

Quest Construction Data Network Alliance Partner Guide

Click the content name to select page

Notification to Prospective Bidders	6
Publication of Bidding Opportunities	6
QuestCDN Main Page.....	7
Creating a Bid Posting – Construction Project	7
<i>Add Posting Projects</i>	7
Project Category Code (required field)*	7
Project Posting Name (required field)*	8
Project Owner Number (optional field)	8
Download Delivery Fee Selection *	8
Online Bidding Fee *	8
Location Details *	8
Site Directions (optional field)	8
Project Closing Date *	8
Project Closing Time *	9
Time Zone *	9
Display Plan Holders List *	9
Allow Public to Ask Questions in Q&A *	9
Display Q&A Questioner Details *	9
Close Q&A Date (optional field)	9
Project Received By & Opening Information *	10
Project Estimated Value *	10
Display Estimate Value *	10
Project Estimated Value Information (optional)	10
Completion Date: (optional).....	10
Project Prebid Meeting: (optional).....	10
Project Description: *	10
Project Additional Description (optional).....	10
Project Document Information *	10
Owner Name *	11
QuestCDN Private Interface: (optional).....	11
Display Type *	12
'QuestCDN.com'	12
'Quest Customer Private Interface'	12
'All Sites'	12
Visibility Type *	13
Open	13
Protected	13
Hidden	13
Creating a Bid Posting – Request & Goods & Services.....	14
<i>Add Posting Request or Goods & Services</i>	14
Request & G&S Category Code (required field)*	15
Request or G&S Posting Name (required field)*	15
Request Reference or G&S Bid Reference (optional field)	15

Download Delivery Fee Selection *	15
Online Bidding Fee Selection *	15
Location Details (optional)	15
Site Directions	15
Request & G&S Closing Date *	15
Request or G&S Closing Time *	16
Time Zone *	16
Pre-Qualification Required *	16
Display Plan holders List *	16
Allow Public to Ask Questions in Q&A *	16
Display Q&A Questioner Details *	16
Close Q&A Date (optional field)	16
Request Response Information & G&S Bid Response Information *	17
Request & G&S Estimated Value *	17
Display Estimate Value *	17
G&S Estimated Value Information (optional)	17
Completion Date: (optional)	17
Prebid Meeting (optional - G&S only)	17
Request or G&S Description: *	17
G&S Additional Description (optional)	17
Request & G&S Document Information *	17
Owner Name (optional)	18
QuestCDN Private Interface (optional)	18
Solicitor Information *	19
Display Type *	19
'QuestCDN.com'	19
'Quest Customer Private Interface'	19
'All Sites'	19
Visibility Type *	20
Open	20
Protected	20
Hidden	20
Manage Bid & Request Postings	21
<i>Modify Bid Posting</i>	22
<i>Manage All Bid Postings</i>	22
<i>View Bid Posting</i>	22
<i>View Plan Holders</i>	22
View Plan Holders Navigation Pane	23
Modify Bid Posting	23
Add Plan holder	23
View Bid Posting	24
Email Bidders	24
'Print Plan Holders List' and 'Download Plan Holders List'	24
<i>Upload Bid Documents</i>	25
Creating a Zip File	25
<i>View Bid Documents</i>	26
<i>Manage Addenda</i>	26
Add Addenda	27

Addenda Notification Rules:.....	28
Email Bidders.....	29
<i>Manage Q&A</i>	30
Add Q&A.....	30
View Q&A	31
Modify Bid Posting	31
View Bid Posting.....	31
Print.....	31
<i>Manage Additional Contacts</i>	31
.....	31
<i>Post Results</i>	32
Remove Results	32
Project Audit Report.....	32
Create Bid/View Bid	33
ONLINE BIDDING - VirtuBid™	33
Bid Posting.....	33
Online Bidding Fee Selection	33
No Online Bidding.....	33
Plan Holder Pays (min. \$15.00)	34
Bidder Pays (min. \$30.00)	34
Pre-Qualification Required	35
Plan Documentation for Online Bidding.....	35
<i>Language Examples 2.0 Plan Documentation & Notice to Bidders</i>	36
<i>Create an Online Bid ID Code</i>	36
Online Bid ID Code Explanation.....	36
<i>Create vBid</i>	37
Accessing Online Bidding	37
<i>vBid Home Page</i>	37
<i>Qualification Information Tab</i>	38
Bid Qualifications and Bidder Certifications.....	38
Vendor Number Required	38
Require Bid Bond	39
Electronic Bid Bond	39
Surety2000 Bid Bond Surety2000 PDF	39
Verify Download of Addenda	39
Qualification and Bidder Certifications Document Selections	39
Certify receipt of these documents.....	40
Attach & certify completion of these forms.....	40
Certify document uploads.....	40
Post letting information submittals	40
<i>Bid Worksheet Tab</i>	42
Manual Entry	42
Add Section.....	42
Base Bid Section	43
Alternate Section - Mandatory Completion	43
Alternate Section - Optional Completion	43

Fixed Price Section	43
Add Item	43
Line Item	44
Item Code	44
Item Description	45
UofM (Unit of Measure)	45
Quantity.....	45
Unit Price (Engineer’s Estimate)	45
Save	45
Import From CSV.....	46
QuestCDN CSV Export/Import Bid Worksheet Key and Explanation	47
CSV Colored Template Key.....	48
<i>Letting Close Options.....</i>	<i>48</i>
Bid Letting Display Defaults	48
Letting Bid Results Settings.....	49
<i>Publishing and Unpublishing</i>	<i>49</i>
Publish	49
Enter the Online Bid ID Code.....	49
Bid Published	50
Bid Not Published	50
<i>Unpublish</i>	<i>51</i>
What Happens When a Bid is Unpublished?.....	51
Bidders that have not started a bid.....	51
Bid Advertisement	52
<i>Bid Letting</i>	<i>52</i>
View.....	53
Show Bid Room Clock	53
Post Letting Functions	53
Enter Paper Bids	54
Add Company	55
Add Paper Bid Qualifications & Bid Worksheet.....	56
Bid Acceptance and Review.....	57
Review Submitted Qualification Documents	57
Submitted Bid Status.....	57
Bid Display	58
Show Evaluations.....	58
Export to CSV	59
Post Prelim Bid Tabs	59
Posting Final Results.....	59
Change Results	59
Delete posted Results.....	59
Industry Directory	60
Resources.....	61
My Account.....	61
‘Company Info’	62
‘User Info & Online Bid ID Code’.....	62
‘Online Bid ID Code (This code is used to submit an online bid)’	62

Adding additional users	62
Provider Permissions	63
Member Permissions	63
Message Center	66
Reports	67
Project Audit Information	67
Addenda Notification	67
User Notification	67
Unique Plan Holders	67
Advertisement for Bid Examples	68
QuestCDN Terminology	69

Quest Construction Data Network

Alliance Partner Guide

Welcome to Quest Construction Data Network (QuestCDN). We are pleased to have you as our QuestCDN Alliance Partner (QAP). Please use this partner guide as a reference for posting projects, requests, goods and services, (G&S) and conducting online bidding with QuestCDN. Sample 'best practice' language is provided in the links below for bid advertisements, bidding invitations and bidding documentation. Feel free to modify the suggested language to fit your specific needs.

Notification to Prospective Bidders

We encourage our partners to communicate directly and in advance, with their established bidder community about becoming a QuestCDN Alliance Partner. It is essential to notify the bidder community early during the implementation of this new method of digital delivery and online bid submission via the QuestCDN platform. Notifying the bidder community allows a smooth transition to this cost-effective and efficient online process.

Preliminary communication provides for the effective use of digital delivery, online bidding and preparation for the bidder. We want to help gain the most visibility for projects, requests, and G&S posted to the QuestCDN platform, to secure solid bids from the bidder community. **Note:** Projects will also be visible to an expanded pool of bidders who may already be using the QuestCDN platform to locate projects posted by other QuestCDN Alliance Partners.

Click the link below for a notification of partnership PDF.

[Notification of Partnership PDF - QuestCDN SharePoint](#)

Publication of Bidding Opportunities

Your decision to use the QuestCDN online bidding platform for bids may not eliminate statutory requirements for advertising projects. Create a bid posting on QuestCDN.com to secure an eBidDoc™ number prior to submitting your advertisement to your local registry. This will immediately cross-reference the bidding community to the project on the QuestCDN platform.

If continuing to provide paper plan sets for purchase, it is important to price the paper plan set with an appropriate differential, above the cost of the digital download, to encourage the bidder network to elect to download the bidding documents digitally. QuestCDN Partners discover moving away from paper to an all-digital, online environment saves both time and money.

Reminder: Create the bid posting on QuestCDN before placing the general advertisement. The QuestCDN system will generate a unique eBidDoc™ number for the project, request or G&S request needed for inclusion in the traditional communication (paper ad, faxes, etc.). The bidding documents do not need to be uploaded when creating the bid posting and can be uploaded later once they become available.

Click the link below for an example of an invitation to bid.

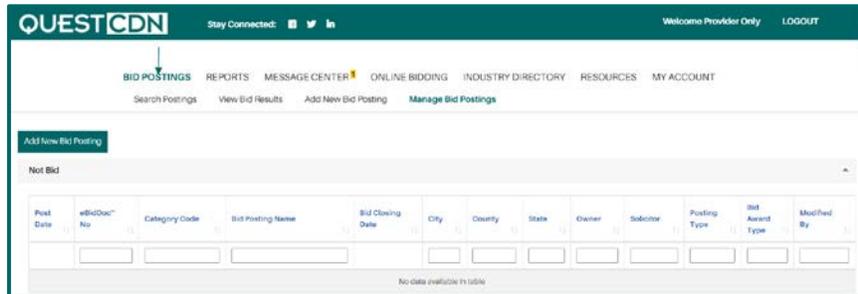
[Example Invitation to Bid - QuestCDN SharePoint](#)

QuestCDN Main Page

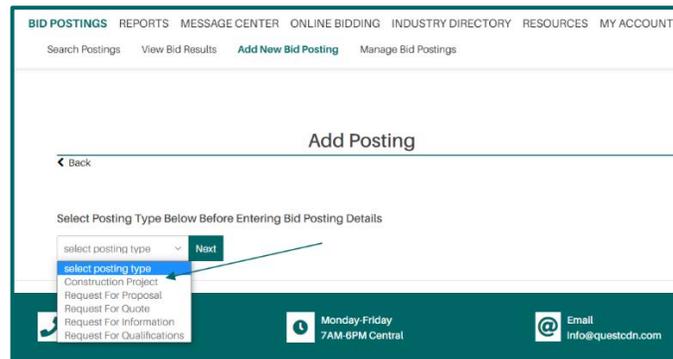
'Bid Postings', 'Reports', 'Message Center', 'Online Bidding', 'Industry Directory', 'Resources', 'My Account', 'Search Postings', 'View Bid Results', 'Add New Bid Posting' and 'Manage Bid Postings'.

Creating a Bid Posting – Construction Project

To add a bid posting, select 'Bid Postings' (top of page), click 'Add New Bid Posting' from the main navigation menu, or click 'Manage Bid Postings' and click the green 'Add New Bid Posting' button.



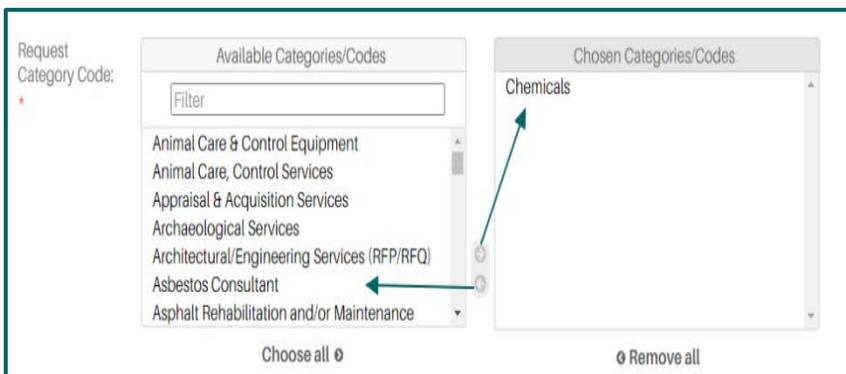
Click the drop-down arrow and select 'Construction Project' posting type and click 'Next'.



Add Posting Projects

Fill out each field in the template to create the bid posting. The required fields are noted with an '*'. Once the template is saved, the bid posting is added to QuestCDN and an eBidDoc™ number is generated.

Warning: For security reasons the system will timeout at 60-minutes of inactivity. Any unsaved work will be lost. There is a five-minute alert window, move the mouse or click in the window to restart the countdown clock.



Project Category Code (required field)*

Choose the appropriate categories from the 'Available Categories/Codes' list. Highlight the category and click the right arrow to add the category to the 'Chosen Categories/Codes' box. Highlight a category and click the left arrow to remove.

Project Posting Name: * QuestCDN Alliance Partner

Project Owner Number: 21-2361350

Fee Selection

Download Delivery Fee Selection: * Planholder Pays (min. \$15.00)

Download Delivery Fee: * 15

On-Line Bidding Fee Selection: * Plan Holder Pays (min. \$15.00)

Online Bidding Fee: * Plan Holder Pays (min. \$15.00)

Location Details

City: * Hennepin

County: * Hennepin

State/Province: * select state/province

Site Directions:

Bid Closing Selection

Project Closing Date: *

Project Closing Time: *

Time Zone: *

« February 2021 »

	Su	Mo	Tu	We	Th	Fr	Sa
5	31	1	2	3	4	5	6
6	7	8	9	10	11	12	13
7	14	15	16	17	18	19	20
8	21	22	23	24	25	26	27
9	28	1	2	3	4	5	6
10	7	8	9	10	11	12	13

Today

Project Posting Name (required field) *

Enter the name of the project.

Project Owner Number (optional field)

Enter the owner’s project number. The project number can be entered on the QuestCDN search page along with the eBidDoc™ number for members to access the bid posting.

Download Delivery Fee Selection *

Minimum download fee required. Enter the fee to the bid template.

NOTE: *If the download fee is zero, add a minimum download delivery fee of \$15.00 and set the project status to ‘hidden’. Next, upload the bidding documents and contact customer support to set the fee to zero. Open the project once the fee has been changed. The fee cannot be set to zero before uploading bidding documents.*

Online Bidding Fee *

Select online bidding fee type and add the online bidding fee or select ‘No online bidding/response’. Total fees will calculate in red at the bottom of the section. (Option is omitted from the page if not utilizing online bidding.)

Location Details *

Enter ‘City”, ‘County’ and ‘State/Province’ of the project.

Site Directions (optional field)

Enter the job address or site directions.

Project Closing Date *

Click the box to display the calendar then choose the bid closing date. Advance the month by clicking the right arrows.

NOTE: The bid closing date is used by the system when displaying ads in sequence in the ‘Post Date’ column on QuestCDN, ‘QuestCDN Custom Private Interface’ (QCPI) link and for purging ads from the system after the bid date has passed. The ad will no longer be displayed on QuestCDN once the bid date/time passes. (Past projects are accessed with the project number. An owner/soliciting agent can access the past projects from ‘Manage Bid Posting’ page).

Project Closing Time *

Click the 'Project Closing Time' box to set the bid closing time to hours/minutes/AM/PM.

Important – The bid closing time controls the countdown clock used in VirtuBid™. When posting an addendum that changes the bid date or time, remember to adjust the date/time on the bid posting template.

Time Zone *

Time zone will default from the account information. Click the box to change the time zone.

Pre-Qualification Required *

The system default is 'No', however, if changed to 'Yes', the bid posting text will display in red font, 'Pre-Qualification: Yes'. If the project is receiving bids electronically through VirtuBid™, bidders cannot access the online bidding facility until they are approved on the plan holders list by the solicitor. The pre-qualification option is omitted from requests.

Display Plan Holders List *

The system default is 'Yes', however, if changed to 'No' the plan holders list will be hidden from public view.

Allow Public to Ask Questions in Q&A *

The system default is 'No', when changed to 'Yes' allows the public to submit questions from the system directly to the solicitor. Respond to questions directly (privately) to the questioner or publish publicly to the bid posting page. A Q&A submitted notification is sent to the message center & bid posting page contact when a question is submitted. If changed to 'No', the public cannot submit questions through the system.

Display Q&A Questioner Details *

The system default is 'Yes' and will display the questioner name, company information and Q&A information on the 'Q&A Review' page. If changed to 'No' the questioner name and company will display as anonymous on the 'Q&A Review' page. The bid posting Q&A page excludes the questioners name and company information.

Close Q&A Date (optional field)

Click the calendar box to set the close date for the Q&A to be submitted by the public. Applies when 'Yes' is selected in the 'Allow Public to ask Questions in Q&A' field.

Bid Information

Project Received By & Opening Information: *
 Owner will receive and accept bids ONLY through QuestCDN.com via their electronic VirtualBid™ online bid service. A virtual bid opening will be held at the day and time of the bid closing utilizing the (add video conference application name).

Project Estimated Value: *
 125600.00

Display Estimated Value: *
 Yes

Project Estimated Value Information:

Completion Date:
 12/10/2021

Project Prebid Meeting:
 A non-mandatory pre-bid conference and job walk will be held at 10:00 AM on Thursday February 18, 2021 at office of the Pershing County School District located at 1150 Elmhurst Avenue.

Project Description: *
 The project is comprised of several individual pavement maintenance and improvement projects at the Pershing County High School, Middle School, Elementary School and other locations. The Work generally includes demolition of existing concrete and pavement surfaces; includes earthwork, excavation, stabilizing fill and aggregate base courses; concrete curbing, sidewalk and flatwork; full depth asphalt pavement; asphalt crack fill and slurry seal; parking, traffic and playground court striping;

Project Additional Description:
 Control System & Mechanical Equipment Upgrades consisting generally of replacement of pneumatic controls system with new direct digital control system and head end and of new ventilation system, new valves and dampers.

Project Document Information: *
 Information and Bidding Documents for the Project can be found at www.questcdn.com. Bidding Documents may be downloaded from the website for a nonrefundable fee of \$45 by inputting Quest project #7520840 on the website's Project Search page.

Project Received By & Opening Information *

Enter who will be receiving the bids, date, time and location of receipt of the bids. Include webcast conference or presentation information needed to watch or listen to the bid opening.

Project Estimated Value *

Enter the estimated value or engineers estimate. Enter zero for no value.

Display Estimate Value *

Default value is 'Yes', however, if 'No' the estimate will not be visible to the public.

Project Estimated Value Information (optional)

Enter additional information pertaining to the estimated value.

Completion Date: (optional)

Click the 'Completion Date' calendar box to set the completion date of the project. A completion date can help prospective bidders determine if the project fits into their job schedule.

Project Prebid Meeting: (optional)

Enter pre-bid meeting information. Include webcast conference or presentation information.

Project Description: *

Enter specific information pertaining to the project or scope of the project. Copy and paste text from your bidding documents in the description field.

Project Additional Description (optional)

Add additional information pertaining to the project.

