



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.

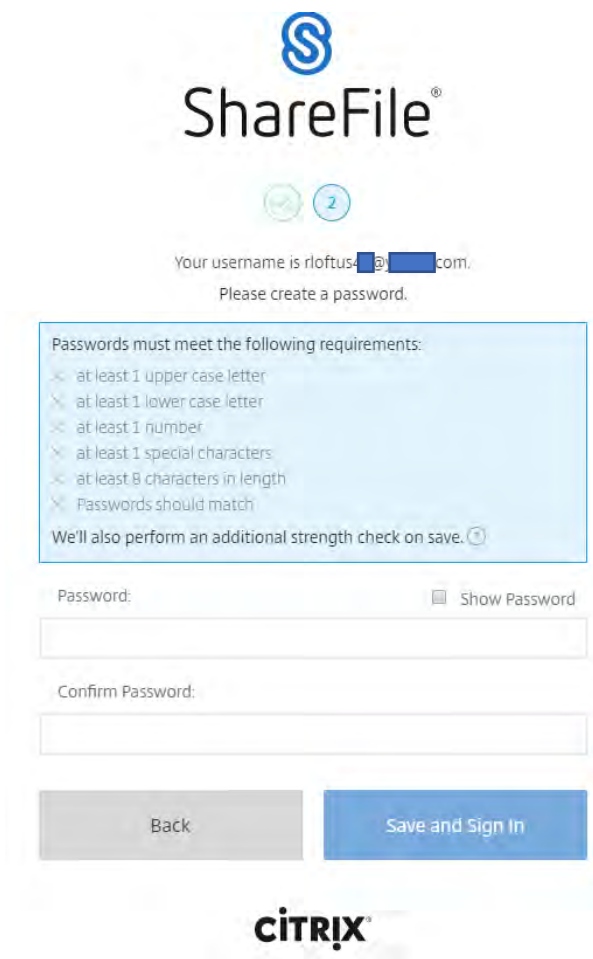
Should there be questions, please email contractadmin.staff@sfdpw.org.

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 a screenshot of the ShareFile login interface. At the top is the ShareFile logo, which consists of a blue 'S' icon and the text "ShareFile®". Below the logo are two circular navigation buttons, the first of which is labeled "1". Underneath these buttons is the text "Bid Opening #1". The main part of the screen contains four input fields: "Email *" (with a red asterisk), "First Name: *" (with a red asterisk and a red "* Required" label to its right), "Last Name: *" (with a red asterisk), and "Company:". Below these fields is a large blue button labeled "Continue". At the bottom of the screen is the Citrix logo.

- 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):



The image shows the ShareFile login interface. At the top is the ShareFile logo. Below it, a message states: "Your username is rloftus4@...com. Please create a password." A blue box contains password requirements: "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 character, at least 8 characters in length, and Passwords should match. We'll also perform an additional strength check on save." Below this are fields for "Password:" and "Confirm Password:", each with a "Show Password" toggle. At the bottom are "Back" and "Save and Sign In" buttons. The Citrix logo is at the very bottom.

ShareFile®

Your username is rloftus4@...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 character
- at least 8 characters in length
- Passwords should match

We'll also perform an additional strength check on save. ⓘ

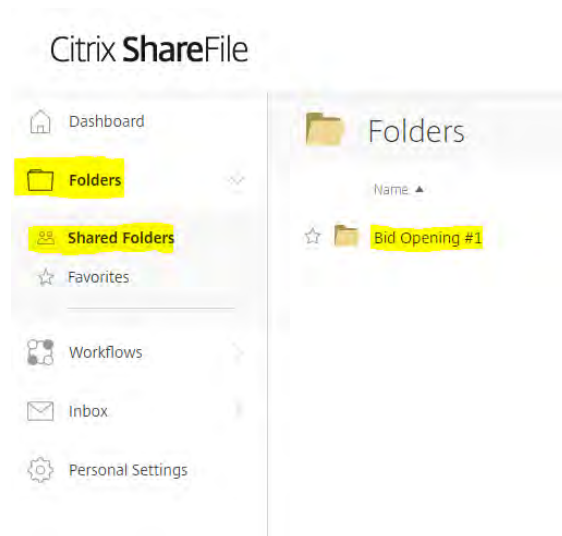
Password: Show Password

Confirm Password:

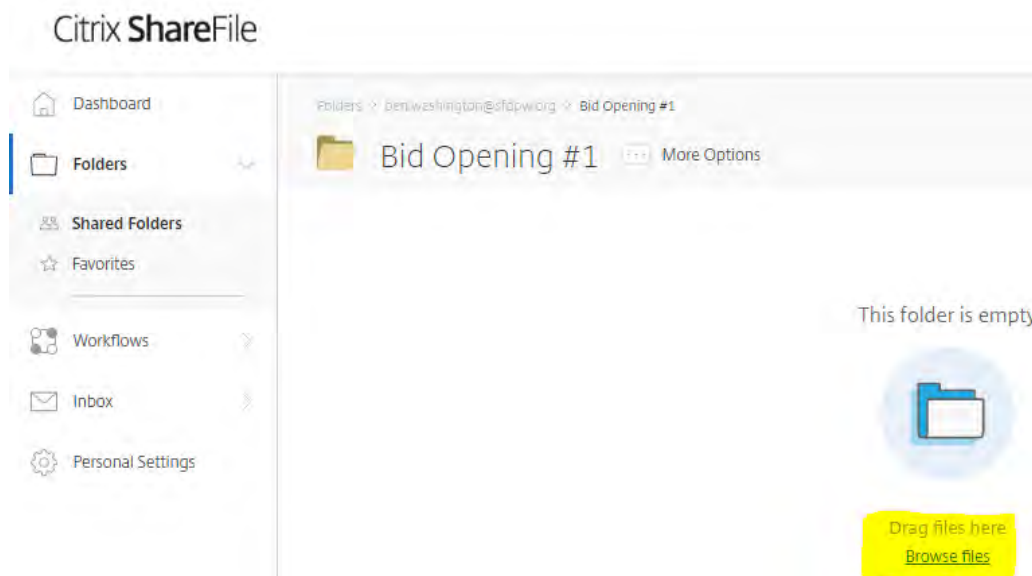
Back Save and Sign In

CITRIX®

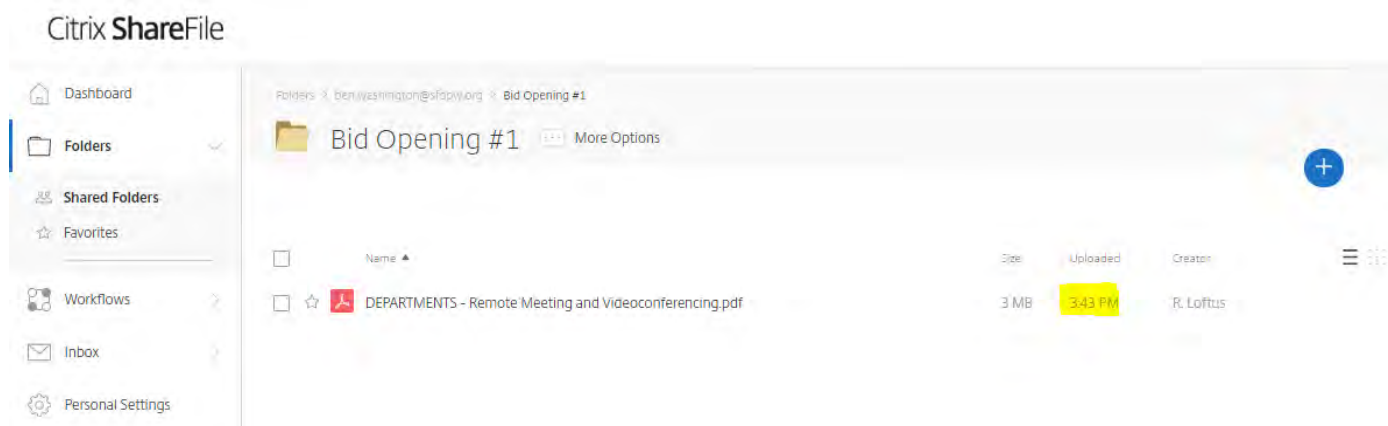
- Once you login, you can choose Folders → Shared Folders → Appropriate Bid Opening folder




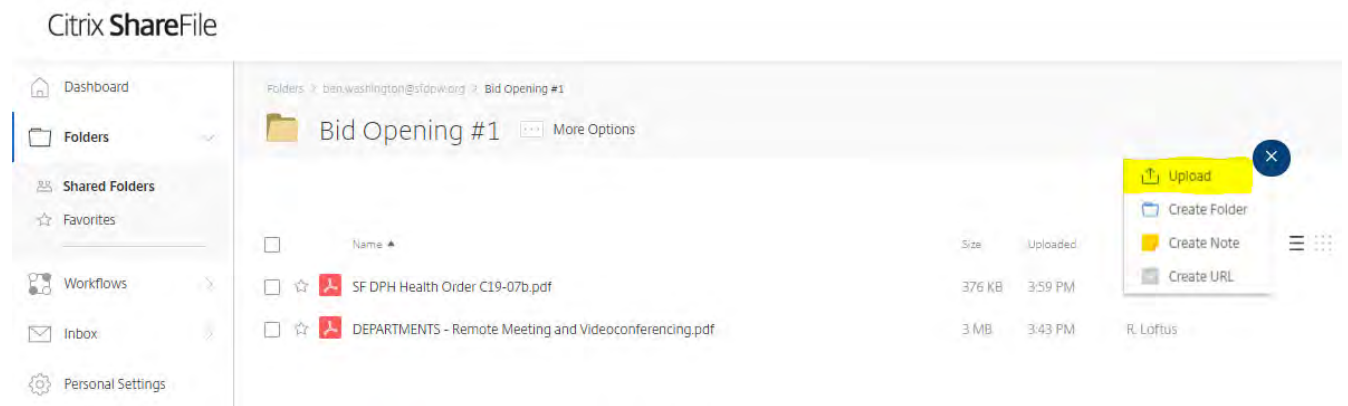
- Please be mindful that it can take up to 2 minutes to submit a PDF file; each submission is time stamped on the platform.
- Drag and drop or Browse and upload your PDF copy of the bid submission:




