

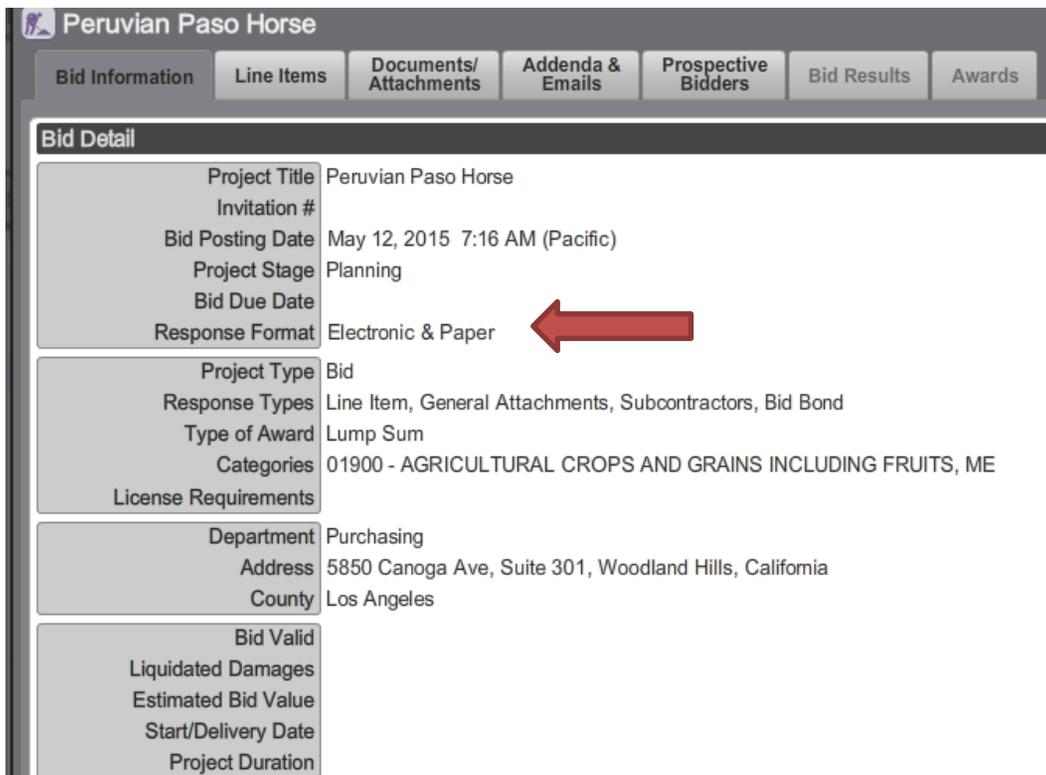
PLACING BIDS ELECTRONICALLY

HOW TO GET TO SPECIFIC PROJECTS

Go to “Bid Opportunities” found above this tutorial on the Purchasing page. Once the page opens, choose the “Bid Opportunities” tab. Go to the particular project you are interested in bidding on and double click on it.

HOW TO KNOW IF YOU CAN BID ELECTRONICALLY

Once you are in the bid opportunity you are interested in, go to the general “bid information” tab. Look in “Response Format” to determine if you have the opportunity to place your bid electronically. Only those bids marked for electronic format allow you to bid electronically. Some bids may be paper only.



Peruvian Paso Horse

[Bid Information](#) | [Line Items](#) | [Documents/ Attachments](#) | [Addenda & Emails](#) | [Prospective Bidders](#) | [Bid Results](#) | [Awards](#)

Bid Detail

Project Title	Peruvian Paso Horse
Invitation #	
Bid Posting Date	May 12, 2015 7:16 AM (Pacific)
Project Stage	Planning
Bid Due Date	
Response Format	Electronic & Paper 
Project Type	Bid
Response Types	Line Item, General Attachments, Subcontractors, Bid Bond
Type of Award	Lump Sum
Categories	01900 - AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, ME
License Requirements	
Department	Purchasing
Address	5850 Canoga Ave, Suite 301, Woodland Hills, California
County	Los Angeles
Bid Valid	
Liquidated Damages	
Estimated Bid Value	
Start/Delivery Date	
Project Duration	

HOW TO ENTER PRICING

Go to “Line Items” tab found in the top left of the screen. Once there, go to bottom right of screen and “Place eBid”.

The screenshot displays the 'Line Items' tab of a bidding system. The interface includes a top navigation bar with tabs: Bid Information, Line Items (selected), Documents/Attachments, Addenda & Emails, Q & A, Prospective Bidders, Bid Results, and Awards. An 'Export' button is located in the top right corner. The main area contains a table with the following columns: Item#, Code, Item Description, UOM, QTY, and Refe... The table lists items under three sections:

Item#	Code	Item Description	UOM	QTY	Refe...
▼ Section 1					
1		mobilization	lump sum	1	
2		Traffic Control	lump sum	1	
▼ Section 2					
3		Add Alternate 1 - repave parking lot	LF	320	
▼ Section 3					
4		Add Alternate 2 - striping of parking lot	LF	320	

At the bottom of the screen, there is a 'Print' button on the left, a status bar in the center that reads 'Your eBid is currently Invalidated', and 'Place eBid' and 'Done' buttons on the right. A red arrow points to the 'Place eBid' button.