Project Document Information *

Enter information on how and where to obtain the bidding documents (including paper). Include the QuestCDN customer support email address and phone number, QuestCDN eBidDoc™ number, download delivery fee, QuestCDN website address and your QCPI link web address and/or website address. Use this field to keep the prospective bidders informed of when the bidding documents will be uploaded to QuestCDN by adding the expected availability date.

Click the link below to view examples for the plan document information field, bidding documents and general advertisements.

Language Examples - Advertisements, Plan Documentation Area

Owner Name: * Project Owner Name

QuestCDN Private Interface: select owner

- select owner
- 2812 Architecture
- A&Z Engineering, LLC
- A.M. Engineering
- Aberdeen WA, City of
- Abonmarche Consultants, Inc.
- Ada OK, City of
- Adams County, ID - Road and Bridge
- Adkins Engineering & Surveying
- AE2S - Bismarck, ND
- AEI Engineering, Inc - ID
- Akasa - Portland
- Albany County School District #1
- Albert Lea MN, City of
- Alexandria MN, City of
- Alfred Benesch & Company - Allentown, PA
- Alfred Benesch & Company - Ann Arbor, MI
- Alfred Benesch & Company - Boston, MA
- Alfred Benesch & Company - Brentwood, TN
- Alfred Benesch & Company - Chattanooga, TN

Clear Owner Contact

Address 1: 1313524 Winding Road

Address 2:

City: Hennepin

State/Province: MN

Zip: 223124

Contact: John Smith

Phone: 111-111-1111

Fax:

E-Mail Address: questcdn@questcdn.com

Owner Name *

Enter the project owner name.

QuestCDN Private Interface: (optional)

Search for the owner name from the drop-down box. By selecting the name, the project is also added to the owner’s QuestCDN Custom Private Interface (QCPI) link when the ‘Visibility Type’ of the project is ‘open’ or ‘protected’. The address and contact information will populate in the owner’s fields. If the name is not found, there is no owner QCPI link.

Click ‘Clear Owners Contact’ to clear the owner information.



Owner address information fields

Solicitor Information

Company Name:

Design Discipline:

Address 1:

Address 2:

City:

State/Province:

Zip:

Contact:

Phone:

E-Mail Address:

Online Display & Visibility

Display Type:

Visibility Type:

Password required for protected or hidden postings

Password:

Confirm Password:

Address

Solicitor Information *

The company name and address are populated into the soliciting agent fields from the company profile information. The contact name and email address are populated from the specific individual’s credentials who logged into the account and is adding the posting. The contact information is used to direct project questions to the correct contact.

Display Type *

The system default is set to ‘All Sites’.

‘QuestCDN.com’

When the project visibility type is ‘open’ or ‘protected’ the project is viewable and accessible. If the projects visibility type is set to ‘hidden’ the project is not viewable to the public can only be viewed and accessed with the QuestCDN eBidDoc™ number and password.

‘Quest Customer Private Interface’

When the project visibility type is ‘open or ‘protected’ the project is viewable and accessible only on the owner and/or solicitor’s QCPI link. When the project visibility type is set to ‘hidden’, the project can only be accessed and viewed with the QuestCDN eBidDoc™ number and a password on the owner and/or solicitor’s QCPI link.

‘All Sites’

When the project visibility type is set to ‘open’ or ‘protected’ the project is viewable and accessible on both QuestCDN.com and the owner/solicitor’s QCPI link. If the project visibility type is set to ‘hidden’, the project is not viewable to the public. It can only be accessed with the QuestCDN eBidDoc™ number and a password on QuestCDN.com and the owner/solicitor’s QCPI link.

Visibility Type *

Open

The system default is set to 'open' where the project bid posting is visible both on QuestCDN.com and the owner/solicitor's QCPI link (Display type is set to 'All Sites'.)The project bid posting, 'View Plan Holders,' 'Download Bid Documents,' 'Download Addenda' and 'View Bid Documents' are available. (View of the bid documents is available if allowed by the owner/soliciting agent).

Protected

A 'protected' bid posting is visible both on QuestCDN.com and the owner/solicitor's QCPI link ('Display Type' is set to 'All Sites'.) A password is required to download the bidding documents and addenda. Viewing of the bidding documents is unavailable. Use the 'Protected' option for pre-qualifying prospective bidders. Enter a password in the box and confirm.

Hidden

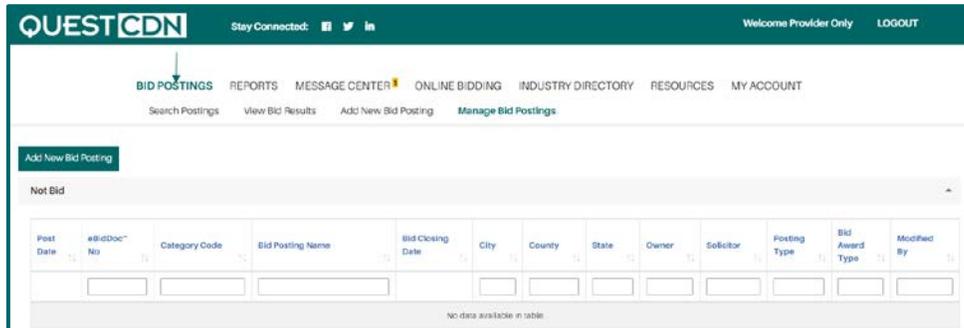
The project bid posting is hidden from public view. Enter a password for the project and confirm. The password must be entered again to download the bidding documents.

- Used for invitation-only projects. Give the project number and password to bidders to access the project.
- Used when replacing bidding documents. Hiding and setting a password to the project stops bidders from viewing and downloading the project until the documents are replaced by QuestCDN customer support.
- Used to hide the project until it is ready for advertisement.

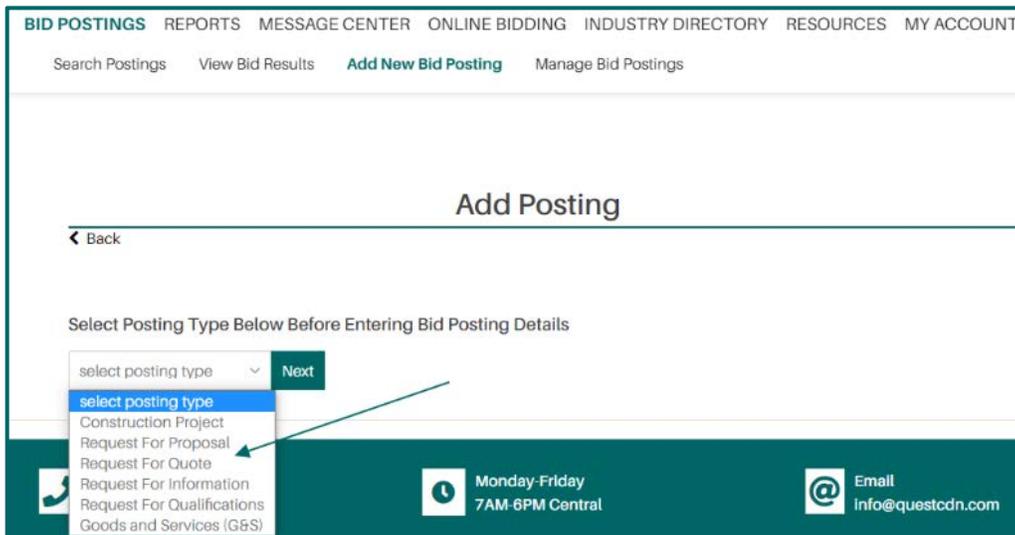
****NOTE** - After completing the project template, click the 'Save' button. An eBidDoc™ number (QuestCDN project number) is generated. Add the project eBidDoc™ number to the 'Project Document Information' field, bidding documents and to the general advertisement.

Creating a Bid Posting – Request & Goods & Services

To add a bid posting, click 'Bid Postings' (top of page) and click 'Add New Bid Posting' from the main menu options, or click 'Manage Bid Postings' and click the green 'Add New Bid Posting' button.



Click the drop-down arrow, select a type and click 'Next'. Available request types are 'Request For Proposal', 'Request For Quote', 'Request For Information', 'Request For Qualification' and 'Goods and Services'. Requests have a zero-download delivery fee and 'Bidder Pays' online bidding minimum fee. The download delivery field is omitted for 'Request For Information' and 'Request For Quote'. 'Goods and Services' (G&S) has a minimum download delivery fee and 'Bidder Pays' online bidding minimum fee.



Add Posting Request or Goods & Services

Fill out each field in the template to create the bid posting. The required fields are noted with an '*'. Once the template is saved, the posting is added to QuestCDN and an eBidDoc™ number is generated.

Warning: For security reasons the system will timeout at 60-minutes of inactivity. All unsaved work will be lost. There is a 5-minute alert window, move the mouse or click in the window to restart the countdown clock.

Request & G&S Category Code (required field) *

Choose the appropriate categories from the 'Available Categories/Codes' list. Highlight the category and click the right arrow to add the category to the 'Chosen Categories/Codes' box. Highlight a category and click the left arrow to remove.

Request or G&S Posting Name (required field) *

Enter the request or G&S name.

Request Reference or G&S Bid Reference (optional field)

Enter the owner's reference number. The number can be entered on the QuestCDN search page along with the eBidDoc™ number for members to access the posting.

Download Delivery Fee Selection *

'Requests for Proposals', 'Request for Qualification' have a minimum download fee of zero. The download delivery fee field is omitted for 'Request for Information' and 'Request for Quote'. Goods and Services have a minimum download delivery fee.

Online Bidding Fee Selection *

Select 'Online Response Fee' and add the bidding fee or select 'No online bidding'. The online bidding fee field is omitted if not utilizing VirtuBid™ to receive electronic bids. Online bidding is not available for 'Request for Information' and 'Request for Quote'.

Location Details (optional)

Enter 'City', 'County' and 'State/Province' of the request or G&S.

Site Directions

Enter the job address or site directions. This field is omitted when entering requests.

Request & G&S Closing Date *

Click the box to display the calendar then choose the bid closing date. At the top of the calendar, advance the month by clicking the right arrow.

NOTE: The bid closing date is used by the system when displaying ads in sequence in the 'Post Date' column on QuestCDN, QuestCDN Custom Private Interface (QCPI) Linkand for purging ads from the system after the bid date has passed. The ad will no longer be displayed on QuestCDN once the bid date/time passes. (Past requests can be accessed with the request number. An owner/soliciting agent can access the past requests from the 'Modify' page).

Request Closing Time: *

10:04:AM

Time Zone: *

US/Central

Request Questions

Pre-Qualification Required: *

Display Plan Holders List: *

Allow Public To Ask Questions In Q&A: *

Display Q&A Questioner Details: *

Close Q&A Date:

Click the box to select the date to close questions from the public. This only applies if you allow the public to ask questions.

Request or G&S Closing Time *

Click the 'Request Closing Time' (G&S) box to set the hours/minutes/AM/PM.

Important – The bid closing time controls the countdown clock in VirtuBid™. When posting an addendum that changes the bid date or time, remember to adjust the date/time on the bid posting template.

Time Zone *

Click in the box to select the time zone. Time zone will default from the account information.

Pre-Qualification Required *

The system default is 'No', however, if changed to 'Yes,' the bid posting text will display in red font, 'Pre-Qualification: Yes.' If receiving bids electronically through VirtuBid™, bidders cannot access the online bidding facility until they are approved on the plan holder list by the solicitor. The pre-qualification option is omitted from requests.

Display Plan holders List *

The system default is 'Yes', however, if changed to 'No' the plan holder list will be hidden from viewing.

Allow Public to Ask Questions in Q&A *

The system default is 'No', if changed to 'Yes' allows the public to submit questions from the system directly to the solicitor of the project. Respond to questions directly (privately) to the questioner or publish publicly to the bid/response posting. A Q&A submitted notification is sent to the message center when a question is submitted. If changed to 'No', the public cannot submit questions through the system.

Display Q&A Questioner Details *

The system default is 'Yes' and will display the questioner name, company information and Q&A information on the 'Q&A Review' page. If changed to 'No' the questioner name and company will display as anonymous on the 'Q&A Review' page. The bid posting Q&A page excludes the questioners name and company information.

Close Q&A Date (optional field)

Select a date from the calendar box to set the close date for Q&A to be submitted by the public. Applies when 'Yes' is selected in the 'Allow Public to ask Questions in Q&A' field.

Request Information

Request Response Information: Responses will be received electronically through QuestCDN.

Request Estimated Value: 0

Display Estimated Value: No ▾

Request Estimated Value Information:

Request Description: * The purpose of the RFP is to select a professional Engineering firm.

Request Document Information: Prospective proposers must obtain the RFP documents through QuestCDN.

Request Response Information & G&S Bid Response Information *

Enter who will be receiving bids. Include the date, time and location of the receipt of the bids. Include webcast conference or presentation information needed to watch or listen to the bid opening.

Request & G&S Estimated Value *

Enter the estimated value or engineers estimate. Field is omitted from 'Request for Information'.

Display Estimate Value *

Default value is 'Yes', however, if 'No' the estimate will not be visible in the bid posting. Field is omitted for 'Request for Information'.

G&S Estimated Value Information (optional)

Enter additional information pertaining to the estimated value. Field is omitted for 'Request for Information'.

Completion Date: (optional)

Click the 'Completion Date' calendar box to set the completion date of the G&S. A completion date can help prospective bidders determine if the G&S fits into their schedule. Field is omitted from 'Requests'.

Prebid Meeting (optional - G&S only)

Enter pre-bid meeting information. Include webcast conference or presentation information. Field is omitted from 'Requests'.

Request or G&S Description: *

Enter specific information pertaining to the 'Requests' or G&S. Copy and paste text from the bidding documents in the description field.

G&S Additional Description (optional)

Add additional information pertaining to G&S. This field is omitted from 'Requests'.

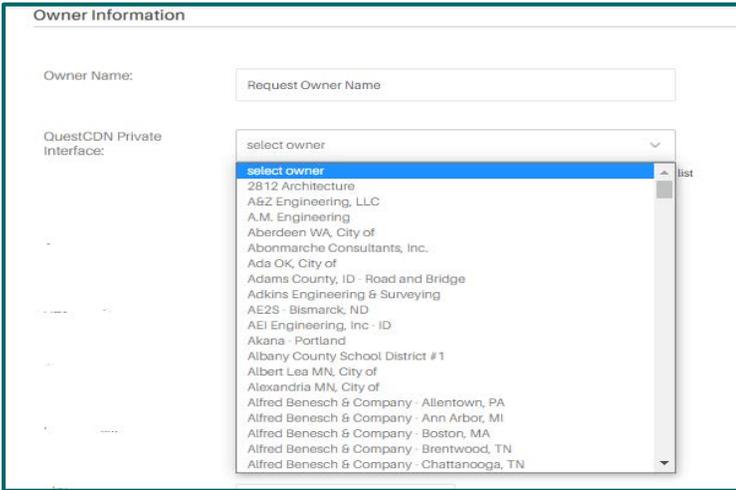
Request & G&S Document Information *

Enter information on how and where to obtain the bidding

documents (including paper). Include the QuestCDN customer support email address and phone number, QuestCDN eBidDoc™ number, download delivery fee, QuestCDN website address and your QCPI link web address and/or website address. Use this field to keep the prospective bidders informed of when the bidding documents will be uploaded to QuestCDN by adding the expected availability date.

Click the link below to view examples for the plan document information field, bidding documents and general advertisements.

[Language Examples- Project Document Info, Bidding Documents & Advertisements - QuestCDN SharePoint](#)

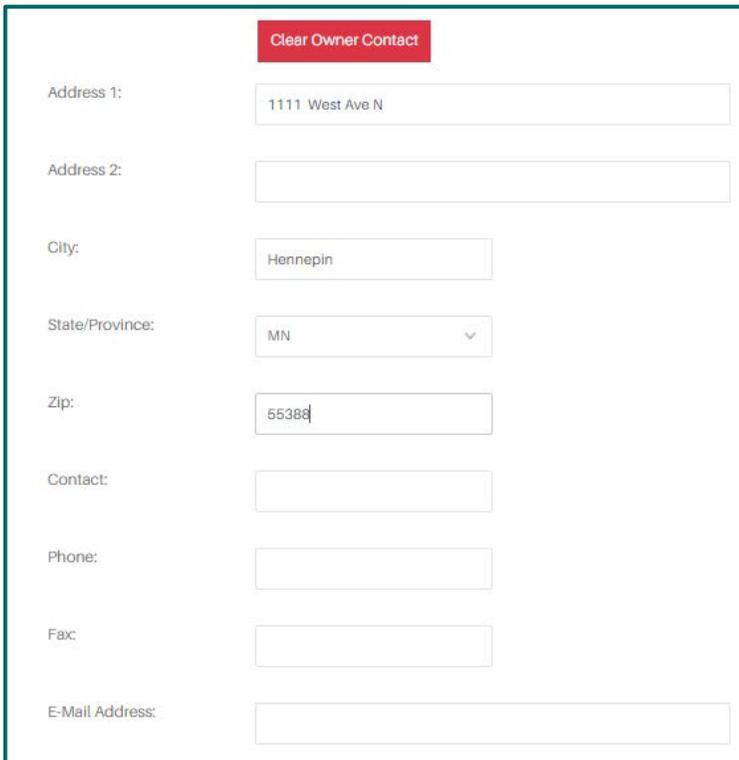


Owner Name (optional)

Enter the owner name.

QuestCDN Private Interface (optional)

Search for the owner’s name from the drop-down box. By selecting the name, the request/G&S is added to the owner’s QuestCDN Custom Private Interface (QCPI) Link when the ‘Visibility Type’ of the request/G&S is ‘open’ or ‘protected’. The address and contact information will populate in the owner’s fields.



Click ‘Clear Owners Contact’ to clear the owner information.



Owner address information fields

Solicitor Information

Company Name: *

Design Discipline: *

Address 1: *

Address 2:

City: *

State/Province: *

Zip: *

Contact: *

Phone: *

Fax:

E-Mail Address: *

Solicitor Information *

The company name and address are populated into the soliciting agent fields from the company profile. The contact name and email are populated from the specific individual's user credentials who logged in to the account. The contact information is used to direct questions to the correct contact.

Display Type *

The system default is set to 'All sites'.

'QuestCDN.com'

When the request/G&S visibility type is set to 'open' or 'protected' it is viewable and accessible on both QuestCDN.com and the owner/solicitor's QCPI link. If the visibility type is set to 'hidden', it is not viewable to the public and can only be accessed with the QuestCDN eBidDoc™ number and a password at QuestCDN.com and the owner/solicitor's QCPI link.

'Quest Customer Private Interface'

When the request or G&S visibility type is 'open or 'protected' it is viewable and accessible only on the owner/solicitor's QCPI link. When the visibility type is set to 'hidden' it is not viewable to the public and can only be accessed with the QuestCDN eBidDoc™ number and a password on the owner/solicitor's QCPI link.

'All Sites'

When the request or G&S visibility type is set to 'open' or 'protected', it is viewable on all websites and can be accessed on both QuestCDN.com and the owner/solicitor's QCPI link. If the visibility type is set to 'hidden' it is not viewable to the public and can only be accessed with the QuestCDN eBidDoc™ number and a password at QuestCDN.com and the owner/solicitor's QCPI link.

