



## **Miami-Dade County**

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# **Submit a Bid Job Aid**

**Version 1.0**

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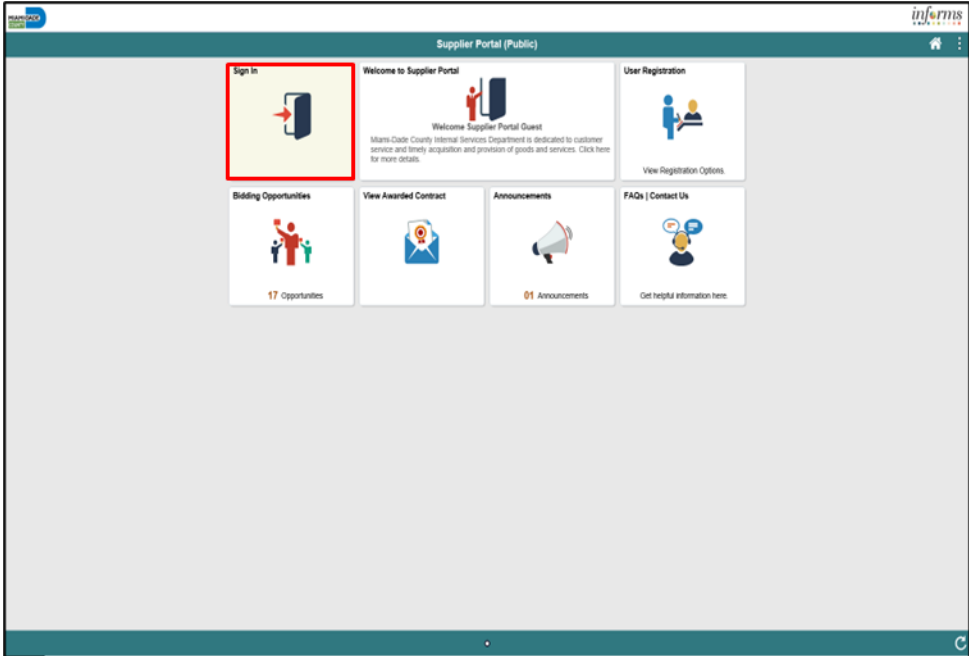
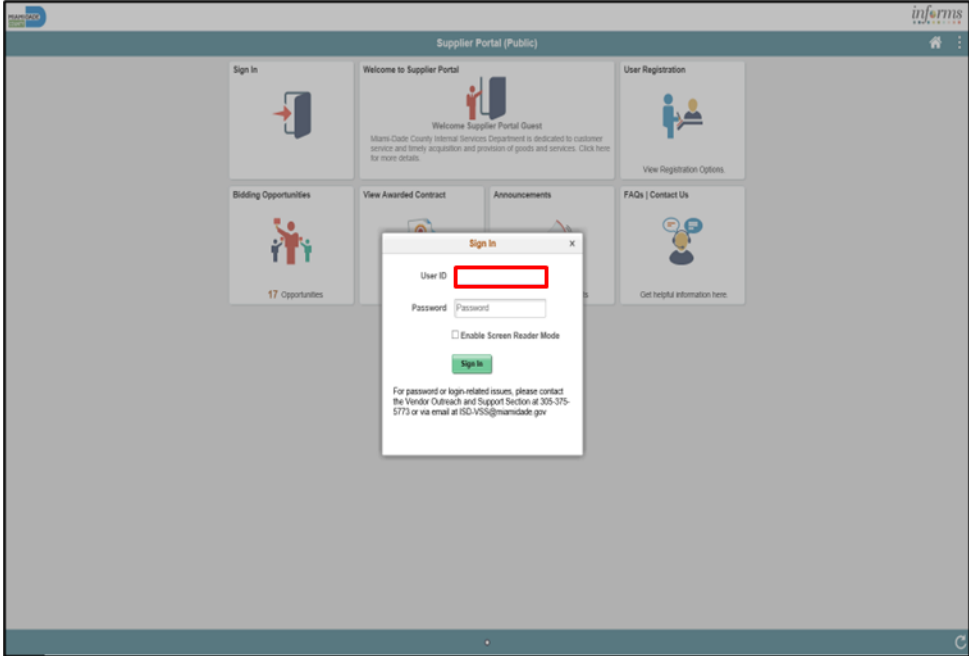
## PURPOSE AND DESCRIPTION