- Once fully uploaded, the time stamp will display:

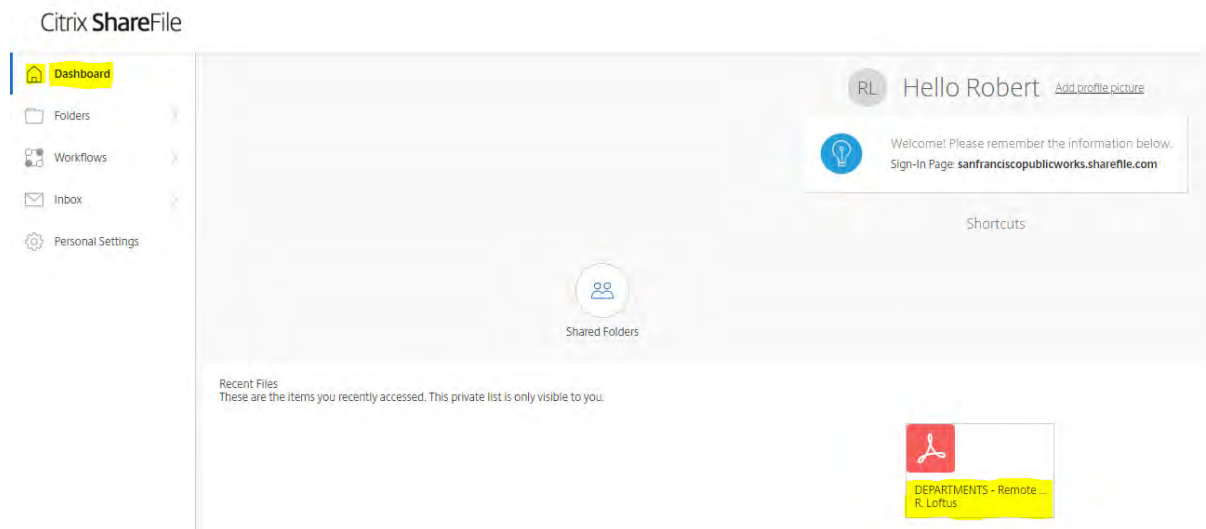


- Should there be additional documents to upload, you may either drag and drop from your folder, or hover the mouse over the  symbol, and choose **Upload**:

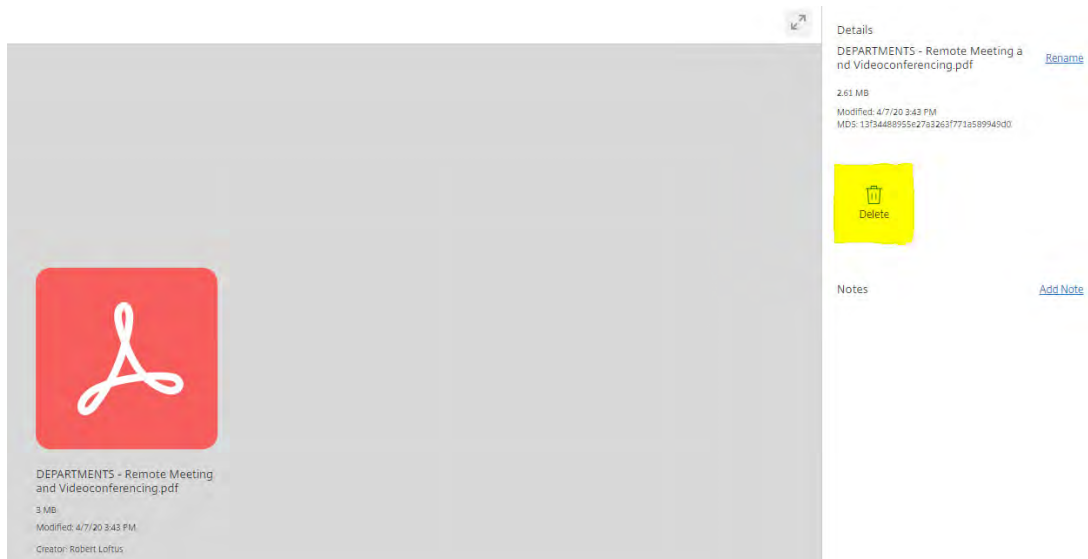


How to Delete a PDF submission:

- 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:



END OF SECTION