

Quest Construction Data Network
Registration and User Guide
Contact Support – 952-233-1632
Support@QuestCDN.com

Click the content name to select page

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Register with QuestCDN Regular Membership

To register with QuestCDN, please go to <https://QuestCDN.com/auth/login> and click the 'Join' button or visit the home page at <https://www.QuestCDN.com> and click 'Join'. Complete 'Company Info', 'User Info', 'Membership', 'Profile' and 'Payment' sections. Required fields are noted with a red asterisk. The Regular membership is the default and is a free membership to QuestCDN. There is no charge for this membership, however, there may be a cost to download documents. Click the 'Register' button once all sections are complete. The membership is active immediately.

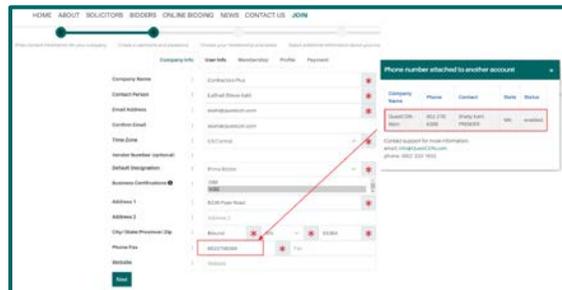
Credit Card Required at Registration

The reason a credit card is required is twofold:

1. QuestCDN assumes the reason a company is joining is to download current or future digital bidding documents. A member can download by having a credit card in the secure account information.
2. Requiring a valid credit card provides QuestCDN with a first and only line of defense against non-relevant individuals from indiscriminately signing up as members and diluting the accuracy of the QuestCDN database and industry directory.

Duplicate Account Registration Notice

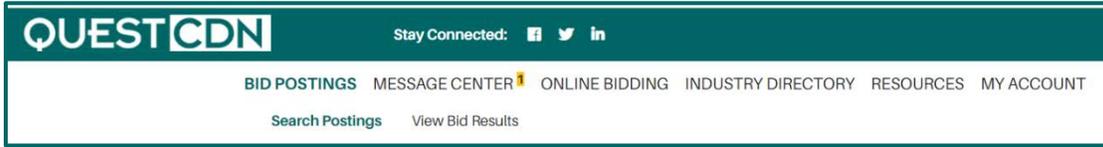
The QuestCDN system will find duplicate accounts by company name and phone number. An existing account notification window will populate when an account is found with the same phone number or company name. Please contact the main account holder who can add additional users to the existing account. If needed, create a new account by modifying the company name to include the department or location (i.e., ABC Corp – city) and use a different phone number than listed in the notification window. Contact Customer Support at Support@QuestCDN.com if the email on the existing account needs modification. Once registered, the company information can be modified in 'My Account'.



Premier Member Benefits

1. Regular membership does not offer the capability of searching for bid opportunities. A QuestCDN eBidDoc™ number is needed to find a bid posting, preview or download bid documents and view the plan holders list. A Premier membership offers the capability to search for bid opportunities.
2. A Premier monthly or annual membership offers the ability to browse and search current bid opportunities in the states chosen. Renewal fees for annual or monthly memberships are charged on the renewal date. Each download delivery fee is totaled, charged at the end of the month and a monthly billing statement is emailed to the main account holder.

‘Bid Postings’, ‘Message Center’, ‘Online Bidding’, ‘Industry Directory’, ‘Resources’, ‘My Account’, ‘Search Postings’, and ‘View Bid Results’.

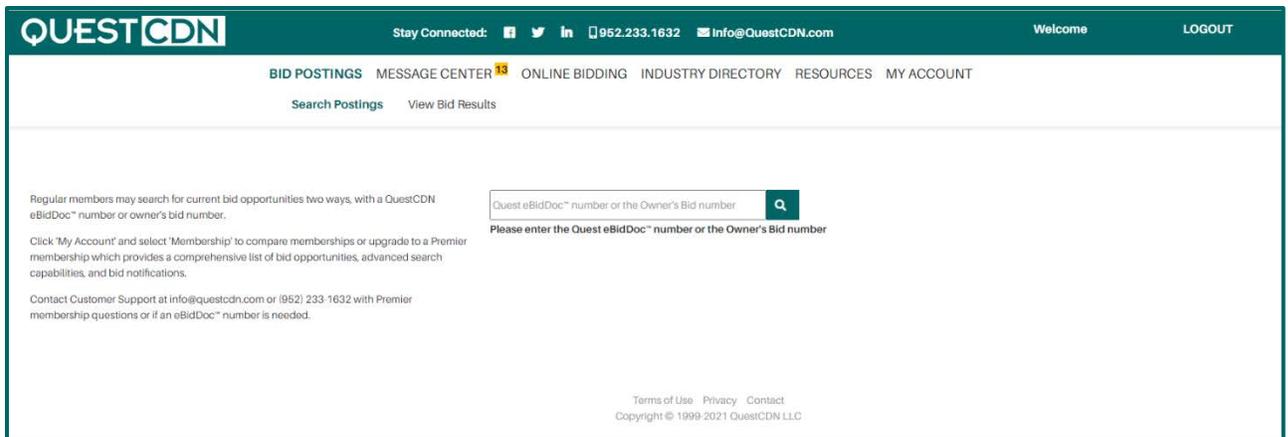


Bid Postings

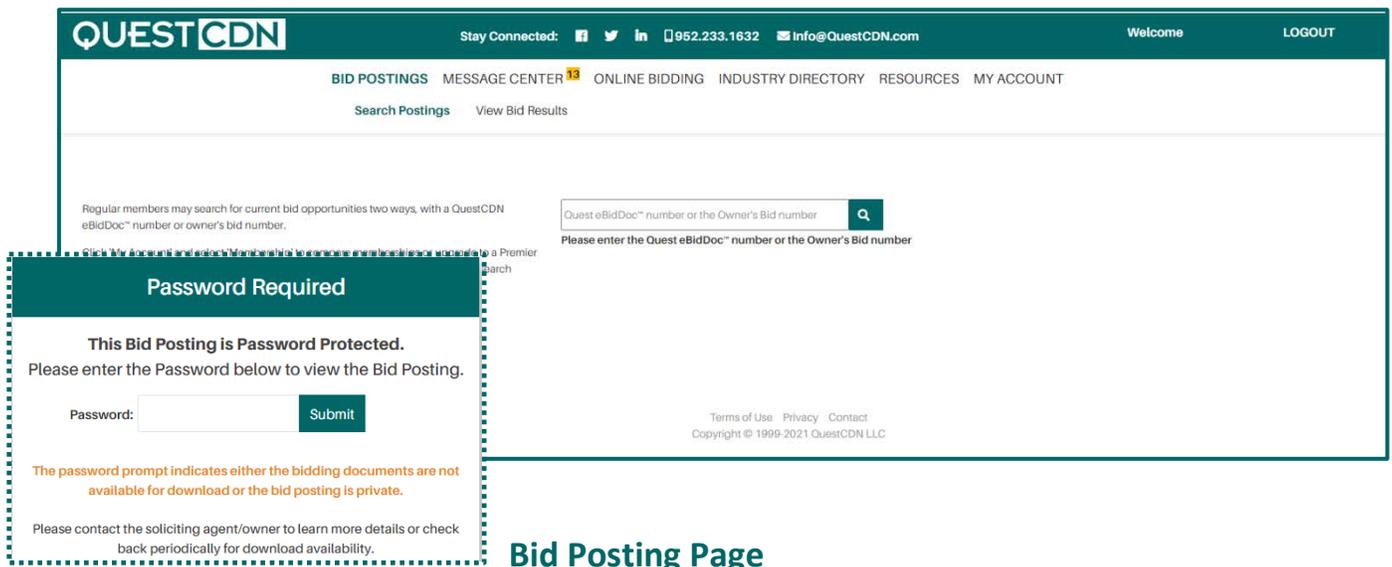
Search Postings

Enter the QuestCDN eBidDoc™ number in the search box and click the search button  to access the bid posting.

**** Regular members may search for current bid opportunities with a QuestCDN eBidDoc™ number or owner's project number. Contact Customer Support for assistance about our Premier memberships at 952-233-1632 or Support@QuestCDN.com**



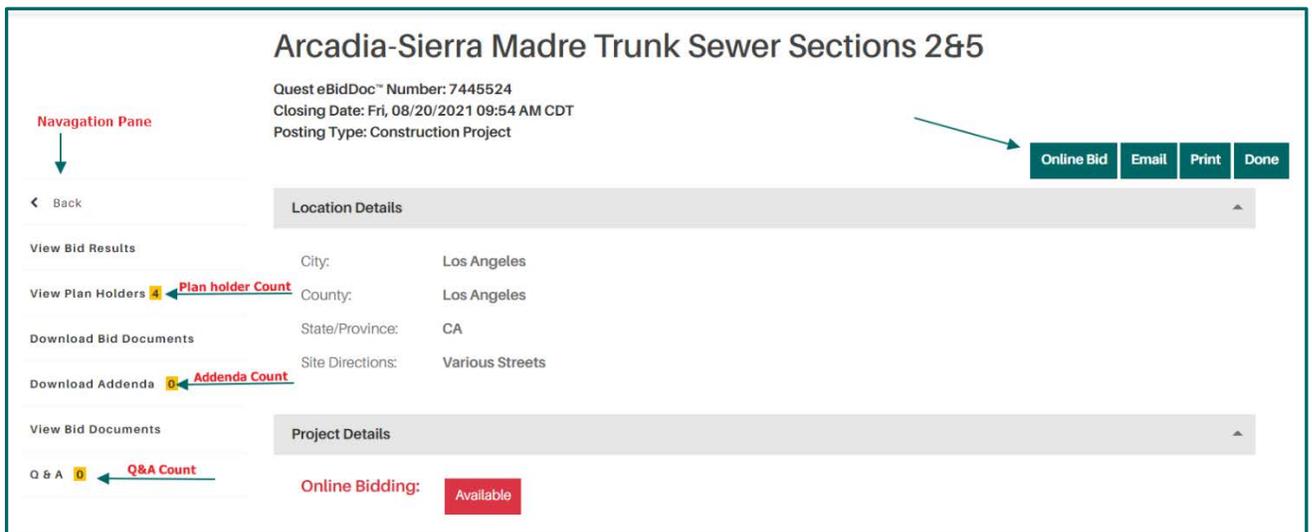
A password prompt indicates either the bidding documents are not available for download, or the bid posting is private. Please contact the soliciting agent to learn more details or check back periodically for download availability.



