

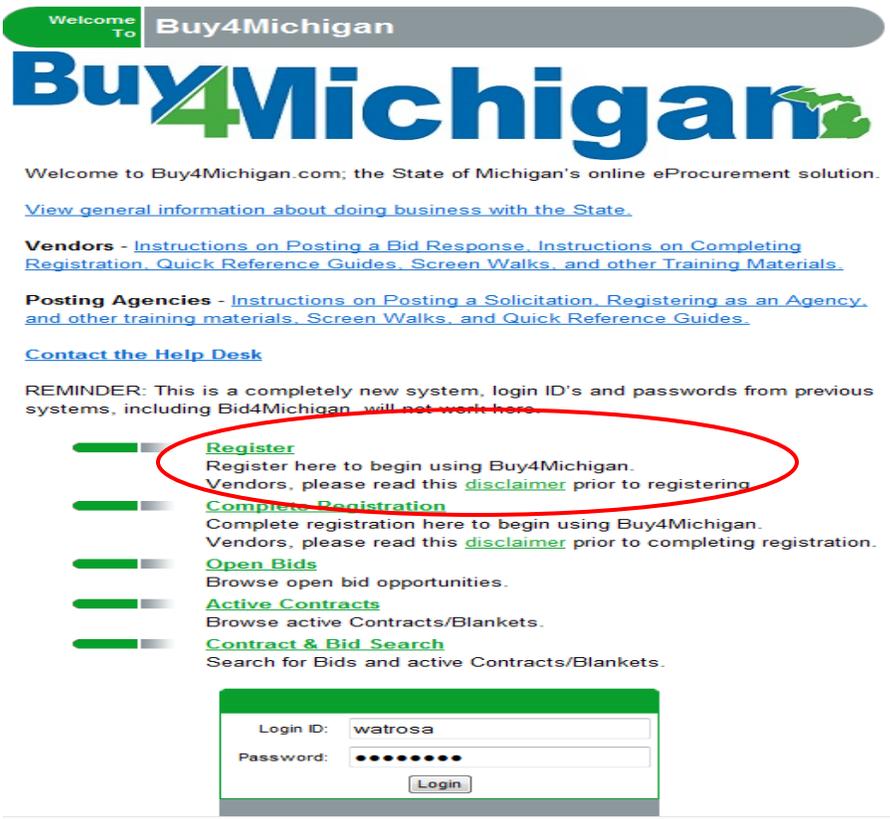
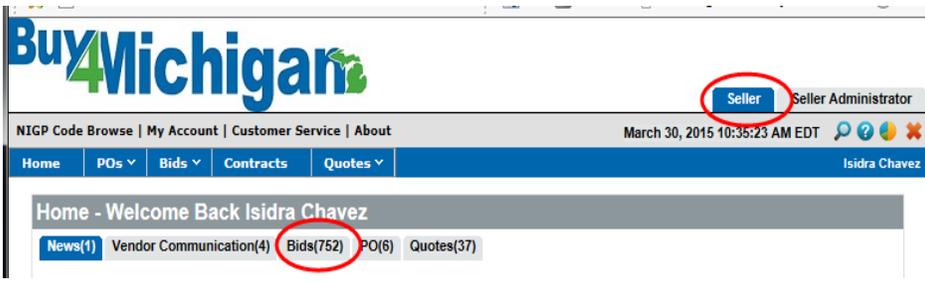
Introduction

Guideline prepared for Design and Construction vendors to assist them through the process of responding to a Construction Bid.

Pre-requisites

A Vendor must be fully registered in Buy4Michigan and can log-in with their user ID and password before they can respond to a Bid Solicitation.

Steps

<p>Step 1:</p> <p>DCD Vendor must first log into Buy4Michigan.</p> <p>a) If not registered, please click on Register link and complete Registration.</p>	<p>Go to https://buy4michigan.com/bsol/ and log in</p> 
<p>Step 2:</p> <p>From the home screen once logged in, the DCD Vendor selects the Bids Header Tab.</p>	

Step 3:

From the **Open Bids** section, select the Bid you are interested in by clicking the **Create Quote** link.

Open Bids							
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
AGENCY15B0001948	Department of Technology Management and Budget		Isidra Chavez	breathalyzer testing	10/10/2014 11:01:00 AM	View	Create Quote
012315B0001946	Department of Training	C20150342-100000	Buy4Michigan ofm_student201	Furnace and Filters	10/16/2014 03:00:00 PM	View	Create Quote

Step 4:

Acknowledge the Receipt by clicking the **Yes** button.

Acknowledge Receipt and View Solicitation

Bid # AGENCY15B0001948
Bid Description breathalyzer testing

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Step 5:

The **New Quote** page displays, defaulted to the **General Tab**.

- a.) Recommended to only fill out the following fields:
- **Info Contact (Name, phone, email)**
 - **Comments field (Job Description or File Number)**
 - **Required field at the bottom of the page (Answer must be YES)**
 - **When finished, click Save and Continue**

NOTE: Shipping/freight terms, discount, promised date fields, etc. are non-applicable.

DO NOT check the **“No Bid”** box. If you choose this option, the system will notify the Buyer that you do not wish to submit a response, which will then eliminate you from the Bid.

