

vBid PROVIDER On-Line Bidding User Guide

Welcome to VirtuBid™ with the Quest Construction Data Network!

VirtuBid™ (vBid™) is a state-of-the-art electronic bidding service that streamlines the bidding process for owners and solicitors, allowing them to effectively and efficiently build and accept bids through a secure online network.

On-Line Bid ID Code

You must create your On-Line Bid ID Code to create your bid

Prior to participating in On-Line Bidding, be sure to set up your On-Line Bid ID Code. Your On-Line Bid ID Code is your digital signature. You may also need to update your QuestCDN password to higher security if needed (*On-Line Bidding new password minimum is 8 characters with at least one uppercase, one lowercase and one numeral*). Updating passwords and creating an On-line Bid ID Code can only be done by your System Administrator.

Creating your On-Line Bid ID code

My Account – Located in the Green Title Bar in the functional menu

- **User Info** – Enter On-line Bid ID Code (*new minimum is 8 characters with at least one uppercase, one lowercase and one numeral*)
- **Confirm On-line Bid ID Code** – Re-type your Bid ID Code to confirm
- **Save** – Click Save to update and save your code

Add/Edit Additional User Access

The administrator may also Add and/or Edit Additional Users and Give Permissions on the additional users. Options include: Member (downloading project information ONLY) and/or Provider (posting Project information), Project and/or Request Access and vBid Access. Also, set individuals access permissions, no access, access to just their projects or access to all projects per the screen below and if they can Submit/Publish the vBid.

- To edit users, click **My Account - User Info - Edit Users**

	Member			Provider		
	vBid	Project	Request	vBid	Project	Request
Access	<input checked="" type="radio"/> All <input type="radio"/> Own <input type="radio"/> None	<input checked="" type="radio"/> All <input type="radio"/> Own <input type="radio"/> None	<input checked="" type="radio"/> All <input type="radio"/> Own <input type="radio"/> None	<input checked="" type="radio"/> All <input type="radio"/> Own <input type="radio"/> None	<input checked="" type="radio"/> All <input type="radio"/> Own <input type="radio"/> None	<input checked="" type="radio"/> All <input type="radio"/> Own <input type="radio"/> None
Submit/Publish	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

- Individual users can update their own passwords by using the **Forgot Login Information?** link on the login page of QuestCDN

QuestCDN Project Set-Up

- ✓ Add a New Project in the usual way, noting **On-Line Bidding Fee Selection, time zone** and **prequalification required**.
 - a. **On-Line Bidding Fee Selection** – choose ‘No on-line bidding for this project’ if you do not plan on offering on-line bidding, otherwise select the correct method of payment for this project. A method of payment must be selected before setting up the on-line bid. **Important note - once downloads of your plans and specs have occurred, you will not be able to change this area! OR if you want to add on-line bidding after project documents downloads have occurred your only option will be Bidder Pays.**

On-Line Bidding Fee Selection

No on-line bidding for this project

Planholder Pays (min. \$10.00)

Bidder Pays (min. \$25.00)

Plan holder Pays – the fee is combined with the download delivery fee and is charged to every plan holder at time of bid document download – it appears as one total fee at the bottom of the bid advertisement (the example below of \$30 is the solicitor selecting \$20 for the download deliver fee and \$10 for the Plan holder Pays on-line bid fee selection for a Total \$30). **NOTE: For the City of Middleton, the Download Delivery Fee will be \$15.00.**

Quest eBidDocs™: Download delivery fee is **\$30.00**, file size is **0 Mb**.

Bidder Pays – the on-line bidding fee is billed ONLY to the bidders who have a ‘submitted bid’ at time of bid close (the download delivery fee is still charged to every plan holder as they download the main documents) – it appears as two separate fees at the bottom of the bid advertisement. **NOTE: For the City of Middleton, the Online Bidding Fee will be \$10.00.**

Quest eBidDocs™: Download delivery fee is **\$20.00**, file size is **0 Mb**.
Fee for bidding on-line is **\$25.00**

- b. **time zone** is the time zone in effect at the Bid Location and defaults to the time zone setting in the My Account section for the Soliciting Agent.
 - c. **prequalification required** defaults to **No** – when set to **Yes**, bidders **will not be able to access the vBid Online Bidding until the Soliciting Agent has Approved them on the Plan Holder list.**
- ✓ Once the project has been added, if a vBid On-Line Bid is going to be provided for this project, go to **Modify**, Select the Project and then click the **Create Bid** button at the top right of the Advertisement (you must have selected the method of payment for on-line bidding first - this button then changes name to **View Bid**).