Online Display & Visibility

Display Type: *

Visibility Type: *

Visibility Type *

Open

The system default is set to 'open' where the posting is visible both on QuestCDN.com and the owner/solicitor's QCPI link (Display type is set to 'All Sites'.) The bid posting, 'View Plan Holders,' 'Download Bid Documents,' 'Download Addenda' and 'View Bid Documents' are available. (View bid documents are available if allowed by the owner/soliciting agent).

Protected

The posting is visible both on QuestCDN.com and the owner/solicitor's QCPI link ('Display Type' is set to 'All Sites'.) A password entry is required to download the documents and addenda. Viewing of the documents is unavailable. Use the 'Protected' option for pre-qualifying prospective bidders for request and G&S Bids. Enter a password in the box and confirm.

Hidden

The posting is hidden from public view. Enter a password for the request or G&S and confirm. The password must be entered again to download the bidding documents.

- Used for invitation only G&S bids. Provide the eBidDoc™ number and password to bidders for access.
- Used when replacing documents. Hiding and setting a password stops bidders from viewing and downloading until the documents are replaced by QuestCDN customer support.
- Used to hide the posting until it is ready for advertisement.

****NOTE** - After completing the posting template, click the green 'Save' button. An eBidDoc™ number (QuestCDN project number) is generated. Add the eBidDoc™ number to the 'Request (G&S) Document Information' field, bidding documents and to the general advertisement.

Online Display & Visibility

Display Type: * All sites v

Visibility Type: * open v
open
protected
hidden

Password: *

Confirm Password: *

Manage Bid & Request Postings

After postings are added to the system they are accessed from 'Manage Bid Postings'. Open and past postings are located and accessed from this page. The 'Manage Bid Postings' page is organized into three sections 'Not Bid', 'Bids Requiring Results Posting' and 'Results Posted'. Sort postings by clicking on the blue highlighted column title. Search for a specific posting by entering criteria into the search boxes. Click the blue highlighted 'Bid/Response Posting Name' or eBidDoc™ number to access 'Modify Bid Posting'.

[BID POSTINGS](#) | [REPORTS](#) | [MESSAGE CENTER](#) | [ONLINE BIDDING](#) | [INDUSTRY DIRECTORY](#) | [RESOURCES](#) | [MY ACCOUNT](#)
[Search Postings](#) | [My Saved Bid Postings](#) | [View Bid Results](#) | [Add New Bid Posting](#) | [Manage Bid Postings](#)

Add New Bid Posting

Not Bid

Post Date	eBidDoc™ No	Category Code	Bid/Response Posting Name	Bid Closing Date	City	County	State	Owner	Solicitor	Posting Type	Bid Award Type	Modified By
11/23/2015	4177765	Bridge (Replacement or Rehabil...	Fairview Bridge Demo	Thu, 05/19/2022 05:00 PM EDT	Fairview	Denton	TX	City of Fairview	Quest test provider	Construction Project	None	QuestCDN Support
05/18/2021	7732074	005-05 Abrasive Equip and Tool...	Test	Thu, 05/19/2022 01:05 PM CDT	test	test	AB	test	Quest Construction Data Network	Goods and Services (GS)	None	None
05/18/2021	7732075	ADA Curb Ramps	Test	Wed, 05/18/2022 01:14 PM CDT	test	test	AB	test	Quest Construction Data Network	Construction Project	None	None
05/24/2021	7732085	BuildingsPublic	Art Museum	Wed, 05/23/2021 10:00 PM CDT	14610 108th Ave NE	Benton	MN	Benton County, MN	Quest Construction Data Network	Construction Project	None	QuestCDN Support

Showing 1 to 4 of 4 entries

Bids Requiring Results Posting

Post Date	eBidDoc™ No	Category Code	Bid/Response Posting Name	Bid Closing Date	City	County	State	Owner	Solicitor	Posting Type	Bid Award Type	Modified By
09/07/2010	1095472	ZZ website testing category	Gk Test	Thu, 09/30/2010 09:46 PM CDT	Chanhassen	Carver	MN	Gregg Klokke	Quest test provider	Construction Project	None	None
10/21/2010	1373392	ZZ website testing category	Post Date Test	Fri, 10/22/2010 02:51 PM CDT	m	h	MN	Test	Quest test provider	Construction Project	None	None

Results Posted

Post Date	eBidDoc™ No	Category Code	Bid/Response Posting Name	Bid Closing Date	City	County	State	Owner	Solicitor	Posting Type	Bid Award Type	Modified By
05/20/2021	7732083	Building / Metal / Fire Statio...	Fire Station # 12	Wed, 05/26/2021 03:30 PM EDT	Hampton	Hampton	NJ	Quest Construction Data Network	Hampton, City of	Construction Project	Pending	Joyce Smith

Showing 1 to 1 of 1 entries

Modify Bid Posting

The 'Modify Bid Posting' page lists the bid/response posting information. Update specific field information and click the green 'Save' button. The navigation pane, located on the left of the page, lists the available functions.

Navigation pane functions are 'Manage All Bid Postings', 'View Bid Posting', 'View Plan Holders', 'Upload Bid Documents', 'Manage Addenda' and 'Addenda Notification Report' (available after uploading the bidding documents), 'Manage Q&A', 'Manage Additional Contacts', 'Post Results', 'Project Audit Report', 'Create vBid'/'View Bid' (if available on the account.)

The screenshot displays the 'Modify Bid Posting' interface. At the top, there is a navigation menu with options like 'BID POSTINGS', 'REPORTS', 'MESSAGE CENTER', 'ONLINE BIDDING', 'INDUSTRY DIRECTORY', 'RESOURCES', and 'MY ACCOUNT'. Below this, a secondary menu includes 'Search Postings', 'View Bid Results', 'Add New Bid Posting', and 'Manage Bid Postings' (which is circled in red). The main content area is titled 'Modify Bid Posting' and features a specific project: 'Side walk curb and gutter project Main Street through West End Street'. Key project information includes the Quest eBidDoc™ Number (7441259), Closing Date (Fri, 04/23/2021 03:30 PM CDT), and Posting Type (Construction Project). The interface includes two category selection panels: 'Available Categories' with a search filter and a list of categories, and 'Chosen Categories' which currently contains 'Sidewalks/Curbs/Gutters'. Below these are input fields for 'Project Category Code', 'Project Posting Name' (filled with 'Side walk curb and gutter project Main Street through West End Stre'), and 'Project Owner Number' (filled with '453854'). A 'Save' button and a 'Cancel' button are located on the right side of the page. On the left, a navigation pane lists various functions: 'Manage All Bid Postings', 'View Bid Posting', 'View Plan Holders', 'Upload Bid Document', 'Manage Q&A', 'Manage Additional Contacts', 'Post Results', 'Project Audit Report', and 'Create vBid'.

Manage All Bid Postings

Return to 'Manage Bid Posting' page.

View Bid Posting

'View Bid Posting' displays the entire bid/response posting information and shows how it will appear on QuestCDN.com, Quest Custom Private Interface (QCPI) link and emailing the advertisement from the system.

View Plan Holders

The plan holder list contains companies that obtained the bid documents electronically through QuestCDN as well as manually added companies added to the list by the owner/soliciting agent.

'Modify Bid Posting', 'Add Plan Holder', 'View Bid Posting' and 'Email Bidders' functions are located at the left of the page in the navigation pane.

- Company address information is viewable by hovering the mouse over the company name.
- The list is sorted by clicking the highlighted column titles.
- 'Approved' column - If the bid is an online bid and pre-qualification 'Yes' is selected on the bid/response posting page, approval is needed for each plan holder to access online bidding. Click on 'No' to change to 'Yes' to grant access. Click again to change back to 'No'.

- Click the edit pencil icon to revise a plan holder designation, add comments or notes. Edit all fields for a manually added plan holder.
- ‘Comments’ - Add text to the ‘Comments’ field. The ‘Comments’ field on the plan holder list is viewable to the public. Click the edit button or click the ‘Comments’ field to add a comment.
- ‘Notes’ – Add text to the ‘Notes’ field for internal use. The ‘Notes’ field is private; not viewable on the plan holder list. Click the edit button or click the ‘Notes’ field to add an internal note.
- Plan holders cannot be deleted from the list.
- ‘Print Plan Holders List’ and ‘Download Plan Holders List’ buttons are available at the top of the page.

Quest eBidDoc™ Number: 7088877
 Closing Date: Thu, 11/18/2021 09:24 AM CST
 Posting Type: Goods and Services (G&S)

Print Plan Holders List | Download Plan Holders List

Showing 1 to 2 of 2 entries | Show 25 entries | Previous 1 Next

Edit	Approved	Company	Contact	Email Address	Phone	Business Certification	Business Designation	Entry Date	Document Type	Comments	Notes
	No	QuestCDN - Main Premier	Shelly Kahl PREMIER	skaht@questcdn.com	952-270-6399		Prime Bidder	08/03/2021	eBidDoc	None	None
	No	Quest Construction Data Network	QuestCDN Support	support@questcdn.com	952-233-1932		Subcontractor	08/03/2021	eBidDoc	None	None

Showing 1 to 2 of 2 entries | Previous 1 Next

View Plan Holders Navigation Pane

Modify Bid Posting

Return to ‘Modify Bid Posting’ page

Add Plan holder

Two ways to manually add a plan holder.

1. ‘QuestCDN Member Number is’ - Enter the member number to populate the company information from their QuestCDN account into the fields. (Contact QuestCDN support for help with obtaining the member number or contact the company’s main account holder).
2. Manual Entry - Fill out the template with the plan holder information. Required fields are indicated with asterisks. Include the email address field which is utilized when posting Q&A, results and utilizing the ‘Email Bidders’ function.

Side walk curb and gutter project Main Street through West End Street

Project Name:

Description:

Location:

Company Name:

Contact Name:

Email Address:

Phone:

Business Designation:

Entry Date:

Document Type:

Comments:

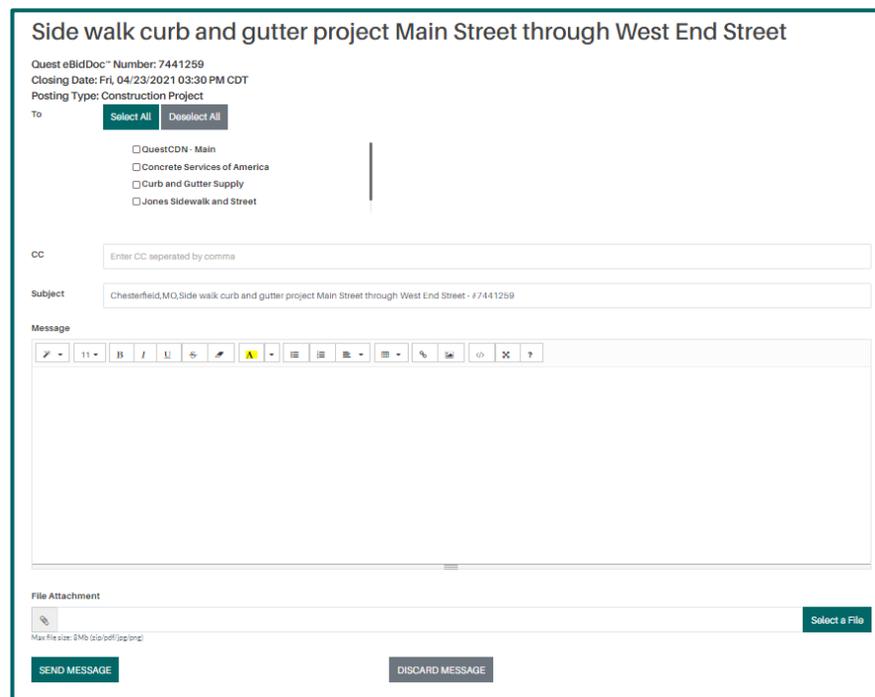
Notes:

View Bid Posting

Return to 'View Bid Posting' page which displays the entire bid posting and shows how it will appear on QuestCDN.com, Quest Custom Private Interface (QCPI) link and emailing an advertisement for bidder opportunity from the system.

Email Bidders

Click 'Select All' to email all plan holders or click the box next to individual plan holders. Enter the email address in the 'CC' field to receive an email confirmation with the list of recipients. Type a message in the body of the email. To attach a file to the email, click green 'Select a File' button and attach a file. There is an 8MB limit to the file size. Emails are sent from a 'no-reply' address. If the email is undeliverable (bounced) by an email server, they will not be returned to a personal email address or the message center.



The screenshot shows an email composition window titled "Side walk curb and gutter project Main Street through West End Street". The window includes the following fields and controls:

- Title:** Side walk curb and gutter project Main Street through West End Street
- Quest eBidDoc Number:** 7441259
- Closing Date:** Fri, 04/23/2021 03:30 PM CDT
- Posting Type:** Construction Project
- To:** A list of recipients with checkboxes: QuestCDN - Main, Concrete Services of America, Curb and Gutter Supply, and Jones Sidewalk and Street. There are "Select All" and "Deselect All" buttons.
- CC:** A text input field with the placeholder "Enter CC separated by comma".
- Subject:** A text input field containing "Chesterfield,MO.Side walk curb and gutter project Main Street through West End Street - #7441259".
- Message:** A large text area for the email body with a rich text editor toolbar above it.
- File Attachment:** A section with a "Select a File" button and a note "Max file size: 8Mb (8192Kb) (zip/png)".
- Buttons:** "SEND MESSAGE" and "DISCARD MESSAGE" buttons at the bottom.

'Print Plan Holders List' and 'Download Plan Holders List'

Download the plan holder list that includes detailed contact and company information, email address, business designation, business certification, entry date, document type, notes and comments in an Excel spreadsheet format. Choose 'Print Plan Holders' list to print to PDF or printer.

Upload Bid Documents

Once the bid/response documents are ready to be uploaded, use Adobe Acrobat (or similar) to create a single combined PDF document or a zip folder that includes all documents. Bookmark the completed PDF file to help bidders navigate the document.

[Creating Bookmarks PDF - QuestCDN SharePoint](#)

Upload Bid Documents

NOTE: Only one combined .pdf document or one .zip file may be uploaded to your posting.

Fire Station

Quest eBidDoc Number: 7988880

Closing Date: Sat, 10/09/2021 02:01 PM CDT
Posting Type: Construction Project

Upload Reminders

1. Ensure the documents are properly bookmarked.
2. Are the documents viewable to contractors?
 - i. Our typical best practice method is to upload one .pdf file combining all documents.
 - ii. If you choose to upload a .zip file containing multiple files, one PDF within the file must be designated for processing as the complimentary "View Only" file. Modify this file by adding a 'vu_' prefix as part of the file name.
3. Additional Questions
 - i. Please contact QuestCDN Customer Support at Support@QuestCDN.com or 952-233-1632 if additional assistance is needed.
 - ii. Please note, once bidding documents are uploaded you cannot remove or replace the document.

Proceed Cancel

Note: Only one combined file is uploaded to the QuestCDN system. If files need to be kept separate (e.g., provide a spreadsheet, fillable form, plans and specs), incorporate the files into a zip folder and upload the zip folder to QuestCDN.

Creating a Zip File

- 1) Locate the file(s) to zip.
- 2) Press and hold (or right-click) each file. Select 'Send to' and then select 'Compressed (zipped) folder.'
A new zip folder with the same name is created in the same location.

****Special instructions for a zip folder when utilizing the 'View Bid Documents' on QuestCDN.**

(Please disregard these modifications if not utilizing the viewing option).

Creating the preview of a zip folder

When creating a zip folder containing multiple documents, the file that is selected to be viewable must be identified by renaming the file '**vu_file name.pdf.**' The system recognizes the '**vu_**' PDF file within the zip folder and processes only that specific file for the document preview. It is recommended to include a 'combined PDF' for viewing both plans, specs and/or other files within the zip folder (i.e., spreadsheet, plans and specs) when offering more than one file to view. A bidder downloading the zip folder will receive all documents within the folder.

When the document files have been combined and/or incorporated into a zip folder and are ready for upload, click 'Upload Bid Document' from the navigation pane.

Click 'Browse' button to locate and select the bidding document PDF or zip folder. **There is no file size limit.**

Once selected, the file is added to the 'Upload Bid Documents' page. Verify all documents are merged into one PDF and bookmarked. If a zip folder containing multiple files is chosen, verify that one PDF file is designated as the 'View Only' file by adding a vu_ prefix as part of the file name . Click 'Proceed' or 'Cancel'.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Bid Form	Microsoft Excel Worksheet	23 KB	No	29 KB	21%	10/29/2020 7:25 AM
Plans	Adobe Acrobat Document	2,903 KB	No	2,965 KB	3%	10/28/2020 6:01 PM
Secured files	Adobe Acrobat Document	6,081 KB	No	6,616 KB	9%	10/28/2020 6:38 PM
vu_Specs	Adobe Acrobat Document	6,081 KB	No	6,616 KB	9%	10/28/2020 6:38 PM

1. Wait for the file to upload (browser wheel will be spinning).The page will populate a message 'Uploaded! Bid Documents have been successfully uploaded' and returns to 'Modify Bid Posting'.
2. To review the uploaded documents, click 'View Bid Documents' from the 'Modify Bid Posting' page or 'Preview' from the 'View Bid Posting' page. Previewing the documents is not available if not enabled for the account.
3. The 'Upload Bid Documents' option is removed from the 'Modify Bid Posting' navigation pane after documents are uploaded.

The system does not allow another upload to replace the previously uploaded documents. Please contact QuestCDN Customer Support for assistance in replacing the file at support@QuestCDN.com or 952-233-1632.

View Bid Documents

Allows previewing of the bidding documents and addenda information. Previewing the documents is not available if not enabled for the account. Printing of the preview documents is unavailable. (Contact Customer Support to turn on the complementary viewing of the bid documents.)

Manage Addenda

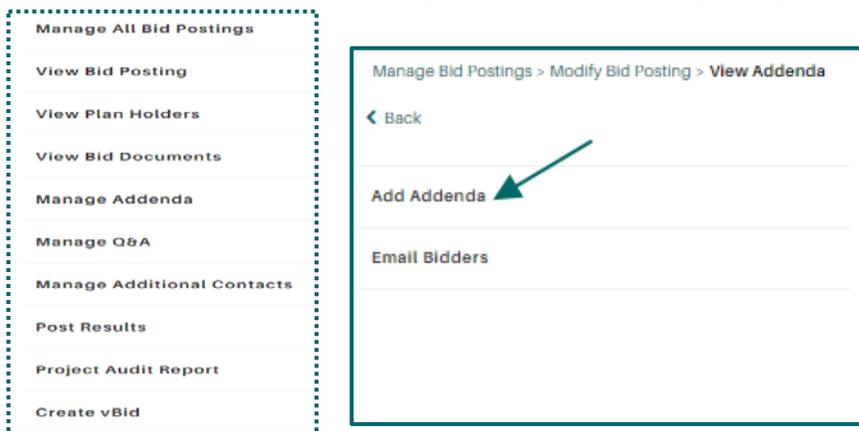
The 'Manage Addenda' option is added to the navigation pane after the bid documents are uploaded. Click 'Manage Addenda' to add addenda to the bid or to send an email to the plan holders from 'Email Bidders'.