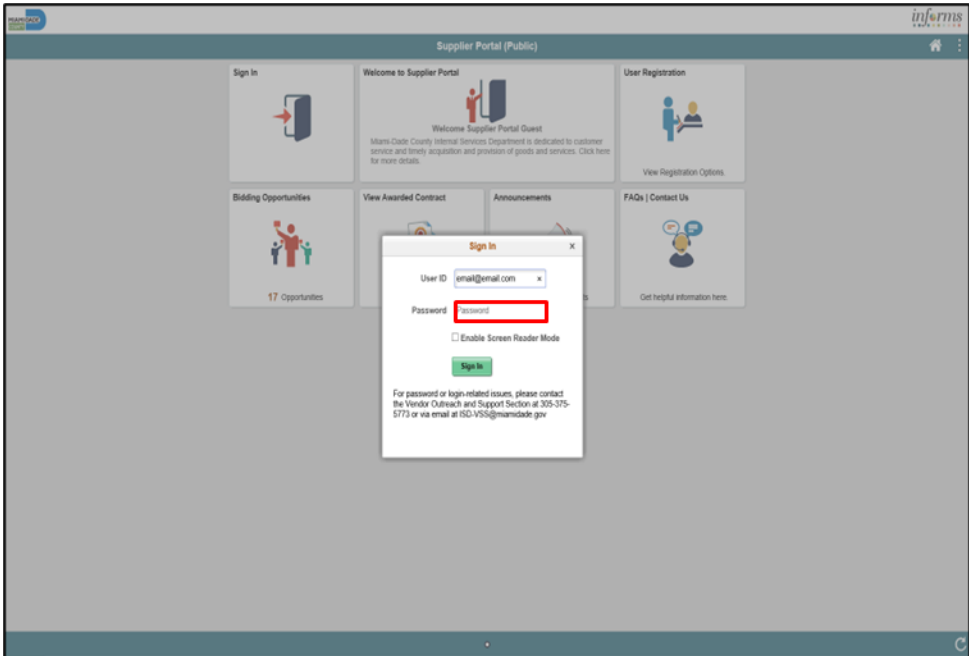

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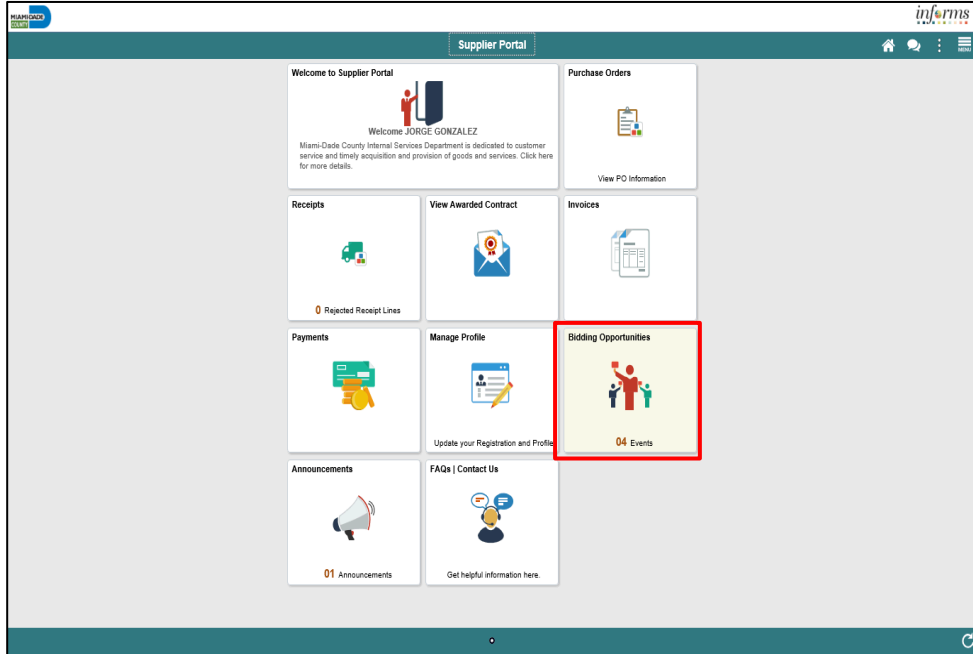
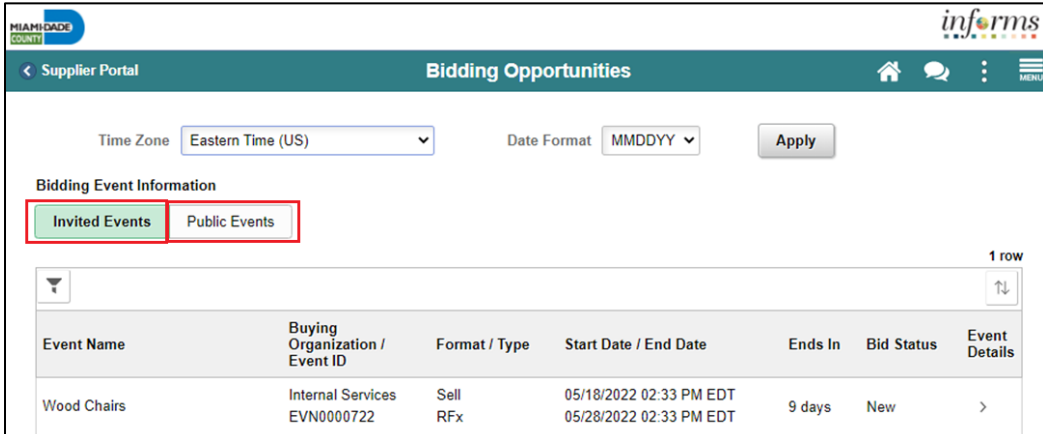
### Purpose

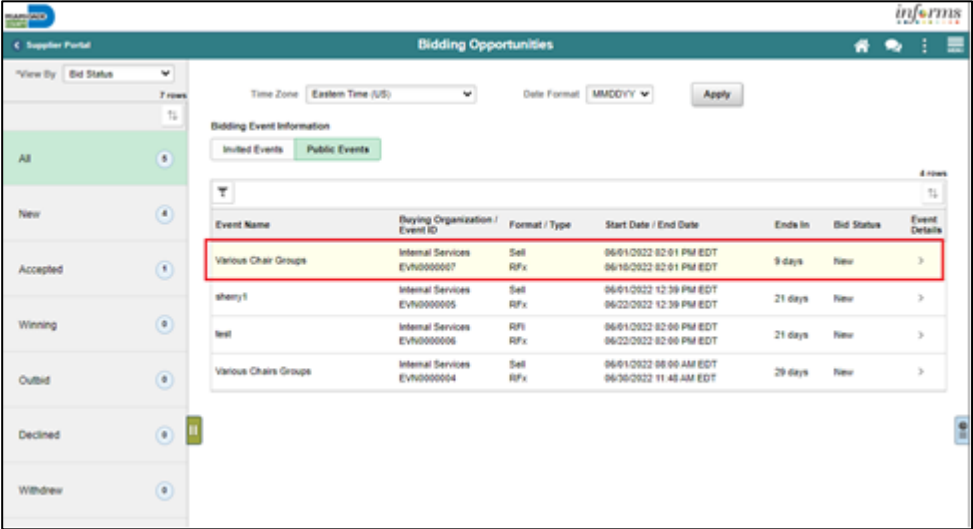
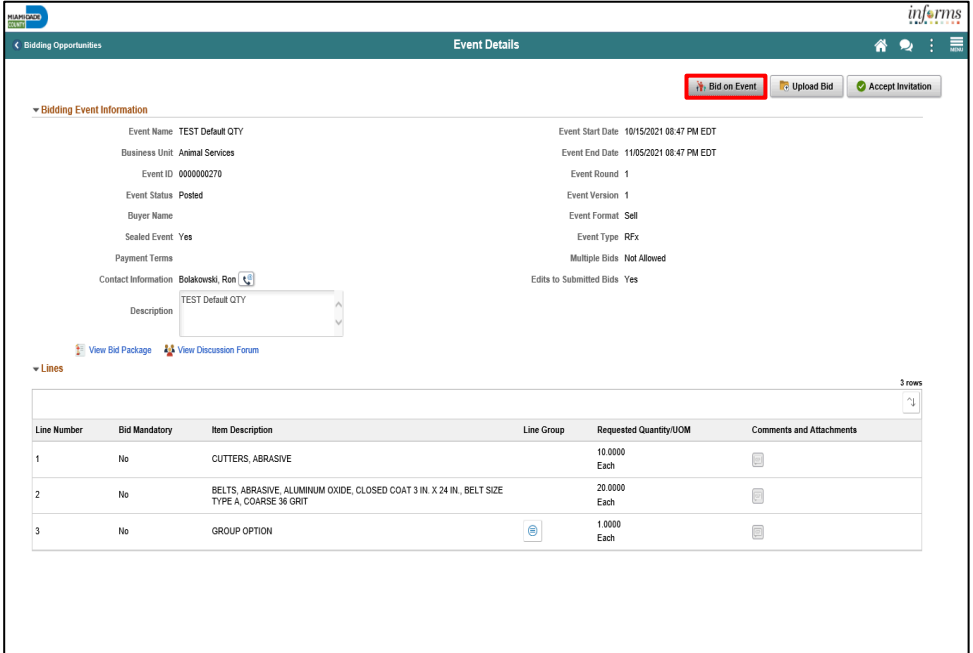
This document explains the key activities involved in respond to a bid . It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

