



INSTRUCTIONS FOR VIEWING SOLICITATION DOCUMENTS

The City of Tualatin publishes its formal solicitation documents on its Bid Management System. After posting the solicitation document, the City may post addenda, which require proposers to acknowledge their contents. Failing to acknowledge an addendum or including necessary details in a bid or proposal may lead to its rejection due to non-responsiveness. Therefore, it is important that proposers obtain solicitation documents by registering as a planholder. If the City publishes an addendum, an automatic notification will be sent to all registered planholders.

Step 1: Click “Login”



Step 2: Click “Create new account”



Step 3: Enter your email, create a password, enter the captcha, and then click “Create new account”



Step 4: Create a company profile, and then click “Save”



Step 5: Navigate back to the solicitation you are interested in

Step 6: Click “Add me to the Planholder List (and view planholder documents)”

[Add me to the Planholder List \(and view planholder documents\)](#)

Step 7: Confirm when prompted:

Are you sure? You will be added to the planholder list and receive email notifications of bid updates.

[Add me to the Planholder List \(and view planholder documents\)](#) [Cancel](#)

Step 8: Download the solicitation document, now available under Planholder Documents

Planholder Documents

[Request for Proposals](#)