

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State	County
Select State ▼	Select County ▼

- City of Metropolis – Board of Commisioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

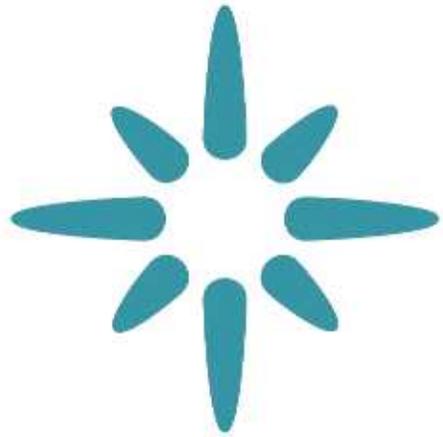
Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com





DEMANDSTAR

B u i l d i n g C o m m u n i t i e s .

(E-bidding) Electronic Bidding Instructions

Introduction

To submit a bid electronically (e-bidding) on DemandStar

- The project **MUST** be setup for e-bidding by the government agency advertising the opportunity

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
RFP-2019-01-0-2019/df	Town of Malabar	Active	5/15/2019	5/31/2019	Malabar Parks and Recreation Board Memorial Wall Project	Planholders, Download/Order, Details
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching "Backpack" Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	E-Bidding, Planholders, Download/Order, Details



How to check if it is an e-bidding opportunity

- Not all opportunities posted on DemandStar by government are available for e-bidding
- Those that are available for you to electronically bid will list "e-bidding" as an available "ACTION" when you look at the project details

In order to do
e-bidding

1. Click on “E-bidding” in
the actions column

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
RFP-2018-01-0-2019/df	Town of Malabar	Active	5/15/2019	5/31/2019	Malabar Parks and Recreation Board Memorial Wall Project	Planholders, Download/Order, Details
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching *Backpa Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	E-Bidding, Planholders, Download/Order, Details

In order to do
e-bidding

2. Enter your contact information and enter in all required fields

Note: You **MUST** put a number of the "BID AMOUNT" box. However, that number can be "0" as to allow for a more detailed description of your bid through your uploaded documents.

Contact Information

** indicates required fields*

Company Name *

Address 1 *

Address 2

City *

State *

Postal Code *

Phone *

Fax

Country *



Bid Amount *

Alternate Bid Amount

Notes

In order to do e-bidding

- In the agency required documents section – check the documents you intend on uploading and fulfilling. By checking these boxes this is **ONLY** an acknowledgement of how you will fulfill the requirement. You still have to upload the documents.

Required Documents



The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online) and which ones you will submit directly to the agency (offline).

Agency Required Documents

Document	None	Online/ Electronic	Offline/ Manual	Not submitting
-	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bid Reply	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checklist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcontractor List	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Current Workload, List of Projects and Completion Dates	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Questionnaire	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drug Free Workplace Form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

In order to do e-bidding

Upload your response documents in an accepted file format

Make sure that you have covered and uploaded all the required documents

E-Bid Response Documents

Agency Name	City of Port St. Lucie, Procurement Management Department
Bid Number	EBID-20190077-0-2019/HF
Bid Name	Purchase Breaching "Backpack" Kits, Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded
Bid Due Date	5/31/2019 3:00:00 PM Eastern time
Bid Opening	14 days, 21 hours, 45 minutes, 5 seconds

No response documents uploaded

Agency Accepted File Formats



Formats

Adobe Acrobat (*.PDF)
Microsoft Excel (*.XLS)
Microsoft Excel (*.XLSX)
Microsoft PowerPoint (*.PPT)
Microsoft Word (*.DOC)
Microsoft Word (*.DOCX)

Upload Electronic Documents

* indicates required fields



Document Title *

Specify Upload Document *

No file chosen

(Type the path of the document, or click the Browse button.)

