



PLANETBIDS PLATFORM INSTRUCTIONS

CVG Contracts & Procurement

The Kenton County Airport Board (KCAB), owner/operator of the Cincinnati/Northern Kentucky International Airport (CVG), utilizes an electronic bidding system which provides better service and convenience to vendors and complies with applicable bidding requirements of KRS 424.260. In order for the system to work effectively, [vendors must register online](#).

As a registered vendor on the system, you will be automatically notified of Bid Alerts that match the categories (NAICS codes) you entered in your vendor profile. Vendors may search for the latest contracting opportunities available, request and download documents, and bid electronically (if applicable) on all open requests until bid closing. Best of all, this service is offered to vendors for free.

Register at cvgairport.com/bid and click on "PlanetBids"

Then, click "New Vendor Registration" and complete the following minimum information:

- Company Name, FEI/SSN, Email. Click Sign Up. An email will be sent to the email address provided. Click Verify.

New PlanetBids Vendor Portal opens in the web browser. All mandatory fields are denoted by a red asterisk. Complete the following minimum information:

- User Authentication: Select and Confirm a Password.
- Company: Select Business Type and enter Address.
- User Information: Complete the Name, Title, Phone for the main contact for the account.
- Additional Addresses: If your company has multiple addresses you may enter them here. Remit Addresses are addresses KCAB should use to mail all payments or invoice inquiries. Order Addresses are addresses KCAB should use for purchase orders/contracts. Regional Business and Headquarter addresses are other options.
- Principal Owner: Complete the name, title, email, and phone of the principal owner/CEO.
- Classifications: This information is optional. Please select all Classifications that apply.
- Demographics: This information is optional. You may select an option for Ethnicity and Gender. If you prefer not to respond, choose Declined to State for each.
- Other Licenses: Select the Type of license, enter the number and the expiration date.
- Residency Status: Answer the question whether the company is authorized to do business in the State of Kentucky.
- Other Business Info: This information is optional.
- Business Description: This information is optional.
- Category tab: B Click the "Add" button to select Categories (by NAICS code). Search for codes in numeric or alphabetical order or type a keyword in the box to bring up all codes that include the keyword in its title. Click Save.

- Referral. This information is optional. You may choose to tell us how you heard about registering on PlanetBids for KCAB.
- Terms & Conditions. Click Terms & Conditions to read the terms and conditions. Click the check box to confirm you have read and accept the terms and conditions.

Click "Submit" on the bottom, right corner of the page to submit your registration. You do not need to wait for a confirmation to login or begin using the system. Upon successful registration, you will be directed to the New Registration Confirmation page and receive an email confirming your registration.

Registered vendors are notified automatically via email if the category code(s) (NAICS Codes) used in a new KCAB opportunity matches the category code(s) you've selected in your vendor profile. If a match occurs, you are automatically notified via email with subject "Bid Alert". You may also receive opportunities from other agencies using this system.

Once you complete the registration you will be able to make changes to your company profile at any time. Simply log-in and select "Vendor Profile". Make the necessary changes and click on "Submit".

View opportunities and submit bids:
cvgairport.com/bid and click on “Current Bid Opportunities Here”
or visit PlanetBids directly and click on “Bid Opportunities”

To view current and past opportunities click on "Bid Opportunities" and then double click on the line that corresponds to the Invitation of your choice and the bid information will appear. You can navigate through the tabs to view bid detail, line items, bid documents, addenda, and Q&A if applicable.

1. To download bid documents, click on the “Documents” tab and follow these steps: At the bottom of the Electronic Documents box, select "Download All ". You will be asked to login if you have not already done so.
2. You will be required to become a Prospective Bidder for the project before downloading any document. Click Become a PB. Detail will appear - review for accuracy. You can change the contact information for this bid without changing your main profile. Once reviewed and updated, click “Done”.
3. Select "Download " again and then download for each file available.
4. Select "Done" when finished.

To submit electronically select the Invitation of your choice and click on the “Place eBid” button at the bottom right of the screen and complete the following steps:

1. Login if you have not already done so – you must be a registered vendor with KCAB to submit electronically.
2. If applicable, the system will validate that all documents have been downloaded from this site prior to beginning the eBid process. The system will prompt you to do so if you have not downloaded all documents.

3. You must acknowledge any addenda prior to continuing the eBid process.
4. You must accept the Agency's Terms and Conditions to continue the eBid processes.
5. Complete the information requested on all the tabs shown in the eBid process. At any time, you may select "Save" to save a Draft of your eBid and "Edit" to continue the eBid process at another time prior to bid closing.
6. When done select "Submit". You can then either select "Cancel to return to the eBid to make changes or select "OK" for submission. NOTE: Please allow ample time for file upload. Do not close your browser during the submission process.

The confirmation box will appear upon successful completion of your submission. This will include your confirmation number and eBid date/time stamp. You may review and print a copy of your submission by clicking on "Summary".

To obtain bid results select the Invitation of your choice and click on the "Bid Results" tab. Results are listed in order from lowest to highest. Double click on any of the results listed for more detail.

More answers to FAQ's available at [PlanetBids Support](#) or contact the CVG Contracts & Procurement Department at 859-767-7900.