Add Addenda

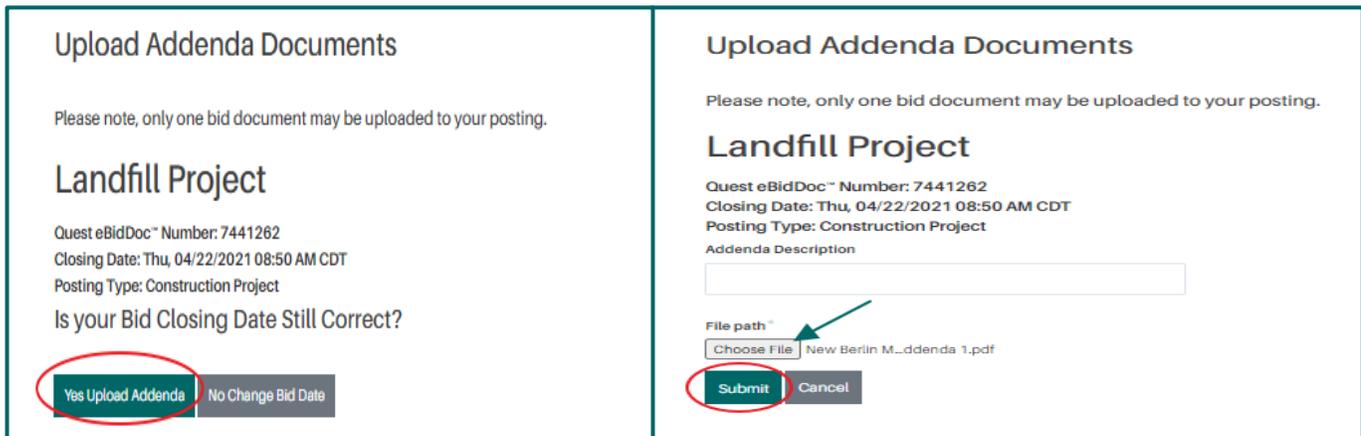
When an addendum document is ready to be uploaded, use Adobe Acrobat (or similar) to create a single combined PDF document or zip folder that includes all documents. Bookmark the completed PDF file to help bidders navigate the document. **There is no file size limit.**

Note: Only one combined file is uploaded to the QuestCDN system. If files need to be kept separate (e.g., provide a spreadsheet, fillable form, plans and specs), incorporate the files into a zip folder and then upload the zip folder to QuestCDN.

Click 'Add Addenda' from the 'Manage Addenda' navigation pane when the document files have been combined and/or incorporated into a zip folder and are ready for upload.

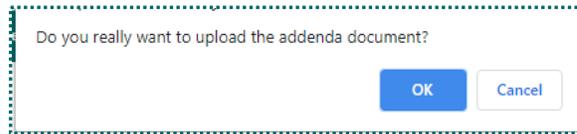


Make sure the bid closing date/time is correct. Click 'Yes Upload Addenda' from the 'Upload Addenda Documents' prompt or 'No Change Bid Date' to change the bid date/time on the bid posting page or make changes to the addendum before uploading.



1. Add an 'Addendum Description' (optional) and click the 'Browse' button to locate and select the addendum PDF or zip folder. The document is added to the 'File Path' field.
2. Click the 'Submit' button to upload the addendum or click 'Cancel' to cancel the upload.

NOTE: If posting an addendum that changes the bid date or time, please remember to adjust the date/time on the bid posting once the addendum upload is complete.



A window prompts to confirm the file is finalized and ready for upload . Click 'Ok' to confirm or 'Cancel' to start over. The browser wheel spins until file is uploaded. The page returns to 'View Addenda' and displays 'Addendum no', 'File name', 'Upload date', 'Addenda Description', 'File Size (MB)' and an edit icon.

3. Click the edit icon to modify the 'Addenda description'.
4. To review the uploaded documents, click 'View Bid Documents' from the 'Modify Bid Posting' page or 'Preview' from the 'View Bid Posting' page. Previewing the documents is not available if not enabled for the account.
5. The system does not allow another upload to replace the previously uploaded documents. Please contact QuestCDN Customer Support for assistance in replacing the file at support@QuestCDN.com or 952-233-1632.

Addendas Uploaded as of 02/17/2021 05:57:58 PM CST

Landfill Project

Quest eBidDoc™ Number: 7441262
Closing Date: Thu, 04/22/2021 08:50 AM CDT
Posting Type: Construction Project

Addendum no	File name	Upload date	Addenda Description	File Size (MB)	Edit
1	7441262a1.pdf	02/17/2021 5:57 p.m.		0	

Once the upload is complete, the addendum is immediately available for download and an automatic addendum notification is sent to the email address of the plan holders that obtained the bid documents electronically. A second notification is sent to the plan holders private QuestCDN 'Message Center'.

Addenda Notification Rules:

Only plan holders that obtained the bid documents electronically will receive the addendum email notification. Manually added plan holders will **NOT** receive email addenda notifications from QuestCDN. Communication and delivery of addenda are provided to the manually added plan holders directly from the owner/soliciting agent. The 'Email Bidders' function allows notification of the addendum and/or an attached addendum to be sent to the paper plan holder from the QuestCDN system (make sure an email address is added to the contact information when creating the paper plan holder). This function is found in 'View Plan Holder'.

Note: There is an email file size limit of 8MB. Emails are sent from a 'no-reply' address. If the email is undeliverable (bounced) by the email server, the email will **not** be returned to a personal email address or the message center.

Email Bidders

Click 'Select All' to email all plan holders or click individual plan holders to send an email. Enter your email address in the 'CC me' box to receive an email confirmation with the list of recipients. The email message is also sent to the 'Message Center'. Type a message in the body of the email. To attach a file to the email, click the 'Choose/Browse File' button to select the file to attach to the email. There is an 8MB limit to the file size.

Email Bidders

Fire Station #12

Quest oBidDoc Number: 7732083
Closing Date: Wed, 05/26/2021 03:30 PM EDT
Posting Type: Construction Project

To:

- QuestCDN - Main (Subcontractor)
- Free Member Test (Supplier)
- NWP Consulting (Prime Bidder)
- Shelly's Contracting - Mpls 2.0 (Subcontractor)
- Robin - ARM (Other)

CC me

Subject: Hampton, NJ Fire Station #12 - 7732083

Message

File Attachment

Max file size: 8Mb (zip/pdf/jpg/png)

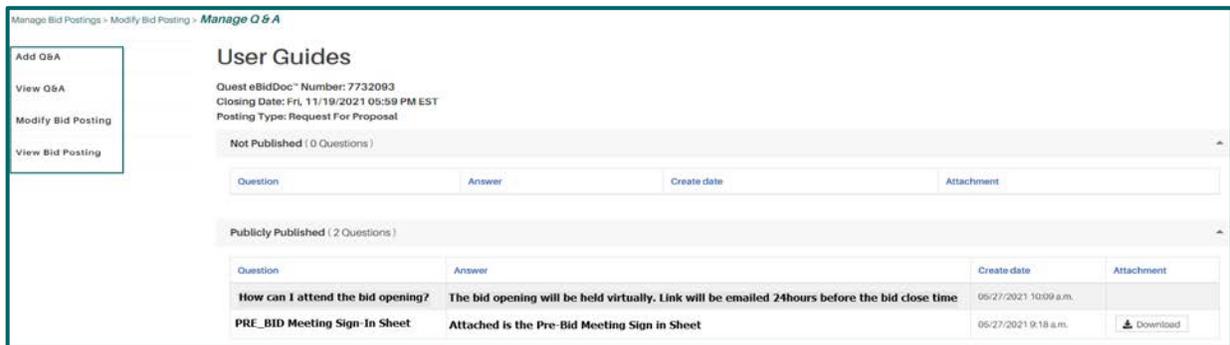
Attachment under 8MB

Manage Q&A

The 'Manage Q&A' section is used to add, modify, review and respond to Q&A as well as add additional information for non-addenda information to the bid/response. Questions are submitted by the public through QuestCDN if the option 'Allow Public to Ask Questions in Q&A' is set to 'Yes'; the default is 'No'. If set to 'Yes', choose to respond directly (privately) to the questioner or publish the Q&A publicly to the bid/response posting. Questions submitted will populate to the 'Modify Bid Posting' page in Q&A. A Q&A notification is delivered to the email on record of the QuestCDN user that created the bid posting and to the email of the QuestCDN user who may have modified the bid posting. Additionally, a notification is sent to their 'Message Center'. When a Q&A is publicly published, a Q&A notification is sent to the message center of plan holders that obtained the bid documents electronically and an email notification is sent to manually added 'paper' plan holders. The Q&A notice is also sent to the providers message center.

Each Q&A is allowed one file attachment (uploaded) of any file type with no file size limit. If files need to be kept separate, incorporate the files into a zip folder and then upload the zip folder to QuestCDN. Q&A does not have tracking information or reporting and is recommended for non-addenda information.

Functions available in Manage Q&A navigation pane are 'Add Q&A', 'View Q&A', 'Modify Bid Posting', 'Print' and 'View Bid Postings'. The page is sorted into sections 'Not Published', 'Publicly Published' and 'Directly Published'. Click on the highlighted text under the 'Question' column to generate an answer.



Add Q&A

1. Add a question and answer or additional information to the bid posting/response.
2. Choose 'Publish' to post the information publicly to the bid/response posting. The default is 'No' and will omit the question and answer on the bid/response posting page.
3. Choose 'Display Answer to Questioner Only' to only send a response to the questioner, the default is 'No'.
4. Choose a file to attach additional information, there is no file size limit.
5. Modify a posted answer/information by clicking on the highlighted text under the 'Question' column.

Modifications can be made to the 'Answer', 'Publish', 'Display Answer to Questioner Only' fields. Modifications can be made to all fields if added by the solicitor/owner. Choose a new file to replace an existing file.

View Q&A

The 'Q&A' page is sorted into three sections 'Not Published', 'Publicly Published', and 'Directly Published'.

Modify Bid Posting

Returns to the 'Modify Page' of the bid/response posting.

View Bid Posting

Returns to the bid/response posting to preview the bidding documents and addenda information. The preview will not be available if not enabled for the account.

Print

Print to PDF or printer the entire list of Q&A. Open each drop-down arrow to print both the question and answer.

Manage Additional Contacts

Add additional organizations, architects, engineers, project managers, general contractors or other disciplines to the bid/response posting. This directs bidders to the correct or additional contact person during the bidding phase. Once added, the contact information will display as part of the bid/response posting information. Modify a contact by clicking on the highlighted company name. Delete by clicking on the delete trash can icon.

Manage Bid Postings > Modify Bid Posting > **Manage Additional Contacts**

User Guides

Quest eBidDoc™ Number: 7732093
Closing Date: Fri, 11/19/2021 05:59 PM EST
Posting Type: Request For Proposal

Manage Additional Contacts

Company Name	Design Discipline	E-mail Address	Delete
Architects by Design	Architect	skahl@questcdn.com	

Additional Contact Information

Additional Contact: Architect

Company Name: Architects by Design
Design Discipline: Architect
Address: 3153 West Design Road, Worthington, LA - 321654
Phone: 311-111-1111
Email: skahl@questcdn.com

[Email](#) [Print](#) [Done](#)

Post Results

When posting results, there are four bid award types to choose from. 'None', 'Pending', 'Final' and 'Rejected'. Click the drop-down arrow to select the award type. The system default is 'None'.

1. Select the Award Type. If choosing 'None', the results will not be posted to the bid posting or results page.
2. Enter additional comments in the 'Bid award comment' field.
3. Enter the bid amount for each plan holder in the 'Bid Amount' field.
 - Check the 'Bid Award' box next the awarded plan holder when posting a 'Final' result.
 - Enter the award date when posting a Final result.
4. Select the 'Browse' button to upload a bid tabulation, bid abstract or other information. A PDF file is preferred; however, all file types are allowed.
5. Click the 'Submit' button to save post and add to bid/response posting and 'View Bid Results' page as well as the QCPI (QuestCDN Custom Private Interface) link. If the bid posting is in an 'Open' status, the posted results will be viewable by the public both on QuestCDN.com and on the QuestCDN Custom Private Interface (QCPI) Link.

Remove Results

To remove results after posting, backspace through the base bid totals. If needed, remove the award check mark and award date. Check the box next to an uploaded file name to remove an attachment. Click submit, this will remove the result information and results button from the bid posting navigation pane.

Project Audit Report

Report lists each date and time the bid posting was modified, including the 'Modify date', 'Bid Closing Date', 'Visibility type', Plan available', 'Addenda count', 'Q&A Posted/Count', 'Bid award type' and 'Modified by' data for each entry.

Modify date	Bid Closing Date	Visibility type	Plan available	Addenda count	Q & A Posted/Count	Bid award type	Modified by
02/12/2021 3:37 PM	04/23/2021 03:30 PM CDT	open	False	0	0	None	
02/12/2021 4:45 PM	04/23/2021 03:30 PM CDT	open	True	0	1	None	
02/12/2021 4:47 PM	04/23/2021 03:30 PM CDT	open	True	1	1	None	

Create Bid/View Bid

Once the bid posting is added to the system, click 'Create vBid' from the 'Bid Posting' navigation pane to generate the online bid definition in VirtuBid™. This option is available online bidding is enabled on the account.

ONLINE BIDDING - VirtuBid™

VirtuBid™ (vBid™) is a QuestCDN bidding service that streamlines the bidding process for owners and solicitors, allowing an effective and efficient way to build and accept bids through a secure online network.

****NOTE** - To activate online bidding, please contact Customer Support at 952-233-1632 or Support@questcdn.com.

Click the links below for information to provide the bidders

[Introducing Online Bidding \(vBid\) to Bidders PDF-QuestCDN SharePoint](#)

[VirtuBid Online Bidding Guide](#)

[Bids Received By Bid Letting HTML Example](#)

Bid Posting

Follow the instructions listed on the previous pages to create a bid posting.

Note the following additional online bidding fields and information.

- Online bidding fee selection
- Review the pre-qualification required information
- Add online bidding information to the plan documentation and general bid advertisement

Online Bidding Fee Selection

Select an online bidding fee before opening the bid posting.

****Note:** The online bidding fee selection can only be 'Bidder Pays (min. \$30.00') once downloads of the bidding documents are initiated.

No Online Bidding

Selected when not receiving bids electronically through QuestCDN VirtuBid™.

Download Delivery Fee Selection: *	Planh Holder Pays (min. \$15.00) ▾
Download Delivery Fee: *	15.00
Online Bidding Fee Selection: *	No on-line bidding/response ▾
Online Bidding Fee: *	No on-line bidding/response Plan Holder Pays (min. \$15.00) Bidder Pays (min. \$30.00)
Planholder - Total Download Delivery Fee:	\$15.00
Total Bidding/Response Fee:	\$0.00

Plan Holder Pays (min. \$15.00)

The 'Download Delivery Fee Selection' and the 'Plan Holder Pays' fees are combined into one amount and charged to each plan holder when documents are download regardless of if the plan holder submits an online bid or not. The example below shows a \$15.00 download delivery fee and a \$15.00 'Plan holder Pays (min. \$15.00)'. A total fee of \$30.00 is charged at the time of download. The fees display at the bottom of the bid posting.

Fee Selection	
Download Delivery Fee Selection: *	Planh Holder Pays (min. \$15.00) ▾
Download Delivery Fee: *	15.00
Online Bidding Fee Selection: *	Plan Holder Pays (min. \$15.00) ▾
Online Bidding Fee: *	15
Planholder - Total Download Delivery Fee:	\$15.00+ \$15.00 = \$30.00
Total Bidding/Response Fee:	\$0.00

Bidder Pays (min. \$30.00)

The 'Download Delivery Fee Selection' is charged to each plan holder once the download of bid documents is initiated. The 'Online Bidding Fee Selection' 'Bidder Pays (min. \$30.00)' is an additional charge to bidders who submit an online bid at the time of bid close. The download fee and online bidding fee will display as separate fees at the bottom of the bid posting page.

Fee Selection

Download Delivery Fee Selection: * Planh Holder Pays (min. \$15.00) ▾

Download Delivery Fee: *

Online Bidding Fee Selection: * Bidder Pays (min. \$30.00) ▾

Online Bidding Fee: *

Planholder - Total Download Delivery Fee: \$15.00

Bidder - Total Bidding/Response Fee: \$30.00

Pre-Qualification Required

The system default is 'No.' When changed to 'Yes,' bidders cannot access online bidding until they are approved on the plan holder list by the soliciting agent/owner. To approve a plan holder for online bidding, select 'View Plan Holders' from the bid posting navigation pane. In the 'Approved' column, change 'No' to 'Yes' by clicking on the **No**. 'Yes', gives permission to the plan holder to access the vBid page. Click again to change back to 'No'.

Quest eBidDoc™ Number: 7732083
Closing Date: Wed, 05/26/2021 03:30 PM EDT
Posting Type: Construction Project

Print Plan Holders List Download Plan Holders List

Showing 1 to 7 of 7 entries Show 25 entries Previous 1 Next

Edit	Approved	Company	Contact	Email Address	Phone	Business Certification	Business Designation	Entry Date	Document Type	Comments	Notes
		QuestCDN Mail	Shelly Kahl PRIMER	skahl@questcdn.com	952 270 6399		Subcontractor	05/24/2021	eBidDoc	None	None
		Pisa Member Tool	Ridin Pruvog	ridin@pisa@gmail.com	*		Supplier	05/24/2021	eBidDoc	None	None
		NWP Consulting	Ridin Pruvog	ridin@nwp@gmail.com	952 472 0967	WBL38F	Prime Bidder	05/24/2021	eBidDoc	None	None
		Shelly's Contracting, Inc. LLC	Shelly Kahl	skahl@questcdn.com	6122706399	DBE	Subcontractor	05/24/2021	eBidDoc	None	None
		Plan ATM	Ridin Pruvog	ridin@questcdn.com	952 233 1020ext1002		Other	05/20/2021	eBidDoc	None	None

Plan Documentation for Online Bidding

Enter information on receiving bidding documents electronically through QuestCDN. Include how and where to obtain the bidding documents, QuestCDN customer support email address (Support@QuestCDN.com) and phone number (952-233-1632), QuestCDN eBidDoc™ number, download delivery fee, online bidding fee, QuestCDN website address (www.QuestCDN.com) and your QCPI link web address and/or website address. Use this field to keep the prospective bidders informed of when the bidding documents will be uploaded to QuestCDN by adding the expected availability date.

Example Text: Plan Holder Pays

The contract documents are available at www.questcdn.com. This contract is QuestCDN project number

7776432. A contractor may view the contract documents at no cost prior to deciding to become a plan holder. To be considered a plan holder for bids, a contractor must register with QuestCDN.com and purchase the contract documents in digital form at a cost of \$30.00. Contact QuestCDN Customer Support at 952-233-1632 or support@QuestCDN.com for assistance. To access the electronic bid form, download the project documents and click on the online bid button.