Bid Posting Page

The bid posting page lists detailed information pertaining to the bid. A navigation pane is located on the left of the page.

- Functions available on the navigation pane are ‘View Bid Results’ (if posted), ‘View Plan Holders’, ‘Download Bid Documents’, ‘Download Addenda’, ‘View Bid Documents’ (if available), ‘Q&A’ and ‘Online Bidding’ (if available). ‘View Plan Holders’ includes the current plan holder count; ‘Download Addenda’ includes the current addenda count; ‘Q&A’ includes the current question and answer count.
- Functions available on the bid posting page include ‘Online Bid’ (if available), ‘Email’, ‘Print’ and ‘Done’ buttons, located on the top right and bottom of the page. There is a ‘Preview’ and ‘Download’ button located on the bottom of the page after the ‘Project Document Information’ field. The ‘View Bid Documents’ and ‘Preview’ is a free courtesy view of the bidding documents and addenda. Printing of the preview documents is unavailable. (The preview will not be available if not allowed by the solicitor/owner.)
- The download delivery fee, online bidding fee (if available), and document file size are listed at the bottom of the page.



Bid Posting Page Navigation Pane

View Plan Holders

Click ‘View Plan Holders’ to access the plan holder list. Plan holders are listed by ‘Company’, ‘Contact’, ‘Email Address’, ‘Phone’, ‘Business Certification’, ‘Business Designation’, ‘Entry Date’, ‘Document Type’, and ‘Comments’. Click on a blue highlighted column name to sort the list. Hover over the company name to view

address. ‘View Plan Holders’ includes the current plan holder count.

Plan Holder List Navigation Pane & Function Buttons

View Bid Posting

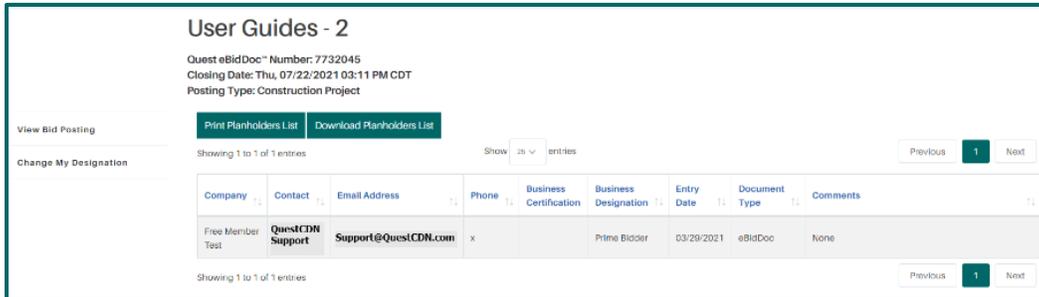
Displays the bid posting page.

Print Plan Holders List Button

Print the plan holder list to specific destination (PDF, printer.)

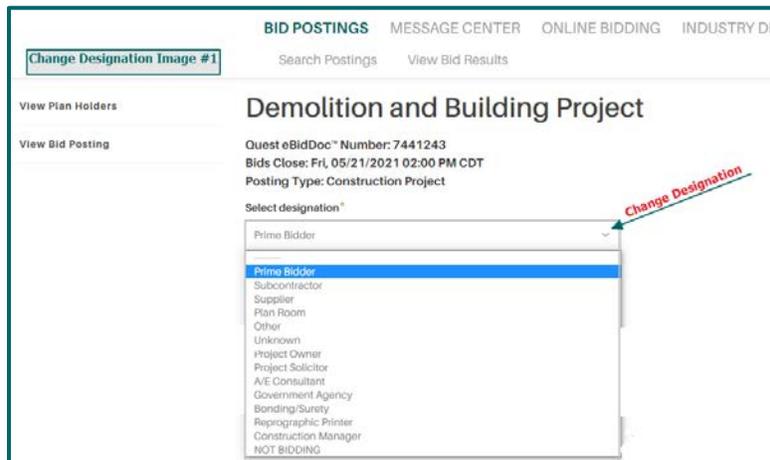
Download Plan Holders List Button

Reserved for Premier members.



Change My Designation

Change the designation on plan holders list after downloading the bidding documents. Designations include ‘Prime Bidder’, ‘Subcontractor’, ‘Supplier’, ‘Plan Room’, ‘Other’, ‘Unknown’, ‘Project Owner’, ‘Project Solicitor’, ‘A/E Consultant’, ‘Government Agency’, ‘Bonding/Surety’, ‘Reprographic Printer’, ‘Construction Manager’ and ‘Not Bidding’.

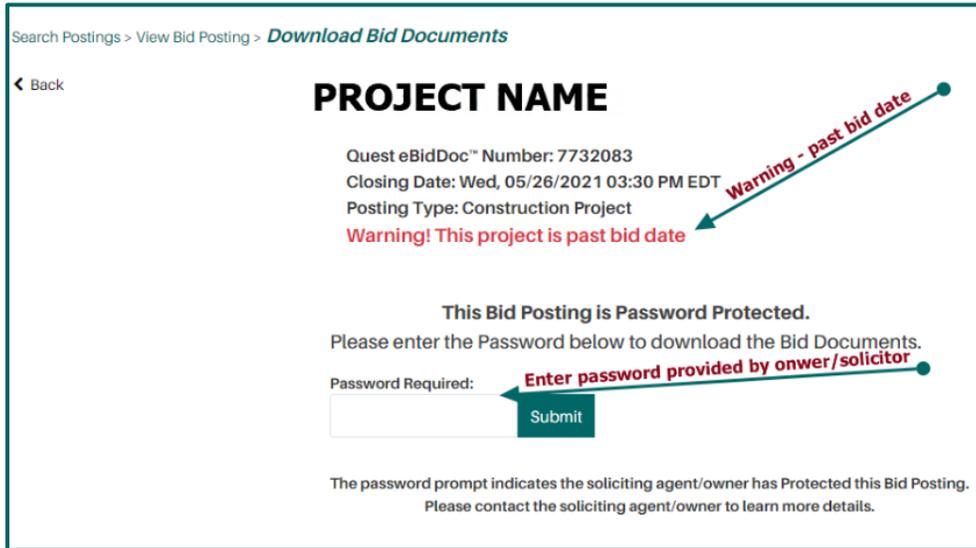


Download Bid Documents

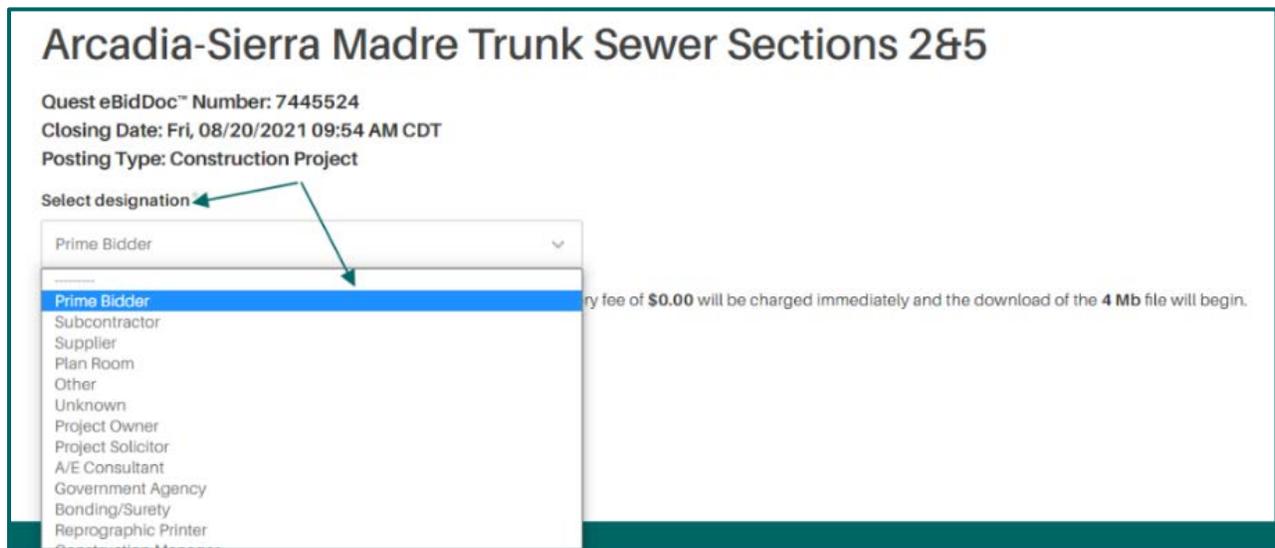
‘Download Bid Documents’ electronically downloads the bidding documents (PDF or Zip file format) provided by the solicitor/owner for a specified download delivery fee.

A password prompt indicates either the bidding documents are not available for download or

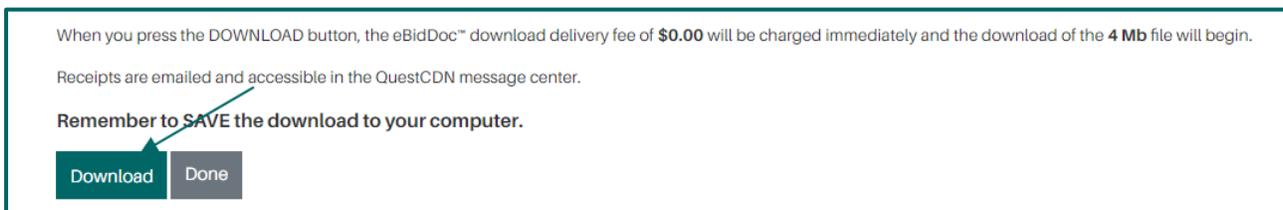
the bid posting is private. Enter the password provided by owner/solicitor or contact the owner/soliciting agent to learn more details. Check the system periodically for download availability. A warning message is included in the bid information if the bid date has passed.