- ✓ **The bid definition has been created** – now Create Bid displays as View Bid



- ✓ Once the bid definition has been created, the On-Line Bid for the project can be accessed either by the **View Bid** button (which takes you directly to the project after logging into vBid) or by the **On-Line Bidding** button on the Projects menu (this takes you to vBid and after logging in presents a list of all your vBid projects).



Logging into vBid - On-Line Bidding

- ✓ Log into vBid - On-Line Bidding using your **QuestCDN** User Name and Password. (Password must = *new security minimum of 8 characters with at least one uppercase, one lowercase and one numeral. If needed, go to 'My Account' at QuestCDN.com to update the password*). **Do not use your Online Bid ID Code here.**
- ✓ On the Home page of vBid - On-Line Bidding projects are sorted by Bids Not Published, Bids Published, Bid History
- ✓ Select your project by clicking on the project name. If the selection box indicates a "+", click on the box to view all projects in that section.


Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home Bid Requirements Item Codes
R.Pinegar

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

Name	City	County	State	Bid Date	Solicitor	Owner	User
vBid Demo	Mound	Hennepin	MN	01/20/2017 08:00 AM CST	QuestCDN Derr	QuestCDN Derr	R.Pinegar

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

No projects meet this criteria

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

Name	City	County	State	Bid Date	Solicitor	Owner	User	Bids	Results
Demo - Robin Pinegar	Spring Park	Hennepin	MN	03/31/2015 12:00 PM CDT	QuestCDN Derr	TBD	R.Pinegar	0	N
DEMO - MMSD	Mound	Hennepin	MN	05/01/2015 12:00 PM CDT	QuestCDN Derr	QuestCDN Derr	R.Pinegar	0	N
TEST - Robin	test	test	MN	05/01/2015 12:00 PM CDT	tbd	tbd	R.Pinegar	0	N
Demo WY SFD	Mound	Hennepin	MN	05/01/2015 04:00 PM MDT	QuestCDN Derr	WY Middle Sch	R.Pinegar	0	N
X TEST	x	x	MN	06/06/2015 12:00 PM CDT	QuestCDN Derr	x	R.Pinegar	0	N
TEST	TEST	TEST	MN	07/31/2015 12:00 PM CDT	QuestCDN Derr	TEST	R.Pinegar	0	N
DEMO July 22nd	Grand Island	Hall	NE	08/12/2015 02:00 PM CDT	QuestCDN Derr	City of Grand Is	R.Pinegar	1	N
TEST 10-9-2015	Mound	Henn	MN	10/30/2015 12:00 PM CDT	QuestCDN Derr	TBD	R.Pinegar	0	N
Demo vBid	Mound	Hennepin	MN	12/01/2015 12:00 PM CST	QuestCDN Derr	City of Mound	R.Pinegar	0	N
NA sample	NA	NA	MN	01/01/2016 12:00 PM CST	NA	NA	R.Pinegar	0	N
vBid DEMO 1/25/2016	Mound	Hennepin	MN	01/29/2016 12:00 PM CST	QuestCDN Derr	TBD	R.Pinegar	0	N
Test Project 12/28/2015	Mound	Hennepin	MN	01/29/2016 04:00 PM CST	QuestCDN Derr	City of Sun Prai	R.Pinegar	0	N

Qualification Information Tab

The Qualification Tab is where you place all necessary documents and forms requiring review and/or to be returned by the bidder.


Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home Bid Requirements Item Codes
R.Pinegar

vBid Demo (#4806705) 01/20/2017 08:00 AM CST

Owner: QuestCDN Demo vBid **20:13:08**

Solicitor: QuestCDN Demo - RP vBid

Bid Not Published
Publish
Save

Qualification Information

Bid Worksheet

Letting Close Options

Bid Qualifications and Bidder Certifications

Bid Qualifications and Bidder Certifications

- **Vendor Number Required**

- a. If a Vendor Number is Required check the box – if not, leave blank

- **Require Bid Bond**

- a. Complete the Bid Bond Percentage (%) and choose **Accept Electronic Bid Bond** and/or **Surety2000**
You can offer both, but the bidder will only need to complete ONE option to submit their bid

- Electronic Bid Bond**

- Bidders will upload a file containing their bid bond – typically pdf format.

- Surety2000 Bid Bond**

- In order to use Surety 2000 **All Parties** to the Bond must first be registered with Surety 2000. In order to accomplish this, the Owner, The Insurance Carrier, the Broker and the Contractor each must go to www.Surety2000.com and select the appropriate link from the home page in order to complete their respective registration. For this document, we will assume the Insurance Carrier and Broker have already completed this process, if not they must do so. The Owner completes their own registration with Surety 2000 and then they (or their soliciting agent) can choose Surety 2000 as a method of receiving the Bid Bond on the project Qualification Information page.

- **Verify download of addenda**

- a. Keeping this box checked by default will ensure bidders have downloaded all addendums issued on the project prior to being able to submit their bid

QUEST vBID Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home Bid Requirements Item Codes R.Pinegar

vBid Demo (#4806705) 01/20/2017 08:00 AM CST

Owner: QuestCDN Demo vBid 20:02:15

Solicitor: QuestCDN Demo - RP vBid

Bid Not Published Publish Save

Qualification Information Bid Worksheet Letting Close Options

Bid Qualifications and Bidder Certifications

Vendor Number Required

Require bid bond of % of total bid

Accept electronic bid bond

Accept Surety2000 bid bond code **Contract number**

Verify download of addenda

Bid Qualifications and Bidder Certifications continued

vBid Demo (#4806705) 01/20/2017 08:00 AM CST
Owner: QuestCDN Demo vBid **20:08:33**
Solicitor: QuestCDN Demo - RP vBid

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

Qualification Information | Bid Worksheet | Letting Close Options

Certify receipt of these documents Browse... **Upload**

Already uploaded documents

Attach & certify completion of these forms Browse... **Upload**

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**

Additional information requested

Upload of Required Documents

a. Certify receipt of these documents

- i. cause your bidder to have to download only – read only.

b. Attach and certify completion of these forms

- ii. cause your bidder to have to download, complete and return/upload a response file.

c. Certify document uploads

- iii. cause your bidder to have to upload a document that you have requested be part of the bid submission e.g. a copy of their Business License.

You can Upload or Save as you go or make a series of selections and then press Upload or Save – all uploads are then performed

Qualification Information | Bid Worksheet | Letting Close Options

Certify receipt of these documents Browse... **Upload**

Already uploaded documents

SAMPLE bidder READ ONLY Upload.pdf Remove

Attach & certify completion of these forms Browse... **Upload**

Already uploaded documents

SAMPLE bidder download and reply.pdf Remove

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**

Additional information requested

Business License Remove

Cancel **Publish** **Save**

Bid Qualifications and Bidder Certifications continued

Post letting information submittals

- a. The final section on this page allows you to call for some documents to be submitted after bid closing. You can specify the due date and time for these submissions, leave the due date and time blank. Choose whether you are providing a form or just specifying a document they already have - **If you DO NOT have Post Letting requirements please leave BLANK.**

vBid Demo (#4806705) 01/20/2017 08:00 AM CST
Owner: QuestCDN Demo vBid **20:08:11**
Solicitor: QuestCDN Demo - RP vBid

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

Qualification Information | Bid Worksheet | Letting Close Options

Additional information requested **Save**

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 **Browse...** **Upload**

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** **Save**

Additional information requested

EXAMPLE completed - requiring a Subcontractor List be submitted by the Secondary Date selected

Post letting information submittals **Deadline:** 23-JAN-2017 08:00 AM 

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 **Browse...** **Upload**

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** **Save**

Additional information requested

Remove

Cancel **Publish** **Save**

NOTES - You can continue making changes to this Qualification page, adding and/or deleting files & also renaming files after the upload is complete. Be sure to **Save** when finished. You can proceed to the Bid Worksheet and then come back and make more changes. The Bidder does not have access to your bid package until you have finished and chosen to **Publish** the Bid.