Example Text: Bidder Pays

Complete digital project documents are available at www.questcdn.com. A contractor may view the contract documents at no cost prior to becoming a Plan holder. Input the QuestCDN project number 7834621 on the website's projects search page to download the digital documents for \$ 15.00. Contact QuestCDN Customer Support at 952-233-1632 or support@QuestCDN.com for assistance. Bidders will be charged a fee of \$30.00 to submit a bid electronically. For this project, bids will ONLY be received and accepted via the online electronic bid service through QuestCDN.com.

Click below link for more examples

[Language Examples 2.0 Plan Documentation & Notice to Bidders](#)

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 publish 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 publishing of a bid on behalf of the owner. 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.
- 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.

Create vBid

Once the bid posting is added to the system, click 'Create vBid' from the 'Bid Posting' navigation pane to generate the online bid definition in VirtuBid™. 'Create Bid' changes to 'View Bid' indicating an online bid is created. Bidding documents do not need to be uploaded to create the bid in VirtuBid™. The bid posting can be in an 'Open,' 'Protected' or 'Hidden' status.

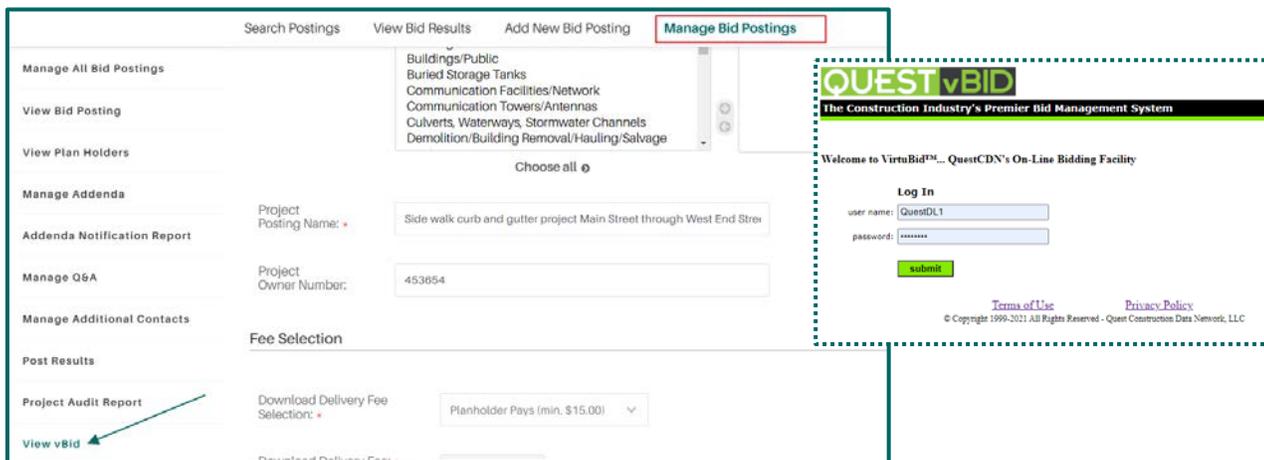


**** NOTE:** An 'Online Bidding Selection Fee' must be entered before creating a bid definition.

Accessing Online Bidding

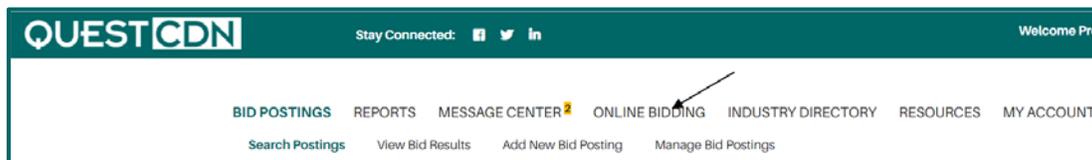
After the bid definition is created, online bids can be accessed in two ways.

1. From the 'Manage Bid Postings' page.
Click the bid/response name. Click 'View Bid' (in the navigation pane.) 'View Bid' is a direct path to the specific bid after logging into VirtuBid™ (vBid). Log into vBid with your QuestCDN username and password. Click the 'Provider' button to access the online bid qualification, bid worksheet, letting close options and bid letting.



2. From the main navigation 'Online Bidding' option, located at the top of page.
'Online Bidding' directs to the online bidding VirtuBid™ (vBid) home page. Log into vBid with your QuestCDN username and password. Click the 'Provider' button to access the vBid home page.

NOTE: The password must contain a minimum of 8 characters with one uppercase, one lowercase and one number. Click 'My Account' and 'User Info & Online Bid ID Code' to update the password).



vBid Home Page

The VirtuBid™ (vBid) home page lists present and past bids and is grouped by searchable sections including 'Bids Not Published', 'Bids Published', and 'Bid History'. Qualification and bid worksheet information is sorted and saved by section for future modification and reference. Click the +/- to expand/contract the lists. Click the

underlined name to access the bid qualification and worksheet requirements. Bid History is a complete listing of bid postings which include the bidders submitted qualification forms and bid tabulation.

QUEST vBID Contact Quest Logout
 Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
 Home Bid Requirements Item Codes PROVIDER-LK

Bids Not Published (Click the +/- to expand/contract the list)

Name	City	County	Stat	Bid Date	Solicitor	Owner	User
<u>vBid Video</u>	Watertown	Hennepin	MN	07/02/2021 12:00:00 P		Matt	PROVIDER-LK

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

Name	City	County	Stat	Bid Date	Solicitor	Owner	User	Bids
<u>Arcadia-Sierra Madre T</u>	Los Angeles	Los Angeles	CA	08/20/2021 09:54:00 A		Los Angeles	PROVIDER-LK	4

Bid History (Click the +/- to expand/contract the list)

Name	City	County	Stat	Bid Date	Solicitor	Owner	User	Bids	Results
<u>1 Water One - For Trail</u>	Lexexa	Johnson	KS	09/22/2020 11:26:00 A		Johnson Co	PROVIDER-LK	6	Y
<u>Jim Stremel - Test Proj</u>	Blaine	Anoka	MN	02/19/2019 08:00:00 P		City of	PROVIDER-LK	4	Y
<u>FORT WAYNE TEST - B</u>	FORT WAYN	FORT WAYN	ID	05/07/2019 11:00:00 A		FORT WAYN	PROVIDER-LK	4	Y
<u>User Guides - 2</u>	Mound	Hennepin	MN	07/22/2021 03:11 PM C	QuestCDN -	Shelly Kahl	PROVIDER-LK	3	Y
<u>Training - Ramsey, City</u>	Ramsey	Anoka	MN	04/25/2019 10:55:00 A		City of Ram	PROVIDER-LK	3	N
<u>Demo work Streets</u>	waconia	waconia	MA	05/23/2018 07:01:00 A		GLendora	PROVIDER-LK	3	Y

Qualification Information Tab

The 'Qualification Information' tab, located on the 'Bid Requirements' window, includes required documents and forms for review and completion by the bidder.

QUEST vBID Contact Quest Logout
 Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
 Home Bid Requirements Item Codes PROVIDER-LK

vBid Video (#7542925) Bid clock down clock, date & time → 07/02/2021 12:00:00 PM US/Central
 Owner: Matt
 Solicitor:
 Bid Not Published Publish Save
 21 days 4:17:15
 Qualification Informa Bid Worksheet Letting Close Options

Bid Qualifications and Bidder Certifications

Qualification Informa Bid Worksheet Letting Close Options

Bid Qualifications and Bidder Certifications

Vendor Number Required

Require bid bond of 5 % of total bid

Accept electronic bid bond

Accept Surety2000 bid bond code Contract number 7732083

Verify download of addenda

Vendor Number Required

Check the 'Vendor Number Required' box if you require a vendor number from the bidder. If no vendor number is required, leave the box unchecked. The qualification section box is omitted from the bidder's qualification page when unchecked.

Require Bid Bond

Enter the bid bond percentage (%) and select 'Accept electronic bid bond' and/or 'Accept Surety2000 bid bond code.' When both electronic bid bond and Surety2000 are selected, the bidder can complete either option to submit the bid. The qualification section box is omitted from the bidder's qualification page when the 'Require Bid Bond' checkmark box is unchecked.

Electronic Bid Bond

Add a checkmark to the box 'Accept electronic bid bond.' Bidders will upload a completed bid bond form.

Surety2000 Bid Bond [Surety2000 PDF](#)

Add a checkmark to the box 'Accept Surety2000 bid bond code.' All parties to the bond must be registered with Surety2000 ([Surety2000 Registration](#)), which includes the owner, insurance carrier, broker and contractor. Respective parties select the appropriate link from the Surety2000 home page for registration. For this document, we will assume the insurance carrier and broker have already completed this process. The owner or soliciting agent completes their registration with Surety2000. After registration, select 'Accept Surety2000 bid bond code' as a method of receiving the bid bond information on the project/request 'Qualification Information' tab.

Verify Download of Addenda

'Verify download of addenda' has a system default check in the checkmark box field. Best practice is to keep the box checked to ensure bidders have downloaded all addenda issued. Bids cannot be submitted by the bidder until all addenda are downloaded from QuestCDN. If addenda have not been downloaded, a link on the bidder's qualification page will lead them back to the bid posting to download the addenda and fulfill the requirement.

There are 2 unread addenda for this project. Follow [this link](#) to download them on QuestCDN (opens new window).

Qualification and Bidder Certifications Document Selections

Each qualification box has a system default check in the checkmark box field. Upload each document and click the save button after each upload or upload multiple documents and click the upload button to perform the uploads all at once. Continue to make changes to the qualification page by adding or deleting files. Remember to save the changes. You may leave the box checked if no required documents are requested/uploaded for a section. The qualification box is omitted from the bidder's qualification page when documents are not uploaded.

Bid Not Published **Publish** **Save**

Qualification Informa Bid Worksheet Letting Close Options

Certify receipt of these documents Choose File No file chosen **Upload**

Bidder must download documents. Download Only

Already uploaded documents

Attach & certify completion of these forms Choose File No file chosen **Upload**

Bidder download, complete & Upload Documents

Already uploaded documents

Enter the names of any documents to be submitted as part of this bid not covered above.

Certify document uploads Add information requests here **Save**

Bidder upload requested documents

Additional information requested

Cancel **Publish** **Save**

Certify receipt of these documents

Download only by bidder

Uploaded documents in the 'Certify receipt of these documents' section requires the bidders to download and certify a read-only for bid submission. Upload a bid bond form to this field if providing a copy for bidders. Bidders will download/complete the bid bond form and upload to the 'Bid Qualifications and Bidder Certifications' bond field.

Attach & certify completion of these forms

Best practice is to create a fillable form.

Uploaded documents in the 'Attach & certify completion of these forms' section require the bidders to download, print or fill out a fillable form, save the completed documents to the computer and upload the documents for bid submission.

- Do not add the bid bond to this field if using 'Require bid bond' % field.
- Do not add a schedule or prices without a watermark entitled, 'For Reference – Enter electronically on bid worksheet'.

Certify document uploads

Upload only by bidders

Enter the name of documents requested in the 'Certify documents uploads' section. The bidder will upload the document for bid submission. (e.g., business license, certification or RFI documents).

Post letting information submittals

Documents uploaded or required in the 'Post letting information submittals' section allow the bidder to submit required documents after the bid closing date and time. Click the calendar to set a post letting due date and time for the documents to be submitted. Leave the date and time blank if you do not have a required due date for the post letting documents. Leave the section blank if you do not have post letting document requirements.

The qualification box is omitted from the bidder's qualification page when documents are not uploaded. An example of a post letting document is a subcontractor list.

(There is no submit process required for the bidder 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 first submitted.)

Post letting information submittals Deadline:  ←

This section is for documents that are to be submitted post bid closing time. Select the deadline for these post submittals using the above calendar.

Attach these completed forms

No file chosen

Already uploaded documents

Enter the names of any documents to be submitted as part of this bid not covered above.

Document uploads

Add information requests here

Additional information requested

Bid Worksheet Tab

The 'Bid Worksheet' tab is located on the 'Bid Requirements' window. Click the tab to create and edit the bid worksheet.

There are two ways to create a bid worksheet: Manually adding each individual section and line item or import a bid worksheet (bid form) from a CSV file into the vBid 'Bid Worksheet'.

QUEST vBID Contact Quest Logout
Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
Home Bid Requirements Item Codes PROVIDER-LK
Arcadia-Sierra Madre Trunk Sewer Sections 2&5 (#7445524) 08/20/2021 09:54:00 AM
Owner: Los Angeles County Sanitation Dist. Engineering US/Central
Solicitor: 70 days 1:22:38
Bid Not Published Publish Save
Qualification Information Bid Worksheet Letting Close Options
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
Add Section Add Item Delete Move Up Move Down
Line Item Item Code Item Description UoM Quantity Unit Price Extension
Base Bid Total: \$0.00
Import from CSV Export to CSV Cancel Publish Save

Manual Entry

Add Section

Click the 'Add Section' button. There are four section types to choose from. Select the section type, add the section title and click 'OK.' At least one section is needed on a bid worksheet. Add a line item to the section for bidders to add a unit price. If no line items are added, bidders will not have a field to enter the unit price.

Bid Not Published Publish Save
Qualification Information Bid Worksheet Letting Close Options
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
Add Section Add Item Delete Move Up Move Down
Line Item Item Code Item Description UoM Quantity Unit Price Extension

Add Section

Section Type

Base Bid Section

Alternate Section - Mandatory Completion

Alternate Section - Optional Completion

Fixed Price Section

Section Name

Base Bid Section (Required csv control word) - Line items add to the base bid total and gives a sub-section total. Items in this section are required completion by the bidder. The Base Bid Section is white on the bid worksheet.

Alternate Section - Mandatory Completion (Mandatory csv control word) - Line items do not add to the base bid total and gives a sub-section total. Items in this section are required completion by the bidder. Mandatory Completion color is peach on the bid worksheet.

Alternate Section - Optional Completion (Optional csv control word) - Line items do not add to the base bid total and gives a subsection total. Items in this section are not required completion by the bidder. Optional Completion color is pink on the bid worksheet.

Fixed Price Section - (Fixed csv control word) - Line item unit price is entered by you. Items add or subtract to/from the base bid total and give a sub-section total. Items in this section cannot be changed by the bidder. Fixed section is purple on the bid worksheet.

Base Bid Section

Items entered in 'Base Bid Section' are added to the base bid total, provide a subsection total and are required to be completed by the bidder. The 'Base Bid Section' color is white on the bid worksheet.

Alternate Section - Mandatory Completion

Items entered in 'Alternate Section - Mandatory Completion' are not added to the base bid total, provide a subsection total and are required to be completed by the bidder. The 'Alternate Section - Mandatory Completion' color is peach on the bid worksheet.

Alternate Section - Optional Completion

Items entered in 'Alternate Section - Optional Completion' are not added to the base bid total and provide a subsection total. Items in this section are not required to be completed by the bidder. The 'Alternate Section - Optional Completion' color is pink on the bid worksheet.

Fixed Price Section

Items entered in 'Fixed Price Section' are typically used for allowances and are added/subtracted to/from the base bid total. The unit price is entered and cannot be changed by the bidder. The fixed price section provides a subsection total and is added to the base bid total. The section color is purple on the bid worksheet.

Worksheet Section Color Key

- 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

Add Item

After selecting and adding a section type, click the 'Add Item' button to add individual line items to the section of the bid worksheet. Continue adding items as needed.

QAP User Guide (#7732103) 07/22/2021 08:00 AM EDT

Owner: QuestCDN.com 22 days 15:13:39

Solicitor: Hampton, City of 2.0

Bid Not Published

Qualification Information **Bid Worksheet** Letting Close Options

- 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	Unit Price	Extension

Line Item

Enter the line items as either numeric, alphanumeric or letters (*Example; 1, 1a, 2, 2a*).

- Each line-item field must be unique and cannot be blank.
- Line-item fields will turn red if there are duplicates, indicating an error, and will display a red error message, 'Duplicate Line Item' in the upper left side of the window.
- The system will not publish the bid if errors are present or if the bid worksheet is incomplete and will display a red error message, 'Duplicate Line Item' in the upper left side of the page. Correct, the duplicated line items, click save and publish the project/request.

NOTE: Do not use a period following a number/letter or a number/letter with a period followed by a zero (1., 1.0). The period is omitted by Microsoft Excel when the bid worksheet is exported to a CSV. Importing a modified CSV worksheet (omitted period or omitted period followed by a zero digit) may generate an error or have an incomplete worksheet upon uploading. The system will not publish the bid if errors are present or if the bid worksheet is incomplete. Additionally, if a bidder were to export the bid worksheet to CSV, the system may omit the unit price fields upon import and will not allow a bidder to enter unit prices for the intended line items. This is due to Microsoft Excel programming (explanation below).

Explanation from Quest IT for Excel programming

If a number is entered as 1.0, Excel may also change it to 1 upon exporting from VirtuBid™. Problems with the exported values could exist with 1.0, 1.1, 1.2, ... , 1.10 since the extra zeroes at the end are insignificant when viewed as a number. In general, Excel looks at the data in a column and tries to determine its type. If there are only items that can be viewed as numbers, it can remove extraneous information. If the same column has an item that has a letter in it as well, it should not change the values.

Item Code

Enter an item code or choose an item code from the 'Item Codes' list.

- Item codes can be numeric, alphanumeric, letters/words and can be duplicated on the bid worksheet.
- The item code field cannot be blank. If blank, the system will highlight the 'Item Code' field in red, indicating an error.
- The system will not publish the bid when errors are present and will display a red error message, 'Item code name is missing' in the upper left side of the page. Add item codes to correct, click save and publish the bid.
-

NOTE: Do not use a period following a number/letter or a number/letter with a period followed by a zero (1., 1.0). The period is omitted by Microsoft Excel when the bid worksheet is exported to a CSV. Importing a modified CSV worksheet (omitted period or omitted period followed by a zero digit) may generate an error or have an incomplete worksheet upon upload. The system will not publish the bid if errors are present or if the bid worksheet is incomplete. Additionally, if a bidder were to export the bid worksheet to CSV, the system may omit the unit price fields upon import and will not allow a bidder to enter unit prices for the intended line items. This is due to Microsoft Excel programming (explanation above).

Item Description

Enter the item description.

- Item description can be numeric, alphanumeric, letters/words.
- There are 200 characters available in the item description field.
- The item description field cannot be blank. If the item description is blank, the system will highlight the 'Item Description' field in red, indicating an error. The system will not publish the bid when errors are present and will display a red error message, 'Item code description is missing' in the upper left side of the page. Add item codes to correct, click save and publish the bid.

UofM (Unit of Measure)

Select a unit of measure by clicking the 'UofM' field to display a drop-down list or type in a unit of measure.

- The 'UofM' field cannot be blank. If the 'UofM' field is blank, the system will highlight the 'UofM' field in red, indicating an error. The system will not allow publishing and will display a red error message, 'Item unit of measure is missing' in the upper left side of the page. Add the unit of measure to correct, click save and publish the project/request.

Quantity

Enter the quantity of the line item.