Select designation - The designation listed defaults from the company profile found under 'My Account'. Click the arrow to select a different designation to be displayed on the plan holder list. Change the designation after downloading in the 'View Plan Holders' navigation pane.

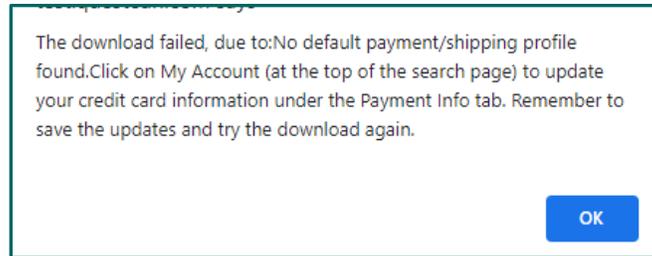


Download – Click the 'Download' button to download and save the bidding documents (PDF/Zip) file to your computer. The credit card on record will be charged the download delivery fee.



WARNING – Once ‘Download’ is selected, the credit card on file will be charged.

- QuestCDN does not issue refunds for downloads.
- Companies automatically become a plan holder once the ‘Download’ button has been initiated.
- Electronic plan holders will receive automated addenda notifications, Q&A and posted results.
- Manually added plan holders will receive Q&A and posted results, but do not receive addendum notifications.
- If the credit on record is invalid or missing, a window will prompt to update the information in ‘My Account’ before the download can proceed.



Download Addenda

‘Download Addenda’ enables the download of addenda documents (PDF/Zip file format). There is no additional charge for the addenda. Bid documents must be downloaded prior to downloading the addenda. ‘Download Addenda’ includes the current addenda count.

View Bid Documents

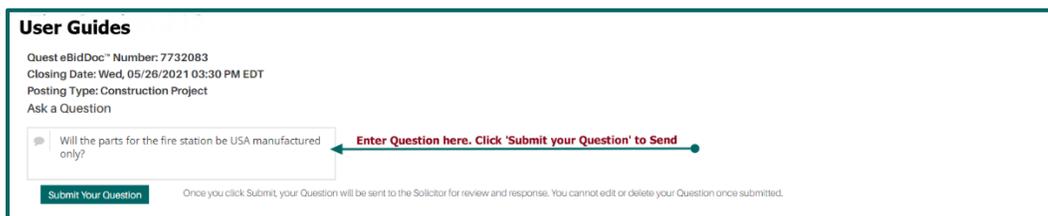
‘View Bid Documents’ allows previewing of the bidding documents and addenda information. The preview will not be available if not allowed by the solicitor/owner. Printing of the preview documents is unavailable.

Q&A

View publicly available Q&A as well as other information added to the bid posting. Submit and review Q&A to and from the solicitor/owner (if available). The solicitor/owner has the option to publicly post the Q&A to the bid posting or respond to the individual directly and not post the Q&A to the bid posting.

If available by the solicitor/owner, type a question into the ‘Type your question’ field. To submit the question to the solicitor/owner, click the ‘Submit Your Question’ button. When submitted, the question will be sent to the solicitor/owner for review and response. Questions will be listed under ‘My Unanswered Questions’. When the solicitor/owner responds, the question and answer is listed under ‘My Directly Answered Questions’, or under ‘All Publicly Available Information’ field if the Q&A is posted for public view. A Q&A notification message is also sent to the ‘Message Center’.

WARNING – Edits, deletions and cancels cannot be made once a question is submitted.



View Bid Posting

Quest eBidDoc™ Number: 7732100
 Closing Date: Thu, 06/24/2021 03:00 PM CDT
 Posting Type: Construction Project
 Ask a Question

Type your question...

Submit Your Question Once you click Submit, your Question will be sent to the Solicitor for review and response. You cannot edit or delete your Question once submitted.

My Unanswered Questions (1 Questions)

Will the parts for the fire station be USA manufactured only? *Question- No Response Received*

My Directly Answered Questions (0 Questions)

No Directly Answered Questions Available

All Publicly Available Information (2 Questions)

Q from user Will the parts for the fire station be USA manufactured only? *Question posted publicly.*

The City will only accept USA made fittings on this project. *Answer posted publicly.*

‘View Bid Results’

Results are found in the navigation pane of the bid posting page or at the top of the QuestCDN window from the main navigation.

‘View Bid Results’ from bid posting page - navigation pane

The ‘Bid Results’ page includes the bid posting information. The plan holder list includes the company, contact, phone, email, base bid amounts, awarded check mark, comments, bid result/award attachments and award status. Award status includes ‘None’, ‘Pending’, ‘Final’ or ‘Rejected’. If available, download ‘Bid Result/Award Information’ by clicking the ‘Download Information’ link. If available, download to csv the ‘Letting Bid Tabulation’ by clicking on ‘View on vBid’ link. The main result page is printed by clicking the ‘Print Results’ button.

Bid Results

Demolition and Building Project

Bid Posting
 View All Bid Results

Quest eBidDoc™ Number: 7441243
 Bids Close: Fri, 06/21/2021 02:00 PM CDT
 Posting Type: Construction Project

Owner Name: User Guide
 Solicitor Name: Quest Construction Data Network
 Contact: QuestCDN Support
 Email: support@questcdn.com
 Phone: 952 233 1632
 Award Date: 02/16/2021 12 AM
 Comments: Final award will be posted 5/10/2021
 Award Status: Pending *DOWNLOAD ATTACHMENT*
 Bid Result/Award Information: [Download Information](#)

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Fico Member Tool	Robin Piregar		rbp@piregar@nutlock.com	\$ 21000		590,000.00
Quest Construction Data Network	QuestCDN Support		info@questcdn.com	\$ 20500	✓	450,000.00

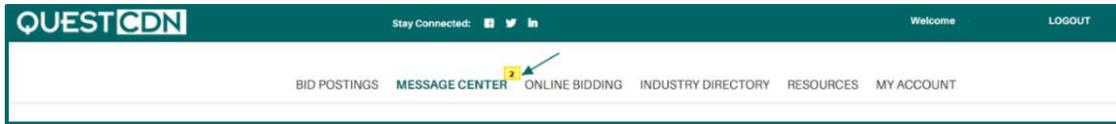
‘View Bid Results’ - Main navigation

Search options include Global ‘Search’, ‘Quest eBidDoc™ No’, ‘Bid/Response Posting Name’, ‘City’, ‘County’, ‘State’, ‘Owner’, ‘Solicitor’, ‘Posting Type’, ‘Bid Award Type’. Sort the results by clicking on the column title. Click the highlighted ‘Bid Posting Name’ link to view the ‘Bid Results’ page.

BidDoc No	Bid Response Posting Name	Bid Closing Date	City	County	State	Owner	Solicitor	Posting Type	Bid Award Type
776141	Worthington Ryans Road Street Improvements (Works...	Fri, 07/02/2010 02:00 PM CDT	Worthington	Nobles	MN	City of Worthington	SEH - Sioux Falls...	Construction Project	Pending
914679	Hamburg Sactillary Sewer And Storm Sewer Improvement...	Thu, 03/03/2011 10:00 AM CST	HAMBURG	Carver County	MN	City of Hamburg, Min...	SEH - Mankato, MN	Construction Project	Pending
1017819	Himi Tag Testing By Morgan	Wed, 10/08/2010 11:00 AM CST	city		MN	me	Quest test provide...	Construction Project	Final
1079002	Cent Civil West Construction Prequalification	Thu, 03/11/2010 02:00 PM CDT	Minneapolis	Hennepin	MN	Metropolitan Council	Metropolitan Council...	Construction Project	Final
1082371	Civic Center Expansion Roadway And Utility Improve...	Wed, 04/14/2010 11:00 AM CDT	St. Cloud	Stearns	MN	St. Cloud, City of	St. Cloud, City of	Construction Project	Final
1088703	New Prague 2010 Street And Utility Improvement Pro...	Fri, 04/08/2010 10:00 AM CDT	New Prague	Scott and Le Sueur County	MN	City of New Prague...	SEH - Mankato	Construction Project	Final

Message Center

Private 'Message Center' includes an unread message count and contains messages including addenda notification, un-submitted vBid notification, emails from plan holders, posted results, Q&A, confirmation of bid submission and receipts. Premier members also receive bid document upload notifications and bid posting notifications. The navigation pane of the 'Message Center' includes an 'Inbox', 'Sent', 'Deleted' and additional organizational folders, including 'Bid Notices', 'vBid', 'Receipts', 'Archive', and 'Bid Posting Notifications'. Click the email subject title line to display the message on the right of the page. If included, click the eBidDoc™ No link to open the bid posting page. Click the check mark box in the column header to delete all messages or delete individual messages by checking the box next to the message and clicking the 'Delete' button.



VirtuBid™ (vBid) Online Bidding

Create an Online Bid ID Code

Log into QuestCDN at <https://questcdn.com/auth/login>. Click 'My Account' at the top of the page. Click the 'User Info & Online Bid ID Code' tab. Add or update your 'Online Bid ID Code'. Click the eye icon symbol to view the code when black dots are populated in the fields. (Only the QuestCDN main account holder can access 'My Account' and update/view the code).

Online Bid ID Code Explanation

The 'Online Bid ID Code' is a passcode and acts as your digital signature. It is required to submit an online bid through the QuestCDN online bidding system, VirtuBid™.

- An 'Online Bid ID Code' must be created before users can access VirtuBid™. The code is established, modified and viewable by the QuestCDN main account holder.
- This code is the digital signature that allows submission of a bid on behalf of the company. QuestCDN does not have access to codes for security purposes.
- The code is found in 'My Account,' in the 'User Info & Online Bid ID Code' tab. QuestCDN also provides a link to 'My Account' located in the 'Submit Bid' page within VirtuBid™ to retrieve the 'Online Bid ID Code'.
- The VirtuBid™ login page may prompt to update the current QuestCDN password due to higher security. (*Online bidding new password minimum is 8 characters with at least one uppercase, one lowercase and one numeral*).
- The VirtuBid™ login page will prompt a message if a code is not created.