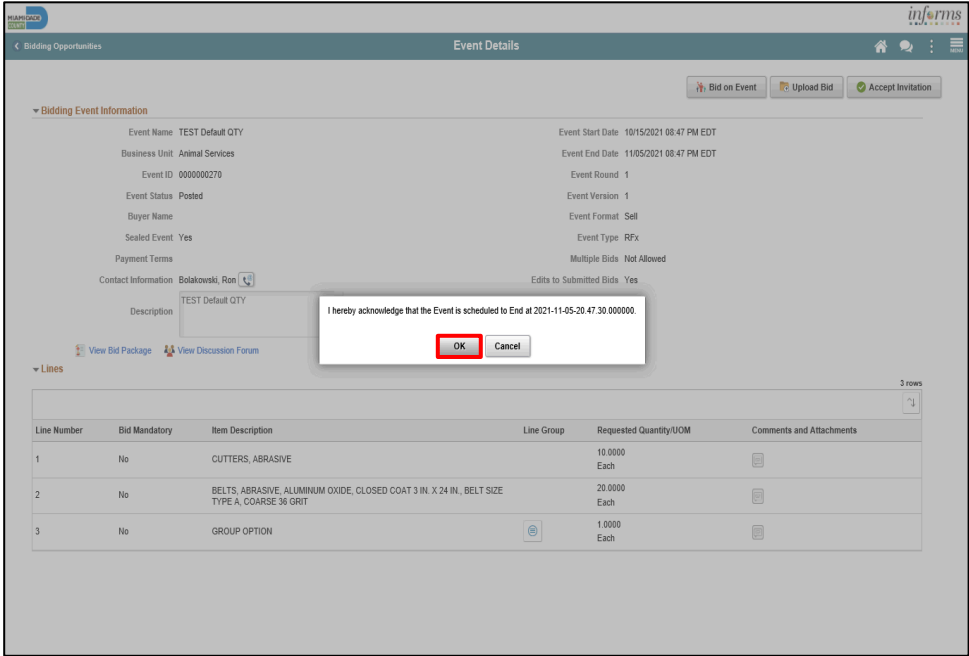
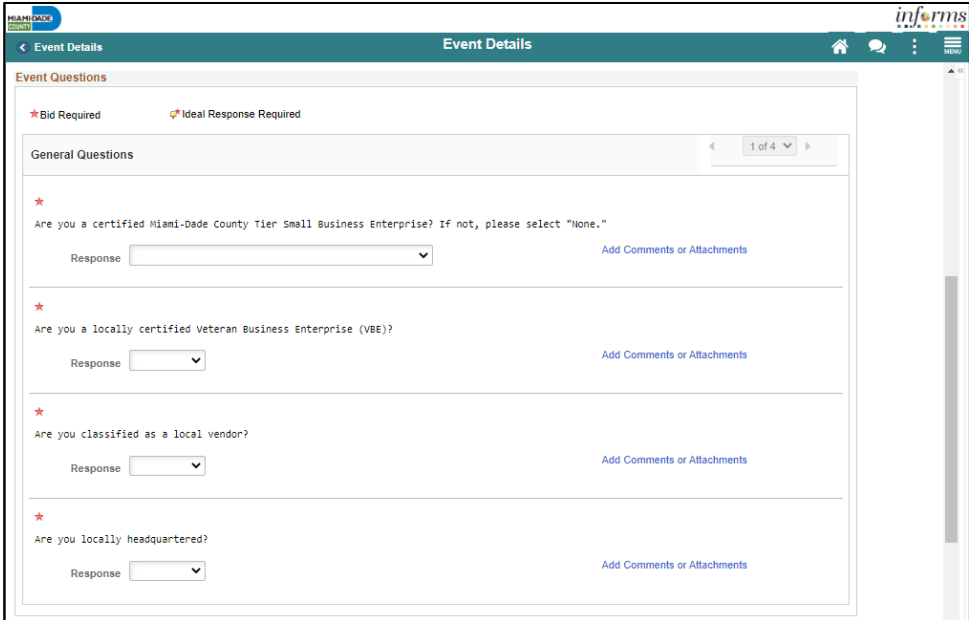
## SUBMIT A BID

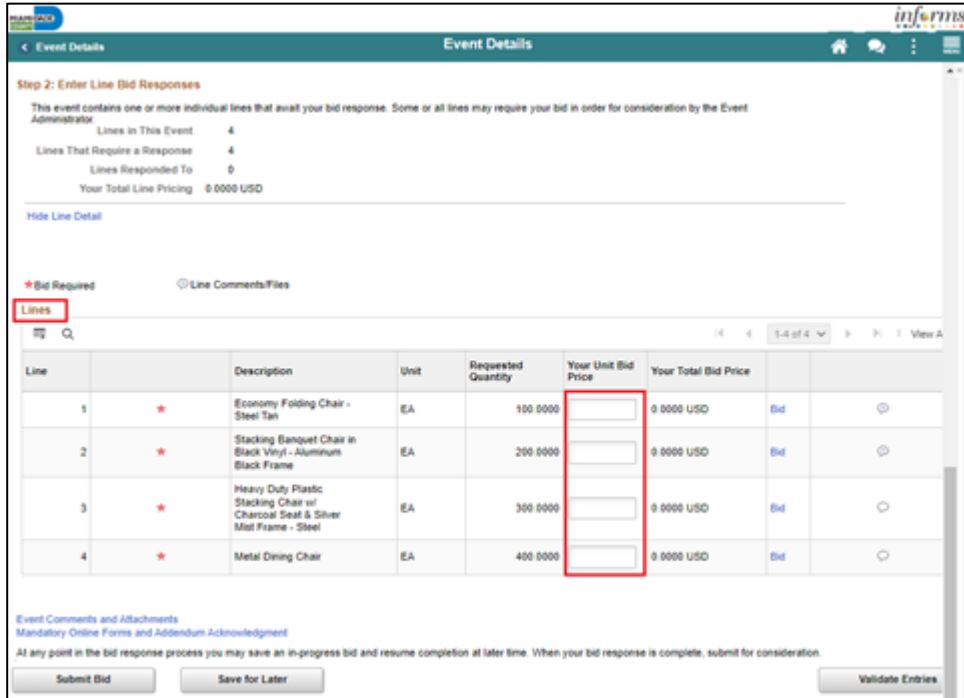
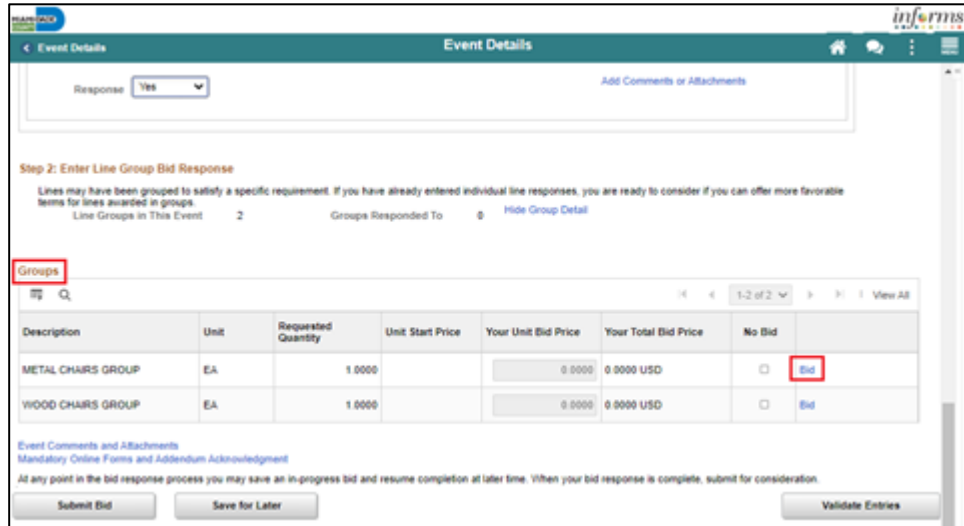
Step	Action
1.	<p>Select the <b>Sign In</b> tile.</p> 
2.	<p>Enter the desired information into the <b>User ID</b> field.</p> 

Step	Action
3.	<p>Enter the desired information into the <b>Password</b> field.</p> 
4.	<p>Select the <b>Sign In</b> button.</p> 

