

Electronic Bid Submission (EBS) User Guide for City of Sarasota, Florida



Prior to submitting a bid:

*****If you received an email notification for this solicitation, you are "Following" this solicitation and no additional action is needed.*****

- If you did not receive an email notification for this solicitation, select "Follow and receive Addendum" to ensure you receive any additional information added to the solicitation.

The screenshot shows a user interface for a solicitation. At the top right, there are three buttons: a dark blue button with a checkmark and the text 'Following', a light blue button labeled 'Print', and a light blue button labeled 'Share'. Below these is a 'Basic Information' section with the following details:

- Reference Number:** 0000369978
- Owner Organization:** City of Cedar Park
- Solicitation Number:** 11-05-225-JS-190
- Source ID:** PU.AG.USA.1921.C9059976

An 'Options' dialog box is open, showing four radio button options:

- Don't Follow
- Follow on Newsfeed
- Follow and receive Notifications
- Follow and receive Addendum

At the bottom of the dialog box are two buttons: 'Cancel' and 'Save'.



Next: Please review and download all documents and addendum.

2025-000-0000 - [Title of the bid goes here]

Place Bid Download Page Metrics

Time Left to Bid
28d 03h 24m

Notice

Categories

Documents 2

Document Request List 0

Audit

Vendors must download at least one document in order to be considered a document holder.

Documents

Addendum No. 1

| File | Size | Uploaded Date |
|--|-------|-------------------------|
|  Terms and Conditions.pdf | 63 Kb | 12/12/2024 11:35 AM EST |

Original Solicitation

| File | Size | Uploaded Date |
|--|--------|-------------------------|
|  Code of Ethics.pdf | 495 Kb | 02/13/2018 10:35 AM EST |
|  T&C's.pdf | 101 Kb | 02/16/2018 10:17 AM EST |

Now to Place a Bid: Select "Place Bid" at the top right of the blue bar.

The screenshot shows the bidnet direct website interface. At the top left is the logo "bidnet direct. by SOVRA". Navigation links include SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. On the right, there are icons for a notification bell and a user profile. Below the navigation is a dark blue header bar with the text "2025-000-0000 - [Title of the bid goes here]". In the top right of this bar, the "Place Bid" button (with a person icon) is circled in red, along with the "Download Page" button (with a download icon) and a "Help" icon (three horizontal lines). Below the header bar, there are buttons for "Follow", "Print", and "Share". On the left side, there is a sidebar with a green "Time Left to Bid" box showing "28 d 03 h 22 m". Below this are sections for "Notice", "Categories", "Documents" (with a count of 1), "Document Request List" (with a count of 0), and "Audit". The main content area features a warning message: "Users must download at least one document in order to be considered a document holder". Below this is a "Documents" section with a sub-heading "Addendum No. 1" and a table of files. Another "Original Solicitation" section follows with another table of files.

bidnet direct. by SOVRA

SOLICITATIONS CONTRACTS REPORTS PARTICIPATING ORGANIZATIONS

2025-000-0000 - [Title of the bid goes here]

Place Bid Download Page Help

Follow Print Share

Time Left to Bid
28 d 03 h 22 m

Notice

Categories

Documents 1

Document Request List 0

Audit

Users must download at least one document in order to be considered a document holder

Documents

Addendum No. 1

| File | Size | Uploaded Date |
|--------------------------|-------|-------------------------|
| Terms and Conditions.pdf | 83 KB | 10/12/2024 11:25 AM EST |

Original Solicitation

| File | Size | Uploaded Date |
|--------------------|--------|-------------------------|
| Code of Ethics.pdf | 495 KB | 02/19/2019 10:25 AM EST |
| T&Cs.pdf | 181 KB | 02/16/2019 10:17 AM EST |

The Place a Bid window appears. Select "Place a new Bid" and select "Continue."

