

**SECTION 00 21 13 APPENDIX A****SHAREFILE BID SUBMISSION PROCEDURES****General Notes:**

The following procedures will serve as the method San Francisco Public Works will implement to accept bids for this project.

The Project Manual will contain specific bid submission instructions in Section 00 21 13.


Should there be questions, please email contractadmin.staff@sfdpw.org.

Step by Step Instructions:

- Go to the URL: [\[https://sanfranciscopublicworks.sharefile.com/x/xxxxxx\]](https://sanfranciscopublicworks.sharefile.com/x/xxxxxx)
- You should see the screen below – enter in the needed information (Email, Last Name, First Name)
- Once entered, click *Continue*

The image shows the ShareFile Bid Opening #1 screen. At the top is the ShareFile logo, which consists of a blue 'S' icon and the text "ShareFile®". Below the logo are two blue circles with the numbers "1" and "2" inside them, and the text "Bid Opening #1" below that. The form contains four input fields: "Email *" (with a red asterisk), "First Name : *" (with a red asterisk and a red "* Required" label to the right), "Last Name: *" (with a red asterisk), and "Company :". Below the input fields is a blue button with the text "Continue".

- The next screen will prompt you to choose and enter a new password (if you have an existing account it will recognize your email and you simply reenter your email and password):



✓ 2

Your username is rloftus4@by.com.
Please create a password.

Passwords must meet the following requirements:

- × at least 1 upper case letter
- × at least 1 lower case letter
- × at least 1 number
- × at least 1 special characters
- × at least 8 characters in length
- × Passwords should match

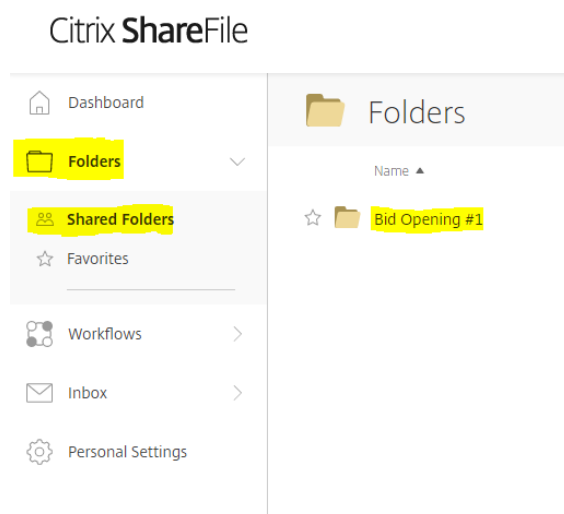
We'll also perform an additional strength check on save. (?)

Password: ☐ Show Password

Confirm Password:

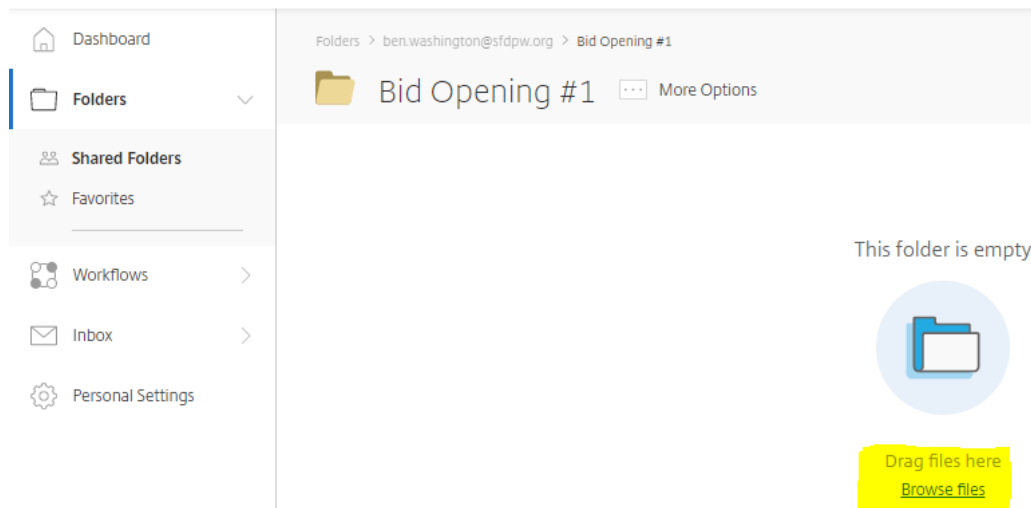


- Once you login, you can choose Folders → Shared Folders → Appropriate Bid Opening folder