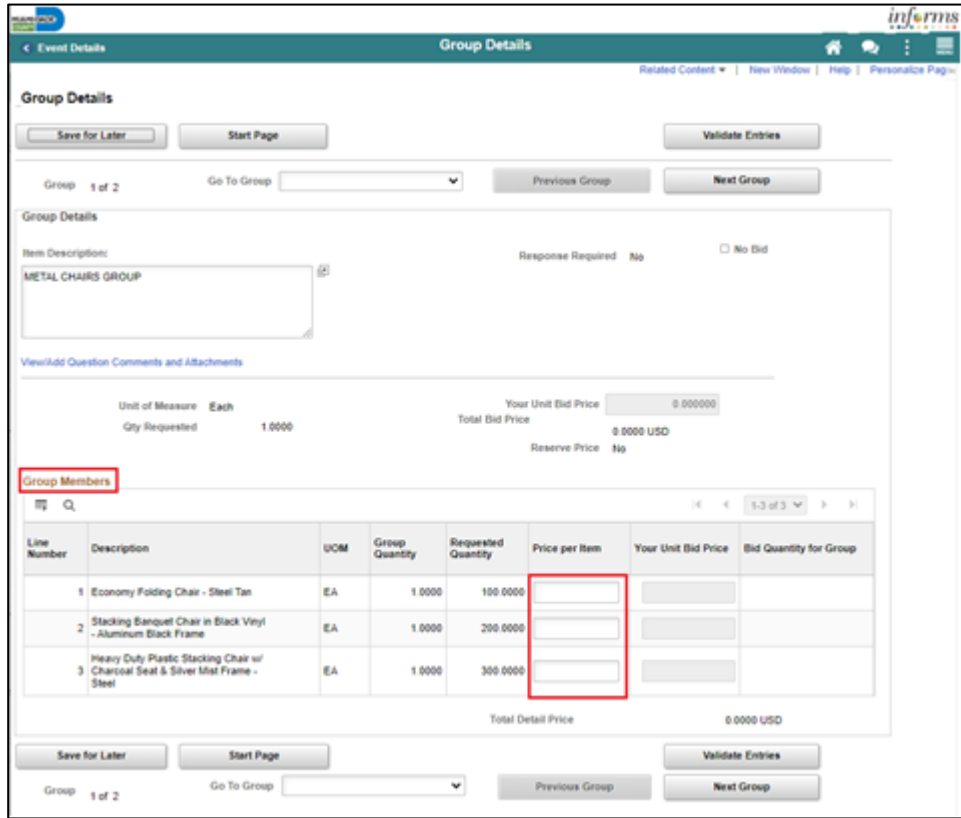
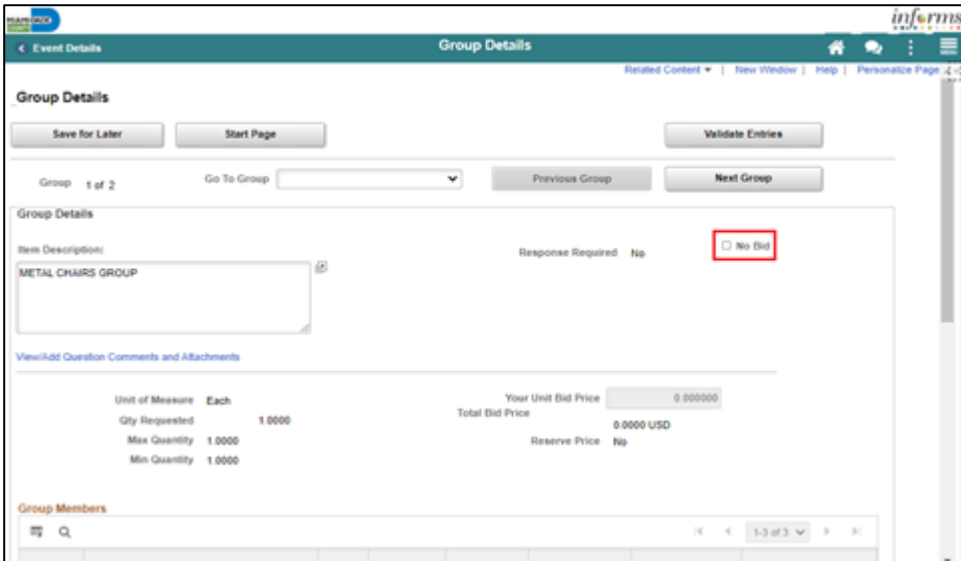
Step	Action
5.	<p>Select the <b>Bidding Opportunities Title</b>.</p> <p>The Bidding Opportunities tile displays the number of events that are currently available for bidding. The image below shows that four (4) bidding events are available.</p> 
6.	<p>Select the <b>Invite Events</b> or <b>Public Events</b> button.</p> 

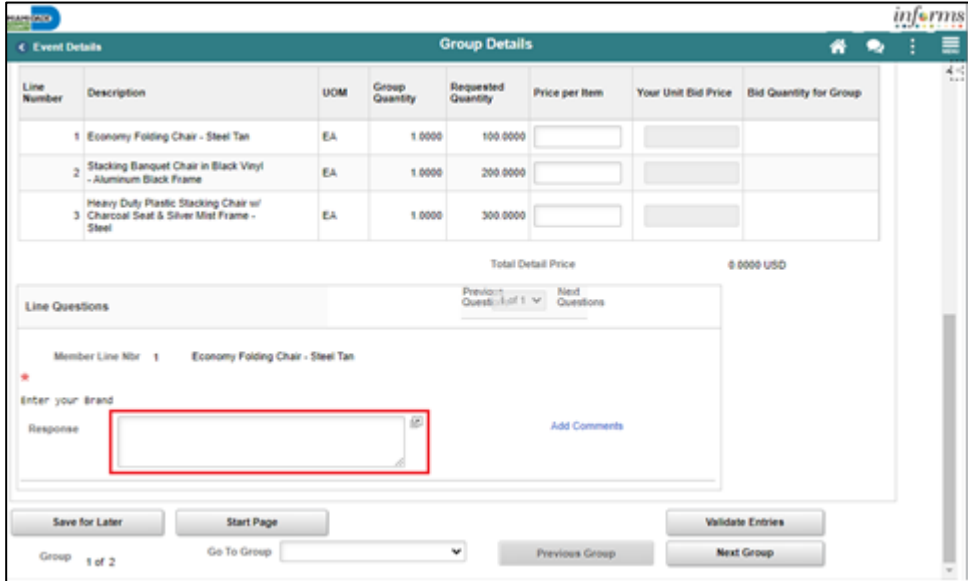
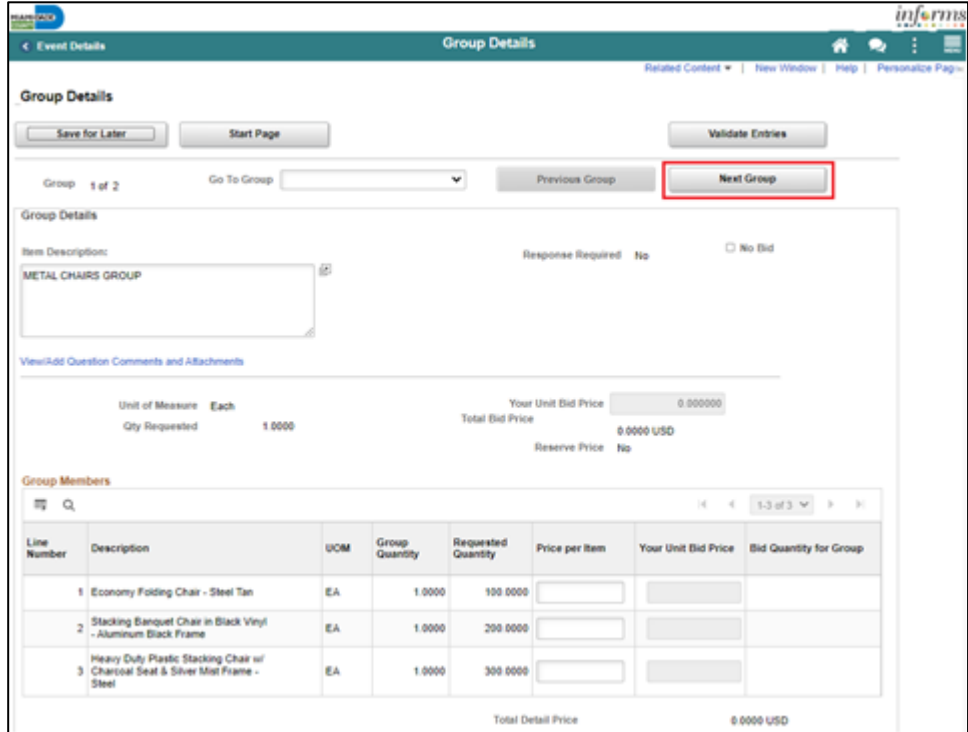
Step	Action
7.	<p>Select the applicable <b>Buying Organization / Event ID</b>.</p> 
8.	<p>Select the <b>Bid on Events</b> button.</p> 

