

SECTION 00 22 19 - BIDDERS INSTRUCTIONS FOR ELECTRONIC FORM RETRIEVAL

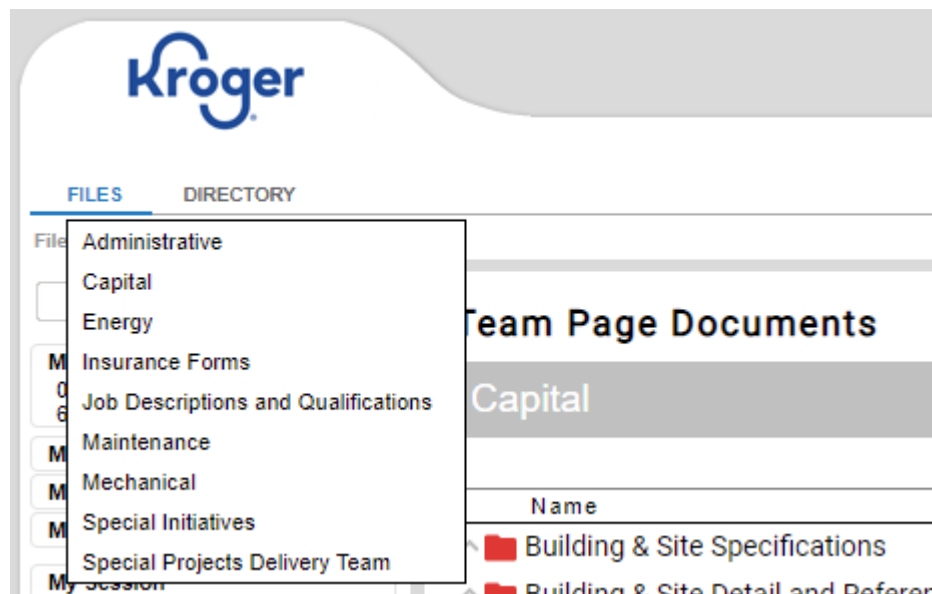
PART 1 - GENERAL

1.1 DEFINITIONS

- A. **Working Forms:** Electronic forms in Microsoft® Excel® format to be completed electronically by the Bidder.
- B. **sitefolio:** Administrators of the Owner's Project Management Website.

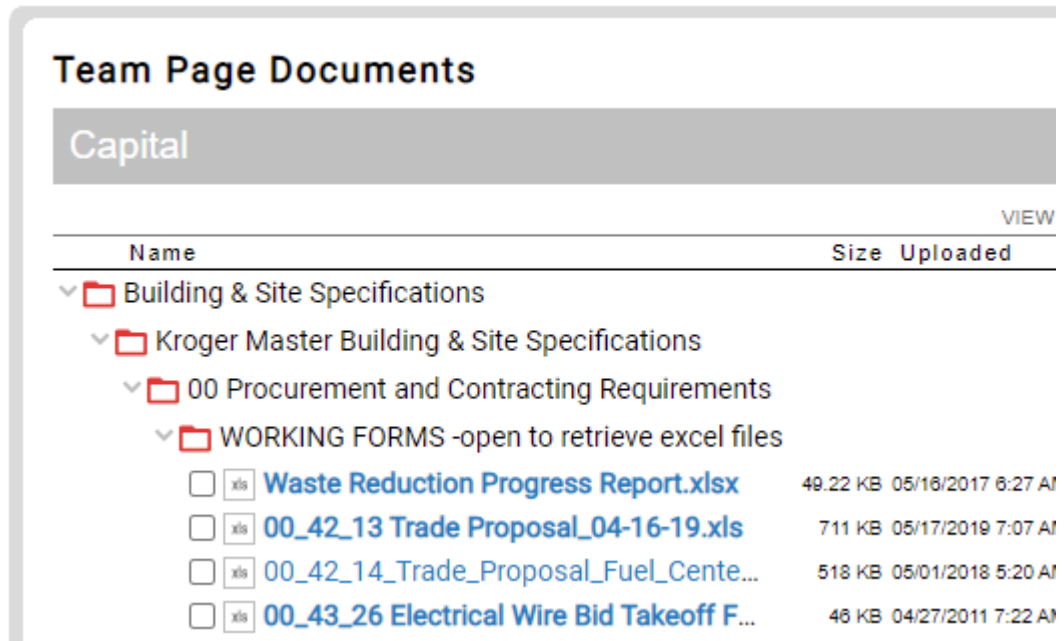
1.2 INSTRUCTIONS

- A. The Bidders shall download the Working Forms by accessing the Owner's Project Management Website, sitefolio. Download the file and follow the instructions to complete.
 - 1. Upon logging onto SiteFolio, left click "**FILES**"
 - 2. A submenu will appear, left click "**Capital**"

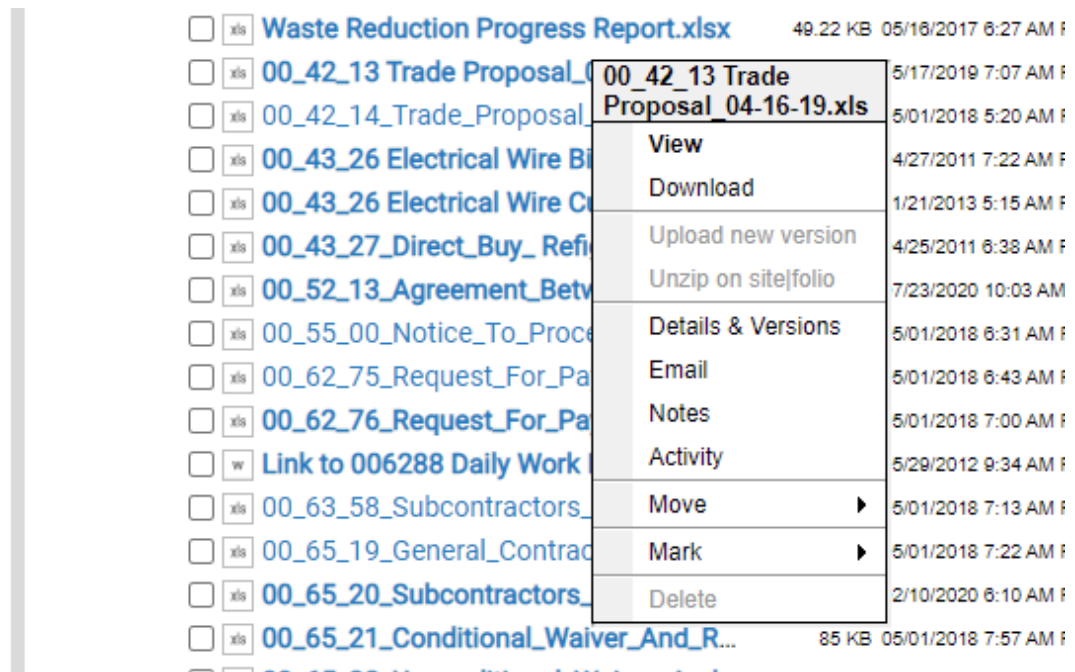


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3. Under Capital, left click “**Building & Site Specifications**”
4. Left click “**Kroger Master Building Specifications**”
5. Left click “**00 Procurement and Contracting Requirements**”
6. Left click “**Working Forms-open to retrieve excel files**”



7. Right click on the source file and select “**Download**”



PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 00 22 19