



Chicago Transit Authority
Purchasing/Warehousing Department
 567 W. Lake Street, Chicago, IL, 60661
www.transitchicago.com

Viewing CTA Bids From The Internet

The screenshot shows the Chicago Transit Authority website homepage. At the top left is the CTA logo and the text "chicago transit authority". To the right are links for "Accessibility | Mobile | Help | Contact | Site Map" and a search bar. Below this is a navigation menu with categories: "Travel Information", "Riding CTA", "News & Initiatives", "Buy Fares & Gifts", "About CTA", and "Doing Business".

The main content area features a large banner with a laptop displaying the website and the text: "welcome to the new **transitchicago.com** new look, new features, better information. [learn more...](#)".

Below the banner are several promotional tiles:

- Clear Slow zone:** "Slow Zone Elimination We're putting the 'rapid' back in Rapid Transit."
- cta Brown Line:** "Capacity Expansion Project Count down to a new Brown."
- Fare Changes:** "New fares go into effect January 1, 2009. Learn more."

On the right side, there are several utility sections:

- Quick Links:** Includes icons for Schedules, Maps, Alerts, Bus Tracker, Chicago Card, and Fare Info.
- Google Trip Planner:** A form for entering start and end points, with options for "Leave Now", "Depart at", or "Arrive by".
- System Status:** A table showing the status of different rail lines.

System Status	
Rail:	
Red Line	Minor Delays
Blue Line	Normal Service
Brown Line	Normal Service
Green Line	Normal Service

Web Site: www.transitchicago.com

INSTRUCTION FOR VIEWING ADVERTISED BIDS

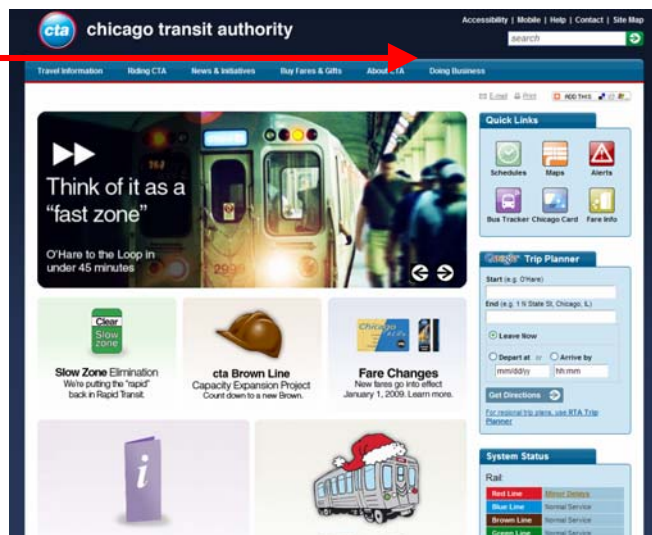
1. Type the following URL into the Address line of your internet browser:

www.transitchicago.com

This is the screen you will see.



2. Click on **DOING BUSINESS, PROCUREMENT INFORMATION, CONTRACTING OPPORTUNITIES**

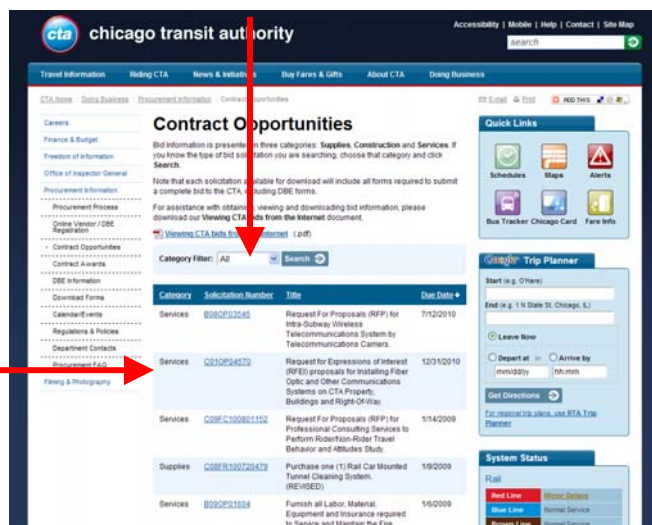


3. Click on the appropriate category – **SUPPLIES, CONSTRUCTION, SERVICES**

This is the screen you will see.

A list of all currently advertised bids for the chosen category is displayed.

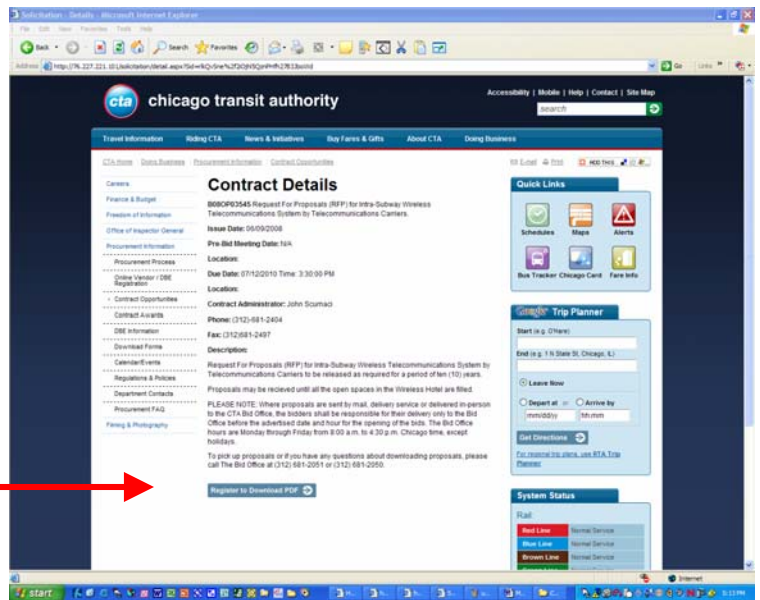
To view additional information of a particular requisition, or to download a copy of it to your computer, click on the appropriate **SOLICITATION #**.



