



**bidnet direct.**  
powered by mdf commerce

# How to do business with SCWA

[www.bidnetdirect.com//suffolk-county-water-authority](http://www.bidnetdirect.com//suffolk-county-water-authority)

# Before We Begin

Housekeeping



## Audio

- This is a listen-only event
- Check your audio settings if you are having problems with the sound
- No microphone required



## Questions

- Ask your questions in the Q&A window or via the chat box and we will answer your questions after the demonstration



## Recording

- The session is being recorded and will be available at a later date
- The presentation will also be available with the recording



## Contact Us

- If you want us to contact you, leave your name, email and reason in the Chat window

# Here to Help

- **Ginette Levac / Director, Customer Success**  
[ginette.levac@mdfcommerce.com](mailto:ginette.levac@mdfcommerce.com)
- **Liz Zasada / Customer Success**  
[liz.zasada@mdfcommerce.com](mailto:liz.zasada@mdfcommerce.com)
- **Bidnet Direct Vendor Support Team**  
Monday to Friday 8am-8pm ET  
800-835-4603, option 2  
[support@bidnet.com](mailto:support@bidnet.com)
- **John Deubel / Purchasing Manager**  
[john.deubel@scwa.com](mailto:john.deubel@scwa.com)
- **SCWA Purchasing Department**  
[purchasing@scwa.com](mailto:purchasing@scwa.com)



# Agenda

1. SCWA Background Info
2. Overview of **Bidnet Direct & the Empire Purchasing Group**
  - Notification emails - As posted by SCWA
3. Online Demonstration:
  - How to find bids
  - Saving searches
  - Free Registration vs. Purchasing Group vs. Statewide bids
  - Uploading your W-9 & updating vendor profile
4. How to register to download documents & addenda
5. Placing a bid electronically - Electronic Bid Submission
6. FAQs
7. Q & A Session



# SCWA Background Info

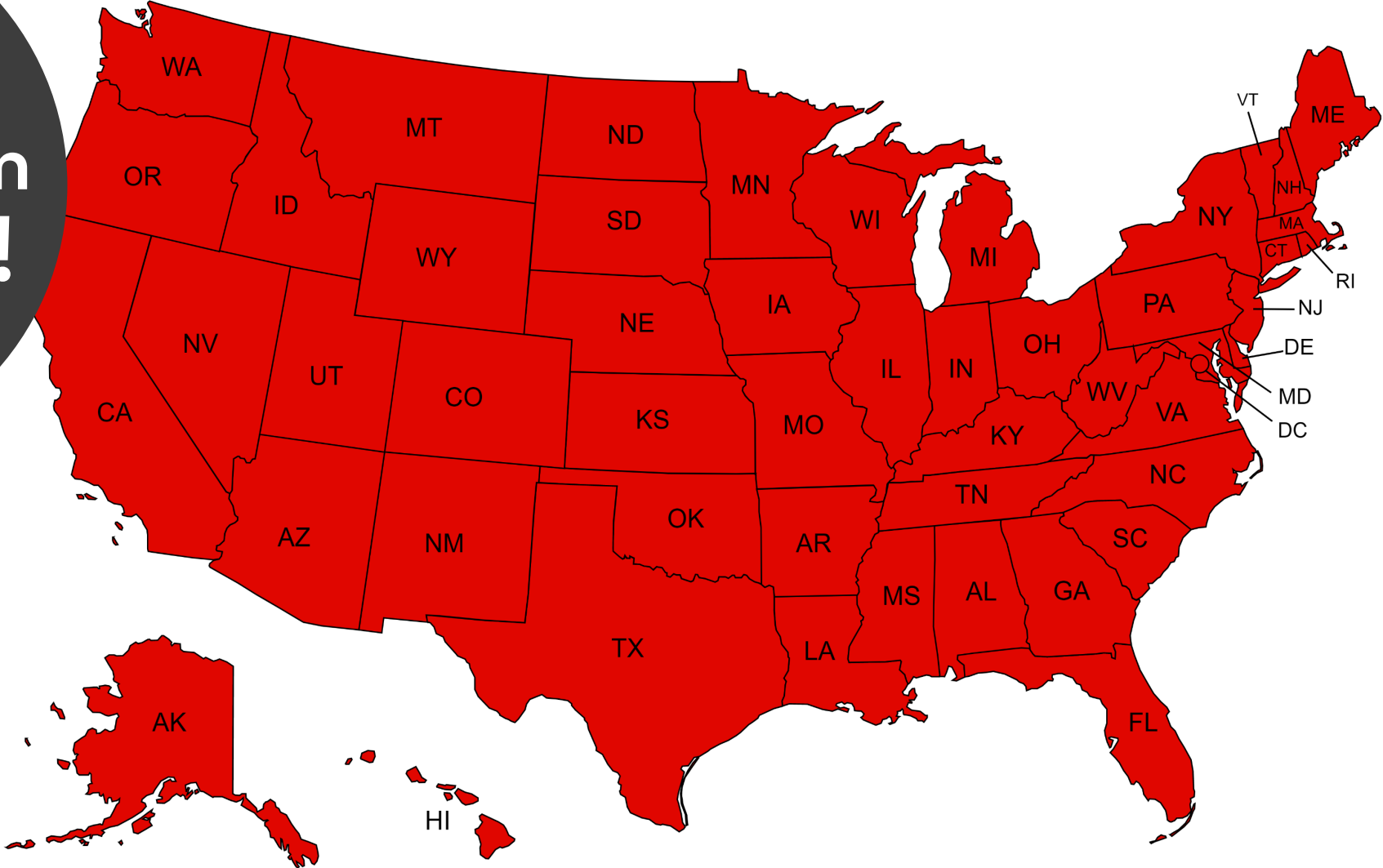
## John Deubel – SCWA Purchasing Manager

