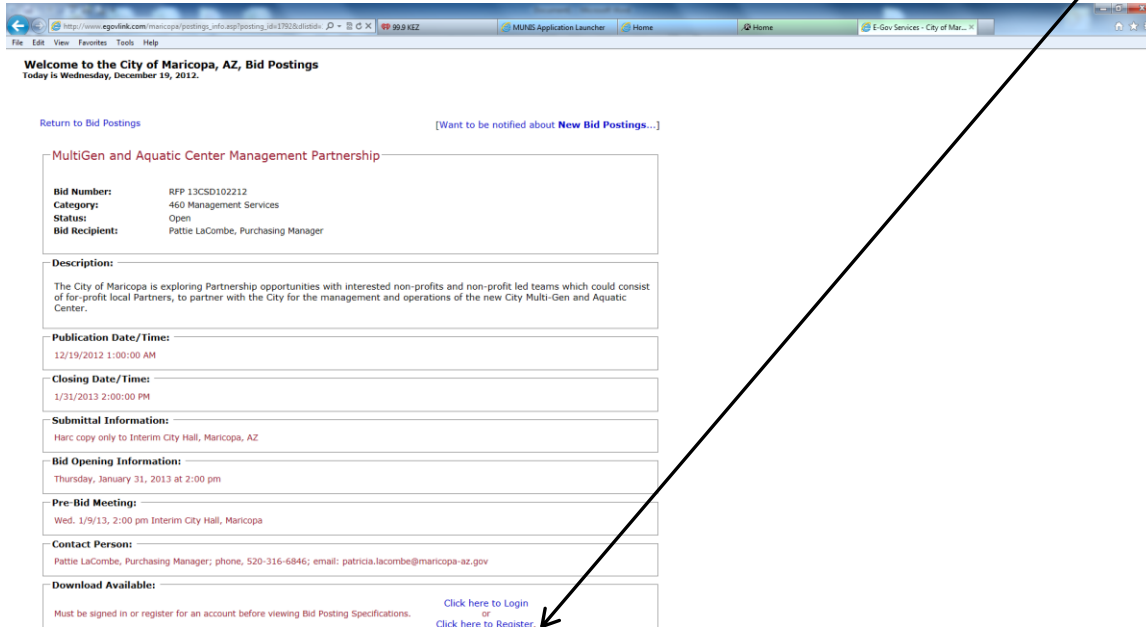


2) When this screen opens, click on the bid opportunity you would like to view.

The screenshot shows the City of Maricopa Bid Postings website. At the top, there is a navigation bar with the City of Maricopa logo and the tagline "Proud History - Prosperous Future". Below the navigation bar, there is a "Main Menu" section. The main content area is titled "Welcome to the City of Maricopa, AZ, Bid Postings" and includes a link to "[Want to be notified about New Bid Postings...]". The date "Today is Wednesday, December 19, 2012." is displayed. A search filter section is present, with fields for "Search Option(s)", "Category/Sub-Category" (set to "All"), "Status" (set to "Open"), and "Show Expired Postings" (set to "No"). A "Search" button is located below these fields. Below the search filter, there is a table of bid opportunities. The table has two columns: "Bid Opportunity" and "Bids: 1". The first bid opportunity is for "205 Construction Services, General" with a description of "CDDG Southside Water System Improvements" and a closing date of "12/27/2012 11:00:00 AM". The second bid opportunity is for "460 Management Services" with a description of "MultiGen and Aquatic Center Management Partnership" and a closing date of "1/31/2013 2:00:00 PM". The third bid opportunity is for "580 Printing and Related Services incl Graphic Design" with a description of "My Maricopa Newsletter Printing\_Mailing\_Delivery" and a closing date of "1/15/2013 2:00:00 PM". The fourth bid opportunity is for "City of Maricopa Academic Scholarship Match Program" with a description of "Academic Scholarship Match Program" and a closing date of "1/31/2013 5:00:00 PM". An arrow points from the text above to the "Bids: 1" column of the first bid listing.