The screenshot shows the bidnet direct website interface. At the top, there is a navigation bar with the logo 'bidnet direct. by SOVRA' and menu items: SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. A user profile icon is visible in the top right. Below the navigation bar, the page title is '2025-000-0000 - [Title of the bid goes here]'. On the right side, there are icons for 'Place Bid', 'Download Page', and 'Notes'. A sidebar on the left contains a 'Time Left to Bid' section showing '28d 03h 21m', and a list of categories: Notice, Categories, Documents (2), Document Request List (0), and Audit. The main content area is partially obscured by a modal window titled 'Place a Bid'. The modal contains the following text: '2025-000-0000 - [Title of the bid goes here]', 'Closing Date: 01/09/2025 03:00 PM EST', and a prompt: 'Please select the desired action and click on Continue.' Below the prompt are two radio button options: 'Place a new Bid' (which is selected) and 'Place a No Bid'. At the bottom of the modal are 'Cancel' and 'Continue' buttons. In the background, there are sections for 'Documents' and 'Addendum' with a table listing files. The 'Documents' table has columns for 'File', 'Size', and 'Uploaded Date', with one entry: 'Terms an...' (83 Kb, 12/12/2024 11:35 AM EST). The 'Addendum' section has a table with columns for 'File', 'Size', and 'Uploaded Date', with two entries: 'Code of Ethics.pdf' (495 Kb, 02/13/2018 10:35 AM EST) and 'T&C's.pdf' (101 Kb, 02/16/2018 10:17 AM EST).

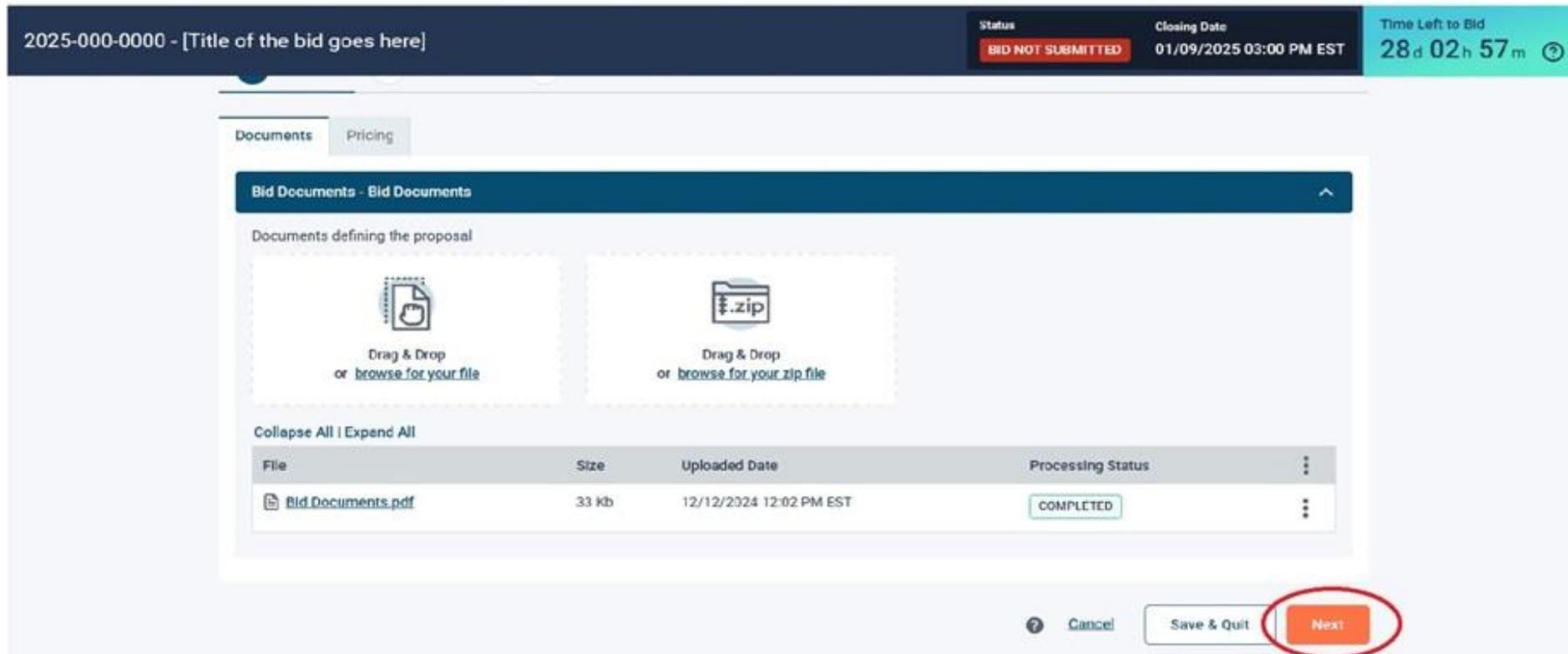
Creating a Bid is done in 3 steps (Proposal, Submission, and Confirmation).

The steps below will outline when to upload documents, pricing, and/or a spreadsheet with line items. A red **"Bid Not Submitted"** status will appear at the top of your screen, in the blue bar, until the time your bid is successfully submitted.

Step 1: PROPOSAL (How to attach documents to submit)

Drag and drop or browse your computer for files to upload.