Accessing Online Bidding

There are two ways to access QuestCDN online bidding:

1. Online bidding through the bid posting page

Enter project number and click the search button. To submit an electronic bid and access the VirtuBid™ system, companies must be a plan holder. Download the eBidDoc™ from the bid posting page. On the 'Bid Posting' page, click the red Online Bidding 'Available' button under the 'Project Document Information' section or the 'Online Bid' button at the top of the page and log into VirtuBid™ (vBid) using your username and password. A password update may be required due to security requirements (*the password must contain a minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to 'My Account' and 'User Info & Online Bid ID Code' to update the password.*)

The screenshot shows the QuestCDN online bidding interface. At the top, there is a navigation bar with links: BID POSTINGS, REPORTS, MESSAGE CENTER, ONLINE BIDDING, INDUSTRY DIRECTORY, RESOURCES, and MY ACCOUNT. Below this is a sub-navigation bar with links: Search Postings, My Saved Bid Postings, View Bid Results, Add New Bid Posting, and Manage Bid Postings. The main content area is titled 'User Guides - 2' and displays bid details for a construction project. The details include: Quest eBidDoc™ Number: 7732045, Closing Date: Wed, 05/12/2021 03:00 PM CDT, and Posting Type: Construction Project. There are four buttons: Online Bid, Email, Print, and Done. Below this is a 'Location Details' section with fields for City (Mound), County (Hennepin), and State/Province (MN). There is also a 'Project Details' section with a red 'Available' button under 'Online Bidding:'. Other project details include Project Close: Wed, 05/12/2021 03:00 PM CDT and Project Received By & Opening Information: Bids received by field. A red arrow points from the 'Available' button to the 'Online Bid' button, with the text 'Access Online Bidding' written above it.

2. Online bidding through the VirtuBid home page

Current and past electronic bid postings (eBidDoc™ that has been downloaded) will display on this page. Click 'Online Bidding' from the main navigation to log into VirtuBid™ (vBid) home page to access online bids. Log in using the QuestCDN username and password. A

password update may be required due to security requirements (*the password must contain a minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to 'My Account' and 'User Info & Online Bid ID Code' to update the password.*)

QUESTCDN

Stay Connected:

[BID POSTINGS](#) [MESSAGE CENTER](#) [ONLINE BIDDING](#) [INDUSTRY DIRECTORY](#) [HELP](#) [MY ACCOUNT](#)

[Search Postings](#) [View Bid Results](#)

VirtuBid™ (vBid) Home Page

The VirtuBid™ (vBid) home page is grouped by searchable sections. Current and past bid opportunities are located on the page. Qualification and bid worksheet information is sorted and saved by section for future reference. Click the +/- to expand/contract the section lists. Click the underlined project name to access the qualification, bid worksheet and submit pages.

1. 'Bids Started'
2. 'Bids Available'
3. 'Bids Submitted'
4. 'Bids Closed (Bid submitted)'
5. 'Bids Closed (No bid submitted)'


Contact Quest Logout

Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999

Home
QuestCDN Support

Bids Started (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Modified	User
BID VIEW BID-MEMBER	City	County	MN	12/31/2030 01:00:00 PM U		Project Owner	03/31/2020 08:43 A	QuestCDN Suj
V-Bid Training Demo - PUB	City	County	MN	12/20/2050 02:00:00 PM U		Project Owner	05/13/2021 12:19 A	QuestCDN Suj
Fairview Bridge Demo	Fairview	Denton	TX	05/19/2022 05:00:00 PM U		City of Fairvie	01/22/2021 02:39 F	Robert Morga
vBid Video	Watertown	Hennepin	MN	07/02/2021 12:00:00 PM U		Matt	02/17/2021 04:46 F	QuestCDN Suj

Bids Available (Click the +/- to expand/contract the list)

No projects meet this criteria

Bids Submitted (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
BID PUBLISHED	City	County	MN	12/31/2030 03:00:00 PM U		Project Owner	03/17/2021 09:19 A	QuestCDN Suj

Bids Closed (Bid submitted) (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
Mock Bid	Center City	Chisago	MN	12/10/2020 11:00:00 AM U		Chisago Count	12/09/2020 03:40 F	QuestCDN Suj
BID CLOSED EXAMPLE	City	County	MN	01/10/2020 12:00:00 PM U		Project Owner	01/09/2020 10:50 A	QuestCDN Suj
Test Solicitor Pays ALL	City	County	MN	01/06/2020 01:15:00 PM U		Test Owner	01/06/2020 02:02 F	QuestCDN Suj
TEST - Solicitor Pays vBid	City	County	MN	01/06/2020 12:30:00 PM U		Owner Test	01/06/2020 01:25 F	QuestCDN Suj
MOCK BID(TEST) - Not Acti	County	Mississippi	MS	02/15/2018 01:30:00 PM U		Mississippi Co	02/13/2018 10:55 A	QuestCDN Suj
Dekalb Street Repair 5th th	Dekalb	Dekalb	IL	06/20/2019 02:00:00 PM U		Dekalb IL, Cit	06/07/2019 08:12 A	QuestCDN Suj
CT Consultants Demo	Demo	Demo	OH	03/21/2018 12:00:00 PM U		CT Consultant	03/19/2018 05:14 F	QuestCDN Suj
ZN-19-XX - Test Project	Fargo	Cass	ND	11/15/2019 10:00:00 AM U		Fargo ND, Cit	11/14/2019 10:29 A	Robert Morga
DEMO 1 - Carbe Colony Co	Fort Wayne	Allen	IN	07/30/2019 02:00:00 PM U		Fort Wayne IN	06/25/2019 10:05 A	QuestCDN Suj
Test Fridley Bid One	Fridley	Anoka	MN	06/19/2020 10:03:00 AM U		City of Fridley	06/19/2020 10:00 A	QuestCDN Suj

Bids Closed (No bid submitted) (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	User
2018 County Wide Route C		Ward	ND	02/27/2018 02:00:00 PM U		Ward County,	QuestCDN Suj
503493 - Marston Treatme		Dnever	CO	07/31/2018 01:00:00 PM U		Denver Water	QuestCDN Suj
503196 - 2018 Aerial Cross		Arapahoe & D	CO	08/08/2018 10:00:00 AM U		Denver Water	QuestCDN Suj
2019 County Wide Culvert		Ward	ND	01/08/2019 02:00:00 PM U		Ward County,	QuestCDN Suj
2019 County Wide Culvert		Ward	ND	01/08/2019 02:00:00 PM U		Ward County,	QuestCDN Suj
2019 Gravel Hauling & Res		Ward	ND	03/07/2019 02:00:00 PM U		Ward County,	QuestCDN Suj
Replacement of 72		Ward	ND	04/30/2020 02:00:00 PM U		Ward County,	QuestCDN Suj
2021 Water Base Pavemen		Ward	ND	03/03/2021 02:00:00 PM U		Ward County,	QuestCDN Suj
Fueling Station Installation		Ward	ND	03/18/2021 02:00:00 PM U		Ward County,	QuestCDN Suj
DEMO -Grayson County Ro	Clarkson	Grayson	KY	06/04/2020 10:00:00 AM U		Kentucky Trar	QuestCDN Suj
DEMO - Jefferson County C	Louisville	Jefferson	KY	08/31/2020 10:00:00 AM U		Kentucky Trar	QuestCDN Suj
PLATTEVILLE WRRF - BLO	Platteville	Grant County	WI	02/04/2021 02:00:00 PM U		City of Plattev	QuestCDN Suj
503037 Conduit No 16 W. s	--	Jefferson	CO	03/22/2018 10:00:00 AM U		Denver Water	QuestCDN Suj
Contract 503229 - Foothills	----	Douglas	CO	08/23/2018 10:00:00 AM U		Denver Water	QuestCDN Suj
Abbotsford 2018 Street & U	Abbotsford	Marathon Cou	WI	04/02/2018 10:00:00 AM U		City of Abbbot	QuestCDN Suj

Bid title, QuestCDN eBidDoc™ number, owner, solicitor, bid closing date, time, time zone, a running bid countdown date/time clock and submitted/not submitted bid status are located at the top of VirtuBid™. The 'Home' tab returns to the VirtuBid™ home page. Click the save button periodically to save work and refresh the page. There is a 60-minute security time out. Information not saved will be lost. All uploaded and entered information will be saved. Log out of VirtuBid™ and re-enter as many times as needed to revise the work.

QUESTvBID Contact Quest Logout
 Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
 Home QuestCDN Support
 V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2050 02:00:00 PM
 Owner: Project Owner US/Central
 Solicitor: 10813 days 19:15:28
 Bid Not Submitted Submit Bid Save

Qualification Information

Bid Bond Section

Upload a completed bid bond file and/or enter the Surety2000 'Bond ID' number to complete the bid bond information. (This information depends on the solicitor requirements.) Submit only one if both options are offered.

Electronic Bid Bond

- Upload file containing signed bid bond information

Surety2000 Bid Bond

- 'Contract Number' (QuestCDN eBidDoc number)
- 'Contractor ID' (QuestCDN member number)

Provide the 'Contract number' and 'Contractor id' to the insurance agency. The agent must use these two numbers when requesting a Surety2000 'Bond Id' validation number. The 'Contractor id' (Surety2000 refers to this as the "State vendor ID number") is the QuestCDN member number and will always stay the same. The 'Contract number' will change with each project and is the QuestCDN bid posting eBidDoc™ No. Both the 'Contract number' and 'Contractor id' are displayed in the bid bond fields. The contractor number can also be found in 'My Account' under the 'Company Info & Online Bid ID' tab.