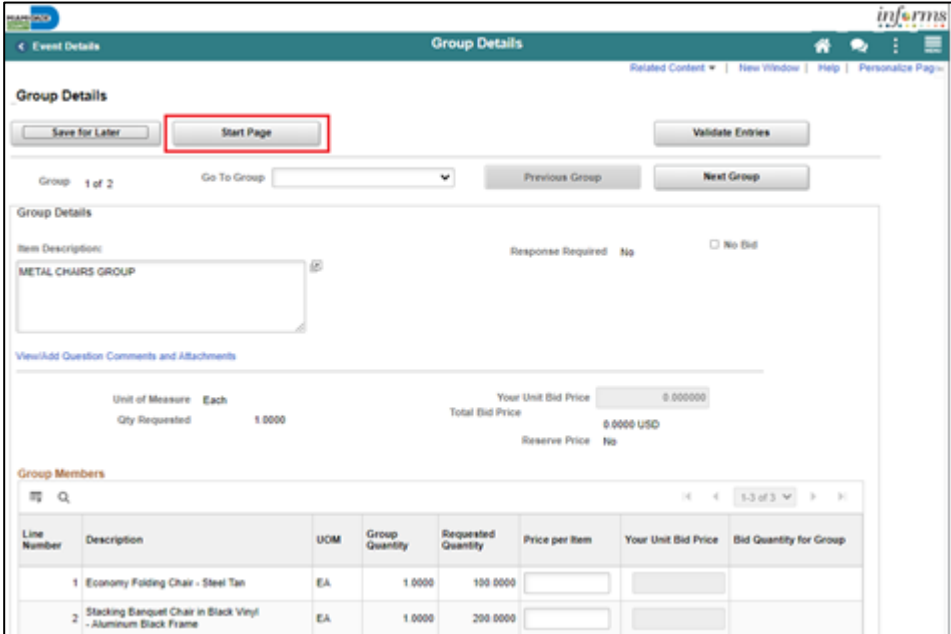
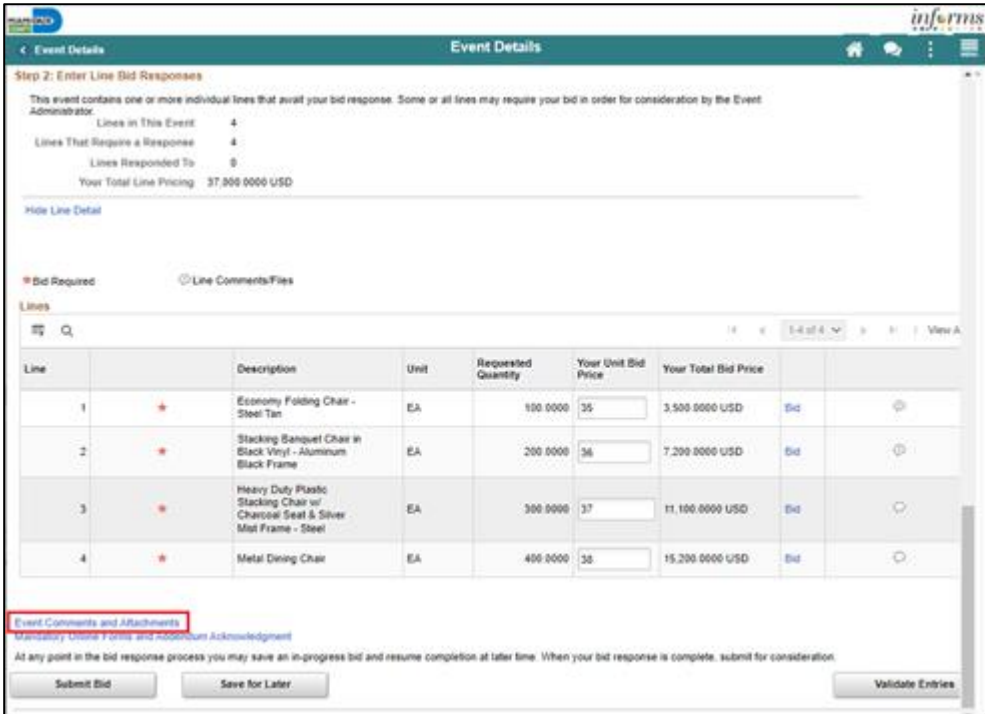
Step	Action
9.	<p>Select the <b>OK</b> button.</p> 
10.	<p>Select the applicable answer(s) to the <b>RFI Question(s)</b> or <b>Event Question(s)</b>.</p> 

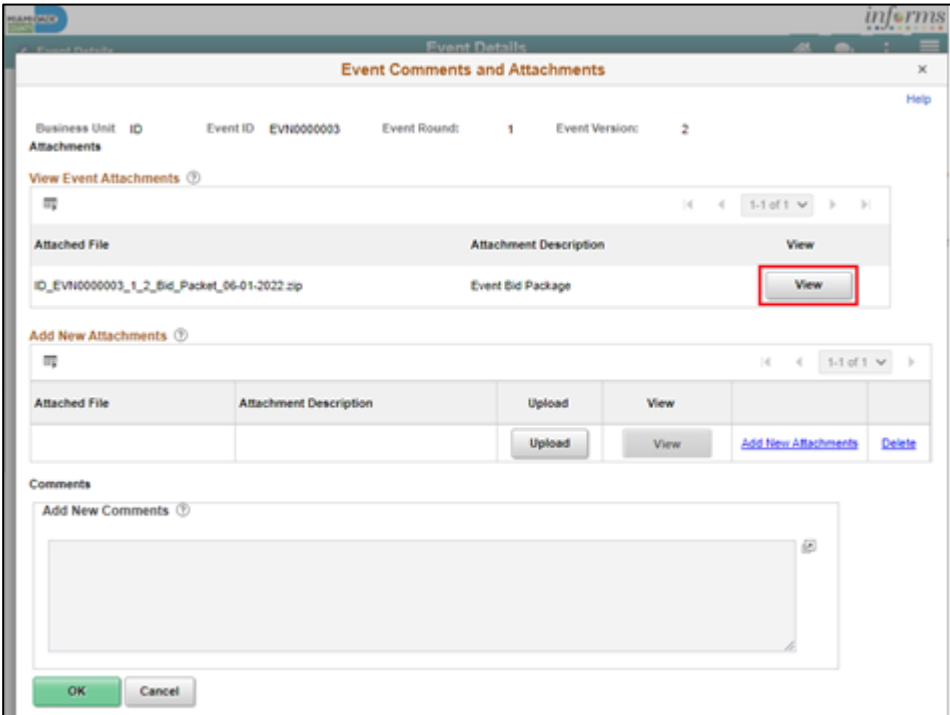
Step	Action																																			
11.	<p>Input <b>Your Unit Bid Price</b> for each line item, if applicable.</p> <p><b>Note:</b> Skip the price steps if you are submitting a Bid Proposal, Submittal or RFI</p>  <p>The screenshot shows the 'Event Details' page for 'Step 2: Enter Line Bid Responses'. It lists 4 line items with their descriptions, units, and requested quantities. A red box highlights the 'Your Unit Bid Price' column for each line item.</p> <table><thead><tr><th>Line</th><th>Description</th><th>Unit</th><th>Requested Quantity</th><th>Your Unit Bid Price</th><th>Your Total Bid Price</th><th></th></tr></thead><tbody><tr><td>1</td><td>Economy Folding Chair - Steel Tan</td><td>EA</td><td>100 0000</td><td></td><td>0 0000 USD</td><td>Bid</td></tr><tr><td>2</td><td>Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame</td><td>EA</td><td>200 0000</td><td></td><td>0 0000 USD</td><td>Bid</td></tr><tr><td>3</td><td>Heavy Duty Plastic Stacking Chair w/ Charcoal Seat &amp; Silver Mast Frame - Steel</td><td>EA</td><td>300 0000</td><td></td><td>0 0000 USD</td><td>Bid</td></tr><tr><td>4</td><td>Metal Dining Chair</td><td>EA</td><td>400 0000</td><td></td><td>0 0000 USD</td><td>Bid</td></tr></tbody></table>	Line	Description	Unit	Requested Quantity	Your Unit Bid Price	Your Total Bid Price		1	Economy Folding Chair - Steel Tan	EA	100 0000		0 0000 USD	Bid	2	Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame	EA	200 0000		0 0000 USD	Bid	3	Heavy Duty Plastic Stacking Chair w/ Charcoal Seat & Silver Mast Frame - Steel	EA	300 0000		0 0000 USD	Bid	4	Metal Dining Chair	EA	400 0000		0 0000 USD	Bid
Line	Description	Unit	Requested Quantity	Your Unit Bid Price	Your Total Bid Price																															
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2	Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame	EA	200 0000		0 0000 USD	Bid																														
3	Heavy Duty Plastic Stacking Chair w/ Charcoal Seat & Silver Mast Frame - Steel	EA	300 0000		0 0000 USD	Bid																														
4	Metal Dining Chair	EA	400 0000		0 0000 USD	Bid																														
12.	<p>Select the <b>Bid</b> Link for Grouped Lines, if applicable.</p>  <p>The screenshot shows the 'Event Details' page for 'Step 2: Enter Line Group Bid Response'. It lists 2 line groups with their descriptions, units, and requested quantities. A red box highlights the 'Bid' link for each line group.</p> <table><thead><tr><th>Description</th><th>Unit</th><th>Requested Quantity</th><th>Unit Start Price</th><th>Your Unit Bid Price</th><th>Your Total Bid Price</th><th>No Bid</th><th></th></tr></thead><tbody><tr><td>METAL CHAIRS GROUP</td><td>EA</td><td>1 0000</td><td></td><td>0 0000</td><td>0 0000 USD</td><td><input type="checkbox"/></td><td>Bid</td></tr><tr><td>WOOD CHAIRS GROUP</td><td>EA</td><td>1 0000</td><td></td><td>0 0000</td><td>0 0000 USD</td><td><input type="checkbox"/></td><td>Bid</td></tr></tbody></table>	Description	Unit	Requested Quantity	Unit Start Price	Your Unit Bid Price	Your Total Bid Price	No Bid		METAL CHAIRS GROUP	EA	1 0000		0 0000	0 0000 USD	<input type="checkbox"/>	Bid	WOOD CHAIRS GROUP	EA	1 0000		0 0000	0 0000 USD	<input type="checkbox"/>	Bid											
Description	Unit	Requested Quantity	Unit Start Price	Your Unit Bid Price	Your Total Bid Price	No Bid																														
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WOOD CHAIRS GROUP	EA	1 0000		0 0000	0 0000 USD	<input type="checkbox"/>	Bid																													