In order to do e-bidding

Once you finish uploading your documents, click the **NEXT** button at the bottom of the screen

E-Bid Response Documents

Agency Name City of Port St. Lucie, Procurement Management Department
Bid Number EBID-20180218-6-2018jer
Bid Name Sculpture on Lawn at City Hall Temporary Art Installation
Bid Due Date 1/9/2019 2:00:00 PM Eastern time
Bid Opening 100 days, 1 hour, 20 minutes, 11 seconds

	Document Title	Format	Size	Uploaded	Status	Action
1	 E-Bidding for Suppliers	Microsoft Word	12 Kb	10/1/2018 9:39:50 AM	Complete	View , Remove

Agency Accepted File Formats

Formats
Adobe Acrobat (*.PDF)
Microsoft Excel (*.XLS)
Microsoft Excel (*.XLSX)
Microsoft PowerPoint (*.PPT)
Microsoft Word (*.DOC)
Microsoft Word (*.DOCK)

Upload Electronic Documents

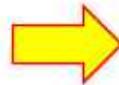
* indicates required fields

Document Title *

Specify Upload Document * [Browse...](#)

(Type the path of the document, or click the Browse button.)

Your document has successfully uploaded but your response is not yet complete. You must still click 'Submit Response' on Bid Response Details page in order to complete your response and receive a confirmation



Completing your e-bid submittal

- Please **VERIFY** that you have attached **ALL** the required documents
- Click on the **Submit Response** button to complete your e-bid

Agency Required Documents

EDIT

1. **Bid Reply** (Electronic/Online) ✓
2. **Checklist** (Electronic/Online) ✓
3. **Subcontractor List** (Electronic/Online) ✓
4. **Current Workload, List of Projects and Completion Dates** (Electronic/Online) ✓
5. **Questionnaire** (Electronic/Online) ✓
6. **Drug Free Workplace Form** (Electronic/Online) ✓
7. **Current Certificate of Insurance** (Electronic/Online) ✓
8. **License/Certification to do Described Work** (Electronic/Online) ✓
9. **Reference Check Form** (Electronic/Online) ✓
10. **E-Bid Reply Excel Spreadsheet** (Electronic/Online) ✓
11. **E-Bid Bond** (Electronic/Online) ✓
12. **Vendor Code of Ethics** (Electronic/Online) ✓
13. **W-9 form** (Electronic/Online) ✓

Uploaded Documents

EDIT

1. test document upload to ensure ebidding active

E-Bid Confirmation

After clicking "Submit Response" the following process will begin:

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- You may track your response submission under the View Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.

<< Return

Submit Response

Confirmation of Response

- When you complete you will receive a confirmation
- This is a confirmation that what you uploaded will be visible to the agency when the bid closes, **this is not** a confirmation that all your documents were filled out or submitted correctly

E-Bid Response Details

Agency Name City of Port St. Lucie, Procurement Management Department

Bid Number EBID-20180218-0-2018/er

Bid Name **Sculpture on Lawn at City Hall Temporary Art Installation**

Bid Due Date 1/9/2019 2:00:00 PM Eastern time

Bid Opening 100 days, 1 hour, 6 minutes, 46 seconds

Response # 15104

Results Your bid response is submitted.

<< Return

Post Submission Edits

If you feel like you missed something or need to make a change, you can go back to your submittal response and edit your e-bid. By clicking on “DETAILS” then “EDIT” the section you wish

Bid Identifier	Agency Name	Bid Status	Broadcast	Date Due ▼	Name	Status	Actions
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching “Backpack” Kits, Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	Incomplete	Details, Bid, History

Contact Information

EDIT

Company Name Sample DBE Company
Address 1 509 Olive Way
Address 2
City Seattle
State Washington
Postal Code 98101
Phone 2063739233
Fax 2063739233
Country United States of America
Bid Amount \$0.00
Alternate Bid Amount
Notes



Agency Required Documents

EDIT

1. Bid Reply (Electronic/Online) ✓

Searching for Bids

We recommend using the following steps to create a broad search in DemandStar. This will allow you to “see” how our government partners classify and name the types of projects you are most interested in.

After doing a few broad searches, you may want to try using the additional filters beyond these mentioned below:

Included in the instructions are how to search for bids published by a specific agency.