QUESTvBID Contact Quest Logout
 Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
 Home QuestCDN Support
 Fairview Bridge Demo (#4177768) 05/19/2022 05:00:00 PM
 Owner: City of Fairview US/Eastern
 Solicitor: 371 days 20:14:29
 Bid Not Submitted Submit Bid Save
 Qualification Information Bid Worksheet
 Bid Qualifications and Bidder Certifications
 Bid Bond
 This project requires a bid bond of 5% of the value of the submitted bid.
 Attach electronic bid bond Choose File No file chosen Upload
 or
 Contract number 4177768
 Enter your Surety2000 bid bond information Contractor id 299 Validate
 Bond id Save

'Bidder must download the following files for bid submission' (DOWNLOAD ONLY)

Each required download has a file name and download link. Download all documents listed by clicking on the 'download' link. Save the document to your computer. Click the VirtuBid™ 'Save' button on the top or bottom right of the page to update and refresh the information. A red 'x' indicates the requirement is not complete. Files may be downloaded and saved multiple times.



The downloaded date of the file will display after downloading the documents and refreshing the page. A green check mark '✓' replaces the previous red 'x'. The green check indicates the requirement has been completed.



'Bidder must download, complete, and submit (or replace) the following files for bid submission.'

Click the 'download' link to download each document. Save the document to the computer. A red 'x' indicates the requirement is not complete. Click the VirtuBid™ 'Save' button on the top or bottom right of the page to update and refresh the page with the downloaded date. If the file is in a fillable format, complete all information and save each document to your computer. If the file is not in a fillable format, print and complete the forms manually. Scan and save documents to the computer. Select **'Choose File/Browse'** button to retrieve each file from the computer. Select the **'Upload'** button to upload the file. Click the VirtuBid™ **'Save'** button. Exit VirtuBid™ after saving the completed work. All information will be saved upon return.

Note: If needed, click 'Choose File/Browse' to retrieve a new file that replaces the existing uploaded file.

- **Completed Upload** - The name of the uploaded document is displayed on the right side of the 'Upload' button. A green check mark '✓' indicates the requirement has been successfully completed. **(Arrow A)**
- **Download File** – 'downloading required then click vBid Save' message indicates the file is not downloaded. Download, complete and upload the completed file before submitting a bid. A red x will indicate the process is incomplete. **(Arrow C)**
- **Downloaded Date** - Downloaded date of the documents is shown on the right side of the 'Upload' button. Upload the completed file before submitting a bid. A red x indicates the process is incomplete. **(Arrow B)**
- **Check or Replace File** – Click the uploaded underlined document name to review uploaded documents for accuracy and completion. Click **'Choose File/Browse'** to retrieve a new file that replaces the existing uploaded file. Select **'Upload'** to upload the replacement file and click **'Save'**. **(Arrow A)**



'Bidder must upload the following files for bid submission'

Select **'Choose File/Browse'** button to retrieve and attach a required file from the computer. Select the **'Upload'** button to upload the file. Click the VirtuBid™ **'Save'** button on the top or bottom right of page. All information will be saved upon exiting the VirtuBid™ system. Click the uploaded underlined document to review the file for accuracy and completion. If needed, click 'Choose File/Browse' to retrieve a new file that **replaces** the existing uploaded file. Select **'Upload'** to upload a replacement file and click **'Save'**. A red **'x'** indicates the requirement is not complete. A green check mark **'✓'** indicates the requirement has been successfully completed.

Bidder must upload the following files for bid submission.

Requirement	Status	Action	File Name	Upload Date
1. Introductory Letter	✓	Choose File	Introductory Letter.pdf	06-Jan-2021
2. Narrative of Vendor's Approach	✗	Choose File	No file chosen	
3. Qualifications Section	✗	Choose File	No file chosen	
4. Project Approach	✗	Choose File	No file chosen	
5. Demonstration of Ability	✗	Choose File	No file chosen	
6. References	✗	Choose File	No file chosen	
7. Consultant's Expectations	✗	Choose File	No file chosen	
8. Cost Proposal	✗	Choose File	No file chosen	

Post Letting Information

Post letting information allows submission of documents requested after the bid close and is similar to the sections above. There may be a post letting 'Deadline' date and time entered. All documents must be uploaded before the date/time expires. A red **'x'** indicates the requirement is not complete. A green check mark **'✓'** indicates the requirement has been successfully completed. **There is no submit process required upon completion of the upload**. Documents are available to the solicitor/owner immediately. Submitting post letting documents after the bid close is not allowed if a successful bid was not submitted.

Post letting information submittals Deadline: 21-JUL-2021 12:00 PM

Download, complete, and submit (or replace) the following files.

Requirement	Status	Action	File Name	Upload Date
A. Complete List of Subcontractors- complete and sign.pdf	✗	download		downloaded 21-May-2019

Upload the following files.

Requirement	Status	Action	File Name	Upload Date
Business Licence	✗	Choose File	No file chosen	

Buttons: Cancel, Submit Bid, Save

Download Addenda

Bids will not be submitted if all addenda are not downloaded from the **main QuestCDN** system. A field on the qualification page indicates 'There are (#) unread addenda for this project. Follow [this link](#) to download them on QuestCDN'. (clicking the link opens new browser window).

There are 1 unread addenda for this project. Follow [this link](#) to download them on QuestCDN (opens new window).

- Click [this link](#) to open/return to the bid posting page and download any missed addenda.

- Download all addenda and review the information if unsure of missed addendum to download.
- Choose the VirtuBid™ open browser window. May need to refresh/reload the page to update the addenda information text. To refresh/reload the page, click the refresh icon symbol at the top of the browser or right click the mouse and choose 'reload'/'refresh' option from the drop-down box. The VirtuBid™ qualification page will update and read 'All Addenda have been downloaded'.

testbid.questcdn.com/questbid/worksheets/BidWorksheetContractor.html?jobNo=6035400

QUESTVIBID Contact Quest Logout

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V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2050 02:00:00 PM
US/Central
10813 days 19:12:08

Owner: Project Owner
Solicitor:

Bid Not Submitted [Submit Bid](#) [Save](#)

Qualification Information Bid Worksheet

Bid Qualifications and Bidder Certifications

Bid Bond
This project requires a bid bond of 5% of the value of the submitted bid.

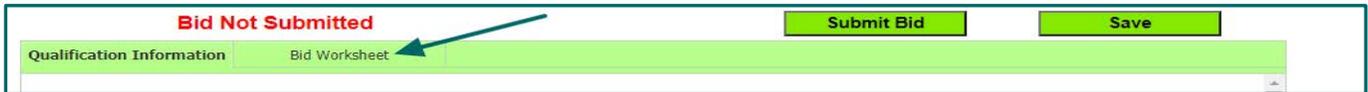
Attach electronic bid bond No file chosen [Upload](#) [Bid Bond.pdf](#)

Surety2000 is not available in this project

All addenda have been downloaded. **Addenda Requirement Complete**

Bid Worksheet Page

Click the 'Bid Worksheet' tab to access the electronic bid form.



Worksheet Sections

1. White colored sections are added to the base bid total, have a subsection total and require a unit price entry for each item before submitting.
2. Pink colored sections are optional, have a subsection total and completion may or may not be mandatory to submit a bid (please follow the instructions specified by the solicitor/owner). Items in this section will not add to the base bid total.
3. Peach colored sections are mandatory, have a subsection total and completion is required to submit a bid. Items in this section will not add to the base bid total.
4. Purple colored sections have a fixed unit price added by the solicitor/owner. Unit prices cannot be changed and are added to or subtracted from the base bid total.
5. Click the appropriate unit price field within the line. Fill in the unit price excluding the dollar sign. The 'Unit Price' field will only display two digits after the decimal point. The 'Extension' field is calculated using the entered value (example - Qty 20 x unit price 2.558 = Extension = 51.16). Use the enter key, up/down arrows or click each unit price field to move to the next unit price field.
6. vBid will time out and log out after 60-minutes. Click the 'Save' button often to update and save the work.
7. Click 'Submit Bid' once the qualification requirements and bid worksheet page are complete. (The 'Online Bid Id Code' is required. Accept the terms on the submit page to submit the bid to the owner.)

Line Item	Item Code	Item Description	UoFM	Quantity	Unit Price	Extension
1	100	Mobilization/ Prep. Work	LS	1		
3	102	Furnish & Install Piles	LS	320		
Carson Lane Bridge Total:						\$0.00
Litening Barn RD Bridge						
9	200	Mobilization/ Prep. Work	LS	1		
11	202	Furnish & Install Precast Concrete A	LS	1		
Litening Barn RD Bridge Total:						\$0.00
Clopton Lane Bridge						
16	300	Mobilization/ Prep. Work	LS	1		
18	302	Furnish & Install Precast Concrete A	LS	1		
Clopton Lane Bridge Total:						\$0.00
Deducts						
19	Labor	Work Estimated for Owner Labor	ea	1	\$10,000.00	\$10,000.00
Deducts Total:						\$10,000.00
Base Bid Total:						\$10,000.00

Import & Export CSV

1. The 'Export to CSV' button is used to export the bid worksheet into an Excel CSV

spreadsheet which can be helpful to configure additional calculations, formulas and percentage markups on unit prices.

2. The 'Import from CSV' button is used to import the Excel CSV spreadsheet into the bid worksheet.

**** Changes are allowed only to the 'Unit Price' field. DO NOT add or make changes to the header, descriptions or move/add/delete line items on the exported worksheet. The spreadsheet will fail to upload correctly if changes are made causing the system to error on bid submission or the bid may be incorrect.**

Bid Submission & On-Line Bid ID Code

Submit the Bid

Click the 'Submit Bid' button and enter the '**Online Bid ID Code**'. Check '**I Agree**' box to accept the 'QuestCDN Terms of Use for Bidders'. Click '**Submit**' button at the bottom of the page to submit the bid to the owner/solicitor.

[Print](#)

QUESTCDN's TERMS OF USE FOR BIDDERS

This Terms of Use for Bidders Agreement ("Agreement") is between Quest Construction Data Network, LLC, P.O. Box 412, Spring Park, Minnesota 55384-0412 ("QUESTCDN") and you (which may be identified in this agreement as "You," "Your," or "User"). By accepting this Agreement you are accepting its terms on behalf of both you personally and any entity for which you are an agent of or appear to represent as indicated by the information you provide in registering with the QUESTCDN Web site and the Quest VirtuBid (hereafter vBid) services, and the terms "You," "Your," and "User" shall include both you personally and that entity.