Once your files are uploaded, select "Next" at the bottom right corner.



The screenshot displays a bid submission interface. At the top, a dark blue header bar contains the bid ID "2025-000-0000 - [Title of the bid goes here]", the status "BID NOT SUBMITTED", the closing date "01/09/2025 03:00 PM EST", and a teal box showing "Time Left to Bid 28d 02h 57m". Below the header, there are tabs for "Documents" and "Pricing". The "Documents" tab is active, showing a section titled "Bid Documents - Bid Documents" with the subtitle "Documents defining the proposal". This section contains two drag-and-drop areas: one for general files and one for zip files. Below these areas is a table with columns for "File", "Size", "Uploaded Date", and "Processing Status". The table lists one file: "Bid Documents.pdf" (33 kb, uploaded 12/12/2024 12:02 PM EST) with a "COMPLETED" status. At the bottom right, there are three buttons: "Cancel", "Save & Quit", and "Next". The "Next" button is circled in red.

| File | Size | Uploaded Date | Processing Status |
|-------------------|-------|-------------------------|-------------------|
| Bid Documents.pdf | 33 kb | 12/12/2024 12:02 PM EST | COMPLETED |

How to add pricing information

The Create Bid Screen will walk you through how to enter pricing, if any, based on each specific bid.

Pricing will be asked to be submitted in **ONE** of the following ways:

1. To be included as part of the documents that you upload within your proposal
2. To be entered as a lump sum
3. To be submitted via line-item bidding

You will be walked through the exact pricing submission process that was chosen for the bid.

Examples of each pricing submission process is listed below.

Pricing Option 1 (as part of the documents that you upload within your proposal)
If this option was chosen, you will simply select "Next."

The screenshot shows the 'bidnet direct. by SOVRA' interface. At the top, there are navigation links for SOLICITATIONS, CONTRACTS, REPORTS, and PARTICIPATING ORGANIZATIONS. The main header displays the bid ID '2025-000-0000 - [Title of the bid goes here]', the status 'BID NOT SUBMITTED', the closing date '01/09/2025 03:00 PM EST', and the time left to bid '28d 02h 52m'. Below the header, the 'Create Bid' section is active, with a progress indicator showing '1 Proposal', '2 Submission', and '3 Confirmation'. The 'Pricing' tab is selected, and a message reads: 'Don't forget to attach your pricing in the "Documents" section.' At the bottom, there are navigation buttons: 'Previous', 'Cancel', 'Save & Quit', and 'Next'. The 'Next' button is circled in red.

Pricing Option 2 (Pricing entered as a Lump Sum)

If this option was chosen, you will enter the "Total Bid Price" in the box and select "Next."

RFP123 - Construction Project

Status: **BID NOT SUBMITTED** Closing Date: 12/01/2022 03:00 PM EST Time Left to Bid: 40d 22h 22m

Create Bid

1 Proposal 2 Submission 3 Confirmation

Documents Pricing

Total Bid Price* Corresponds to the base price, excluding taxes.

[← Previous](#) [? Cancel](#) [Save & Quit](#) [Next](#)

Pricing Option 3 (Pricing entered via line-item)

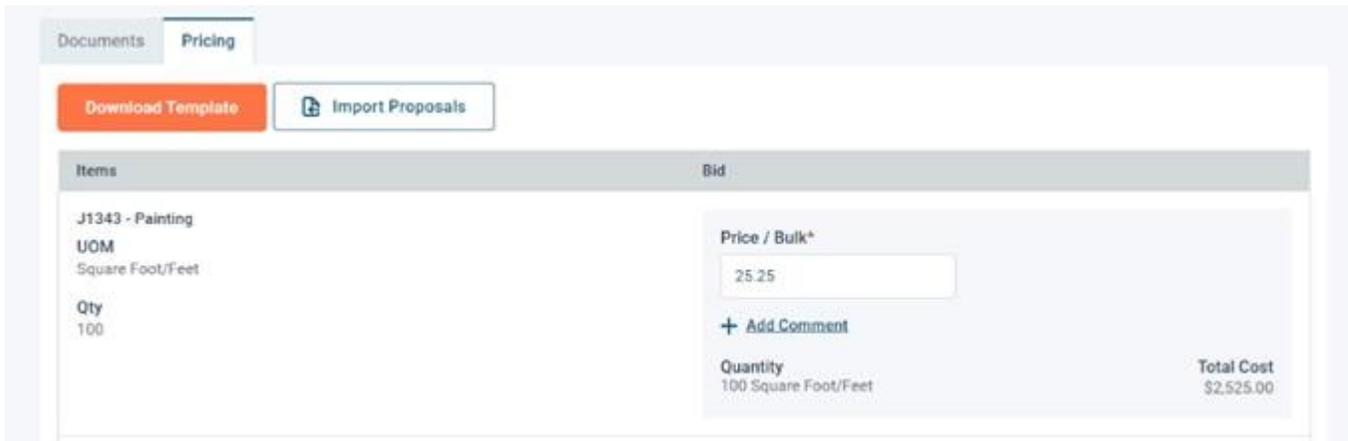
If this option was chosen, a template will appear for to download. Select **“Download Template”**