1. Log In
2. Once your logged in and on your Dashboard Homepage - Click on “Bids” at the top of the screen

The screenshot displays the DemandStar dashboard interface. At the top, there is a navigation bar with the DemandStar logo and several menu items: Dashboard (highlighted), Bids, Quotes, Activities (marked 'Coming Soon!'), Messages (marked 'Coming Soon!'), and Responses. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with 'My Bids' and 'My Quotes' sections, each containing sub-categories and counts. The main content area features a header for 'Calgon Carbon Corporation' and several metric cards: 'My Bid Notifications' (16), 'My Quote Notifications' (3), 'Bids I Am Watching' (3), and 'Responded Bids' (3). Below these, there is a 'DemandStar Network' section with 'New Governments This Year' (97) and 'No New Governments Near Me'. On the right side, there is a 'Notifications (1)' section with an 'Account' warning and a 'My Commodity Codes (11)' section listing various codes and their descriptions.

Section	Count
My Bid Notifications	16
My Quote Notifications	3
Bids I Am Watching	3
Responded Bids	3
New Governments This Year	97
No New Governments Near Me	0

- On the left side of the screen use the filter “Show bids” and select “All bids in the system” from the drop-down options

The screenshot shows the DEMANDSTAR Bids Search interface. The left sidebar contains several filter sections:

- Location:** Search for state or county
- Industry:** Filter by Industry
- Show bids...:** All bids in the system (selected)
- Bids I have been notified:** Bids I have ordered
- All bids in the system:** (checked)
- E-Bids only:** (with a note: [Enter Bid ID, e.g. "RFP-5454-0-2000/CMD"])
- Fiscal Year:** Select...
- Bid Name:** Bid Name
- Agency:** Search for agencies

 The main content area displays a list of bids under the heading "Bids". The list includes:

- Vendor Database Update:** Town of Davie, Davie, FL. ID: VTW-VDU-0-2019/RMO. Broadcast: 9/13/2019. Due: 3/13/2020. Planholders: 162. Watchers: 2.
- RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final:** City of Port Orange - Finance Department, Port Orange, FL. ID: RFSQ-RFSQ 20-02-1-2020/DVV. Broadcast: 2/4/2020. Due: 3/9/2020. Planholders: 0. Watchers: 0.
- TSIBIDVINO24JAN03:** City of Fort Pierce - Purchasing Department, Fort Pierce, AZ. ID: RF1-TSIBIDVINO24.JAN03-0-2020/al. Broadcast: 1/28/2020. Due: 3/1/2020. Planholders: 10. Watchers: 0.
- TESTEBID322:** City of Fort Pierce - Purchasing Department, Fort Pierce, AZ. ID: NEW-TESTEBID322-0-2020/as. Broadcast: 2/11/2020. Due: 2/29/2020. Planholders: 2. Watchers: 0.
- TESTBID:** agency2, Texas, FL. ID: EBID-123456-0-2020/AD. Broadcast: 2/6/2020. Due: 2/29/2020. Planholders: 1. Watchers: 0.

- On the left side of the screen use the filter “Bid Name” to enter in a keyword and click “Search”

The screenshot shows the DEMANDSTAR Bids Search interface with the "Bid Name" filter applied. The left sidebar shows:

- Industry:** Filter by Industry
- Show bids...:** All bids in the system
- Bid Status:** Select...
- Bid Identifier:** Bid Identifier
- Fiscal Year:** Select...
- Bid Name:** technology
- Agency:** Search for agencies
- Due Date:** mm/dd/yyyy
- Search:** (button)
- Clear Filter:** (button)

 The main content area displays a list of bids, including:

- Vendor Database Update:** Town of Davie, Davie, FL. ID: VTW-VDU-0-2019/RMO. Broadcast: 9/13/2019. Due: 3/13/2020. Planholders: 162. Watchers: 2.
- RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final:** City of Port Orange - Finance Department, Port Orange, FL. ID: RFSQ-RFSQ 20-02-1-2020/DVV. Broadcast: 2/4/2020. Due: 3/9/2020. Planholders: 0. Watchers: 0.
- TSIBIDVINO24JAN03:** City of Fort Pierce - Purchasing Department, Fort Pierce, AZ. ID: RF1-TSIBIDVINO24.JAN03-0-2020/al. Broadcast: 1/28/2020. Due: 3/1/2020. Planholders: 10. Watchers: 0.
- TESTEBID322:** City of Fort Pierce - Purchasing Department, Fort Pierce, AZ. ID: NEW-TESTEBID322-0-2020/as. Broadcast: 2/11/2020. Due: 2/29/2020. Planholders: 2. Watchers: 0.
- TESTBID:** agency2, Texas, FL. ID: EBID-123456-0-2020/AD. Broadcast: 2/6/2020. Due: 2/29/2020. Planholders: 1. Watchers: 0.
- TSIBIDVINO3FEB01:** City of Fort Pierce - Purchasing Department, Fort Pierce, AZ. ID: NEW-TSIBIDVINO3FEB01-0-2020/as. Broadcast: 2/3/2020. Due: 2/29/2020. Planholders: 4. Watchers: 1.
- BidTest007:** City of Fort Pierce - Purchasing Department, Fort Pierce, AZ.