Bid Worksheet

Setting up the Worksheet

- a. After clicking on the Bid Worksheet Tab, you are brought to a page where you can create your Bid Form. If you have created a Bid Form in Xcel (or some other Spreadsheet) you can modify it to fit our import format (see Exhibit B) and save it to a CSV format and choose Import from CSV on the vBid Bid Worksheet screen below, or you can use the following instructions to manually build your worksheet.

SAMPLE vBid - OPEN (#5707807) 05/01/2018 10:00 AM CDT
Owner: Sample 7 days 22:23:54
Solicitor: QuestCDN Demo - RP vBid

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 - *Required* 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

- b. First choose Add Section and select the type and fill in the **Section Name**.

i. Section Types

- ✓ **Required** is a normal Bid Item – Bidder must fill in a price and it is added to Base Bid Total.
- ✓ **Mandatory** is Alternate/Mandatory – Bidder **MUST** bid, and the section is not added to Base Bid Total.
- ✓ **Optional** is Alternate/Optional – Bidder may or may not bid and the section is not added to Base Bid Total.
- ✓ **Fixed** – Items in this section must have an Engineers Estimate/Unit Price and All Bidders will be forced to bid the Engineers Estimate – Typically used for Allowances.

- c. Continue adding Section Headings as needed (you must have at least 1 Section).

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 - *Required* 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

Add Section

Section Type

Base Bid Section - Required Completion
 Alternate Section - Required Completion
 Alternate Section - Optional Completion
 Fixed Price Section

Section Name: _____

OK Cancel

- d. Click on any Section Heading and then select **Add Item** to add individual line items to your Bid Worksheet as shown below.

Bid Not Published

Qualification Information **Bid Worksheet** Letting Close Options

■ Sections shown in this color are not included in the Base Bid Total - *Required* 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	Uoff1	Quantity	Unit Price	Extension
Base Bid Section - Required Completion						
1	1	Required	LS	1	\$5,000.00	\$5,000.00
Base Bid Section - Required Completion Total:						\$5,000.00
Alternate Section - Required Completion						
4	1RA	Alternate - Required Completion	EA	4	\$500.00	\$2,000.00
Alternate Section - Required Completion Total:						\$2,000.00
Alternate Section - Optional Completion						
2	1OA	Alternate Section - Optional Completion	EA	5	\$300.00	\$1,500.00
Alternate Section - Optional Completion Total:						\$1,500.00
Fixed Price Section						
3	1F	Fixed	LS	1	\$10,000.00	\$10,000.00
Fixed Price Section Total:						\$10,000.00
Base Bid Total:						\$15,000.00

- e. When filling out Line Items
- i. The Line Item number **must be unique** for the entire Work Sheet.
- f. When completing Item Code
- i. You can choose an Item Code from your organization’s Standard Item Code List (see Exhibit C for building and maintaining the Item Code List) or create Item Codes as necessary. Item codes can be duplicated, and you can select text or numbers for your code. You must enter a item code in this field, leaving blank will cause the system to error and bid will not be published.
- g. Item Description
- i. Complete the item description as desired.
- h. Unit of Measure can be used as defaulted to, chosen from a drop-down menu, or changed as required.
- i. A quantity must be filled in (use 1 in case of Lump Sum items).
- j. Unit Prices
- i. Enter Unit Prices to create **your** Engineer’s Estimate is optional (except when using a Fixed Bid Section) and **will never be seen by the bidder**
 - ii. Entering the Unit Price Fields
 - ✓ Fill in the Unit Price Field by clicking on the appropriate line item in the worksheet. You can move from unit price to unit price by using your Enter key or the Up/Down Arrow. When finished being sure to click **Save**.

