

The Kenton County Airport Board (KCAB), owner/operator of the Cincinnati/Northern Kentucky Int'l Airport (CVG), utilizes an electronic bidding system which provides better service and convenience to vendors and complies with applicable bidding requirements of KRS 424.260. In order for the system to work effectively, **you must register online**. As a registered vendor on the system, you will be automatically notified of Bid Alerts that match the categories (NAICS codes) you entered in your vendor profile. Vendors may search for the latest contracting opportunities available, request and download documents, and bid electronically (if applicable) on all open requests until bid closing. Best of all, this service is offered to vendors for free.

Register at www.cvgairport.com/bid and click on "Vendor Registration"

Then, click "New Vendor Registration" and complete the following minimum information:

- Company Info tab: Select a User Name and Password. Complete the Company Info; all mandatory fields are denoted by a red asterisk. The Main Contact information section allows you to enter up to two separate email addresses (a main and an alternate) for notifications of projects out to bid.
- Additional Addresses tab: If your company has multiple addresses you may enter them here. Remit Addresses are addresses KCAB should use to mail all payments or invoice inquiries. Order Addresses are addresses KCAB should use for purchase orders/contracts.
- Classifications/Licenses tab: Please select all Classifications that apply. To enter Other Licenses click on "Add" and select all that apply. License number and expiration date will be mandatory if a license type is selected.
- Category/Description tab: Business Description is optional. Click the "Add" button to select Categories (by NAICS code). Search for codes in numeric or alphabetical order or type a keyword in the box to bring up all codes that include the keyword in its title.

Click "Register" on the bottom, right corner of the page to submit your registration. You do not need to wait for a confirmation to login or begin using the system. Upon successful registration, you will be directed to the New Registration Confirmation page and receive an email with your login information.

Registered vendors are notified automatically via email if the category code(s) (NAICS Codes) used in a new KCAB opportunity matches the category code(s) you've selected in your vendor profile. If a match occurs you are automatically notified via email with subject "Bid Alert". You may also receive opportunities from other agencies using this system.

Once you complete the registration you will be able to make changes to your company profile at any time. Simply log-in and select "Vendor Profile". Make the necessary changes and click on "Save and Exit".

View opportunities and submit bids:
Go to www.cvgairport.com/bid and click on “Current Opportunities”

To view current and past opportunities click on "Bid Opportunities" and then double click on the line that corresponds to the Invitation of your choice and the bid information will appear. You can navigate through the tabs to view bid detail, line items, bid documents, addenda, and Q&A if applicable.

To download bid documents click on the "Documents/Attachments" tab and follow these steps:

1. At the bottom of the Electronic Documents box, select "Download Now". You will be asked to login if you have not already done so.
2. Your Prospective Bidder Detail will appear - review for accuracy. You can change the contact information for this bid without changing your main profile. Once reviewed and updated, click "Done".
1. Select "Download Now" again and then download for each file available.
2. Select "Done" when finished.

To submit electronically select the Invitation of your choice and click on the "Place eBid" button at the bottom right of the screen and complete the following steps:

1. Login if you have not already done so – you must be a registered vendor with KCAB to submit electronically.
2. If applicable, the system will validate that all documents have been downloaded from this site prior to beginning the eBid process. The system will prompt you to do so if you have not downloaded all documents.
3. You must acknowledge any addenda prior to continuing the eBid process.
4. You must accept the Agency's Terms and Conditions in order to continue the eBid processes.
5. Complete the information requested on all the tabs shown in the eBid process. At anytime you may select "Save" to save a Draft of your eBid and "Edit" to continue the eBid process at another time prior to bid closing.
6. When done select "Submit". You can then either select "Cancel" to return to the eBid to make changes or select "OK" for submission. NOTE: Please allow ample time for file upload. Do not close your browser during the submission process.
7. The confirmation box will appear upon successful completion of your submission. This will include your confirmation number and eBid date/time stamp. You may review and print a copy of your submission by clicking on "Summary".

To obtain bid results select the Invitation of your choice and click on the "Bid Results" tab. Results are listed in order from lowest to highest. Double click on any of the results listed for more detail.

More answers to FAQ's available at <http://home.planetbids.com/tech-support>
or contact the Procurement Department at 859-767-7900.