5. Review your results

The screenshot shows the DEMANDSTAR Bids Search interface. The left sidebar contains search filters: Location (Search for state or county), Industry (Filter by industry), Show bids... (All bids in the system), Bid Status (Select...), Bid Identifier (Bid Identifier, with a note: (Enter Bid ID, e.g. "RFP-5454-0-2000/CWD")), Fiscal Year (Select...), and Bid Name (technology). The main content area displays a list of bids under the heading "Bids". The results are sorted by "Due Date".

Bid Title	Agency	ID	Broadcast	Due	Planholders	Watchers	Status
Maintenance, Repair and Equipment of Huber Technology and Kubota Membranes	Town of Davis, Davis, FL	ID: NTSS-NTSS-2020-21-0-2020/EL	Broadcast: 12/17/2019	Due: 12/26/2019	Planholders: 1	Watchers: 0	Under Evaluation
Gravity Sanitary Sewer Lateral Lining Technology Selection	City of Sarasota - Purchasing Division, Sarasota, FL	ID: RFI-20-09CM-0-2020/CM	Broadcast: 10/21/2019	Due: 11/6/2019	Planholders: 11	Watchers: 0	Under Evaluation
Reduced Bleed Technology System Installation	Clark County School District - Purchasing/Warehousing Department, Las Vegas, NV	ID: FQ-5C3807427CHP-0-2019/CW	Broadcast: 4/11/2019	Due: 4/15/2019	Planholders: 3	Watchers: 0	Under Evaluation
PROJECTS 4-5-6-8-9-14&15 / PUMP STATION IMPROVEMENTS / REFURBISHMENT / SCADA TECHNOLOGY / VALVE REPLAC...	City of Florida City, Florida City, FL	ID: ITB-ITB-2018-004-0-2018/JW	Broadcast: 6/20/2018	Due: 8/7/2018	Planholders: 14	Watchers: 0	Under Evaluation

Or search by specific government “Agency” instead of “Bid Name”

After step 3 instead of using the “Bid Name” Filter use the “Agency” Filter to type the name of the government you are looking for then click “Search”

The screenshot shows the DEMANDSTAR Bids Search interface with the "Agency" filter selected. The left sidebar filters are: Location (Search for state or county), Industry (Filter by industry), Show bids... (All bids in the system), Bid Status (Select...), Bid Identifier (Bid Identifier, with a note: (Enter Bid ID, e.g. "RFP-5454-0-2000/CWD")), Fiscal Year (Select...), Bid Name (Bid Name), and Agency (City of Gainesville). The main content area displays a list of bids under the heading "Bids". The results are sorted by "Broadcast Date".

Bid Title	Agency	ID	Broadcast	Due	Planholders	Watchers	Status
Food and Supply Provider for Ironwood Concessions	City of Gainesville - Procurement Division, Gainesville, FL	ID: ITB-RECI-200019-DM-0-2020/DM	Broadcast: 2/24/2020	Due: 3/24/2020	Planholders: 5	Watchers: 1	Active
Forum to seek ideas to develop affordable housing on city owned lots	City of Gainesville - Procurement Division, Gainesville, FL	ID: NTCE-0-0-2020/MT	Broadcast: 2/19/2020	Due: 2/24/2020	Planholders: 4	Watchers: 0	Under Evaluation
ITN for Old Fire Station #1, 427 S Main St. Gainesville, FL 32601, Rental & Adaptive Reuse Opportunity	City of Gainesville - Procurement Division, Gainesville, FL	ID: ITN-CMGR-200006-DH-0-2020/DH	Broadcast: 2/12/2020	Due: 3/12/2020	Planholders: 8	Watchers: 0	Active
Installation of Reinforced PVC Swimming Pool Membrane at Andrew R. Mickie Pool	City of Gainesville - Procurement Division, Gainesville, FL	ID: RFP-PRCA-200021-DM-0-2020/DM	Broadcast: 2/12/2020	Due: 3/19/2020	Planholders: 14	Watchers: 0	Active
Gainesville Fire Rescue Ballistic Protection Equipment	City of Gainesville - Procurement Division, Gainesville, FL	ID: RFP-GFDX-200023-DH-0-2020/DH	Broadcast: 2/11/2020	Due: 3/10/2020	Planholders: 11	Watchers: 1	Active
Crill Hintermister's Residential Rehabilitation Re-bid	City of Gainesville - Procurement Division, Gainesville, FL	ID: ITB-2020-015-1-2020/MT	Broadcast: 2/4/2020	Due: 2/20/2020	Planholders: 6	Watchers: 0	Awarded