- Use the number 1 for the qty if the line item is a lump sum.
- Enter a negative quantity to subtract the unit price from the bid (example $-2 \times 2.00 = -4.00$).
- The 'Quantity' field cannot be blank. If the 'Quantity' field is blank, the system will highlight the 'Quantity' field in red, indicating an error. The system will not allow publishing and will display a red error message, 'Item quantity is missing' in the upper left side of the window. Add the Item Qty to correct, click save and publish the bid.

Unit Price (Engineer's Estimate)

Add the unit price (*engineer's estimate*) by clicking on the 'Unit Price' field for each line item.

- Move from unit price by using the 'Enter' key or the up/down arrows.
- Entering the unit price is optional and can be left blank (adding unit prices to a 'Fixed' section is mandatory). If the 'Unit Price' field is blank, the system will save the line item after clicking the save button. An orange notification message of 'Item unit price is missing' is a 'soft warning' and is displayed on the upper left side of the page. An orange notification message will allow the bid to be published.
- The entered unit price (engineers estimate) is **NOT** displayed to the bidder.
- If the bid is published without the engineers estimate, the bid must be unpublished to add to the unit price field. After the bid is closed, the engineer's estimate cannot be changed.

Save

Click the save button to save added information. vBid has a 60-minute timeout limit. You will lose any added information if the system times out before you save. A timeout notification warning countdown clock will display and count down 5 minutes before the system times out and logs you out of vBid.

Example of a bid worksheet

Bid Not Published
Publish
Save

Qualification Informator **Bid Worksheet** Letting Close Options

█ 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

Add Section Add Item Delete Move Up Move Down

Line Item	Item Code	Item Description	UoFM	Quantity	Unit Price	Extension
LID 10 SEWER IMPROVEMENTS SECTION 00 42 13						
1	201.4.1.F.1	TREE REMOVAL - SMALL	EA	1	\$25,000.00	\$25,000.00
2	202.4.5.A.1	UNSUITABLE MATERIAL EXCAVATION	CY	2647	\$5.65	\$14,955.55
LID 10 SEWER IMPROVEMENTS SECTION 00 42 13 Total:						\$39,955.55
Alternate Bid Items - Mandatory						
1A	SP-05	CONCRETE COLLAR	EA	20	\$50.00	\$1,000.00
2A	SP-06	MATERIALS TESTING	LS	1	\$2,500.00	\$2,500.00
Alternate Bid Items - Mandatory Total:						\$3,500.00
ALTERNATE BID ITEMS - Optional						
1AA	706.4.1.A.7	"TYPE III VERTICAL CURB AND GUTTER (FULL REPLACEMENT on 4th N)"	LF	4140	\$4.85	\$20,079.00
2AA	SP-14	REPLACE CATCH BASIN HEAD	EA	4	\$550.00	\$2,200.00
ALTERNATE BID ITEMS - Optional Total:						\$22,279.00
Fixed - Add						
1FA	Add	Allowances - Add to project	LS	1	\$5,000.00	\$5,000.00
Fixed - Add Total:						\$5,000.00
Fixed - Deduct						
1D	Deduct	License	LS	(1)	\$50.00	(\$50.00)
Fixed - Deduct Total:						(\$50.00)
Base Bid Total:						\$44,905.55

Import from CSV Export to CSV Cancel Publish Save

Adds to base bid & provides a subsection total. Required completion by the bidder. Section color is white on the bid worksheet.

Adds to base bid and provides a subsection total. Required completion by the bidder. Section color is peach on the bid worksheet.

Does not add to base bid & provides a subsection total. Required completion by the bidder. Section color is pink on the bid worksheet.

Adds to the base bid & provides a sub-section total. Typically used for allowances, add & deducts. The unit price is entered by you, shows on the bidders bid worksheet and cannot be changed by the bidder. The section color is purple on the bid worksheet.

Import From CSV

Modify, copy and save the worksheet (*bid form*) to a Quest CSV vBid template if a bid worksheet (*bid form*) has been created in Excel or another software (*only a CSV file can be imported*). To import the CSV to vBid, click the 'Import from CSV' button at the bottom left of the window and click 'Yes' to replace all data on the bid worksheet. If needed, create a Quest CSV vBid blank template by clicking 'Export to CSV.'

****NOTE:** Clicking 'Yes' replaces all prior information added to the bid worksheet.

****Hint:** Download and save a blank CSV vBid template for future use.

Click the link below for information regarding rules for special characters

[Special characters not allowed in CSV](#)

QuestCDN CSV Export/Import Bid Worksheet Key and Explanation

The spreadsheet example below illustrates exported data from the vBid bid worksheet page along with explanations on section key words.

	A	B	C	D	E	F	G
1	Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price
2	Spec.01.22.00	Required					
3		1	1.06.A	MOBILIZATION/DEMOBILIZATION	LS	1	45000
4		2	1.06.B	CONTROL OF WATER/DEWATERING	LS	1	20000
5		7	1.06.G	REMOVE AND REINSTALL BARBED WIRE FENCE	LF	200	10
6		8	1.06.G	INSTALL NEW BARBED WIRE FENCE	LF	200	10
7		9	1.06.H	SALVAGE AND REINSTALL TOPSOIL (P)	CY	7,600	5
8		10	1.06.I	COMMON EXCAVATION (P)	CY	31,900	3.5
9		11	1.06.J	CUTOFF TRENCH EXCAVATION	CY	5,200	4.5
10		12	1.06.K	CUTOFF TRENCH CLAY BACKFILL	CCY	5,200	6
11	Spec.01.23	Mandatory					
12		13	1.06.L	COMMON EMBANKMENT (ON SITE BORROW) (P)	CCY	28,900	6
13		14	1.06.M	FINE FILTER AGGREGATE	TON	2,970	20
14		15	1.06.N	COARSE FILTER AGGREGATE	TON	40	30
15		20	1.06.Q	DRAINTILE PIPING AND FITTINGS (ALL TYPES & SIZES)	LF	1,500	5
16		21	1.06.R	DRAINTILE INSTALLATION, MODIFICATION & REPAIR	hour	50	200
17		22	1.06.S	48"x36" HPCPP ECCENTRIC REDUCER	EACH	2	1500
18		23	1.06.T	36" HPCPP	LF	11	80
19	Alternates	Optional					
20		24	1.06.T	48" HPCPP	LF	122	120
21		25	1.06.T	60" RCP CLASS 3	LF	104	300
22		26	1.06.U	48" METAL FES	EACH	1	1250
23		33	1.06.Y	BACKFLOW PREVENTER CHECK VALVE	EACH	2	500
24		34	1.06.Z	BERM SEEDING	ACRE	3.7	1800
25		35	1.06.Z	CRP SEEDING	ACRE	2.4	1500
26		36	1.06.Z	WETLAND SEEDING	ACRE	2.8	2200
27		37	1.06.AA.	TURF REINFORCMENT MAT (TRM)	SY	1,440	10
28	Deducts	Fixed					
29		38	1.06.BB.	HYDRAULIC STABILIZED FIBER MATRIX	SY	1,440	7.5
30		39	1.06.CC.	DISC-ANCHORED STRAW MULCH, MN/DOT TYPE 3	ACRE	10.3	1000
31		40	1.06.DD.	EROSION CONTROL BLANKET CATEGORY 3, TYPE 2S	SY	18,400	2

Row Number 1

The order of the titles and columns on row number one will export from vBid and must always be included.

Column A, Row Numbers 2,11,19,28

Example of an entered section title name.

Column B, Row Number 2

Example of an entered section key name (see key names below).

Column B, Row Numbers 3 -10

Example of a 'Base Bid - Required' section. The line items in the section add to the 'Base Bid' total and completion is required by the bidder to submit a bid. Enter 'Line Item' number (*line item numbers must be unique and cannot duplicate within the spreadsheet*), 'Item Code,' 'Item Description,' 'UofM,' 'Qty' and 'Unit Price' (*engineer's estimate optional*). Continue to add line items to the section until complete.

Column B, Row Numbers 12-18

Example of an 'Alternate - Mandatory' section. The line items in the section do not add to the 'Base Bid' total and completion is required to submit a bid. Enter 'Line Item' number (*line-item numbers must be unique and cannot duplicate within the spreadsheet*), 'Item Code,' 'Item Description,' 'UofM,' 'Qty' and 'Unit Price' (*engineer's estimate optional*). Continue to add line items until complete.

Column B, Row Numbers 20–27

Example of an ‘Alternate - Optional’ section. The line items in the section do not add to the ‘Base Bid’ total and completion are not required to submit a bid. Enter ‘Line Item’ number (line-item numbers must be unique and cannot duplicate within the spreadsheet), ‘Item Code,’ ‘Item Description,’ ‘UofM,’ ‘Qty’ and ‘Unit Price’ (*engineer’s estimate optional*). Continue to add line items until complete.

Column B, Row Numbers 29-31

Example of a ‘Fixed’ section. The items in the section can add or subtract from the ‘Base Bid’ total. Enter the unit price. Unit prices cannot be changed by the bidder. Enter ‘Line Item’ number (*line numbers must be unique and cannot duplicate within the spreadsheet*), ‘Item Code,’ ‘Item Description,’ ‘UofM,’ ‘Qty’ and ‘Unit Fixed Price.’ Continue to add line items until complete.

CSV Colored Template Key

Row Number 1 – Yellow = Mandatory header titles and columns. **DO NOT CHANGE.**

Column A – Green = Section titles (*recommended*).

Column B – Orange = Section types . Required/Mandatory/Optional/Fixed. Section types must be entered exactly as shown and are case sensitive.

Column G – Blue = Engineer’s estimate (*not required*).

Column G – Purple = Fixed price (*required*).

	A	B	C	D	E	F	G
1	Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price
2	Base Bid Section - Required Completion	Required					
3		1	1	Required	LS	1	5,000.00
4	Alternate Section - Required Completion	Mandatory					
5		4	1RA	Alternate - Required Completion	EA	4	500
6	Alternate Section - Optional Completion	Optional					
7		2	10A	Alternate Section - Optional Completion	EA	5	300
8	Fixed Price Section	Fixed					
9		3	1F	Fixed	LS	1	10,000.00
10							

Letting Close Options

Bid Letting Display Defaults

There are three levels of detail when selecting what to display when opening the bid tabulation. The level of detail can be changed at any time. The chosen bid letting information can be displayed to the public by using a whiteboard, projector, computer or webcast application.

- ‘Base Bid Totals’ is the system default. The bid tabulation displays only the base bid total for each bidder.
- ‘Base + Section Totals’ display both the sub-section totals and base bid total for each bidder on the bid tabulation.
- ‘Details’ displays all unit prices, sub-section totals and base bid total for each bidder on the bid tabulation.

Letting Bid Results Settings

There are four levels of detail when posting preliminary results. The level of detail can be changed at any time by selecting a new level and saving. Click the 'Bid Display' and click 'Post Prelim Bid Tabs' to overwrite the previously posted results. Results are found in the navigation pane on the main page of QuestCDN, the bid/response posting page and on the QuestCDN Private Interface Link (QCPI).

- 'Base Bid Totals' is the system default and only displays the base bid total for each bidder
- 'Base + Section Totals' displays both the base bid total and sub-section totals and for each bidder
- 'Details' displays all line-item unit prices, base bid total and sub-section totals and for each bidder
- 'None' – Results will not post

QUEST vBID Contact Quest Logout
The Construction Industry's Premier Bid Management System
Home Bid Requirements Item Codes PROVIDER ONLY
Online Bidding (#6511359) 11/19/2020 12:00 PM CST
Owner: VirtuBid 423 days 2:26:23
Solicitor: QuestCDN - Provider
Bid Not Published Publish Save
Qualification Information Bid Worksheet Letting Close Options
Bid Close Processing
Bid Letting Display Defaults
 Base Bid Totals
 Base + Sections Totals
 Details
Letting Bid Results Settings
 Base Bid Totals
 Base + Sections Totals
 Details
 None

Publishing and Unpublishing

Publish

Select the 'Publish' button when qualification, bid worksheet and letting close option information is complete. Publishing the bid opens the vBid portal and allows bidders to add required qualification documents, bid worksheet information and submit their bid. The bid posting page will display 'Online Bidding: Available' in red text and an 'Online Bid' button to access vBid. Unpublish the bid to make changes to the qualification information and/or bid worksheet. Changes to the 'Letting Close Options' can be made when the bid is published.

Enter the Online Bid ID Code

The 'Online Bid ID Code' is a passcode (password) required at bid publishing and is the digital signature for the organization. The main account holder can access the 'Online Bid ID Code' from the 'Publish' page or in 'My Account.'

1. From the 'Publish' page under 'Enter your online bid id code' click 'My Account' and log into QuestCDN. Click the 'User Info & Online Bid ID Code' tab. Under the section 'Online Bid ID Code (This code is used to publish or submit a vBid)', click the eye icon  to view the code. Click the Quest vBid browser tab to go back to the online bid 'Publish' page. Enter the passcode (case sensitive), check to agree to the 'QuestCDN Terms of Use for Owners' and click the 'Submit' button to publish the bid.

- From 'My Account,' click the 'User Info & Online Bid Id Code' tab to add, review or change the passcode. Click the eye icon  to view an existing code. Click the Quest vBid browser tab to go back to the online bid 'Submit Bid' (*publish*) page. Enter the passcode, check to agree to the 'QuestCDN Terms of Use for Owners' and click the submit button to publish the bid.

Bid Published

The vBid page will confirm that the bid is published with a message, 'Bid Published by < name, date/ time, time zone>.'

Solicitor: EAPC

Bid Published by PROVIDER-LK 03/23/2021 11:48 AM CDT

Unpublish
Save

Bid Not Published

When publishing a bid, vBid will display 'Bid Not Published' and populate error messages to the top left of the vBid page if the qualification and/or bid worksheet information is missing or incorrect. Correct the errors and save. Click the 'Publish' button, enter the 'Online Bid ID Code' accept the 'Terms of Use for Owners' and click the submit button to publish the bid. If all errors have been corrected, the vBid window will confirm that the bid is published with a red message, 'Bid Published <date and time>.' An orange notification message will allow the bid to be published. The bid must be unpublished to add the engineer's estimate in the unit price field. After the bid is closed, the engineer's estimate cannot be changed.

Examples of error messages.

QUEST vBID

[Contact Quest](#) [Logout](#)

The Construction Industry's Premier Bid Management System

Home Bid Requirements Item Codes
PROVIDER ONLY

Bid Bond Type Required.

Duplicate Line Item.

Item code description is missing.

Item unit of measure is missing.

Item quantity is missing.

Item unit price is missing.

Online Bidding (#6511359)

Owner: VirtuBid

Solicitor: QuestCDN - Provider

11/19/2020 12:00 PM CST

422 days 21:58:27

Bid Not Published

←

Publish

Save

Unpublish

Select the 'Unpublish' button to make changes to the online bid qualification and/or bid worksheet information. Unpublishing the bid will close the vBid portal and bidders will not be able to view, work, or submit bids until the bid is published again. Once changes have been made, select the publish button to republish the bid.

****NOTE:** Make sure bids have not been submitted before unpublishing a bid posting.

1. Click 'Bid Letting' from the top of the vBid page.
2. Verify there are '0 bid(s) Received' in the 'Bid Countdown' box. If bids have been received, click the 'View' button and make note of the contact information for the companies who have submitted a bid.
3. vBid will send a 'Bid Unsubmit' email as well as a 'Bid Unsubmit' notification to the 'Message Center' of the bidder stating the bid was unsubmitted.
4. Best practice is to call each company contact to notify them that the bid was unsubmitted.
5. Once the bid is republished, the bidder will need to acknowledge the added addendum by downloading from QuestCDN, make updates needed to the qualification and/or bid worksheet information and resubmit the bid.

What Happens When a Bid is Unpublished?

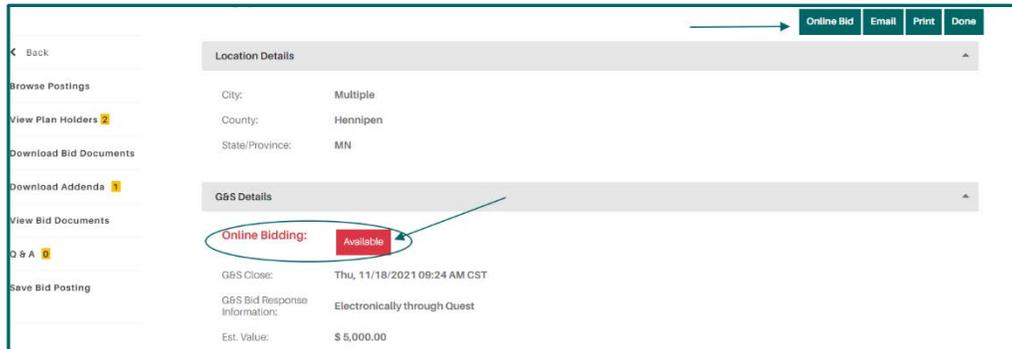
1. A submitted bid will be unsubmitted.
2. An email notification message is sent to the bidder's email address on file and to their 'Message Center' on QuestCDN. The message notifies the bidder that their bid has been unsubmitted.
3. The bidder can view the bid name from their vBid home page under 'Bids Started' but cannot access the bid qualification and worksheet pages until the bid is republished.
4. The bidder is required to download any additional addenda before they can resubmit the bid.
5. The previously entered qualification and bid worksheet information is saved. The bidder will only need to enter new or changed/updated qualifications and/or bid worksheet information. If the worksheet was changed in its entirety by the provider, the bidder's worksheet information will need to be reentered.
6. Once changes have been made, the bidder will need to resubmit the bid.

Bidders that have not started a bid

Bidders can view the bid name from their vBid home page (after they have downloaded the bid document) under 'Bids Started' but cannot access the bid qualification and worksheet pages until the bid is republished.

Bid Advertisement

The bid posting page will not display the 'Online Bid' button at the top of the page or the red text 'Online Bidding' 'Available' button. Once the vBid is published, both buttons will be restored.

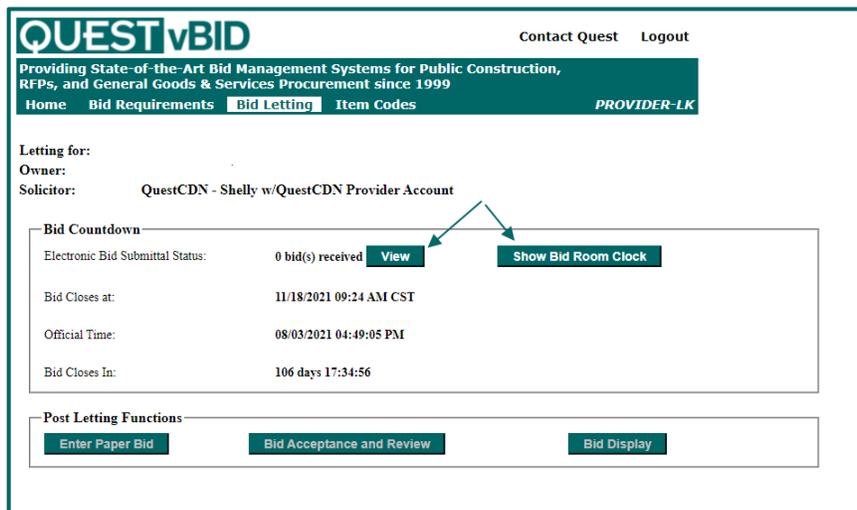


Bid Letting

'Bid Letting' will be available on the top of the vBid page after publishing the bid.



