



ELECTRONIC BIDDING INSTRUCTIONS

Planet Bids registration is your first step to participating in City of Fresno procurement opportunities. The City has prepared a Planet Bids Registration Instructions document with step-by-step instructions for registration [here](#). Register, then follow the steps below to successfully submit an electronic bid (eBid).

1. Go to <https://www.planetbids.com/portal/portal.cfm?CompanyID=14769>

City of Fresno →

Vendor Portal

- Vendor Registration**
Create a new vendor record. If you wish to view or edit an existing vendor, simply Log in.
- Bid Opportunities**
Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.
- My Contracts** (LOGIN REQUIRED)
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.
- Certified Vendors** (LOGIN REQUIRED)
Find Certified Vendors
- Contracts** (LOGIN REQUIRED)
View public information regarding agency contracts.
- My Insurance** (LOGIN REQUIRED)
View and fulfill insurance requests / requirements.

More from PlanetBids
VENDORLINE
Effortless Bidding Awaits.
Manage all of your agencies with just one profile. [Learn More >](#)

2. You must log in to view or download the bid documents.

LOG IN

LOG IN

Need password help?
Register

If you need assistance with your vendor log in, you may click “Need password help?” to have an email sent to you with your username and password. If you still require log-in assistance, please contact Planet Bids Support team by calling (818) 992-1771.

3. After you are logged in, click on Bid Opportunities.

Vendor Portal



Vendor Registration

Create a new vendor record.
If you wish to view or edit an existing vendor, simply Log In.



Bid Opportunities

Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.

4. In Bid Opportunities, you can search for bids using the search fields at the top, left corner of the page. Find and select the bid of your choice.

Bid Opportunities

Keyword	Bid Type	Categories	Stage
Department	Due Date From	Due Date To	Clear Search

Found 223 bids

Posted	Project Title	Invitation #	Due Date	Remaining	Stage	Format
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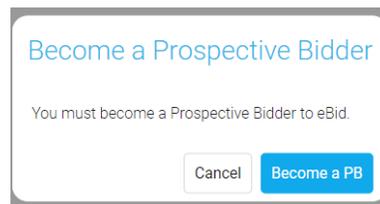
5. Click on the Documents tab to download all documents for the bid.

Bid Information	Line Items	Documents	Addenda/Emails	Prospective Bidders	Subcontractor Ads	Bid Results	Awards
Title	File Name	Size					

6. If applicable, the system will validate that all documents have been downloaded from the site prior to beginning the eBid process and it will prompt you to do so if you have not already.
7. To place an electronic bid, click Place eBid at the lower right of the page.
 - This button will be available from all tabs.

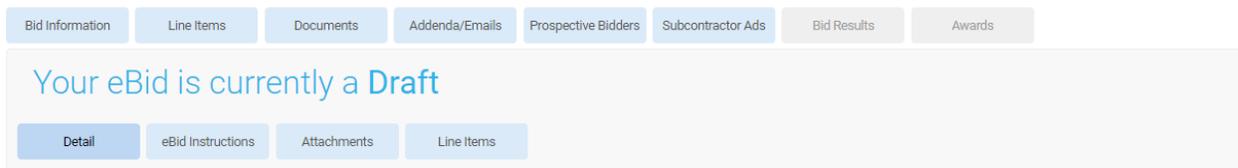


8. After clicking Place eBid, a Become a Prospective Bidder window will pop-up. Click Become a PB.



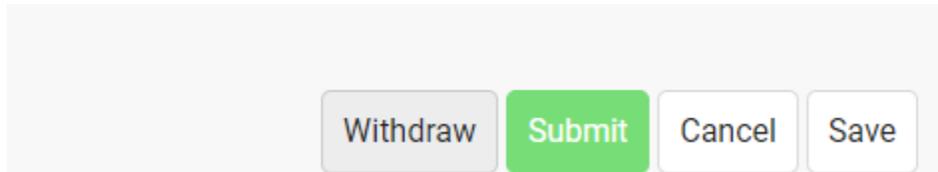
9. Once you click Become a PB, you will be given the opportunity to verify your company's information. Once verified, select the type of bidder you will be, and then click Done in the bottom right corner.

10. You will need to click Place eBid again in the bottom right corner.
11. The system will also prompt you to acknowledge all addenda before you can proceed to the bid.
- Acknowledge addenda by going to the Addenda/Emails tab.
 - Double-click an Addendum.
 - Click Acknowledge at the bottom, left corner of the pop-up.
 - Click Done to close the pop-up.
 - Do this for every addendum listed. In the column for the file Status for each of the addenda, there should be a Yes.
 - At any time during the bidding process an addendum could be posted, watch for emails indicating posting of an addendum, if such an email is received, your bid will be invalidated until the addendum is acknowledged.
12. You must accept the agency's Terms and Conditions in order to continue the eBid process.
13. The system will take you through the eBid process. The first tab is the Detail tab, the second tab is the Attachments tab, and the third tab is the Line Items tab.



14. Complete the information requested on all the tabs shown in the eBid process. At any time, you may click Save to save a draft of your eBid and then click Edit to continue the bid.
15. Go to the Detail tab to confirm your company's information.
16. Go to the Attachments tab and upload any required documents for the bid. It is the bidder's responsibility to upload required documents. Note: Please allow ample time for file upload.
17. Go to the Line Items tab and enter your unit prices and comments on each line.
18. The system will calculate the extended costs and grand total.

19. When done, click Submit. Do not close your browser during the submission process. A pop-up will then appear in which you can select Cancel to return to the bid to make changes or select OK to submit the bid.



20. Once the bid has been successfully submitted, a confirmation box will appear with a confirmation number and eBid date/time stamp.

21. Click Summary to review and print a copy of your submission.

22. eBids submitted successfully cannot be viewed by the City until the bid opening date and time. If you need to edit or withdraw your bid, you may do so any time prior to the bid opening by logging back into the system.

Make sure to follow all bid instructions and include all required forms. Submitting an eBid can take more time than anticipated depending on the scope of the bid and the amount of information the bid is requesting, so please allow enough time to submit your bid before the stated deadline. **Bids in progress and not submitted before the deadline will automatically be rejected by the system since it will not allow any bid submissions once the bid opens.**

Bid Status Definitions

Draft: The bid has not been submitted to the City, but the information has been saved into the system. The vendor may edit the bid as often as needed but must submit it prior to the bid opening for consideration.

Submitted: The bid has been officially submitted and the vendor has received confirmation. They may edit and resubmit their bid as often as they need, until the bid opening.

Invalidated: An addendum has been issued after the vendor's eBid submittal. The eBid has been saved, but the vendor must acknowledge all new addenda and resubmit their bid for it to be considered.

Withdrawn: The bid has been officially withdrawn. The vendor may resubmit their bid until the bid opening, if they decide to rebid.