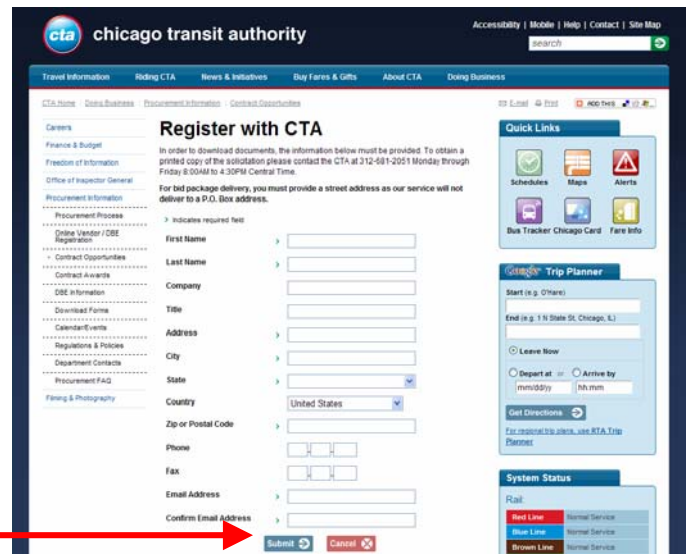
This is the screen you will see next:

(**Note:** From time to time, only part of a requisition will be available for download from the Internet. (For example; when the package contains large drawings and is too large for the web site, if there is a fee to obtain the document, etc.) In these instances, the Solicitation Detail page will inform a user that only a partial bid is available for download, and instruct the user on how to get a full bid package.)

4. Click on the words **<REGISTER TO DOWNLOAD PDF>**

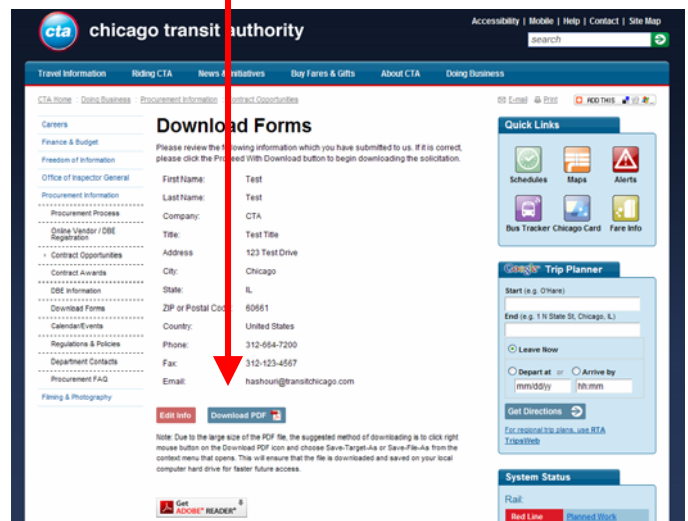


5. A vendor registration form will appear (See below.) This form must be completed before you will be permitted to download a bid package. Please enter contact information for the person who will be responsible for the bid package. After completing the Registration Form, click on **SUBMIT** button of the page.



If you have completed the form correctly, a confirmation screen will appear requesting that the registration be verified for accuracy. If the information is correct, click on the **DOWNLOAD PDF** link to begin downloading the bid package.

If the information was not completed correctly, an Edit screen will appear. You will be requested to fix fields the program identifies as containing erroneous information, or where required information is missing. You will not be permitted to download a bid until the form is fixed. Click on **EDIT INFO** link near the bottom of the screen to make changes, and then click the **SUBMIT** button again.



When the information is complete and verified, the file will be available to download by clicking on the [DOWNLOAD PDF](#) link, or by the method suggested in the paragraph below.

Due to large size of the PDF file, the suggested method of downloading is to click right mouse button on the Download PDF icon and choose Save-Target-As from the context menu that opens. This will ensure that the file is downloaded and saved on your local computer hard drive for faster future access.

NOTE:

All files are in .PDF format. You will need the free Adobe Acrobat Reader software to view the file. If you do not have this software, you may download it from the web site by clicking on the [DOWNLOAD ACROBAT READER](#) link.

Sometimes the file is too large to scan and upload to the Internet site or may contain large drawings which can not be scanned. In this case, contact CTA at the address below.

**Chicago Transit Authority
Bid Office – 2nd Floor
567 W. Lake Street
Chicago, IL 60661-1498**

(Please Note: This information is extremely important. If a requisition is changed in any way (e.g., addendum, extensions, etc.), the CTA is required to notify all interested parties, and interested persons are required to acknowledge receipt of such notification when submitting a bid. Failure to acknowledge requisition revisions may result in a bid being found “non-responsive”, and the vendor may be disqualified from consideration for the contract award.)

Thank you for your interest in CTA!

If you have any further questions, please contact the Purchasing Department or your Procurement Administrator at (312) 664-7200.