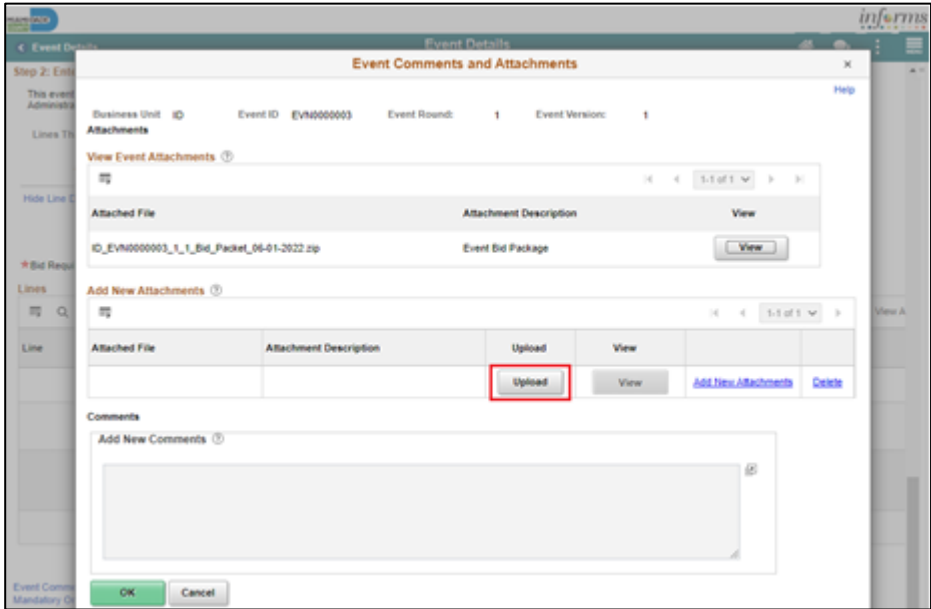


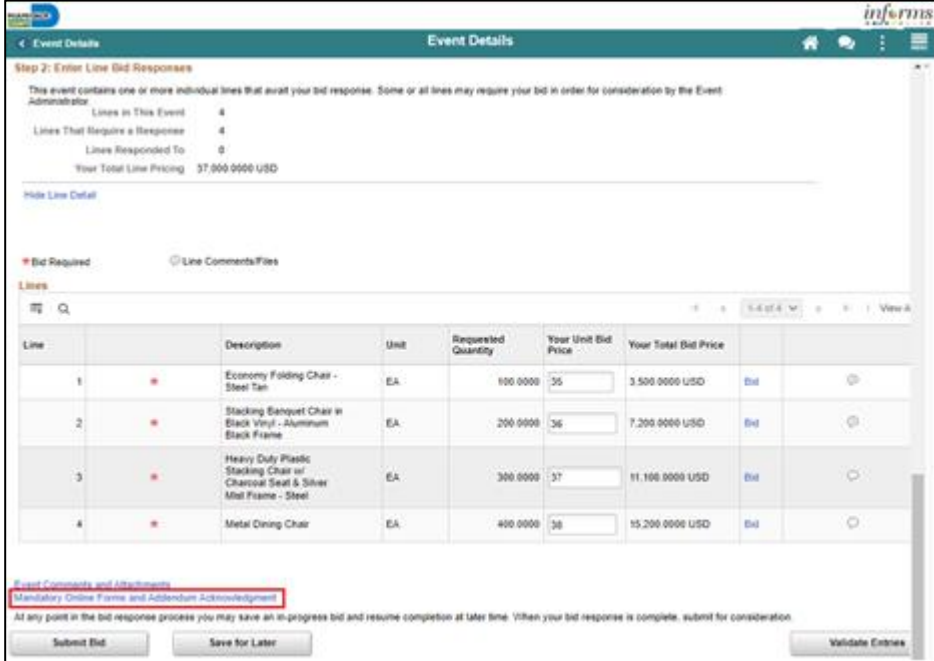
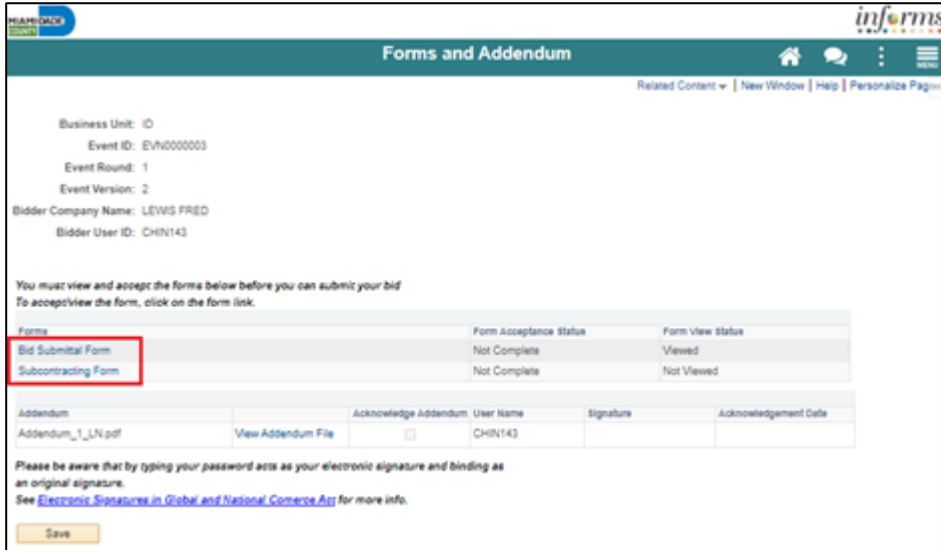
Step	Action
13.	Input <b>Price per Item</b> for each group member, if applicable.
	