Fill in your pricing and add any comments (if allowed)

| | B | C | D | E | F | G | H |
|---|-------|-------------|------------------|----------|---------|---------|------------|
| 1 | Code | Description | UOM | Quantity | Price * | Comment | Total Cost |
| 2 | J1343 | Painting | Square Foot/Feet | 100 | 25.25 | | 2525 |
| 3 | P1234 | Flooring | Roll | 250 | 21.34 | | 5335 |
| 4 | R222 | Lighting | Unit | 20 | 45.2 | | 904 |
| 5 | | | | | | | |

Upload the file by selecting **“Import Proposals”**. Once it is Imported/Uploaded, select **“Next.”**



Step 2: SUBMISSION

Select "Yes" or "No" to notate if your bid contains any exceptions.
You will be asked to enter your password again
Select "Submit Bid"

2025-000-0000 - [Title of the bid goes here] Status: **BID NOT SUBMITTED** Closing Date: 01/09/2025 03:00 PM EST Time Left to Bid: 28d 02h 45m

Create Bid

✓ Proposal **2** Submission 3 Confirmation

Exceptions

Does this bid contain exceptions?

No
 Yes

Bidder Compliance & Authentication

The Bidder agrees to submit this response electronically and agrees that his/her submission is valid, authorized, and binding; and certifies that all required documentation has been completed. Bidder represents and warrants that the person submitting this response is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this response and any resulting contract. I declare that the foregoing is true and correct.

1 Our records show that you have not read all documents and addendums pertaining to this solicitation. Please make sure you have read all documents and addendums related to this solicitation as lack of doing so may render your bid non-compliant.

Bid Submitted By (Full Name)* For security reasons please re-enter your password

bright@brightpaving.com

← Previous Cancel Save & Quit **Submit Bid**

A Pop-up window will appear asking if you want to proceed with your submission. Select "Yes"

The screenshot shows a web interface for bid submission. At the top, there is a header with the bid ID "2025-000-0000 - [Title of the bid goes here]", a status indicator "BID NOT SUBMITTED", a closing date "01/09/2025 03:00 PM EST", and a timer for "Time Left to Bid" showing "23d 01h 09m". Below the header, there is a section for "Bidder Compliance & Authentication" with a "Yes" radio button. A central pop-up window titled "Bid Submission Confirmation" is overlaid on the page. The pop-up contains the text: "Submission will make the bid active and submit it to the solicitation owner. Are you sure you want to proceed?". At the bottom of the pop-up are two buttons: "No" and "Yes". The background page is dimmed and shows a "Bid Submitted By (Full Name)*" field with the email "bright@brightpaving.com" and a "Submit Bid" button. The SOVRA logo is visible in the bottom right corner.

Step 3: CONFIRMATION

This will include your Confirmation Number and an option to download a PDF version of the confirmation.

Your Status will now change to a green **"BID SUBMITTED."**

It will also let you know how long you have to withdraw and/or modify your bid before the closing time.

The screenshot displays the 'bidnet direct. by SOVRA' website interface. The top navigation bar includes 'SOLICITATIONS', 'CONTRACTS', 'REPORTS', and 'PARTICIPATING ORGANIZATIONS'. The user's status is 'BID SUBMITTED' and the closing date is '01/09/2025 03:00 PM EST'. The main content area is titled 'Create Bid' and shows a progress bar with three steps: 'Proposal', 'Submission', and 'Confirmation' (the current step, indicated by a '3' in a circle). Below the progress bar, a message states: 'Your bid for solicitation "2025-000-0000 - [Title of the bid goes here]" has officially been submitted.' The submission details are: 'Bid Submission Date: 12/12/2024 12:25 PM EST' and 'Confirmation Number: 0000026782'. A note indicates that a PDF version of the confirmation can be downloaded for records. A final note states: 'Take note that you can withdraw and modify your bid up until the solicitation's closing date set for 01/09/2025 03:00 PM EST.'