1. The Suffolk County Water Authority is an independent public-benefit corporation operating under the Public Authorities Law of the State of New York.
2. SCWA serves approximately 1.2 million Suffolk County residents.
3. SCWA operates without taxing power on a not-for-profit basis.
4. SCWA is one of the largest groundwater suppliers in the country.
5. SCWA spends \$115 million a year on goods and services.
6. SCWA has over 350 active contracts for goods and services.
7. SCWA is required by law (PAL §1088) to issue bids for the purchase of items related to construction with a value of \$5,000 or more.
8. SCWA adopted a policy that as a general rule encourages getting quotes on all of the other things it purchases.
9. As of January 1, 2024, SCWA is only accepting electronic bid submissions through BidNet Direct.

# Empire State Purchasing Group



The screenshot shows the bidnet direct website interface. At the top, there is a navigation bar with the bidnet direct logo (powered by mdf commerce) and links for Bid Search, Participating Agencies, Purchasing Groups, Vendor Solutions, and Buyer Solutions. On the right side of the navigation bar are buttons for Login and Vendor Registration. Below the navigation bar is a search bar with the placeholder text "Search by Keywords or Bid Title" and a "Find Bids" button. The main banner features a city skyline and a park scene with the text "Empire State Purchasing Group" and "New York local government bids & RFPs". The Empire State Purchasing Group logo is also present. Below the banner, there is a section titled "Empire State Purchasing Group" with a welcome message and a "Vendor Registration" box. The Vendor Registration box contains the text "Grow your government business in New York! Register today to receive real-time notifications of matching bids, access documents & receive real-time addendum." and a "REGISTER NOW" button. Below this is a section for "Open Solicitations" with tabs for "Open Solicitations" and "Closed Solicitations". It shows filters for "489 Groups Bids" and "802. Statewide & Federal Bids", along with a link for "What's the difference?". The main content area displays "489 Open Solicitations" and a list of bids, including "On-Site Radio Services for Niagara County Emergency Services" in New York, published on 03/07/2024 and closing on 03/28/2024.