This Agreement is in addition to any other terms and conditions or other agreements QUESTCDN presents to You in writing either on QUESTCDN's Web site or as a part of the Quest vBid services and You agree to as a part of using its Web site or the Quest vBid services, including without limitation the Construction Data Network, LLC Web site Terms of Use, contain the terms and conditions that govern Your use of the QUESTCDN Web site and the Quest vBid services. These agreements constitute the entire agreement among the parties relating to this subject matter, and these agreements supersede

Enter your company's On-Line Bid ID code: This ID code is your company's digital signature.

If you do not remember your company's ON LINE BID ID Code, you may view or change it by logging in at QuestCDN.com. For quick login access to your account, click this link [My Account](#) under User Info tab. Only the account administrator has access to this page.

I Agree

clicking the I Agree checkbox and entering your On-Line Bid ID code you are agreeing to the terms displayed

1. There is an option to unsubmit or remove a bid in its entirety (all data will remain saved). Re-submit bid before the end of the bid closing.
2. Leave bid submitted, revise the bid worksheet and re-submit the revisions.

What is the 'Online Bid ID Code' and where can I find it on QuestCDN?

The 'Online Bid ID Code' is a passcode required at bid submission and is the digital signature for the company. The code is created by the main account holder before account users can access VirtuBid™. The code can be accessed, viewed or updated by logging into QuestCDN with the main account holder username and password. There are two ways to access the 'Online Bid ID Code'.

1. Only the main account holder username and password can access the 'Online Bid ID Code'. A link to access the code is located on the bid submission page. Click 'My Account' and a new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, click the eye icon to view an existing code. Click the VirtuBid™ open browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit' (*Illustration 1.*)
2. Log into QuestCDN using the main account holder username and password, click 'My Account' at the top of the page. Select 'User Info & Online Bid ID Code' tab and click the eye icon to view or edit an existing code (*Illustration 2.*)

Illustration 1 QUESTCDN'S TERMS OF USE FOR BIDDERS

This Terms of Use for Bidders Agreement ("Agreement") is between Quest Construction Data Network, LLC, P.O. Box 412, Spring Park, Minnesota 55384-0412 ("QUESTCDN") and you (which may be identified in this agreement as "You," "Your," or "User"). By accepting this Agreement you are accepting its terms on behalf of both you personally and any entity for which you are an agent of or appear to represent as indicated by the information you provide in registering with the QUESTCDN Web site and the Quest VirtuBid (hereafter vBid) services, and the terms "You," "Your," and "User" shall include both you personally and that entity.

This Agreement is in addition to any other terms and conditions or other agreements QUESTCDN presents to You in writing either on QUESTCDN's Web site or as a part of the Quest vBid services and You agree to as a part of using its Web site or the Quest vBid services, including without limitation the Construction Data Network, LLC Web site Terms of Use, contain the terms and conditions that govern Your use of the QUESTCDN Web site and the Quest vBid services. These agreements constitute the entire agreement among the parties

Enter your company's On-Line Bid ID code: This ID code is your company's digital signature.

If you do not remember your company's ON LINE BID ID Code, you may view or change it by logging in at QuestCDN.com. For quick login access to your account, click this link My Account under User Info tab. Only the account administrator has access to this page.

I Agree Check 'I Agree'

By clicking the I Agree checkbox and entering your On-Line Bid ID code you are agreeing to the terms displayed

Submit the bid to Owner

BID POSTINGS MESSAGE CENTER ONLINE BIDDING INDUSTRY DIRECTORY HELP **MY ACCOUNT**

Illustration 2

Company Info **User Info & Online Bid ID Code** Membership Profile Payment Transactions & Receipts

Username : test free *

Password : *
Minimum eight characters including one uppercase, one lowercase, and one number. Meets Quest requirements.

Confirm Password : Confirm password

Online Bid ID Code (This code is used to publish or submit a vBid)

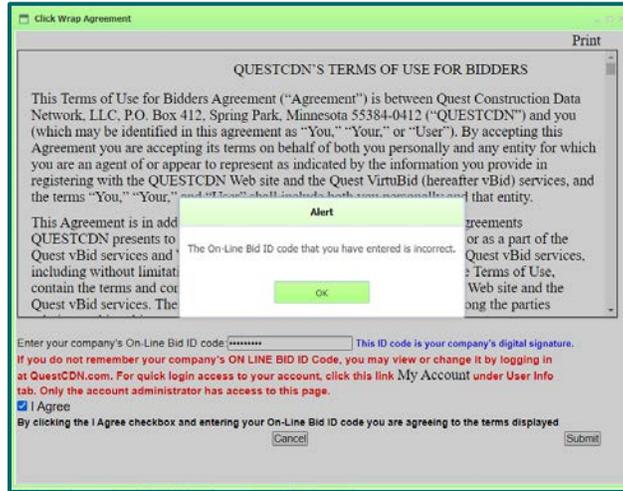
On-line Bid ID Code : Password? * Minimum eight characters including one uppercase, one lowercase, and one number. Meets Quest requirements.

Confirm On-line Bid ID Code : Confirm Online Bid ID Code

Incorrect Online Bid ID Code

A correct 'Online Bid ID Code' must be entered before the VirtuBid™ system can verify completion of requirements. When a correct code is entered and required fields are complete, the bid will be submitted to

the owner/solicitor. If an incorrect code is entered, an 'Alert' error window will display 'The Online Bid ID code that you have entered is incorrect'. Retype a correct code, click 'I Agree' and click 'Submit'. To retrieve the code, click 'My Account' and a new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, click the eye icon to view an existing code. Click the VirtuBid™ open browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit' (*Illustration 1.*)

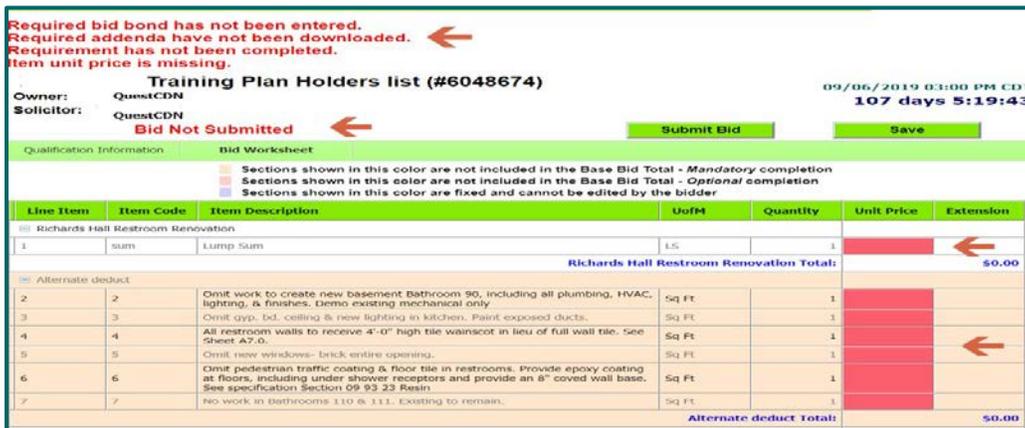


Unsuccessful Bid Submission Error Messages

The VirtuBid™ system verifies the completion of bid requirements after the 'Online Bid ID Code' is verified and accepted. 'Bid Not Submitted' error message(s) will display if information is missing or incomplete.

Examples of Error Messages

- Required bid bond has not been entered
- Required addenda have not been downloaded
- Requirement has not been completed (qualification area not complete)
- Item unit price is missing



Bid Submitted

Successfully submitted bid

A message displaying 'Bid Submitted by' (with date/ time and username stamp (shown in red) will display.

QUEST vBID

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Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999

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V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2050 02:00:00 PM

Owner: Project Owner US/Central

Solicitor: **10813 days 19:58:44**

Bid Submitted by QuestCDN Support 03/17/2021 03:46 AM CDT

Edit Worksheet Unsubmit Bid Save

Qualification Information
Bid Worksheet

■ Sections shown in this color are not included in the Base Bid Total - *Mandatory* completion
■ Sections shown in this color are not included in the Base Bid Total - *Optional* completion
■ Sections shown in this color are fixed and cannot be edited by the bidder

Line Item	Item Code	Item Description	UoM	Quantity	Submitted	
					Unit Price	Extension
Spec						
1	2021.501	MOBILIZATION	LS	1	\$1.00	\$1.00
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	900	\$1.00	\$900.00
3	2104.503	REMOVE CONCRETE PAVEMENT - DRIVEWAYS	SF	80	\$2.00	\$160.00
4	2104.505	REMOVE BITUMINOUS PAVEMENT - DRIVEWAYS	SY	15	\$1.00	\$15.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	73	\$1.00	\$73.00
6	2104.505	REMOVE CONCRETE VALLEY GUTTER	SY	19	\$2.00	\$38.00
7	2104.511	SAWING CONCRETE PAVEMENT - FULL DEPTH	LF	292	\$1.00	\$292.00
8	2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LF	340	\$1.00	\$340.00
9	2105.501	COMMON EXCAVATION (EV)	CY	23	\$1.00	\$23.00
10	2112.501	SUBGRADE PREPARATION	RDST	34	\$1.00	\$34.00
11	2105.507	SUBGRADE EXCAVATION, REMOVE UNSUITABLE MATERIAL (EV)	CY	500	\$1.00	\$500.00
12	2105.522	SELECT GRANULAR BORROW (CV)	CY	600	\$1.00	\$600.00
Base Bid Total:						\$24,408.00

Import from CSV
Export to CSV
Cancel
Unsubmit Bid
Save

A bid submitted confirmation message receipt is sent to the individual's 'Message Center' on QuestCDN.