Letting Close Options

The system defaults to Base Bid Totals for both. These set the level of detail shown when first opening bids and when posting the Prelim Bid Tab directly to QuestCDN.com

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

Cancel Publish Save

Publishing and Unpublishing vBids

Publishing vBids

- When all pages are correctly filled out (Qualification Information, Bid Worksheet and Letting Close Options) you can choose Publish from the bottom of the screen.
- You will need to enter your organization's On-Line Bid id code and choose to accept the Terms and Conditions. Each organization has one On-Line Bid ID code, which is entered and maintained under the My Account page when logged in at www.QuestCDN.com.

Check with your Account Administrator if you need this code

Click Wrap Agreement Print

QUESTCDN'S TERMS OF USE FOR OWNERS

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

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

Enter your On-Line Bid ID code: ***** This ID code is your digital signature.

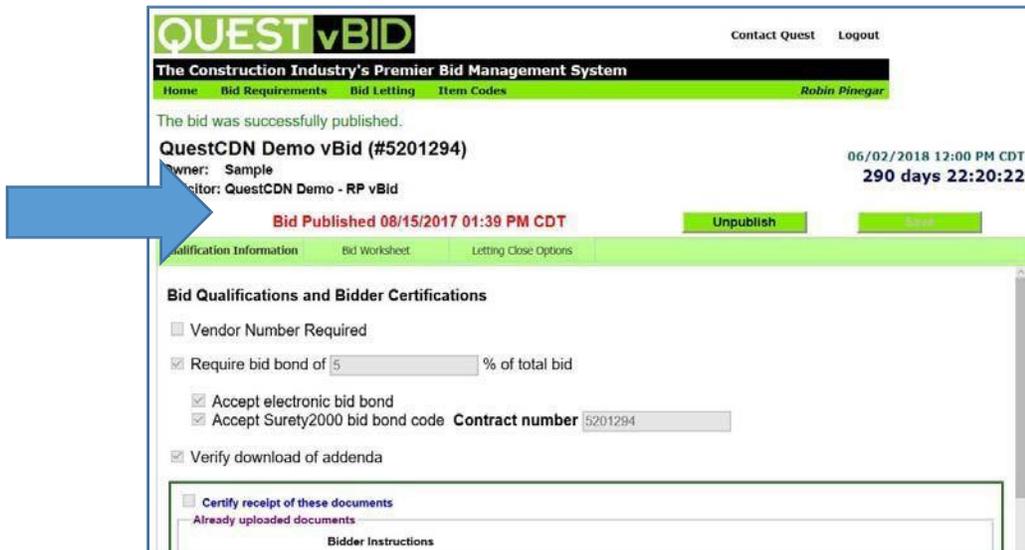
If you do not remember your On Line Bid ID Code, you may change it by logging in at QuestCDN.com and going to the [My Account](#) page. Only the account administrator has access to this page.

I Agree

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

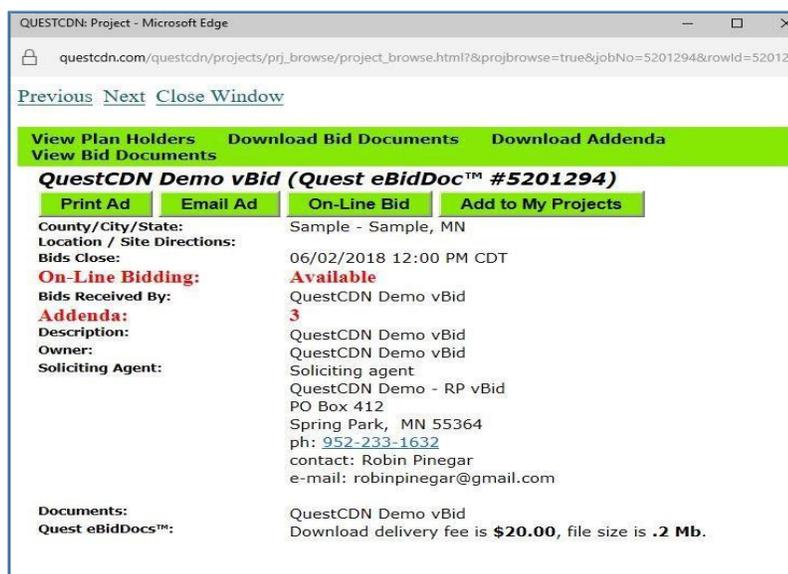
Cancel Submit

- Once Published, you can no longer make changes to the Online Bid without Unpublishing – see following page for information about Unpublishing.