**Bids  
available from  
50 states!**




# Group Notification

Suffolk County Water Authority Has Published a New Solicitation Matching Your Profile

 BidNet Direct <noreply@bidnet.com>  
To  Suffolk County Water Authority

[← Reply](#) [↶ Reply All](#) [→ Forward](#) [⋮](#)

Fri 1/28/2023 4:51 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

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**NEED HELP: 800-835-4603** **HOME**

Nap Fortich,

The following solicitation, matching your notification profile, has been published on BidNet Direct:

Solicitation Number: RFLI-2024-RM1-02

Solicitation Title: Subject Matter Experts (SMEs) for Technical Assistance Workshops /Businesses

Buying Organization: Suffolk County Water Authority

Description: The purpose of this RFLI is to prequalify able and ready Subject Matter Experts (SMEs) who will provide technical assistance workshops to small businesses for the purposes of establishing internships and entry-level positions to create career pathways for tech talent.

The window to submit proposals and get qualified with the College will be every 6 months. Please note that if a company or vendor is prequalified under this process, they do not need to resubmit each time th...

Closing date: 10/24/2023 03:00 PM EDT

If you wish to obtain complete information about this solicitation, please click on the link below:  
[Link to Solicitation Page](#)

If you need assistance, please call BidNet Direct's Support Department at 800-835-4603. Service hours are Monday-Friday from 8:00 am to 8:00 pm EST.



# Online Demonstration

The screenshot shows the bidnet direct website interface. At the top, there is a navigation bar with the bidnet direct logo (powered by mdf commerce) and links for Bid Search, Participating Agencies, Purchasing Groups, Vendor Solutions, and Buyer Solutions. On the right side of the navigation bar are buttons for Login and Vendor Registration. Below the navigation bar is a search bar with the placeholder text "Search by Keywords or Bid Title" and a "Find Bids" button. The main banner features a city skyline and a park scene, with the text "Suffolk County Water Authority" and "Get notified of bid opportunities from Suffolk County Water Authority". The Empire State purchasing group logo is also visible. Below the banner, there is a section for "Suffolk County Water Authority Bid Opportunities" with a logo for SCWA. A paragraph explains that open and closed solicitations are posted and provides links to register or login. Another paragraph mentions the use of the Empire State Purchasing Group. Below this text are three tabs: "Open Solicitations", "Closed Solicitations", and "Awarded Solicitations". The "Open Solicitations" tab is active, showing a list of 5 open solicitations. The first solicitation is "Furnish & Deliver Asphalt Paving Mixture for Cold Patching - Item No. 1 Only" with a published date of 03/06/2024 and a closing date of 03/18/2024. The second solicitation is "Pre-Employment Background Checks for all Newly Hired Employees" with a published date of 02/27/2024 and a closing date of 03/08/2024. To the right of the bid list is a "Register to Bid" section with a "REGISTER NOW" button.

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Bid Search Participating Agencies Purchasing Groups Vendor Solutions Buyer Solutions

Login Vendor Registration

Search by Keywords or Bid Title Find Bids

## Suffolk County Water Authority

Get notified of bid opportunities from Suffolk County Water Authority

EMPIRE STATE  
purchasing group

### Suffolk County Water Authority Bid Opportunities

Suffolk County Water Authority's Open and Closed Solicitations are posted below. Please [register](#) or [login](#) to see details of all open opportunities.

In the spirit of continuous improvement Suffolk County Water Authority utilizes the Empire State Purchasing Group and welcomes your participation and cooperation.

Open Solicitations Closed Solicitations Awarded Solicitations

5 Open Solicitations Order By Published Date (Newest first) ▼

8027	<a href="#">Furnish &amp; Deliver Asphalt Paving Mixture for Cold Patching - Item No. 1 Only</a>	Published 03/06/2024	Closing 03/18/2024
New York			
1625	<a href="#">Pre-Employment Background Checks for all Newly Hired Employees</a>	Published 02/27/2024	Closing 03/08/2024

### Register to Bid

Register to do business with Suffolk County Water Authority. Join the Empire State Purchasing Group to expand your business with local governments throughout New York.