Helpful Notes

Inbox (Click the +/- to expand contract details)

Priority	Type	From
Normal	Bid Submission	Administrator
High	Bid Unsubmit	Administrator
Normal	Bid Notification	Administrator
Normal	User Email	Jon Hunt, Met
Normal	Results Posted	, Bolton & Met
Normal	Results Posted	Penny Pray, M
Normal	Results Posted	Deb Dowling,
Normal	Bid Notification	Administrator
Normal	Results Posted	Jill Ferenc, Br
High	Addendum Notic	Donna Koontz
Normal	User Email	Kimberley Rue
Normal	User Email	Phillip Larson,
High	Addendum Notic	Phillip Larson,
High	Addendum Notic	Deborah Burt,
High	Addendum Notic	LACSD Purche
Normal	Results Posted	Lisa Siefken, J

View Message
✕

Previous
Next
Reply
Forward
Print
Delete

From: Administrator

Recipient: QuestCDN Support

Type: Bid Submission

Priority: Normal

Received: 01/02/2021 10:04:18 AM

Subject: Project Name and eBidDoc number

Dear QuestCDN member,

This message is sent to notify you that your bid QuestCDN ##### "Project Name" has been submitted at (date/time/time zone).

Cordially,

The QuestCDN team

Making Changes After Successful Bid Submission

The owner/solicitor does not have access to the bid information until after the bid closes. Qualification requirements and the bid worksheet can be revised before the bid clock closes.

Changing Prices

Make changes while the original bid is submitted. Resubmit bid as many times as needed before the bid closes.

From the 'Bid Worksheet' tab select 'Edit Worksheet' button to revise unit prices. Enter revised unit prices under the populated 'Edited' column. When completed, select 'Submit Bid', enter Online Bid Id code, check 'I agree' and 'Submit'. The owner/solicitor of the project will receive the last bid submission with the revised unit prices. The changes will not be updated if the bid is not resubmitted.

Line Item	Item Code	Item Description	UoFM	Quantity	Unit Price	Extension	Submitted Unit Price	Submitted Extension
1	1	Mobilization	LS	1	\$15,000.00	\$15,000.00	\$100,000.00	\$100,000.00
2	2	"12" Cured-In-Place Piper Liner"	LF	395	\$125.00	\$49,375.00	\$125.00	\$49,375.00
3	3	"15" Cured-In-Place Pipe Liner"	LF	7255	\$93.00	\$674,715.00	\$93.00	\$674,715.00
4	4	"15" Cured-In-Place Pipe Liner"	LF	8847	\$95.00	\$840,465.00	\$93.00	\$822,771.00
5	5	House Connection - Re-Establishment to Sewer Pipe Liner	EA	307	\$115.00	\$35,305.00	\$115.00	\$35,305.00
6	6	Manhole Rehabilitation - CAC	EA	109	\$3,000.00	\$327,000.00	\$3,000.00	\$327,000.00
9	9	Cleanouts - Verify and Locate	EA	67	\$650.00	\$43,550.00	\$650.00	\$43,550.00
10	10	Cleanout	EA	67	\$10,000.00	\$670,000.00	\$8,500.00	\$569,500.00
11	11	Flow Bypass	LS	1	\$25,000.00	\$25,000.00	\$250,000.00	\$250,000.00
12	12	Rain Events/Reinstall Flow Diversion/Bypass	ea	2	\$3,500.00	\$7,000.00	\$3,500.00	\$7,000.00
13	13	Temporary AC	TN	24	\$55.00	\$1,320.00	\$55.00	\$1,320.00
14	14	Asphalt Concrete Pavement	SF	6078	\$6.00	\$36,468.00	\$6.00	\$36,468.00
Base Bid Total:						\$2,780,698.00	\$2,972,504.00	

Unsubmit Bid

Click 'Unsubmit Bid' to remove bid in its entirety (all data entered will remain saved.) Make changes to the qualification and/or bid worksheet page. Re-submit bid before the end of the bid closing. The bid will not be received by the owner/solicitor if the bid is not resubmitted.

A 'Bid Unsubmitted' email is sent to the individual's email address and a confirmation message is sent to the individuals 'Message Center'.

Example 'Bid Unsubmitted' by user.

BID UNSUBMITTED

Dear _____

This message is sent to notify you that you UNSUBMITTED your bid for 7638906 eBidDoc number vBid User Guides. at 5/18/21 2:33PM CDT

You must resubmit our bid before the bid close date for it to be available at the bid letting.

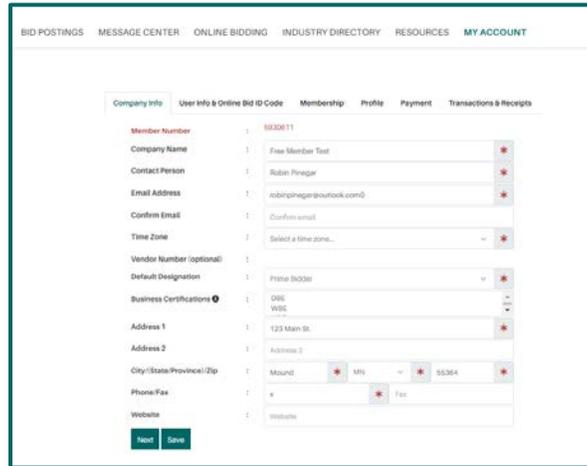
Industry Directory

A comprehensive listing of industry participants and their contact information. Search by company 'Name', 'City', 'State', 'Business Type', 'Business Designation' and 'Business Certification'. Sort each column by clicking on the column name. Click on the highlighted company name to access specific contact and business information.

Name	City	State	Business Type	Business Designation	Business Certification
Quest Construction Data Network, LLC	Spring Park	MN		Other	
Quest Construction Data Network	Shakopee	MN		Other	
Anderson-Johnson Associates, Inc.	Minneapolis	MN		Other	
ZZ Ayres Associates - Cheyenne, WY - OLD	Cheyenne	WY		A/E Consultant	
Armstrong Torseth Skold & Rydeen	Minneapolis	MN		Other	
Associated Consultants Engineer Inc.	Plymouth	MN		Other	
Ayres - Eau Claire	Eau Claire	WI		A/E Consultant	
Barton-Archman Associates	Minneapolis	MN		Other	
BKM Engineers	Minneapolis	MN		Other	
Bobon & Merik, Inc. - Markato, MN	Markato	MN		A/E Consultant	
Starnec - Minneapolis	Minneapolis	MN		Other	
Brown & Caldwell Engineers	St. Paul	MN		Other	
URS - Minneapolis	Minneapolis	MN		Other	
Palms Creek Associates Inc.	Wadena, MN	MN		Other	

My Account

'My Account' allows the company's main account holder of the account to maintain or change the company information, add/modify the 'Online Bid ID Code', add/modify/delete user information, print receipts, update payment information and make changes to the membership profile and type. (Only the QuestCDN main account holder can access 'My Account').



‘Company Info’

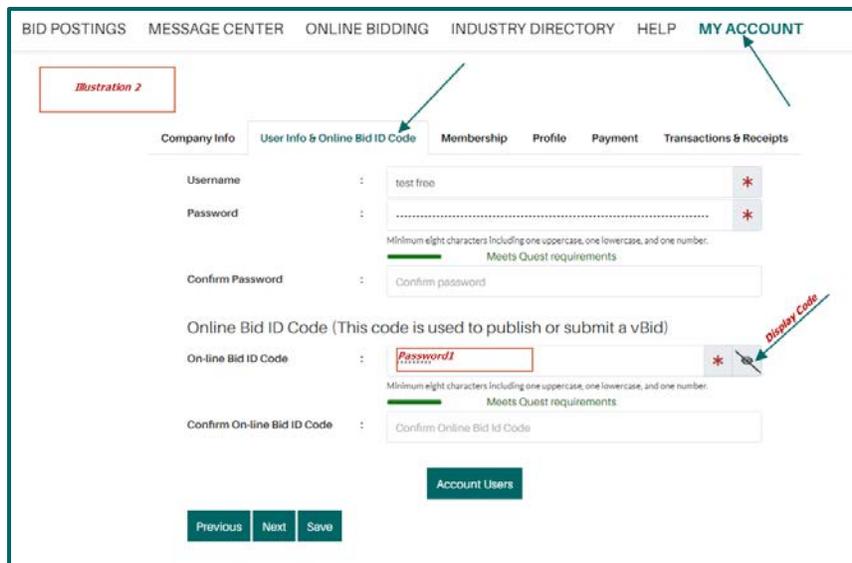
Modify the company address, contact name, email address, default designation, certifications, phone number and website information.

‘User Info & Online Bid ID Code’

Access and change the main account holder username and password, add, change or display the ‘Online Bid ID Code’. Add and manage additional account users.

‘Online Bid ID Code (This code is used to submit an online bid)’

The ‘Online Bid ID Code’ is a passcode required at bid submission and is the digital signature for the company. The code is created before account users can access VirtuBid™. The code can be accessed, viewed or updated by logging into QuestCDN with the main account holder username and password.



Adding additional users

Click ‘Account Users’ button to add, modify or delete users. There is no charge for additional users and no limit to the number of users added to the account.

Click ‘+’ symbol to add a user, fill in the required fields and save. The username must be unique and not already in use on QuestCDN.

Add/Edit Users

Contact Person* :

Username* :

Password* :
Minimum eight characters including one uppercase, one lowercase, and one number.

Confirm Password :

Email Address* :

Confirm Email :

Member permissions ⓘ

Project Access :

Request Access :

G&S Bid Access :

VirtuBid™ Access :

VirtuBid™ Submit :

'Project Access' – The default is 'Yes'. Allows user to access all projects.

'Request Access' – The default is 'Yes'. Allows user to access all requests.

'G&S Bid Access' – The default is 'Yes'. Allows user to access all Goods and Services.

'VirtuBid™ Access' – The default is 'All'. Allows user to access online bidding system and add qualification and bid worksheet information.

'VirtuBid™ Submit' – The default is 'Yes'. Allows user to submit a bid if 'Yes'.

****Warning** – If changed to 'No' the user will **not** be able to submit bids. The 'Submit' button on VirtuBid™ will be greyed out. The user will have access to add or modify if 'VirtuBid™ Access = 'Yes'.

Click '' symbol to edit existing users and '' symbol to delete users.