Prior to the closing time of the bid, the 'View' and 'Show Bid Room Clock' buttons are the only options available in 'Bid Letting.'



View

The 'View' button will display the company name, date and time of the submitted bid. Only the company name, date and time are available to view. The company information will be removed if a bidder un-submits their bid before the bid closes.

Online Bidders

1 Water One - For Training ONLY (#5990272) 09/22/2020 11:26:00 AM
US/Central

Owner: Johnson County Water District No 1 - Water One
Solicitor: QuestCDN - Provider Training -Shelly

Company	Submitted Date
QuestCDN - Main - Preimer	10/18/2018 03:20 AM C
Quest - Regular Member	10/18/2018 03:25 AM C
QuestCDN.com - ND	10/18/2018 03:40 AM C
QuestCDN - Free Member	10/18/2018 03:45 AM C
DEMO - Robin Pinegar	10/18/2018 03:55 AM C
QuestCDN - SAK PREMIER	10/18/2018 04:21 AM C

Done

Show Bid Room Clock

The 'Show Bid Room Clock' button opens a window with a universal clock displaying the local time and time remaining until the bid closes (countdown clock). The clock can be used at a public bid opening displayed on a whiteboard or computer as well as virtually, via Skype, GoToMeeting, Teams or a similar software application.

QuestCDN Virtual Bid Room

PAVEMENT RESTORATION AND VALLEY GUTTER (#7988875)

Solicitor: QuestCDN - Shelly w/QuestCDN Provider Account

Local Time 04:51 PM	Letting Closes in 71 days 17:08:03
--------------------------------------	---

Post Letting Functions

When the countdown clock reaches 0:00:00, refresh the 'Bid Letting' window. The 'Post Letting Functions;' 'Enter Paper Bid,' 'Bid Acceptance and Review' and 'Bid Display' buttons are available. Use the buttons to open and view the bids received.

QUEST vBID Contact Quest Logout

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

Home Bid Requirements **Bid Letting** Item Codes PROVIDER-LK

Letting for: 1 Water One - For Training ONLY (#5990272)
 Owner: Johnson County Water District No 1 - Water One
 Solicitor: QuestCDN - Provider Training -Shelly

Bid Countdown

Electronic Bid Submittal Status: 6 bid(s) received [View](#) [Show Bid Room Clock](#)

Bid Closes at: 09/22/2020 11:26:00 AM US/Central

Official Time: 08/03/2021 04:53:03 PM

Bid Closes In: 0:00:00

Post Letting Functions

[Enter Paper Bid](#) [Bid Acceptance and Review](#) [Bid Display](#)

Enter Paper Bids

If accepting paper bids (manually received), upload the qualification documents and enter the bid worksheet unit prices under the 'Enter Paper Bid' button.

QUEST vBID Contact Quest Logout

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

Home Bid Requirements **Bid Letting** Item Codes PROVIDER-LK

Letting for:
 Owner:
 Solicitor: QuestCDN - Provider Training -Shelly

Bid Countdown

Electronic Bid Submittal Status: 6 bid(s) received [View](#) [Show Bid Room Clock](#)

Bid Closes at: 09/22/2020 11:26:00 AM US/Central

Official Time: 08/03/2021 04:53:03 PM

Bid Closes In: 0:00:00

Post Letting Functions

[Enter Paper Bid](#) [Bid Acceptance and Review](#) [Bid Display](#)

Add Company
Choose One Option

The screenshot shows a web interface for adding a company. On the left, there is a dropdown menu with the text 'Select a Plan Holder' and a downward arrow. The dropdown is open, showing a list of options: 'Select a Plan Holder', '3/25/19', '*Member* Quest - Regular Member', 'QuestCDN - Provider Training -Shelly', 'QuestCDN - Provider Training -Shelly', '*Member* QuestCDN - Shelly w/QuestCDN Provider Account', 'vbid test plan holder', 'Visual Communications, MN', and '*Member* Widseth Smith Nolting - Member Account'. To the right of the dropdown is a text input field with the label 'or Enter Member No:' and a green button labeled 'Add'.

1. Select the company from the list of plan holders located under the 'Select a Plan Holder' drop-down menu.
 - If a company is not listed in the drop-down menu, add or re-enter the company on the plan holder list from the main QuestCDN page (see directions to add plan holder below).
 - **Explanation** - If a company has logged into the vBid system but chooses not to submit a bid electronically, the company will **not** appear in the 'Select a Plan Holder' list. This will occur when the plan holder has started a vBid (by logging into the VirtuBid™ system) but chose not to submit their bid electronically.
 - **To add a plan holder:** Log into QuestCDN.com and select 'Manage Bid Posting'. Click the bid posting name and select 'View Plan Holders'. Select 'Add Plan Holder' from the left navigation pane and complete the template. Once added, the company will populate in the vBid 'Select a Plan Holder' drop-down menu.
2. Enter the QuestCDN member number and click 'Add' to add the company. (see #2 in above illustration).
 - ****NOTE:** Please contact customer support for member numbers.

Add Paper Bid Qualifications & Bid Worksheet

Owner: 09/22/2020 11:26:00 AM
 Solicitor: QuestCDN - Provider Training -Shelly US/Central
0:00:00

QuestCDN - Provider Training -Shelly or Enter Member No:

Qualification Informa Bid Worksheet

Bid Qualifications and Bidder Certifications

Proper bid bond for 10% of project bid enclosed Attach electronic bid bond No file chosen

All addenda acknowledged
 Check each Qualification box to acknowledge receipt of document.

Vendor acknowledges receipt of the following documents:

Download ONLY - Quest vBid Bidder Instructions.pdf
 Download Only - Certify Receipt Quest vBid Bidder Instructions.pdf

The following completed documents are enclosed:

2. Corporation_001- complete and sign.pdf No file chosen
 Qualification Insurance - fillout and upload.pdf No file chosen
 Federal Form W-9- complete and submit.pdf No file chosen
 Affidavit of Organization and Authority - complete and sign.pdf No file chosen
 Certification of disclosure - complete and sign.pdf No file chosen

1. Upload submitted qualification documents to each required section and click save.

****Optional** - Check the box next to each required document on the qualification page to accept the submitted documents without uploading to vBid. Upload the documents to vBid later.

2. Click the 'Bid Worksheet' tab to add unit prices and click save.

3. Click the 'Submit Bid' button to submit the paper bid. The bid is now accessible through the 'Bid Acceptance and Review' page.

QuestCDN - Provider Training -Shelly or Enter Member No:

Qualification Informator 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	Unit Price	Extension
Concrete Package						
1	4	*Concrete Sidewalk (4")*	SY	1	\$5.00	\$5.00
2	5	*Concrete Drive Approach (6")*	SY	1	\$4.00	\$4.00
3	6	*Concrete Alley Approach (8")*	SY	1	\$3.00	\$3.00
4	7	*Type "O" Compacted Aggregate for base and Special Backfill No. 53	TON	1		
5	8	Recycled Concrete used as No. 53 Stone	TON	1		
6	9	Top Soil	TON	1		
7	10	Hydrostick with Polymer for Erosion Control	SY	1		
8	11	Water Valve Adjust to Grade (undistributed)	EA	1		
9	12	Castings Adjust to Grade (undistributed)	EA	1		
10	13	Sedi-Guard Protection Device or Approved Equal	EA	1		
Base Bid Total:						\$37,012.00

Bid Acceptance and Review

The 'Bid Acceptance and Review' window includes the 'Company Name', 'Status', 'Submitted Date', 'Notes' and columns with qualification titles for each document required for bid submission. The 'Notes' column is used to add additional notes to the line for internal use.

Review Submitted Qualification Documents

To review and open the submitted and manually added paper documents, click on each underlined document name. If needed, use the 'Notes' column to add information to the line. Opened documents can be downloaded and saved individually to a separate file. Quest does not delete or archive the submitted qualification documents. Access previous qualification documents through the 'Manage Bid Postings' page by clicking on the name or eBidDoc™ number and then clicking 'View vBid' or by clicking on 'Online Bidding' on the main page.

Submitted Bid Status

For each submitted bid, change the system default 'Under Review' by clicking each line in the 'Status' column. In the drop-down box, change the status from 'Under Review' to 'Accepted,' to preliminarily accept submitted bid documents or choose 'Rejected,' to reject submitted bid documents. Selecting 'Rejected' will omit the bid details from the 'Bid Display' (tabulation) window and will show the bidder as 'Rejected.' The status of each bid can be changed at any time, but each individual status must be changed to 'Accepted' for bids to display on the 'Bid Display' (tabulation) window.

****NOTE:** Changing the status to 'Accepted' is **required** to view the bid information in the 'Bid Display' window. Leaving the bid(s) 'Under Review' will **not** display bid information in the 'Bid Display' window and the window will be blank.

☐ Online Bidders

1 Water One - For Training ONLY (#5990272)

Company	Status	Submitted Date	Digital Bid Bond	C. 2. Corporation complete and sign.pdf	Qualification Insurance - fillout and upload.pdf	A. Federal Form W-9-complete and submit.pdf	Affidavit of Organization and Authority complete and sign.pdf	Business License
QuestCDN - Main - Preimer	Accepted	10/18/2018 03:20 AM	View	C. 2. Corporatic	Qualification vb	A. Federal Form	Affidavit of Org	Responsible C
Quest - Regular Member	Accepted	10/18/2018 03:25 AM	View	C. 2. Corporatic	Qualification In	A. Federal Form	Affidavit of Org	Qualification li
QuestCDN.com - ND	Accepted	10/18/2018 03:40 AM	View	Documents.doc	Documents.doc	w9.pdf	Documents.doc	Business Licer
QuestCDN - Free Member	Accepted	10/18/2018 03:45 AM	View	C. 2. Corporatic	Qualification In	A. Federal Form	Affidavit of Org	UPLOAD ONLY
DEMO - Robin Pinegar	Accepted	10/18/2018 03:55 AM	View	test.pdf	test.pdf	test.pdf	test.pdf	test.pdf
QuestCDN - SAK PREMIER	Accepted	10/18/2018 04:21 AM	View	C. 2. Corporatic	Qualification In	A. Federal Form	Affidavit of Org	2-Bidder-Qual
Visual Communications, MN	Accepted	04/22/2021 10:10 AM						
Quest - Regular Member	Accepted	08/03/2021 05:00 PM		Acknowledmen	Disqualifications			

Done Save

Bid Display

The 'Bid Display' window displays the level of detail selected under 'Letting Close Options' from the 'Bid Requirements' page. In the example below, the 'Letting Close Option' selected is 'Base Bid Totals.'

Show Evaluation Options

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	UoFM	Quantity	QuestCDN - Free Member		QuestCDN.com - ND		QuestCDN - SAK PREMIER		QuestCDN - Main - Premier		DEMO - Robin Pinegar		Quest - Regular Member		Quest - Regular Member		Visual Communications, MN			
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
					Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted
# Concrete Package					\$78.00	\$85.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	
# Allowance					\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00	\$78.00	\$34.00
# Alternate 1 - Street C					\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00
# Alternate Optional					\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00
Base Bid Total:					\$37,078.00	\$37,085.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00

Bid Displayed with Base Bid Totals and Section Totals.

Show Evaluations

Check the 'Show Evaluation Options' checkmark box to open the 'Evaluation Options' window. Change the level of detail displayed by selecting the radio button next to 'Base Bid Totals', 'Base + Section Totals' or 'Details'. Check 'Show the engineer's estimate' checkmark box to add an 'Engineer's Estimate' column to the bid tab. Evaluate the bids by adding percentages of variation and choosing 'Highlighted items more or less % of the average' or 'Highlighted items more or less than % of the engineer's estimate'. Evaluations are highlighted in the bid tab display.

Show Evaluation Options

Show the engineer's estimate
 Do not highlight items
 Highlight items more or less than 10 % of average
 Highlight items more or less than 10 % of engineer's estimate

Base Bid Totals
 Base + Sections Totals
 Details

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	UoFM	Quantity	Engineer Estimate		QuestCDN - Free Member		QuestCDN.com - ND		QuestCDN - SAK PREMIER		QuestCDN - Main - Premier		DEMO - Robin Pinegar		Quest - Regular Member		Quest - Regular Member		Visual Communications, MN			
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
					Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted	Accepted
# Concrete Package																								
1	4	"Concrete Sidewalk (4")"	SY	1	\$5,000.00	\$5,000.00	\$1.00	\$1.00	\$2.00	\$2.00	\$10.00	\$10.00	\$6,500.00	\$6,500.00	\$1,000.00	\$1,000.00	\$3,500.00	\$3,500.00						
2	5	"Concrete Drive Approach (6")"	SY	1	\$2,000.00	\$2,000.00	\$2.00	\$2.00	\$3.00	\$3.00	\$10.00	\$10.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00	\$6,000.00						
3	6	"Concrete Alley Approach (8")"	SY	1	\$2,000.00	\$2,000.00	\$3.00	\$3.00	\$1.00	\$1.00	\$10.00	\$10.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$7,000.00	\$7,000.00						
4	7	"Type "O" Compacted Aggregate for base and Special Backfill No. 53"	TON	1	\$6,000.00	\$6,000.00	\$4.00	\$4.00	\$0.75	\$0.75	\$10.00	\$10.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00						
5	8	Recycled Concrete used as No. 53 Stone	TON	1	\$500.00	\$500.00	\$5.00	\$5.00	\$22.00	\$22.00	\$10.00	\$10.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00						
6	9	Top Soil Hydrolstick with	TON	1	\$10,000.00	\$10,000.00	\$6.00	\$6.00	\$7.00	\$7.00	\$10.00	\$10.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00						
Base Bid Total:					\$117,000.00	\$37,078.00	\$37,085.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	\$37,300.00	

Export to CSV

The 'Export to CSV' button will export the entire bid tabulation to an Excel CSV spreadsheet. The exported file will include the engineers estimate. The exported file can be used for further evaluation, exporting to project management software and bid award documentation.

Post Prelim Bid Tabs

When the bid posting is in an 'Open' or 'Protected' status, clicking the 'Post Prelim Bid Tabs' button immediately posts the (as received/as read) bid tabulation results to QuestCDN.com and to the QuestCDN Custom Private Interface (QCPI) Link. If the bid posting is in a 'Hidden' status, clicking 'Post Prelim Bid Tabs' will not display the posted results. A 'results posted' message is sent to the message center of all plan holders that obtained the bid documents electronically and an email is sent to paper (manually added) plan holders (*make sure an email address is included when adding paper plan holders*). The results are displayed as 'Pending' on the 'View Bid Results' page. The level of detail displayed is based on the selected 'Letting Bid Results Setting' and can be checked or changed before posting results. If the wrong result details are posted, change the selection in 'Letting Bid Results Setting.' Click the 'Post Prelim Bid Tabs' button again from the 'Bid Display' page. The system will overwrite the information with a new level of detail. Choosing 'None' as a level of detail and posting preliminary results will display no bid results.

Posting Final Results

Final award results are posted on the QuestCDN system from the 'Manage Bid Posting' page. Select the bid posting, at the top of the page click 'Post Results'. If awarding, select the checkbox for the awarded bidder. Add the award date by clicking the calendar to select the date and change the radio button from 'Pending' to 'Final.' Select the 'Browse' button to upload additional bid tabulation, award information, PDF document or approved bid abstract. Click the 'Submit' button to post and save the results. If the bid posting is in 'Open' or 'Protected' status, the posted results will be viewable to the public on both QuestCDN.com and on the Quest Custom Private Interface (QCPI) link. The results page will display the bid information as 'Final.'

Post Results

Please add a comment, bid amount or attachment in the form below for results to show in view results.

Side walk curb and gutter project Main Street through West End Street

Quest eBidDoc Number: 7441259
Closing Date: Fri, 04/23/2021 03:30 PM CDT
Posting Type: Construction Project

Award date

Bid award comment

Bid award type

- None
- Pending
- Final
- Rejected

Change Results

To change final posted results, manually change information in the results window and/or add a PDF document, then click 'Submit.' Bidders will download the last PDF file uploaded. A second 'results posted' message is sent to the QuestCDN message center of all plan holders that obtained the bid documents electronically and an email is sent to paper (manually added) plan holders (*make sure an email address is included when adding paper plan holders*).

Delete posted Results

1. Log into 'Virtubid™' (online bidding) from the top of page, click the name of the bid under 'Bid History' and click 'Letting Close Options'. Change 'Letting Bid Results Setting' to 'None' and save.
2. Click 'Manage Bid Postings' from the main QuestCDN page, click the project name to open the bid posting page. Click 'Post Results' and backspace through each base bid listed. Click 'Submit' to save

the information. The results tab is removed from the bid posting page. Enter zero in the 'Bid Amount' to display each bidder with a zero-base bid.

Bidders will download the last PDF file uploaded. A second 'results posted' message is sent to the QuestCDN message center of all plan holders that obtained the bid documents electronically and an email is sent to paper (manually added) plan holders (*make sure an email address is included when adding paper plan holders*).

Previous Next Close Window
Print Results

Project Bid Results

On-Line Bidding (Quest project #1113253)

Owner:
QuestCDN

Soliciting agent: QuestCDN -
Contact: PROVIDER ONLY
Phone: skahl@questcdn.com
E-mail: skahl@questcdn.com
Bid date: 10/18/2018 10:00 AM CDT

Owner Project Number: P18039
Award Date: **As Read/Received**
Comments: **As Read/Received**
Award Status: **Pending** ←

Bid Result/Award Information: [download information](#)
Letting Bid Tabulation: [view](#)

Company/Contact	Phone/E-mail	Amount	Awarded
QuestCDN - Provider PROVIDER ONLY	Bidder 1	\$37,000.00	
Quest - Regular Member "Regular Member"	Bidder 2	\$37,000.00	
QuestCDN - Free Member	Bidder 3	\$37,078.00	
QuestCDN.com - ND	Bidder 4	\$37,085.00	

Previous Next Close Window
Print Results

Project Bid Results

On-Line Bidding (Quest project #1113253)

Owner:
QuestCDN

Soliciting agent: QuestCDN -
Contact: PROVIDER ONLY
Phone: skahl@questcdn.com
E-mail: skahl@questcdn.com
Bid date: 10/18/2018 10:00 AM CDT

Owner Project Number: P18039
Award Date: **As Read/Received**
Comments: **As Read/Received**
Award Status: **Confirmed Award** ←

Bid Result/Award Information: [download information](#)
Letting Bid Tabulation: [view](#)

Company/Contact	Phone/E-mail	Amount	Awarded
QuestCDN - Provider PROVIDER ONLY	Bidder 1	\$37,000.00	
Quest - Regular Member "Regular Member"	Bidder 2	\$37,000.00	
QuestCDN - Free Member	Bidder 3	\$37,078.00	✓
QuestCDN.com - ND	Bidder 4	\$37,085.00	

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.