Bid Opportunity	Bids: 1
<b>205 Construction Services, General</b> CDDG Southside Water System Improvements To furnish, install and construct 1170 linear feet of 12 inch diameter AWWA C-900, DR 14 PVC water main, complete, in place, together with all valves, fittings, fire hydrants, and appurtenances. [more]	Status: Open Closes: 12/27/2012 11:00:00 AM
<b>460 Management Services</b> MultiGen and Aquatic Center Management Partnership The City of Maricopa is exploring Partnership opportunities with interested non-profits and non-profit led teams which could consist of for-profit local Partners, to partner with the City for the management and operations of the new City Multi-Gen and Aquatic Center. [more]	Status: Open Closes: 1/31/2013 2:00:00 PM
<b>580 Printing and Related Services incl Graphic Design</b> My Maricopa Newsletter Printing_Mailing_Delivery The City of Maricopa is seeking a qualified printer to provide the bi-monthly printing, mailing and delivery of the "My Maricopa" Newsletter to all households and P.O. Boxes in the 85138 and 85139 zip code area per the U.S. Post Office. The products and services required are detailed in this RFP. ... [more]	Status: Open Closes: 1/15/2013 2:00:00 PM
<b>City of Maricopa Academic Scholarship Match Program - City of Maricopa Academic Scholarship Match Program</b> Academic Scholarship Match Program Academic Scholarship Match is to help Maricopa's youth succeed academically. Maricopa City Council allocated funds in its FY12/13 budget for an Academic Scholarship Match Program. Matches will be	Status: Open Closes: 1/31/2013 5:00:00 PM

3) When this screen opens, scroll down to the “Download Available” field and click on the “Click here to Register”; or if you are already registered, click on “Click here to Login” and skip step 4.



4) When this screen opens, fill in the required information and follow the prompts to register. When it asks for a commodity code, please enter the most likely commodity code that fits your firm for the first code and the 2<sup>nd</sup> one would be #911 for misc. By using #911, you will be notified of all solicitations that are posted, not just the one that matches your firm.

The screenshot shows a web browser window with the URL <http://www.egovlink.com/maricopa/register.asp?fromPosting=Y>. The browser tabs include 'Sleigh Ride - Leroy Anderson', 'MUNS Application Launcher', and 'Home'. The page header features the City of Maricopa logo and the tagline 'Past. History. Progress. Future.' Below the header is a 'Main Menu' button and the date 'Today is Wednesday, December 19, 2012.' The main content area is titled 'Welcome to the City of Maricopa Registration' and includes the following text:

Registering to use City of Maricopa E-Gov Services is FREE, quick and easy to establish!  
You can access your transaction history.  
For example, requests submitted via the Action Line.  
You can choose to have contact information (such as an address & telephone number) saved with your membership thereby eliminating the requirement to "re-type" this information into online forms.

The registration form is titled 'City of Maricopa Registration:' and includes the following fields:

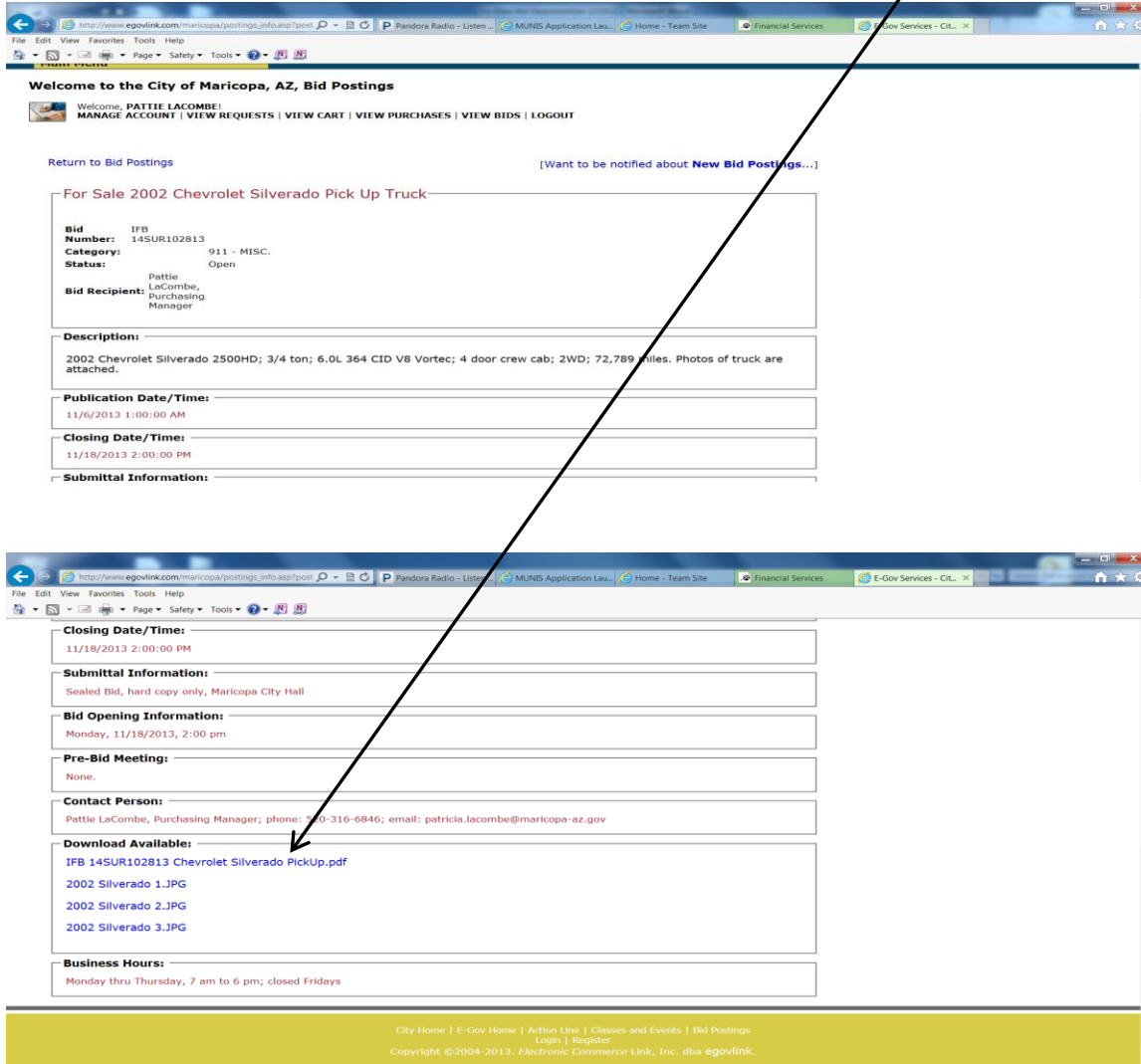
- \* Email:
- \* Password:
- \* Verify Password:
- \* First Name:
- \* Last Name:
- \* Gender: Select a gender...
- \* Phone Number: ( ) - -
- Cell Phone: ( ) - -
- Fax: ( ) - -
- Citizen Register/Maintenance - Additional Address Info
- Resident Address:  Choose street from dropdown
- Address (if not listed):
- Resident Unit:
- City: Maricopa
- State: AZ
- ZIP: 85139
- Business Name:
- Business Street:

When your registration is complete, you should be able to access the link to download for the documents.

5) If you are already registered, click on the “Click to Login” link and when this screen opens, type in your email and password. Click on “Sign In”.



6) When this screen opens, scrolls down to the field that states “Downloads Available” and you can click on any of the links to open the documents.



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(created 11/14/2013)