14.	Select the <b>No Bid</b> checkbox if you are <b>not</b> interested in bidding on the group.
	

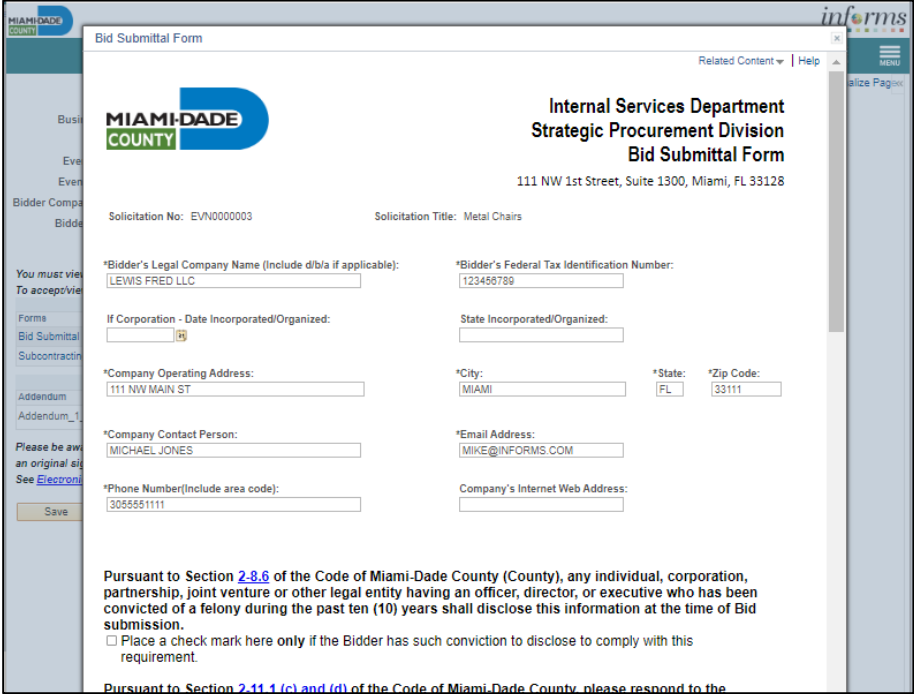
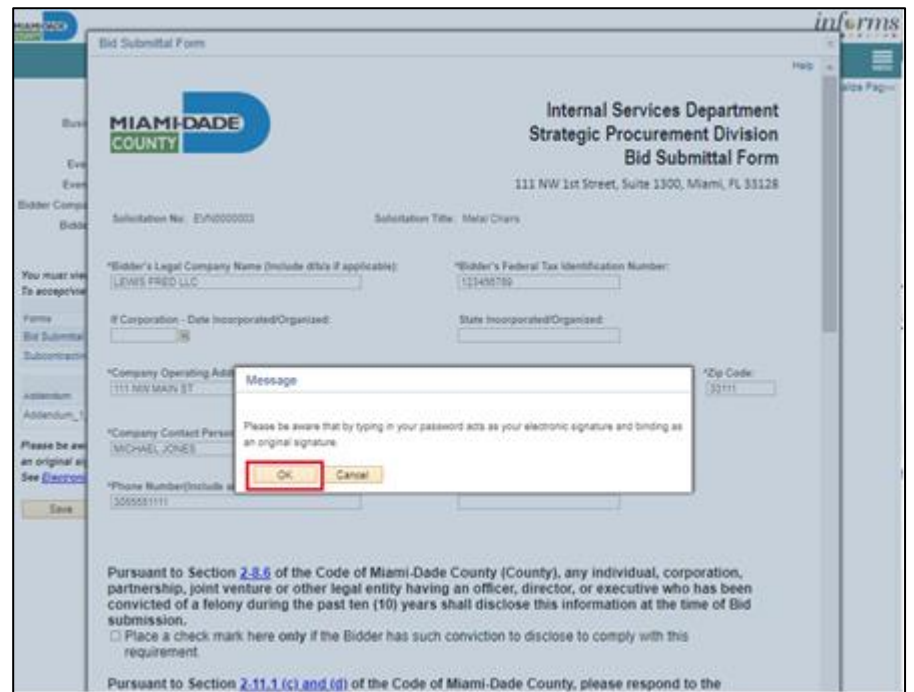
Step	Action
15.	<p>Enter the answer(s) to the <b>Line Question(s)</b>, if applicable.</p> 
16.	<p>Select the <b>Next Group</b> button until all prices and line answers are entered for all Groups.</p> 

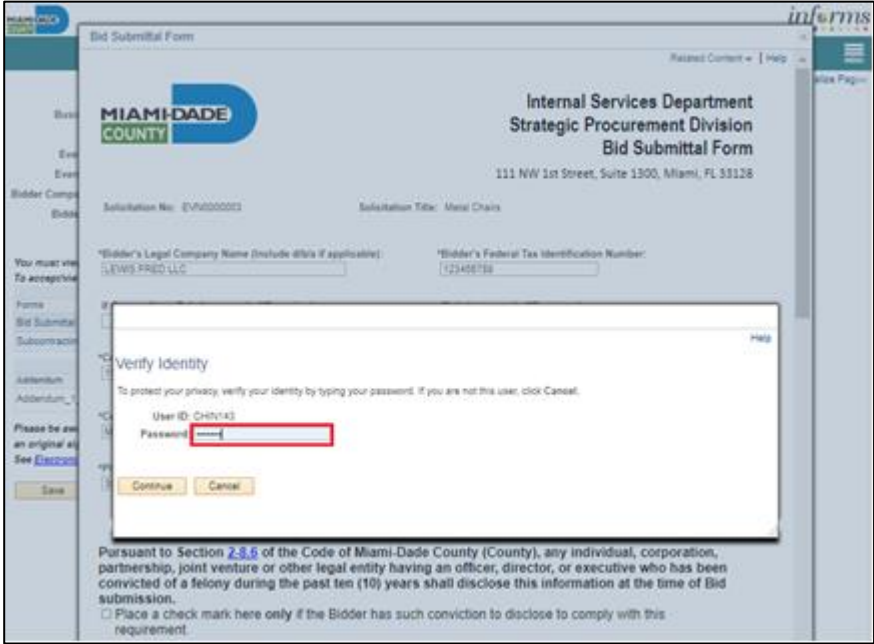
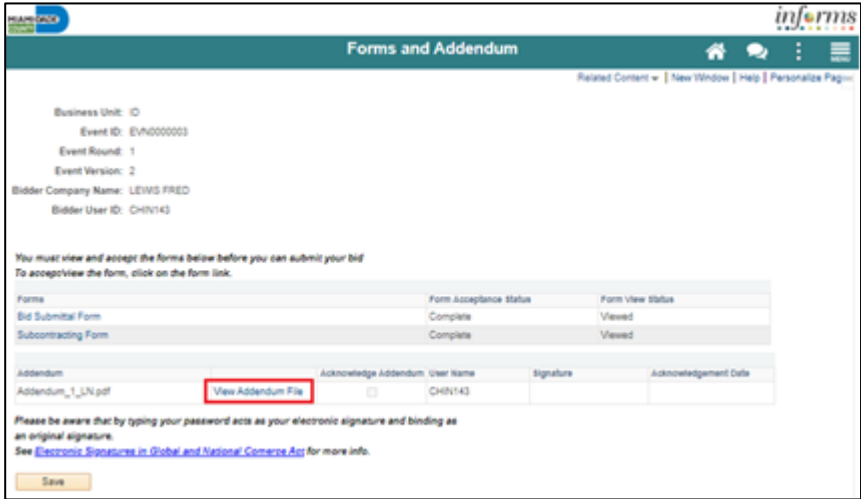
Step	Action
17.	<p>Select the <b>Start Page</b> button.</p>  <p>The screenshot shows the 'Group Details' page. At the top, there are buttons for 'Save for Later', 'Start Page' (highlighted with a red rectangle), and 'Validate Entries'. Below these are navigation buttons for 'Previous Group' and 'Next Group'. The main section displays 'Item Description: METAL CHAIRS GROUP' and 'Response Required: No'. It also shows 'Unit of Measure: Each', 'Qty Requested: 1,000', 'Your Unit Bid Price: 0.000000', 'Total Bid Price: 0.0000 USD', and 'Reserve Price: No'. At the bottom, there is a table for 'Group Members' with columns: Line Number, Description, UOM, Group Quantity, Requested Quantity, Price per Item, Your Unit Bid Price, and Bid Quantity for Group. The table lists two items: 'Economy Folding Chair - Steel Tan' and 'Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame'.</p>
18.	<p>Select the <b>Event Comments and Attachments</b> link.</p>  <p>The screenshot shows the 'Event Details' page. It includes a summary of the event with statistics like 'Lines in This Event: 4', 'Lines That Require a Response: 4', and 'Your Total Line Pricing: 37,300,000 USD'. Below this is a table of lines with columns: Line, Description, Unit, Requested Quantity, Your Unit Bid Price, Your Total Bid Price, and Bid. The table lists four items: 'Economy Folding Chair - Steel Tan', 'Stacking Banquet Chair in Black Vinyl - Aluminum Black Frame', 'Heavy Duty Plastic Stacking Chair w/ Charcoal Seat &amp; Silver Mat Frame - Steel', and 'Metal Dining Chair'. At the bottom, there is a link for 'Event Comments and Attachments' (highlighted with a red rectangle) and buttons for 'Submit Bid', 'Save for Later', and 'Validate Entries'.</p>