Unpublishing vBids

- a. You will need to Unpublish the vBid to make **ANY** changes to your Online Bid information, simply click the Unpublish button within vBid.
- b. Then the following will occur (also, if you issue an addendum the following automatically happens):
 - Bidders that have submitted bids**
 - i. Will have their bids unsubmitted.
 - ii. Will be notified via email and the Message Center that the Bid has been unpublished and that they will need to resubmit once you have published the bid or they have acquired the addendum.
 - iii. The work they have already done will be saved and they will only have to work on areas that you have changed, unless you import a completely different bid worksheet. The bidder will then have to re-enter their work.
 - iv. They will be able to see the project in their Bids Started list but will not be able to work on the bid until you have republished.
- c. Bidders that have not started a bid, will not be able to start a bid until you have republished.
- d. Your Advertisement will not show the On-Line Bid button or the **on-line bidding: Available** as shown in the advertisement below – these will be restored once the ad is republished.



Bid Letting

The Bid Letting Menu is available once you have Published your bid

- Prior to the close time**, the top 2 buttons (View and Show Bid Room Clock) are the only options available – continue to step **d** after bid closing time.
- The “View” button will allow viewing of the names of the companies that have submitted bids – but only the names and submitted time. Just like seeing the return address on an envelope. If a bidder chooses to Un-submit their bid, they will no longer show in this list.
- The “Show Bid Room Clock” displays a large screen with the Local Time and the time remaining till bid close, displayed prominently in **Red**. You can use this if you are doing a Public Bid Opening, either in person or virtually (On-Line using GoToMeeting or a similar service). Remember, both you and your bidders are using the exact same clock when you use VirtuBid for your on-line bidding.

QUEST vBID Contact Quest Logout
The Construction Industry's Premier Bid Management System
Home Bid Requirements **Bid Letting** Item Codes Robin Pinegar

Letting for: QuestCDN Demo vBid (#5201294)
Owner: QuestCDN Demo vBid
Solicitor: QuestCDN Demo - RP vBid

Bid Countdown

Electronic Bid Submittal Status: 0 bid(s) received [View](#) [Show Bid Room Clock](#)

Bid Closes at: 06/02/2018 12:00 PM CDT

Official Time: 08/15/2017 03:25:22 PM

Bid Closes In: 290 days 20:34:38

Post Letting Functions

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

- Once the countdown clock has hit 0:00**, refresh your screen and the bottom 3 buttons will become active (Enter Paper Bid, Bid Acceptance and Review and Bid Display). Use these options to complete your actual opening of the submitted bids.

QUEST vBID Contact Quest Logout
The Construction Industry's Premier Bid Management System
Home Bid Requirements **Bid Letting** Item Codes Robin Pinegar

Letting for: Sample vBid 1/20/2017 (#4808501)
Owner: City of Mound
Solicitor: QuestCDN Demo - RP vBid

Bid Countdown

Electronic Bid Submittal Status: 2 bid(s) received [View](#) [Show Bid Room Clock](#)

Bid Closes at: 01/26/2017 06:00 AM CST

Official Time: 08/15/2017 03:26:03 PM

Bid Closes In: **0:00:00**

Post Letting Functions

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

e. First the Definitions

- i. Enter Paper Bid – if you are accepting paper (or manual) bids, use the **Enter Paper Bid** functions to enter their Bid Form and to scan and upload any documents that were provided as part of the bid submittal. You **MUST** manually add the paper bidder to the main plan holders list at QuestCDN. Bidding documents can be uploaded after the bid opening in order to read results quickly.
 - ii. Bid Acceptance and Review – this function allows you to review all the paper work that has been submitted as part of the electronic bids. You **MUST** at least come here and Accept the bid before you can display the Bid Worksheet.
 - iii. Bid Display – this function displays the bids submitted for all bids that you have accepted under ii. above. They display from low to high automatically (no sorting allowed).
- f. Suggested sequence – If you are accepting paper bids, we would suggest that follow these steps:
- I. Use the Bid Acceptance and Review function to check any paperwork that you need to check before opening the actual vBid. Use the notes function in this section to record anything special that you want to recall later. Then accept those bids that you want to Open.
 - II. Proceed to Bid Display and show and read the electronic bids that you have received. Once here, remember that you can change the level of detail being shown and/or turn on the Engineer’s estimate and analysis functions as desired. If all bids were electronic, you can complete everything now by selecting “Post Preliminary Bid Tabs”.
 - III. Now proceed to open and read your paper bids and use the Enter Paper Bid function at your convenience.

