

## General Instructions for Entering Electronic Bids

---

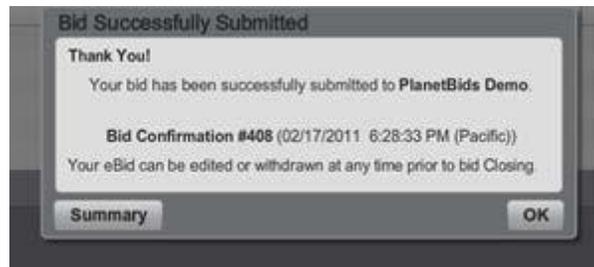
In order to ensure successful submission of your bid, please be sure to follow these steps:

1. Go to <https://www.planetbids.com/portal/portal.cfm?CompanyID=27996>
2. On the Vendor Portal page, log into the system (lower right hand corner of screen) with your user name and password. If you have not registered, you may do so by clicking on the New Vendor Registration Button. (You must be registered in order to download documents and submit a bid.)
3. Click on “Bid Opportunities” and then on the Bid # and Description that you wish to bid on. The selected bid will open to allow you to access all tabs, documents and the pricing sheet.
4. Click on the tab “Addenda & Emails” to be sure you have read and acknowledged all addenda that have been issued for this bid.
  - *The screen will display “yes” or “no” next to each addendum to indicate whether you have viewed and acknowledged it. If you have not previously acknowledged an addendum, do so now by clicking on the addendum to open it and then on the “Acknowledge” button on the lower left hand corner of screen.*
5. Click on the “Documents & Attachments” tab to be sure you have downloaded all documents that are part of the bid.
  - *If you have not already downloaded all bid documents, you must download them now, in order to submit your bid. The screen will indicate which documents you’ve already downloaded.*
6. To begin entering your bid, click on “Place eBid” on the lower right corner of the screen. The bid “Terms and Conditions” will pop up with a button for you to click “Accept” to acknowledge your agreement to the terms of the bid.
7. Go to the “Attachment” tab and upload any required documents called for in the bid specifications, such as Contractor Information, Affidavit, EBO, Living Wage, etc. Please check carefully to be sure you include all required documents; the system does not prompt or validate for attachments, it is the Bidder’s responsibility to remember to include them.
8. When you have attached all supporting documents, go to the “Line Items” tab and enter your unit prices and comments (if necessary) on each line. The system will calculate the extended costs and grand total for you. All bids shall be FOB Destination or FOB Destination, Inside Delivery.
  - Explanations for Mark-ups, Discounts, etc shall be specified in comments section.
9. Next to the line prices is a column titled “Response” with a drop down menu:
  - The Response column defaults to “yes”. If you are bidding exactly the product
  - If the bid allows for alternates, and you are bidding an alternate, but equal, item to that specified, you must indicate in the Response column by selecting “Alt” and entering a description of the alternate item in the comment section. (*You may attach more detailed specifications and information regarding the alternate on the Attachment tab previously mentioned.*)
  - If you are not bidding on a line item, please enter “NO” in the Response column and the system will enter “no bid” in the price column for that item. If you do not select “NO” for the line you do not wish to bid, the system will default the price to \$0.00 and assume you are including this item at no cost (free of charge).

## General Instructions for Entering Electronic Bids

---

10. When you have finished entering all pricing and attachments, click on the “Save” button. This saves your bid as a draft for you to review or revise as needed anytime up to the bid submittal deadline. When you are ready to submit your bid, click the “Submit” button. You will receive a confirming message that looks similar to this:



**Note:** E-Bids are sealed and cannot be viewed by the County until the closing date and time. As noted in the screen print above, if you need to withdraw your bid, you may do so anytime before the bid deadline, by going back into the system and selecting “withdraw”.

**No Bid:** If you decide not to submit a bid, the County requests that you notify us as soon as you have made that decision and tell us the reason you will not be bidding by going into the bid, and on the “Prospective Bidders” tab, change your status from “bidder” to “non-bidder” and fill in the reason for not bidding in the field provided.

Please begin entering your bid in sufficient time to complete and submit it prior to the stated deadline. The official closing time for the bid is determined, and controlled, by the electronic clock in our ebid management system. Once the deadline is reached, the system will not allow any bids to be submitted, and any in process that are not completed are rejected. The amount of time required to enter and submit your bid depends on the complexity of the bid, number of attachments, and the processing speed of your server and internet connections.

***If you have any problems submitting your bid, please contact PlanetBids at 818-992-1771 ext 0***

Additional questions? Select the Vendor User Guide icon in PlanetBids as shown below or contact PlanetBids at [support@planetbids.com](mailto:support@planetbids.com)