New Quote

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Notes](#) [Terms & Conditions](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Quote #: [blank] Bid #: 007114B0000862
Organization: Department of Technology, Management & Budget, Procurement
Status: In progress Description*: Test 7-28
Delivery Days: 0 Discount Percent: 0.0 %
Is "No Bid": Alternate Bid:
Shipping Terms: [blank] Freight Terms: [blank]
Ship Via Terms: Best Way Payment Terms: [blank]
Promised Date (MM/DD/YYYY): [blank]
Info Contact: Isidra Chavez
Comments: [text area]
Please answer "yes" here if all items you are submitting a quote on are manufactured within the United States and the cost of domestic components exceeds 50% of all components. If you answer "No", please click each item Number on the Items tab and indicate individually whether each item meets these criteria: Yes
Date Last Updated: [blank] User Last Updated: [blank]

Step 6:

Select the **Items Tab**.

- a.) Under Unit Cost, enter your base bid amount **only** to disclose your quote.
- b.) Do not fill in other boxes
- c.) If there are alternates, please do not enter amounts electronically on Items Tab. Submit these amounts on the bid summary

Quote 00001925 - IC LLC

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Item #	Print Sequence	Questions Exist	Description						
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount
1	1.0	No	Need breathalyzer test equipment for 5 prison facilities. One dozen per facility unless otherwise.						
			5.0	DOZ	25000.00	0.00		0.00	\$125000.00

Optional Tabs:

The Subcontractor and Notes tabs are normally non-applicable to our projects. If these fields are necessary, you will be notified on the Project Advertisement or Project Statement

The explanations below are for reference only.

Subcontractor Tab: if indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors.

Notes Tab: Allows vendors to record comments, which are external.

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General Items Questions Subcontractors **Notes(1)** Terms & Conditions Attachments Summary [Back to Bid](#)

i The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can information is not viewable by the agency.

Delete	Note Date	User	Note
<input type="checkbox"/>	Oct 10, 2014	Isidra Chavez	I am a Disabled Veteran and have attached documentation to the Attachment Tab.

Save & Continue Reset

Step 7:

Select the **Terms & Conditions Tab**.

- a.) Accept the **Terms & Conditions** clicking the appropriate radio button.

NOTE: These are General Terms and Conditions. The Bid Solicitation General Conditions also apply.

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General Items Questions Subcontractors Notes(1) **Terms & Conditions** Attachments Summary Back

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description
STANDARD CONTRACT TERMS 03-21-14.doc (STANDARD CONTRACT TERMS 03-21-14.doc)	Standard Contract Terms
Specs (Chrysanthemum~11.jpg)	Breathalyzer Testing

Do you accept the terms & conditions of the bid?
 Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

Step 9:

Select the **Attachments Tab** to upload necessary document(s) for your bid.

NOTE: Qualified Disabled Veteran's documents **MUST** be attached separately from your Bid Summary, Bid Schedule, and Bid Bond.

Bid bond means attaching both the form and the surety.

Project Requirements vary for each project, please check bid requirements for instruction on submitting the EMR Rating, Project Superintendent Resume and Certification forms as these forms are typically are Post Bid Submittals.

Bidders must click the Confidentiality button for each document submitted

Marking your document(s) CONFIDENTIAL will ensure that your document(s) are only seen by DCD staff and will not be seen publicly. Information attached is still subject to the Freedom of Information Act (FOIA).

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General Items Questions Subcontractors Notes(1) Terms & Conditions **Attachments** Summary

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly

i Click Add Attachment to add attachments.

No Attachments

Add Attachment

While Responding to a Bid Solicitation follow the steps below:

- a.) Click the **Add Attachment** button.

NOTE: When uploading your file, please name your document in the following manner as shown below

Example: Project file number is 511/14115.TMH

Please name your bid as follows:
14115 Bid Pkg ABC Company

Additional documents would be named

14115 QDV ABC Company
Additional documentation or form would follow above format.

DO NOT include special characters in the file name, text fields, OR leave any blanks to avoid the attachment from uploading improperly. It is recommended to use **ONLY** letters and numbers.

Step 10:

The **Add File** screen displays.

- a.) Enter a **File Name** (a description is optional).
- b.) Click the **Browse** button.
- c.) Select your file and upload your document.
- d.) Click **Save & Exit**.

Your Attachment is now saved.

For additional documents, repeat steps 9 and 10.

When finished, click save and exit and go to Step 11

Step 11:

Select the **Summary Tab**, scroll down to the bottom of the page and click the **Submit Quote** button.

Click **OK** on the pop-up confirmation message.

Your Bid should now have a Submitted status.

NOTE: If a Vendor wants to withdraw their bid, they must do so at this stage or else you cannot go back into a specific bid at a later time/date and withdraw your bid.

HELPFUL HINTS

Validation and Warning Error Messages

Red: Document does not have sufficient information to continue forward. Once the proper data is entered, you may continue your document to completion.

Yellow: Errors that do not require any intervention. The document can continue as the message is strictly for your information.

Revising Your Bid?

If you need to change your bid, you **must** submit a new bid.

Design and Construction will only consider the most recent bid submitted.

Revisions are allowed up to the bid opening date. Revisions submitted at 2:00:01 will NOT be accepted.