QUESTCDN Stay Connected: [Facebook] [Twitter] [LinkedIn] Welcome Robin Pinegar LOGOUT

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

Industry Directory

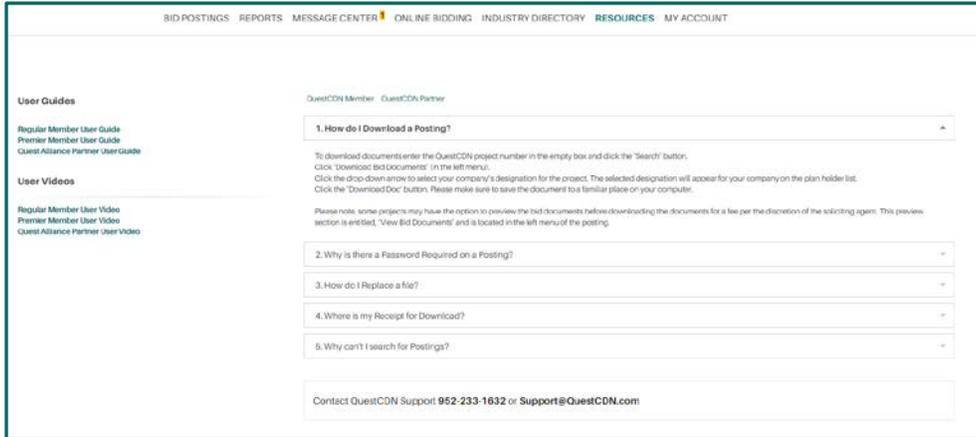
Search:

Show 10 entries Previous 1 2 3 4 5 ... 2870 Next

Name	City	State	Business Type	Business Designation	Business Certification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quest Construction Data Network, LLC	Spring Park	MN		Other	
Quest Construction Data Network	Shokopee	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 - Rau Claire	Eau Claire	WI		A/E Consultant	
Barton Aschman Associates	Minneapolis	MN		Other	
BK&M Engineers	Minneapolis	MN		Other	
Bolton & Menk, Inc. - Mankato, MN	Mankato	MN		A/E Consultant	
Stantec - Minneapolis	Minneapolis	MN		Other	
Brown & Caldwell Engineers	St. Paul	MN		Other	
URS - Minneapolis	Minneapolis	MN		Other	
Chisquam Associates Inc.	White Bear Lake	MN		Other	

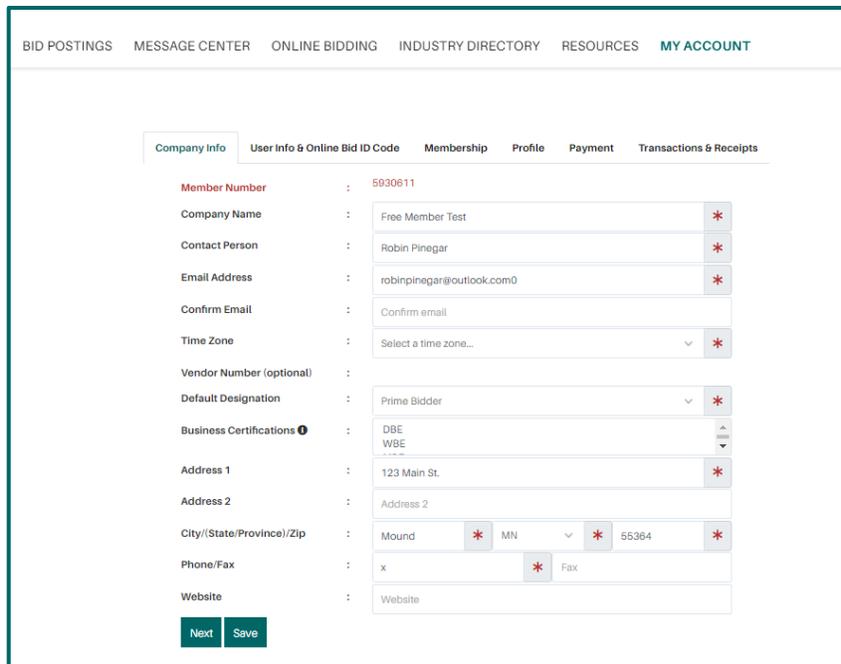
Resources

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’](mailto: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.



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, update payment information and make changes to the membership profile. (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 publishing and is the digital signature for the agency or 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.

The screenshot shows the 'MY ACCOUNT' page with the 'User Info & Online Bid ID Code' tab selected. The 'On-line Bid ID Code' field is highlighted with a red box and labeled 'Online Code' with a red arrow. The page includes a navigation bar, tabs, and various input fields for account management.

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*	:	<input type="text" value="Contact Person"/>
Username*	:	<input type="text" value="LaShell Kahl"/>
Password*	:	<input type="password" value="....."/>
Minimum eight characters including one uppercase, one lowercase, and one number.		
<div style="width: 100px; height: 10px; background-color: green; margin-bottom: 5px;"></div> Meets Quest requirements		
Confirm Password	:	<input type="text" value="Confirm password"/>
Email Address*	:	<input type="text" value="Email"/>
Confirm Email	:	<input type="text" value="Confirm email"/>
Provider permissions ⓘ		
Project Access	:	<input type="text" value="All"/>
Request Access	:	<input type="text" value="All"/>
G&S Bid Access	:	<input type="text" value="All"/>

Member permissions ⓘ

Project Access	:	<input type="text" value="Yes"/>
Request Access	:	<input type="text" value="Yes"/>
G&S Bid Access	:	<input type="text" value="Yes"/>
VirtuBid™ Access	:	<input type="text" value="All"/>
VirtuBid™ Submit	:	<input type="text" value="Yes"/>

Provider Permissions

'Project Access' – The default is 'All'. Allows users to access and modify all project postings.

'Request Access' – The default is 'All'. Allows user to access & modify all request postings.

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

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

'VirtuBid™ Publish' – The default is 'Yes. Allows user to publish vBids.

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

'All' - Allows user to access and modify all bid postings.

'Own' - Allows user to only access bid posting they have added to the system. Only the bid postings added by the user will populate on the 'Manage Bid Postings' page.

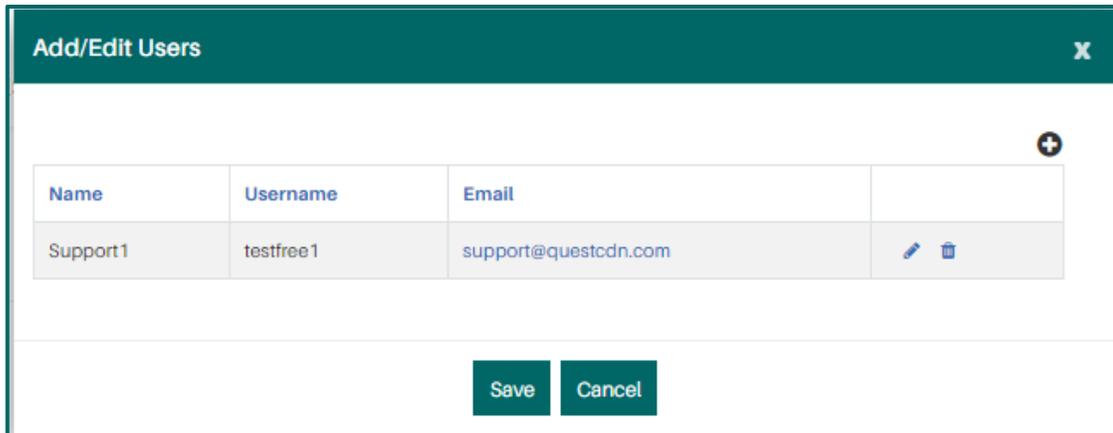
'None' - The user does not have access to add or modify bid postings. All bid postings will be omitted from the 'Manage Bid Posting' page.

Member Permissions

Project, Request, G&S Access - The default is 'Yes'. Allows users to access postings with the eBidDoc™ number to download, view plan holders & other posting information. If 'No', users are not allowed access to any postings.

VirtuBid™ Access – The default is 'All'. Allows users to access VirtuBid™ for any downloaded bid postings. If 'None', users are not allowed access to downloaded VirtuBid™ postings.

VirtuBid™ Submit – The default is 'Yes'. Allows users to submit bids on downloaded postings. If 'No', users are not allowed to submit bids.

Click '

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 '

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

Add a Premier membership by clicking highlighted buttons next to the membership types.

'Premier Monthly Member Base Fee \$0.00' - 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 exclude the base fee of \$35.00. Total fees include the cost of the states selected to search for bid opportunities.

'Premier Annual Membership Base Fee \$0.00' – The Premier annual membership excludes the base fee of \$299.00. Total fees include 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		✓

Membership Selection Page

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

Available States/Provinces:

- AK - \$28.00
- AL - \$35.00
- AR - \$28.00
- 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	\$38.00	\$0.00	\$38.00

Profile

Create a profile introducing the agency or organization. Describe your areas of expertise, service and products. Copy and paste information into the field. Information included will match 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.

Payment Tab

Credit Card information is required and billed when you download digital bidding documents.

Click the Add button to enter your required payment information on the secure Authorize.Net server.

Add

Payment Information Form

Card Number: 1234 5678 9012 3456

Exp Date: 04/23

Cardholder: John Smith

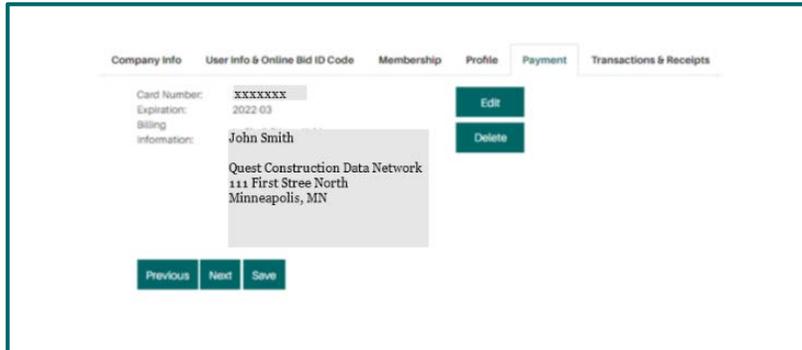
Billing Address: 111 First Street North, Minneapolis, MN 55438

Phone Number: 952-233-1632

Company: Quest Construction Data Network

SAVE **Cancel**

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.

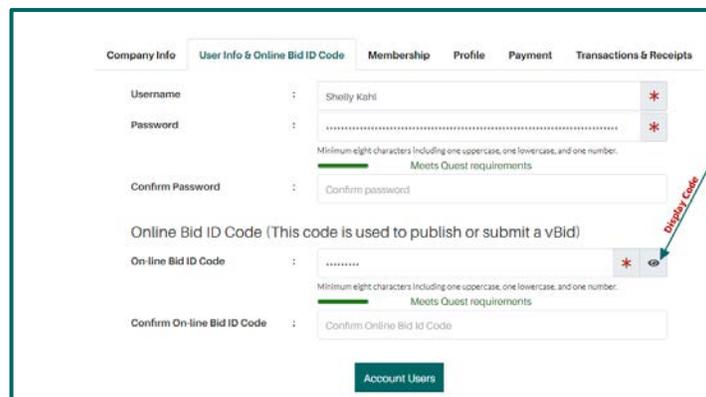
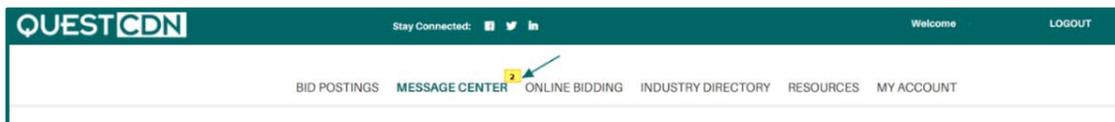


Transactions & Receipts

'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.

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.



Message Center - Inbox

New Message | **Delete** | **Move**

Search:

<input type="checkbox"/>	From	Subject	Received
<input type="checkbox"/>	7988877 PROVIDERLK	Addendum 1 - Foam sheets #7988877 - Multiple, MN	08/03/2021 07:01 AM
<input type="checkbox"/>	4177788 Robert Moigan	Addendum 3 - Fairview Bridge Demo #4177788 Fairview, TX	07/28/2021 12:52 PM
<input type="checkbox"/>	8953230 QuestCDN	Results Posted: BID CLOSED EXAMPLE #6853230 City, MN	07/27/2021 07:38 AM
<input type="checkbox"/>	7936873 Paige Wtcher	Addendum 1 - Benton Utilities Exit 114 Waterline #7936873 - Benton, AR	07/26/2021 08:04 PM

showing 1 to 4 of 4 messages

Previous **1** Next

08/03/2021 12:01 PM

PROVIDERLK

Addendum 1 - Foam sheets #7988877 - Multiple, MN

To: QuestCDN Support, QuestCDN Support

Dear QuestCDN eBidDoc™ planholder,

This message is to notify you that Addendum #1 was posted to eBidDoc™ #7988877 for the Foam sheets posting. Please follow the link below to download the addendum information that may be critical to the accuracy and acceptance of your bid.

Click this link eBidDoc™ #7988877 to login and download the addendum file.

If needed, please contact QuestCDN Customer Support at 952-233-1632 or Support@QuestCDN.com for assistance.

Sincerely,
PROVIDER-LK
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Reports

Project Audit Information

A report that date and time stamps each time the bid posting was saved and/or when file documents and addenda were uploaded.

Addenda Notification

Report displays the date and time the system emailed the addendum notification to the plan holders that obtained the bid documents electronically and the date the plan holders downloaded the addendum. If no date is listed, the plan holder did not download the addendum. Utilize the report to track which electronic plan holders have downloaded the addendum.

User Notification

Report lists the companies that have signed up through the company or public agency's QuestCDN Custom Private Interface (QCPI) Link to be notified of bid notifications posted to QuestCDN.com. The report will include company name, contact name and email address for each user that has signed up.

Unique Plan Holders

Report lists the company name, contact name and email address of each user that has downloaded a bid posting document. The report has an option for selecting a beginning date to control the amount of data populated. The default setting is populated from the first bid posting entered on QuestCDN. Each contact will only appear one time in the list unless they have multiple logins. Use this report to export the contact name and email address to create a database of your bidder community.

Advertisement for Bid Examples

[Ad for Bid/Notice to Bidder - Online Bidding Only](#)

[Ad for Bid/Notice to Bidder - Online Bidding & Paper Plan Set](#)

[Ad for Bid/Notice to Bidder - Online Bidding & Paper Bid Submitting](#)

[Ad for Bid/Notice to Bidder for Request](#)

QuestCDN Terminology

QCPI link – QuestCDN Custom Private Interface

QAP– QuestCDN Alliance Partner

Provider – QuestCDN Alliance Partner

Letting – The opening and tabulation of bids submitted by the bid time.

Bid Close - A time the system closes for bids.

Q&A – Questions and answers posted to the QuestCDN system.

Request – RFP, RFI, RFP, RFQ

Goods and Service – (G&S)

Project – Public construction projects

Owner– Owner of the project.

Soliciting Agent – Engineer, architect or company orchestrating the project for the owner.

Specs – Abbreviated word for specification or the bidding document manual.

Plan or plan set – Bidding document drawings.

eBidDoc™ number – QuestCDN system generated number for bid postings

CSV – Comma-separated values file is a delimited text file using commas to separate values.

HTML – (Hypertext Markup Language) A standardized system for tagging text files to achieve font, color, graphic and hyperlink effects.

HTML tag - A HTML code that defines structures on HTML pages that include the placement of text, images and hypertext links. HTML tags begin with a less-than (<) character and end with greater-than (>) character. These symbols are also called angle brackets.

QuestCDN vBid Terminology

VirtuBid™ - QuestCDN online bidding system VBid™

QuestCDN online bidding system

Engineers Estimate - Determination of construction costs for a project

Post Letting Functions – Online bidding functions to complete after bid close including entering paper bids, bid acceptance and review and bid display

Publish - Publishing a bid opens the vBid portal and allows bidders to complete requirements for the online bid.

Unpublish - Unpublishing a bid will close the vBid portal. Bidders will not be able to work on or submit bids until the bid is republished.

Online bid - Allows prospective bidders to bid remotely, while still maintaining the competitive nature of a traditional bid process and opening.

Bid Worksheet - Shows the amount bid by each bidder for items in a project. Also referred to as the bid tabulation or bid form.

Bid Tabulation - Shows the amount bid by each bidder for items in a project. Also referred to as the bid worksheet or bid form.

Bid Form - Shows the amount bid by each bidder for items in a project. Also referred to as the bid worksheet or bid tabulation.

Bid definition - An online bid template is created in the vBid system for the project/request

QuestCDN SharePoint – QuestCDN server that stores documentation

Create Bid - An online bid template is created for the project/request

View Bid – Once a project/request template is in vBid, 'Create Bid' changes to 'View Bid.' Another access into the vBid system.

Plan holder pays - The 'Download Delivery Fee Selection' and the 'Plan holder Pays' fees are combined into one amount and charged to each plan holder once documents are download regardless if the plan holder submits an online bid or not.

Bidder pays - The 'Download Delivery Fee Selection' is charged to each plan holder once the download of bid documents is initiated. The 'Online Bidding Fee Selection' 'Bidder Pays (min. \$25.00)' is an additional charge to bidders who submit an online bid at the time of bid close.

Pre-qualifications - When changed to 'Yes,' bidders cannot access online bidding until they are approved on the plan holder list by the soliciting agent/owner of the project/request.

Bids Not Published – vBid home page where unpublished projects/requests are grouped for owners/soliciting agents to access.

Bids Published – vBid home page where published projects/requests are grouped for owners/soliciting agents to access.

Bid History – vBid home page where past bid projects/requests are grouped for owner/soliciting agents to access.

Qualification Information tab - Required documents and forms for review and/or completion by the bidder.

Bid Bond – From the contractor to the owner to guarantee that the winning bidder will undertake the contract under the terms of which they bid.

Surety 2000 Bid Bond – Surety2000 is a method of receiving and guarantying bond information between a contractor and the owner/solicitor of the project.

Submit Bid – Submitting an online bid through the QuestCDN vBid system

Online Bid ID Code – Code created by the system administrator of a company account used by all users of the account when publishing or submitting a project/request

Bid Advertisement – A public notice of the details of a project/request

Bid Letting – The date and time a project/request close

Bid Room Clock – The universal clock for all parties involved in the bidding process of a project/request.

Enter Paper Bids – A process to enter paper plan holders into the vBid system for a project/request.

Bid Acceptance and Review – Area to review bidder documentation and accept ‘as read’ information.

Bid Display – Area to review and display bid worksheet information submitted by contractors. View by base bid totals, base and section totals or detail.

Post Prelim Bid Tabs – Posting the pending results of the bid worksheet into the results area on the QuestCDN site

Posting Final Results – Posting the final award results of the bid worksheet into the results area on the QuestCDN site. Option to manually enter the results or upload a results file.