Add/Edit Users X



Name	Username	Email	
Support1	testfree1	support@questcdn.com	 

Please follow the below instructions to delete additional users from the account. Only the main contact has the capability to modify and delete users.

Click 'My Account' (located at top of page) then click 'User Info & Online Bid ID Code' tab. Next, click the 'Additional User' box (located at the bottom of page). Click '' icon after the user's information to delete.

A message will be received indicating 'The user has been marked as deleted'.

NOTE: The login information for the deleted user will be disabled and once deleted, the user cannot be reactivated.

Membership

Select or change the membership by clicking highlight buttons next to the membership types.

‘Regular Member Base Fee \$0.00’

Regular membership is free and does not offer the capability of searching for bid postings. A QuestCDN eBidDoc™ number is needed to access and download the bidding documents. QuestCDN support can provide the eBidDoc™ number. A Premier membership offers the capability to search for projects, requests and goods and services.

‘Premier Monthly Member Base Fee \$35.00’ - The Premier monthly membership is flexible with the option to change to the regular membership at any time. QuestCDN Premier membership rates for the monthly membership include a base fee of \$35.00 plus the cost of the states selected to search for bid opportunities.

‘Premier Annual Membership Base Fee \$299.00’ – The Premier annual membership includes a base fee of \$299.00 plus the cost of the states selected to search for bid opportunities.

Premier Monthly Member provides additional benefits/features.

QuestCDN offers two membership levels:

INCLUDED	REGULAR	PREMIER
View detailed Project bid advertisements & RFPs	✓	✓
Download the Project or RFP complete eBidDoc™ (digital bidding document for a fee)	✓	✓
View & retrieve plan holder information	✓	✓
Automatic addenda notifications via email (on downloaded eBidDoc™)	✓	✓
View Project & RFP Results	✓	✓
Access to the comprehensive Industry Directory	✓	✓
Compose & maintain your own Industry Directory listing	✓	✓
Create unlimited user logins	✓	✓
Browse & search a comprehensive list of current Projects & RFPs		✓
Receive one detailed, aggregated monthly billing statement		✓
Manage your in-progress Projects & RFPs through "My Projects" & "My Requests"		✓
Receive notification when saved "My Projects" & "My Requests" documents are ready for download		✓
Email other plan holders directly through the plan holder list "Email to Bidders"		✓
Email detailed Project bid advertisements & RFPs to others		✓

[BID POSTINGS](#)
[MESSAGE CENTER](#)
[ONLINE BIDDING](#)
[INDUSTRY DIRECTORY](#)
[RESOURCES](#)
[MY ACCOUNT](#)

[Company Info](#)
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[Membership](#)
[Profile](#)
[Payment](#)
[Transactions & Receipts](#)

Renewal Date: None

Regular Member Base Fee \$0.00
 Premier Monthly Member Base Fee \$35.00
 Premier Annual Member Base Fee \$299.00
 Aggregator/Reseller Member Base Fee \$299.00

[Compare Memberships](#)

States Selected:
Choose Premier Membership to search bid postings without an eBidDoc™ Number in your selected states.

Available States/Provinces

- AK - \$25.00
- AL - \$35.00
- AR - \$25.00
- AZ - \$35.00
- CA - \$120.00
- CO - \$35.00

Fees	Base Fee	State / Province Fee	Total Fee
Renewal Cost	\$35.00	\$0.00	\$35.00
Prorated Cost to Renewal	\$35.00	\$0.00	\$35.00

[Previous](#) [Next](#) [Save](#)

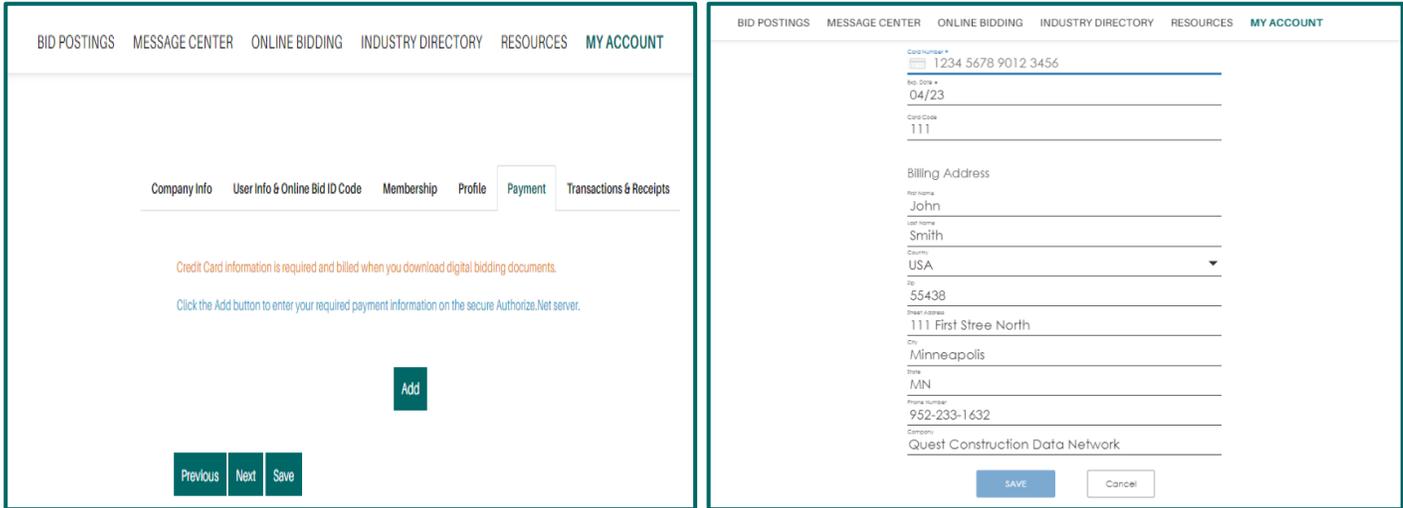
Profile

Create a company profile introducing your company or organization. Describe your areas of expertise, service and products. Copy and paste information into the field. Information included will match the company with the search inquires of other companies in the ‘Industry Directory’.

Payment

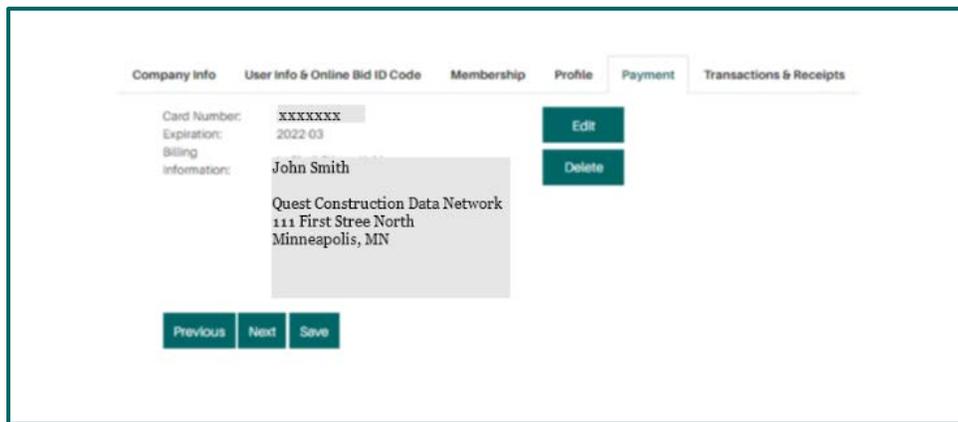
QuestCDN uses Authorize.net for credit card transactions. Credit card information is not stored on QuestCDN servers. Authorize.net uses a 128-bit secure socket layer to encrypt credit card transactions and protect against fraud. QuestCDN is PCI compliant through US Bank.

Click 'Add' button to add payment information on the secured Authorize.net server.



Fill out credit card information and click 'Save'.

Click 'Edit' to update the credit card information. Click 'Delete' to delete the credit card from the account. The card will need to be re-entered when downloading bid documents for a fee.



Transactions & Receipts

'Transactions & Receipts' contain a record of downloaded transactions and receipts. Click the highlighted column name to sort. Searchable fields include the 'Date', 'Amount', 'Reason', 'Quest eBidDoc™ No', 'Created By User', 'Status', 'Type' and 'Receipt'. Change the calendar 'Beginning Date' and 'Ending Date' to select a specific date range. Click the 'Print Page' button to print to pdf or save. Click on the highlighted transaction number to access and print detailed receipt and bid posting information.

Company Info User Info & Online Bid ID Code Membership Profile Payment **Transactions & Receipts**

Beginning Date: Ending Date:

Show entries **Print Page**

Date	Amount	Reason	Quest eBidDoc™ No	Created By User	Status	Type	Receipt
<input type="text" value="search date..."/>	<input type="text" value="search amount..."/>	<input type="text" value="search reason..."/>	<input type="text" value="search quest eb..."/>	<input type="text" value="search created ..."/>	<input type="text" value="search status..."/>	<input type="text" value="search type..."/>	<input type="text" value="search receipt..."/>
05/13/2021 08:57 AM	15.00	eBidDoc download fee 7732066.pdf	7732066	Robin Pinegar	auto void	download	63034332736

Showing 1 to 1 of 1 entries

Resources

The resource tab contains frequently asked questions and answers, user guides and instructional videos. Click on the question to open the field and view the answer. Click ‘Support@QuestCDN’ link at the bottom of the page to request assistance by sending an email to QuestCDN Customer Support Team. Click on a guide or video link to access and download instructional information.

BID POSTINGS MESSAGE CENTER ONLINE BIDDING INDUSTRY DIRECTORY **RESOURCES** MY ACCOUNT

User Guides QuestCDN Member QuestCDN Partner

[Regular Member User Guide](#)
[Premier Member User Guide](#)

User Videos

[Regular Member User Video](#)
[Premier Member User Video](#)

1. How do I Download a Posting?
2. Why is there a Password Required on a Posting?
3. How do I Replace a file?
4. Where is my Receipt for Download?
5. Why can't I search for Postings?

Contact QuestCDN Support **952-233-1632** or Support@QuestCDN.com