



Instructions for Electronic Bids

Please follow the instructions below to access:

1. Type in the following URL in the internet browser bar and hit ENTER to load page.

<http://yakamafish-nsn.gov/restore/projects/contractors-bid-materials-lower-entiat-rm-26-35-habitat-enhancement-project>

OR type: <http://yakamafish-nsn.gov> and on the homepage scroll down and under “Latest News” headline, click on the link for “Bids being accepted for Lower Entiat River Habitat Enhancement Project” and follow the online instructions.

2. Read over web page to familiarize yourself with the project.
3. Scroll down to bottom of webpage to gain access to attached documents. Listed below are examples of the documents that you will be able to access and download online:
 - Bid Packet Cover Letter
 - Exhibit A: SOW Lower Entiat RM 2.6-3.5
 - Exhibit B: Budget Bid Form
 - Exhibit C: Payment Plan
 - Exhibit D: Plans, Parcels, and Staging Area
 - Exhibit E: Supplies Table for Construction
 - Exhibit F: Instructions for Electronic Bids
4. Once you locate the links for the attachments (located at the bottom of the webpage), you can download and access by doing the following:
 - i. Left click on the desired link. The file should open in a new browser.
 - ii. Go to the newly opened file, click on the “File” tab and choose “Save As”. This will allow you to save your file to your computer and desired location on your computer.
 - iii. Save all desired files for later access.
5. Once you have saved your files, open **Exhibit B: Budget Bid Form**.
6. Fill out **Exhibit B** completely by either typing in the designated spaces and printing completed form, or by printing out form and fill out form with a black pen.
7. Please send a completed **Exhibit B** along with a typed and signed cover letter to:

Yakama Nation
Attn: Jackie Olney, Lower Entiat RM 2.6-3.5 Material Procurement Contract
PO Box 151
Toppenish WA, 98948
(shipping address: 401 Fort Road, Toppenish, WA 98948)

A completed bid packet must be sent in to the above address by no later than **Monday September 30th, 2013**.
Thank you and good luck!