Bid Acceptance and Review

- a. This screen has a line for each bid submitted. Each line contains a column to indicate “Status”, a column for each document submitted as part of the bid and a column for notes.

Company	Status	Submitted Date	Digital Bid Bond	SAMPLE Bid Form.pdf	Notes
QuestCDN Demo - RP vBid	Under Review	08/18/2017 12:10 PM CDT	View	upload sample BidF	
DEMO - Robin Pinegar	Under Review	08/18/2017 12:13 PM CDT	View	SAMPLE Bid Form.u	

- b. Review any of the documents by clicking on the link and make any notes that you would like to make about the submission in the provided column.
- c. Change the “Status” to Accepted or Rejected as appropriate.

Company	Status	Submitted Date	Digital Bid Bond	SAMPLE Bid Form.pdf	Notes
QuestCDN Demo - RP vBid	Under Review	08/18/2017 12:10 PM CD	View	upload sample Bi	
DEMO - Robin Pinegar	Accepted	08/18/2017 12:13 PM CD	View	SAMPLE Bid Form	

- d. Leaving the bids ‘Under Review’ – will not show in the Bid Display, **ONLY** bids that have been **Accepted** will be displayed when you actually “Open Bids” in the Bid Display.

Bid Display

- a. When you display the bids, they show at the level of detail you chose in the **Letting Close Options** section. The following is set to Detail.

Show Evaluation Options

Sections shown in this color are not included in the Base Bid Total
 Sections shown in this color are fixed and cannot be edited by the bidder

					QuestCDN		Quest Construction Data Network, LLC	
					ONLINE	Docs	ONLINE	Docs
					Accepted		Accepted	
Line Item	Item Code	Item Description	UoFM	Quantity	Unit Price	Extension	Unit Price	Extension
<input type="checkbox"/> Sample Required								
1	1R	Sample Required LS	LS	1	\$4,800.00	\$4,800.00	\$6,400.00	\$6,400.00
2	2R	Sample Required Sq Ft	Sq Ft	50	\$26.00	\$1,300.00	\$34.00	\$1,700.00
Sample Required Total:						\$6,100.00	\$8,100.00	
<input type="checkbox"/> Sample Fixed								
3	3F	Sample Fixed will ADD to Base Bid - Bidder cannot change	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sample Fixed Total:						\$1,000.00	\$1,000.00	
<input type="checkbox"/> Sample Optional and/or Alternate								
4	4OA	Sample Optional will NOT add to Base Bid Total	LS	1	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
Sample Optional and/or Alternate Total:						\$1,500.00	\$4,000.00	
Base Bid Total:						\$7,100.00	\$9,100.00	

Post Prelim Bid Tabs Export to CSV Done

- b. Thereafter, you can click on the “Show Evaluation Options” checkbox which will populate the Engineer’s Estimate and choose between evaluating the bids against the Engineer’s Estimate and against the average of the bids. As shown, you can choose your own percentage of variation.

Show Evaluation Options
 Evaluation Options

Show the engineer's estimate

Do not highlight items

Highlight items more or less than % of average

Highlight items more or less than % of engineer's estimate

Base Bid Totals

Base + Sections Totals

Details

Sections shown in this color are not included in the Base Bid Total
 Sections shown in this color are fixed and cannot be edited by the bidder