Step	Action
19.	<p>Select the <b>View</b> button.</p> 

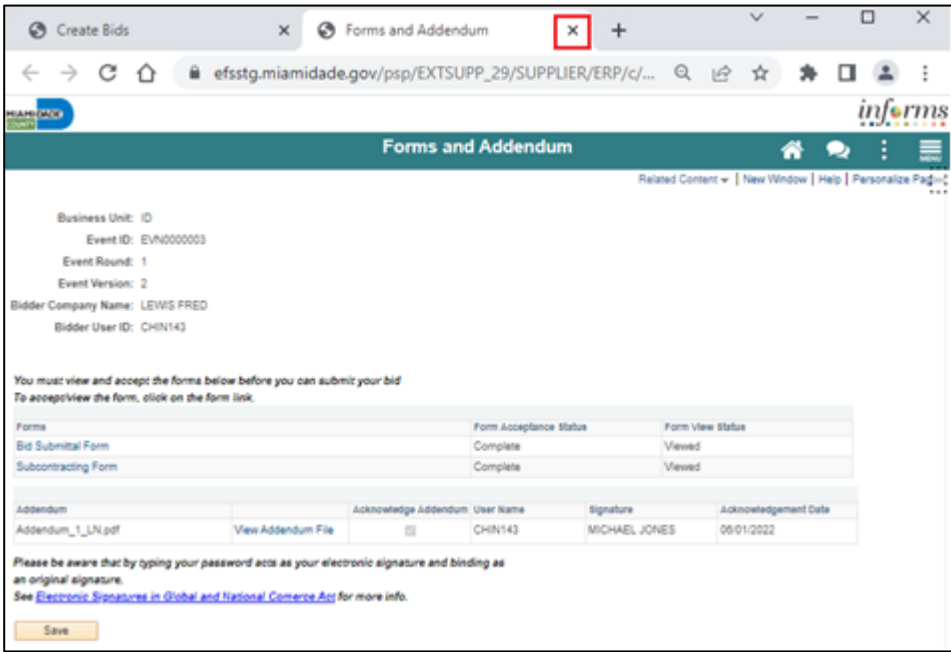
Step	Action
20.	<p>Select the <b>Upload</b> button, to upload any desired attachments</p> <ul style="list-style-type: none"> <li>• Select the <b>Choose File</b> button.</li> <li>• Select the desired file. <b>Note:</b> The file name has a 64 Character Limit.</li> <li>• Select the <b>Open</b> button.</li> <li>• Select the <b>Upload</b> button.</li> </ul> 
21.	<p>Enter the desired information into the <b>Attach Description</b> field.</p> <p>Note: To upload additional Attachments, select the Add New Attachments Link.</p>
22.	Select the <b>OK</b> button.

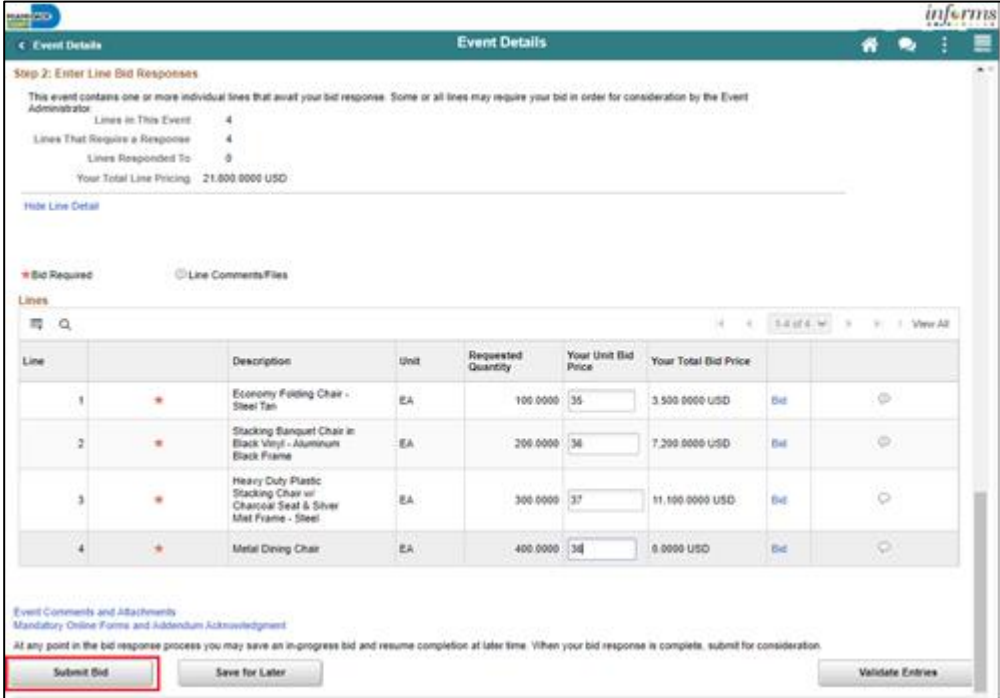
Step	Action
23.	<p>Select the <b>Mandatory Online Forms and Addendum Acknowledgment</b> link.</p> 
24.	<p>Select the applicable <b>Form's</b> link.</p> 

Step	Action
25.	<p>Enter the desired information into all of the required fields.</p> 
26.	<p>Select the <b>OK</b> button.</p> 

Step	Action
27.	<p>Enter the desired information into the <b>Password</b> field and select the <b>Continue</b> button.</p> 
28.	<p>Select the <b>View Addendum File</b> link, if applicable.  Note: The addendum file will open or download. Once review, close addendum file and return to the <b>Forms and Addendum</b> page.</p> 
29.	Select the <b>Acknowledge Addendum</b> checkbox.
30.	Enter the desired information into the <b>Signature</b> field.
31.	Select the <b>Save</b> button.



Step	Action
32.	Select the <b>OK</b> button.
33.	Enter <b>Password</b> .
34.	Select the <b>Continue</b> button.
35.	<p>Select the “X” to close the <b>Forms and Addendum</b> Tab</p> 

Step	Action
36.	<p>Select the <b>Submit Bid</b> button.</p> 
37.	<p>End of Procedure.</p> 