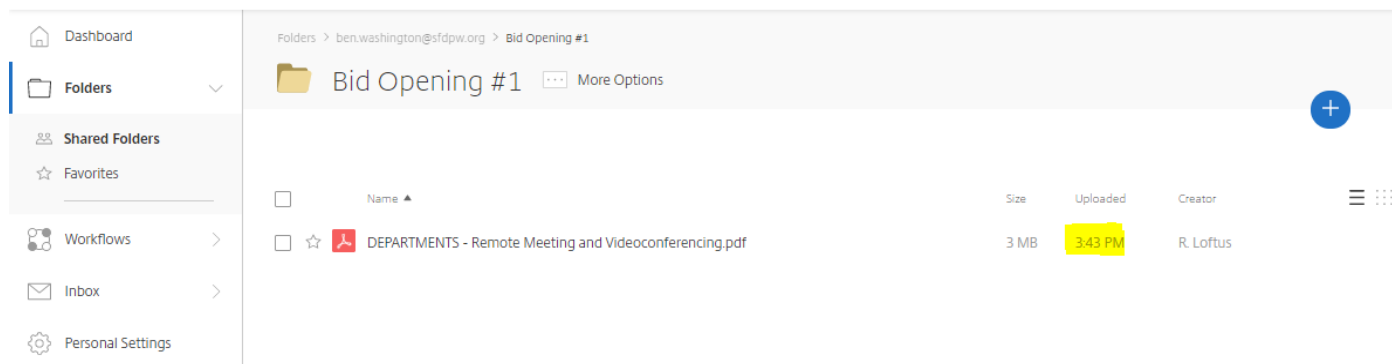
- Please be mindful that it can take up to 2 minutes to submit a PDF file; each submission is time stamped on the platform.
- Drag and drop or Browse and upload your PDF copy of the bid submission:

Citrix ShareFile

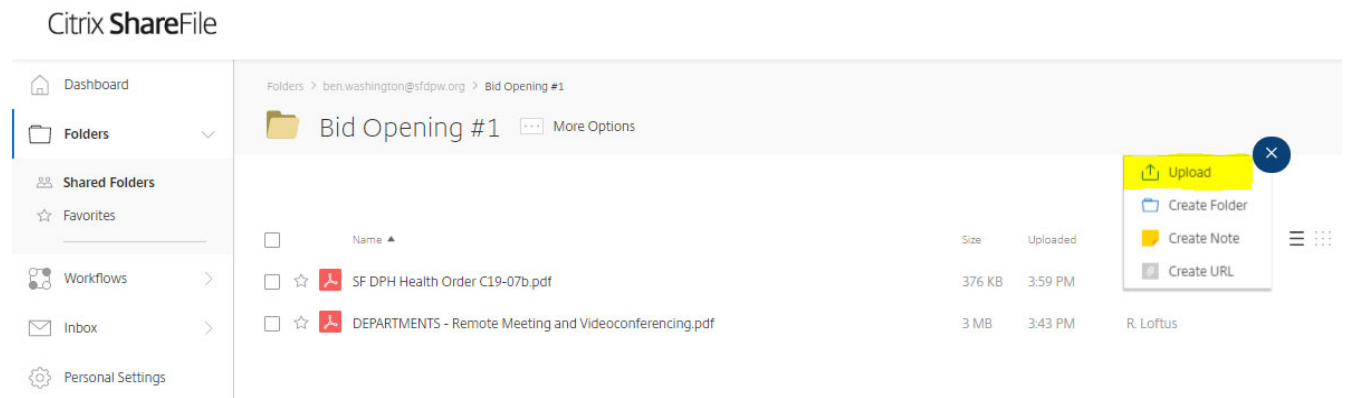


- Once fully uploaded, the time stamp will display:


Citrix ShareFile

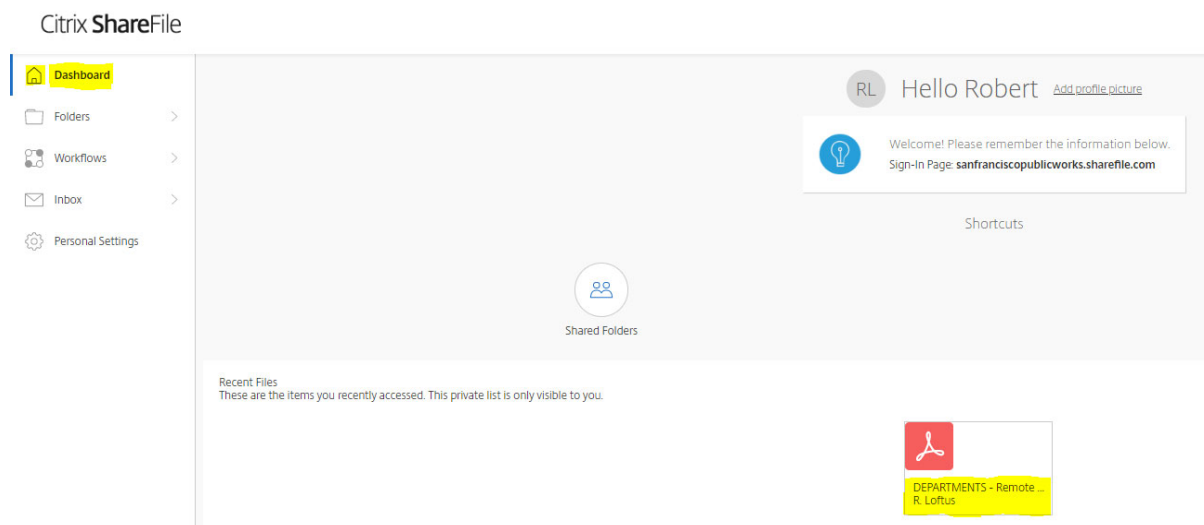


- Should there be additional documents to upload, you may either drag and drop from your folder, or hover the mouse over the symbol, and choose **Upload**:




How to Delete a PDF submission:

- Click the **Dashboard** option at the top left of the page
- Double-click the  symbol of the PDF in the middle of the page:



- There will appear a **Delete** option on the next page:




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Notes [Add Note](#)

END OF SECTION