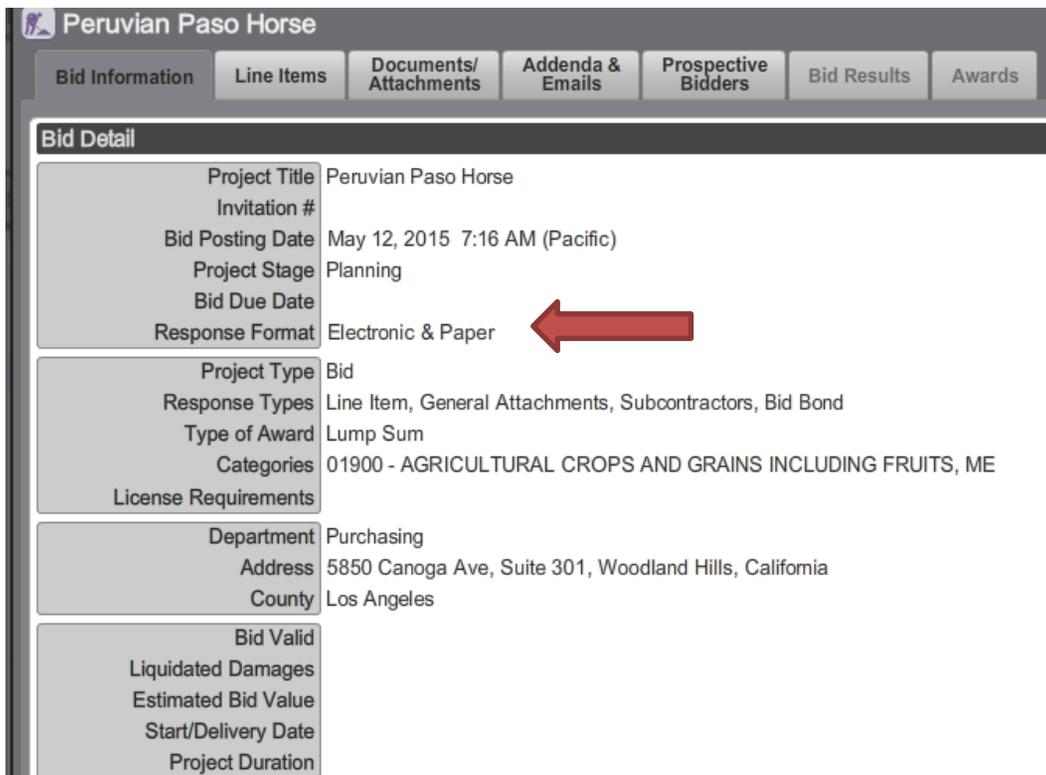# PLACING BIDS ELECTRONICALLY

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.

![City of FRESNO logo]

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".

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.

Files	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.

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

City of

FRESNO

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.

	Item#	Item Co	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Detail	Attachments	Line Items							
Expand All Sections	Collapse All Sections								
▼ 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.

Title	File Name	Status	Type	
Detail	Attachments	Line Items		
			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.

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.

Bid Information	Line Items	Documents/ Attachments	Addenda & Emails	Q & A	Prospective Bidders	Bid Results	Awards

Q&A Deadline April 6, 2017 5:00 PM   Double click to view full Question and Answer Details   Page View   Ask Question

Set	Question (0)	Answer	Rel Date

Should you have any questions on the process of electronically bidding, please do not hesitate to contact us in Purchasing at

(559) 621-1332.