ACKNOWLEDGING ADDENDA

You will be asked to acknowledge all Addenda before placing any bid. Go to “Addenda & Emails” tab.

Bid Information	Line Items	Documents/ Attachments	Addenda & Emails	Q & A	Prospective Bidders
Addenda Double click to view details and to Acknowledge an Addendum					
#	Posted	Title (2)			
1	03/15/2017	Addendum 1			
2	03/15/2017	Addendum 2			

Click on each addendum and “Addendum Detail” box will pop up. Click on the green colored “Acknowledge” button on the bottom left of screen to acknowledge each addendum.

Addendum Detail

Addendum Num 1

Post Date March 15, 2017

Title Addendum 1

Description We are extending the bid due date.

Title	File Name	Status

Acknowledge
Done

PLACING EBID

When placing eBid, you will be required to acknowledge the City of Fresno Terms and Conditions. The language will pop up in a box on your screen. Click on the “Accept” button.

Terms and Conditions

I am in agreement with (City's) Terms & Conditions that apply to this request. I hereby confirm that I am an authorized representative of the entity submitting this bid. I have the individual authority to submit this bid electronically on behalf of the entity and to bind the entity to the bid prices set forth herein.



When placing your eBid, in the “detail” tab, fill in all of your contact information.

Responsee	<input type="text"/>
Responsee Title	<input type="text"/>
Responsee Phone	<input type="text"/> <input type="text" value="Ext"/>
Responsee Email	<input type="text"/>
Delivery Method/Time	<input type="text"/>
Comment	<input type="text"/>
Line Item Total	\$0.0000
Discount Total	\$0.0000

In the “line items” tab, fill in your unit price. The line will be totaled for you. Also fill in any comments you may have.

Detail		Attachments		Line Items				
Expand All Sections		Collapse All Sections						
Item#	Item Code	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
▼ Section 1						\$0.0000		
Details	1	test	test	1		\$0.0000	Yes	

In the “attachments” tab, upload your attachments that are part of your bid. Cost file = your spreadsheet with costs for your line items. Response file = any bid pages that need to be filled out and turned in. General attachments = any extra documents or other designated documents that support your bid.

Detail		Attachments		Line Items	
Title	File Name	Status	Type		
			Cost File	ATTACH	Required
			Response File	ATTACH	Required

BID SUBMITTAL

When all information is filled in that is required in the bid detail tab, attachment tab, and line items tab, submit your bid by clicking on the green “submit” button found on the bottom right of the screen.

The screenshot displays a web application interface for bid submittal. At the top, there are three tabs: "Detail", "Attachments", and "Line Items". Below the tabs is a table with the following columns: "Title", "File Name", "Status", "Type", and "ATTACH". The "Type" column contains two rows: "Cost File" and "Response File". The "ATTACH" column contains two rows: "ATTACH" and "ATTACH". The "Required" column contains two rows: "Required" and "Required". A red arrow points to the "Submit" button at the bottom right of the screen. The "Submit" button is green, while the "Withdraw", "Cancel", and "Save" buttons are grey.

Title	File Name	Status	Type	ATTACH	Required
			Cost File	ATTACH	Required
			Response File	ATTACH	Required

Withdraw Submit Cancel Save

SUBMITTAL CONFIRMATION

Once your bid has been successfully submitted, you will receive confirmation immediately on the Planet Bids screen where you submitted your electronic bid, as well as by email.

HOW TO ASK QUESTIONS

To ask questions during the bidding process, prior to the bid due date, go to the Q & A tab. At the top of the screen in the upper right corner, click on the “Ask Question” button and type in your questions. The designated buyer will be notified and will have all questions answered via addendum.

The screenshot displays a web application interface with a navigation bar at the top containing tabs: Bid Information, Line Items, Documents/ Attachments, Addenda & Emails, Q & A, Prospective Bidders, Bid Results, and Awards. The 'Q & A' tab is selected. Below the navigation bar, the page shows 'Q&A Deadline April 6, 2017 5:00 PM' and a 'Double click to view full Question and Answer Details' instruction. A table with columns 'Set', 'Question (0)', 'Answer', 'Rel', and 'Date' is visible. A red arrow points to the 'Q & A' tab, and another red arrow points to the 'Ask Question' button in the upper right corner.

Should you have any questions on the process of electronically bidding, please do not hesitate to contact us in Purchasing at (559) 621-1332.