Register with the Empire State Purchasing Group to gain access to bids today.

REGISTER NOW →

# Here to Help

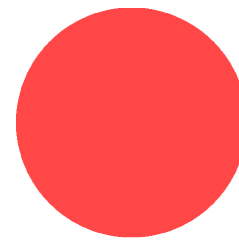
- **Ginette Levac, Director, Customer Success**  
[ginette.levac@mdfcommerce.com](mailto:ginette.levac@mdfcommerce.com)
- **Liz Zasada / Customer Success**  
[liz.zasada@mdfcommerce.com](mailto:liz.zasada@mdfcommerce.com)

## For Bid Submission questions:

- **Bidnet Direct Vendor Support Team**  
Monday to Friday 8am-8pm ET  
800-835-4603, option 2  
[support@bidnet.com](mailto:support@bidnet.com)



# FAQ



**Q. Is there a special form to sign for the Non Collusive Bidder Certification included in the contract documents?**

**A. No. The Non Collusive Bidder Certification does not require a signature. It basically states that the bidder understands that by signing their proposal, they certify adherence to all actions stated in the document.**

**Q. Can bid deposits be applied to performance bonds?**

**A. Yes. If a bidder is awarded the contract, the original bid deposit must be mailed in and can then be applied toward the performance bond balance.**

**Q. If a bidder is awarded a contract, when is the bid deposit returned if not being applied to a Performance Bond?**

**A. Bid Deposits are retained by the Suffolk County Water Authority to guarantee performance and will be returned upon completion of the awarded contract.**

**Q. The BidNet contract documentation provides two areas for submitting pricing. One is an electronic spreadsheet, and the other is a price sheet that can be manually filled in and uploaded in BidNet. Do the bidders need to complete both?**

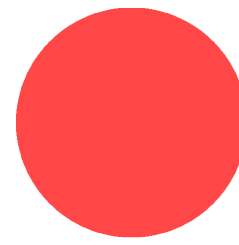
**A. Yes. SCWA requires bidders complete both.**

**Q. Do the required insurance documents need to be included with our bid proposal?**

**A. No, but Exhibit C (Insurance Carrier or Agent's Acknowledgement) must be completed and submitted as part of your proposal. Upon receipt of an award notification, the vendor will then be asked to provide all required insurance documentation.**



# FAQ



**Q. Are uploaded copies of the Bid Deposit Check or Bond acceptable at the time of submission?**

**A. Yes. If a bidder is awarded the contract, originals will then be requested.**

**Q. Can vendors attend the bid openings?**

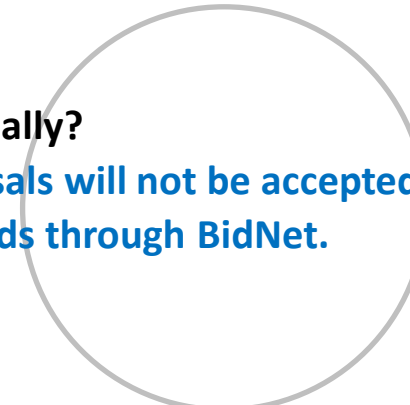
**A. Yes. These are public openings and you can do so either in person (3525 Sunrise Highway, 2<sup>nd</sup> Floor, Great River, NY 11739) or virtually by requesting a meeting invite from the SCWA Purchasing Manager ([john.deubel@scwa.com](mailto:john.deubel@scwa.com)).**

**Q. Is there a number a bidder can call if having difficulty using BidNet when trying to submit a proposal?**

**A. Yes. BidNet Vendor Support Department at 800-835-4603, Option2.**

**Q. Are there any exceptions that would allow a vendor to submit their proposal manually?**

**A. No. Bids physically delivered to the SCWA, facsimiles, or emails of unsealed proposals will not be accepted under any circumstances. As of January 1, 2024, SCWA has only been accepting electronic bids through BidNet.**



# Questions