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a procurement portal interface. At the top, there are navigation tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there is a yellow arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. Each item has an 'Active' status indicator in a yellow box. The first item details include: 'City of Fort Pierce - Purchasing Department, Fort Pierce, AZ', 'ID: BID-TSEBIDVINO24JAN01-0-2020/al', 'Broadcast: 1/24/2020', 'Due: 3/1/2020', 'Planholders: 3', and a 'Watch' button. The second item is 'AA-BB-CC-DD-EE' with details: 'agency2.0, Texas, FL', 'ID: EBID-001-946-00-0-2020/AD', 'Broadcast: 2/4/2020', 'Due: 2/29/2020', 'Planholders: 0', and a 'Watch' button. The third item is 'TESTBID' with details: 'agency2.0, Texas, FL'.

Solicitation Name	Status	Agency	ID	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	Active	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	BID-TSEBIDVINO24JAN01-0-2020/al	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	Active	agency2.0, Texas, FL	EBID-001-946-00-0-2020/AD	2/4/2020	2/29/2020	0	Watch
TESTBID	Active	agency2.0, Texas, FL					

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name	agency2.0
Bid Writer	agency2.0 d
Bid ID	EBID-123456-0-2020/AD
Bid Type	EBID - E-BID
Broadcast Date	02/06/2020 2:40 AM Eastern
Fiscal Year	2020
Due	02/23/2020 11:00 PM Eastern
Bid Status Text	BID STATUS

Scope of Work

Scope to Work

Documents

Filename	Type	Date Modified	Status
ferc	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond	None
Plan (blueprint)	None
E-Bidding	Submit
Distributed By	DemandStar
Distribution Method	Download and Mail
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

[001-948-00] FINANCIAL SERVICES

 [Submit E-Bid Proposal](#)

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR E-Bid Response interface. At the top, the navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user 'Robyn Gallardi' is logged in. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. A 'Save & Finish Later' button and a 'Cancel' button are visible in the top right.

Bid Details

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/AD
- Bid Due Date: 02/29/2020 (PST)
- Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

E-Bid Response

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (*.DWG)
- AutoCAD Drawing Web Format (*.DWF)
- GIF Image (*.GIF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLS)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOC)
- Microsoft Word (*.DOCX)
- Plain Text (*.TXT)
- Plot file (*.PLT)
- Rich Text Format (*.RTF)
- TIFF Image (*.TIF)
- WordPerfect (*.WPD)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents

You can upload additional documents here.

Document Title:

Step 4 continued

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the 'E-Bid Response' interface, which is divided into several sections:

- Bid Details:** A summary of the bid information including Agency Name (agency2.0), Bid Number (E810-122458-0-2025/KO), Bid Due Date (02/28/2025 (PST)), Bid Opening (19 days, 13 hours, 28 minutes, 21 seconds Remaining), and Bid Name (TESTEID).
- E-Bid Progress:** A vertical navigation menu with three steps: Contact Information, Documents Uploaded (the current step), and Review Bid.
- Agency Accepted File Formats:** A grid of supported file types such as Adobe Acrobat (.PDF), AutoCAD Drawing (Web Format) (.DWG), JPEG Image (.JPG), Microsoft Excel (.XLSX), Microsoft Word (.DOC), Plain Text (.TXT), Rich Text Format (.RTF), WordPerfect (.XPO), AutoCAD Drawing (.DWG), GIF Image (.GIF), Microsoft Excel (.XLS), Microsoft PowerPoint (.PPT), Microsoft Word (.DOCX), Plot File (.PLOT), TIFF Image (.TIF), and ZIP Compressed Archive (.ZIP).
- Required Documents:** A table showing the submission status for required documents. One document, 'Service Doc agency2.0', is listed with a 'Submission Option' of 'Electronic/Online' and an 'Uploaded Document' of 'Service Doc agency2.0.TXT'.
- Supplemental Documents:** A section for uploading additional documents. It includes a text input field for 'Document Title' and an 'Add Document' button. Below this is another table showing three supplemental documents: 'Service Doc agency2.0', 'References', and 'Plans'. The 'Plans' document has a 'Submission Option' dropdown set to 'Online/Electronic' and a 'Choose a file' button.
- Navigation:** 'Previous' and 'Upload' buttons are located at the bottom of the interface.

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-9-2020AD; Bid Due Date: 02/09/2020 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress bar with three steps: 'Contact Information' (completed), 'Documents Upload' (in progress), and 'Review Bid' (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 717; Address 2: ; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15230-0717; Phone Number: 4127876810; Tax: ; Bid Amount: 3127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0 (Electronic/Online) (checked).
- Supplemental Documents:** References (Electronic/Online) (checked).

At the bottom of the page, there is a 'Previous' button and a 'Submit Response' button. A red arrow points to the 'Submit Response' button. Below the buttons, there is a text box explaining the process after clicking 'Submit Response':

After clicking "Submit Response" the following process will begin:
1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (202) 940-0005.

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a procurement portal with a navigation bar at the top containing 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a large orange arrow pointing right with the word 'Bids' inside. To the right of the arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below this is a list of three bid items, each with a blue title, a description, and an orange 'Active' button on the right. A red arrow points to the first bid item.

Bid Title	Description	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch
TESTBID	agency2.0, Texas, FL				

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name	agency2.0
Bid Writer	agency2.0 d
Bid ID	EBID-123456-0-2020/AD
Bid Type	EBID - E-BID
Broadcast Date	02/06/2020 2:40 AM Eastern
Fiscal Year	2020
Due	02/23/2020 11:00 PM Eastern
Bid Status Text	BID STATUS

Scope of Work

Scope to Work:

Documents

Filename	Type	Date Modified	Status
ferc	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond	None
Plan (blueprint)	None
E-Bidding	Submit
Distributed By	DemandStar
Distribution Method	Download and Mail
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

[001-948-00] FINANCIAL SERVICES

 [Submit E-Bid Proposal](#)

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR E-Bid Response interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user 'Robyn Gallardi' is logged in. The breadcrumb trail is 'Home > Bids > TESTBID > My Ebid Response'. A 'Save & Finish Later' button and a 'Cancel' button are visible in the top right.

Bid Details

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/AD
- Bid Due Date: 02/29/2020 (PST)
- Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

E-Bid Response

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (*.DWG)
- AutoCAD Drawing Web Format (*.DWF)
- GIF Image (*.GIF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLS)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOC)
- Microsoft Word (*.DOCX)
- Plain Text (*.TXT)
- Plot file (*.PLT)
- Rich Text Format (*.RTF)
- TIFF Image (*.TIF)
- WordPerfect (*.WPD)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents

You can upload additional documents here.

Document Title:

Step 4 continued

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-0-2020/KO
Bid Due Date: 02/28/2020 (PST)
Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Uploaded
- Review Bid

E-Bid Response

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (Web Format) (*.DWG)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Risk Text Format (*.RTF)
- WordPerfect (*.WPO)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot File (*.PLOT)
- TIFF Image (*.TIF)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

Supplemental Documents

You can upload additional documents here.

Document Title: Add Document

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	<input type="text" value="Online/Electronic"/>	<input type="button" value="Choose a file"/>

Previous Upload

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

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- Agency Required Documents:** Service Doc agency2.0 (Electronic/Online) (checked).
- Supplemental Documents:** References (Electronic/Online) (checked).

At the bottom of the page, there is a 'Previous' button and a 'Submit Response' button. A red arrow points to the 'Submit Response' button. Below the document lists, there is a grey box with the following text:

After clicking "Submit Response" the following process will begin:
1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
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