					Engine Estimate		QuestCDN		Quest Construction Data Network, LLC	
					ONLINE	Docs	ONLINE	Docs	ONLINE	Docs
					Accepted		Accepted		Accepted	
Line Item	Item Code	Item Description	UoFM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<input type="checkbox"/> Sample Required										
1	1R	Sample Required LS	LS	1	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00	\$6,400.00	\$6,400.00
2	2R	Sample Required Sq Ft	Sq Ft	50	\$20.00	\$1,000.00	\$26.00	\$1,300.00	\$34.00	\$1,700.00
Sample Required Total:						\$6,000.00	\$6,100.00	\$8,100.00		
<input type="checkbox"/> Sample Fixed										
3	3F	Sample Fixed will ADD to Base Bid - Bidder cannot change	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sample Fixed Total:						\$1,000.00	\$1,000.00	\$1,000.00		
<input type="checkbox"/> Sample Optional and/or Alternate										
4	4OA	Sample Optional will NOT add to Base Bid Total	LS	1	\$6,000.00	\$6,000.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
Sample Optional and/or Alternate Total:						\$6,000.00	\$1,500.00	\$4,000.00		

- c. Once you are satisfied with the bids and which ones you are accepting for further evaluation, you can use the buttons at the bottom of the screen as follows:

Show Evaluation Options

Sections shown in this color are not included in the Base Bid Total
 Sections shown in this color are fixed and cannot be edited by the bidder

					QuestCDN		Quest Construction Data Network, LLC	
					ONLINE	Docs	ONLINE	Docs
					Accepted		Accepted	
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension
[-] Sample Required								
1	1R	Sample Required LS	LS	1	\$4,800.00	\$4,800.00	\$6,400.00	\$6,400.00
2	2R	Sample Required Sq Ft.	Sq Ft.	50	\$26.00	\$1,300.00	\$34.00	\$1,700.00
Sample Required Total:						\$6,100.00	\$8,100.00	
[-] Sample Fixed								
3	3F	Sample Fixed will ADD to Base Bid - Bidder cannot change	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sample Fixed Total:						\$1,000.00	\$1,000.00	
[-] Sample Optional and/or Alternate								
4	4OA	Sample Optional will NOT add to Base Bid Total	LS	1	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
Sample Optional and/or Alternate Total:						\$1,500.00	\$4,000.00	
Base Bid Total:						\$7,100.00	\$9,100.00	

Post Prelim Bid Tabs Export to CSV Done

- i. Choose **Post Prelim Bid Tabs** – Automatically posts the “As Received” **pending** results to the QuestCDN system, allowing bidders to get the Bid Results right away at your Quest Custom private Interface or on directly through the QuestCDN website. The level of detail posted is based on the level you have selected in the Letting Close Options tab for this project. This level can still be changed by going to this selection screen at any time and changing it.
- ii. **Export to CSV** – This will export a CSV file of the entire Bid Abstract including the Engineer’s Estimate column. This file can then be brought into Excel for further evaluation of possible bid award and can also be imported into any software you might use for managing the construction process.

Posting FINAL Results – Post your final results after your boards have approved.

LOGIN to your QuestCDN account at

<https://www.questcdn.com/questcdn/action/questLogin>

Select ‘Modify’ from the ‘Projects OR Requests’ functional menu

Select the Project/Request for which you want to add FINAL Results

Select ‘Add Plan holder/Post Results’.

Select ‘Post Results’ at the bottom of the plan holders list.

If awarding, you can select the Check Box for the appropriate bidder and also complete the Award Date Field.

If needed, choose a final bid abstract from your computer and upload to the results window under “Attachment”.

Click ‘Post Results’ to Save your work – wait for the ‘Results have been Saved’ message (in the top left).

- **Enter Paper Bid**

- Choose the company you are entering the paper bid for. You can select from an existing Plan Holder or enter a Quest Member number.
 - If the plan holder does **NOT** appear in the drop down, they MUST be added as a manual plan holder for the project via the 'Add Plan Holder/Post Results' section of the Modify screen in QuestCDN.
 - If they appear on the plan holder list as an eBidDoc™ or manually added plan holder but are **not** listed in the vBid drop-down window, then they need to be added again as a manual plan holder to appear in vBid. (This will occur when the plan holder has started a vBid by logging into the system but choosing not to submit their bid electronically.)



- Complete the qualification page by Checking the completed items and uploading (the scanned paper) documents.
 - Paper documents do not need to be uploaded to submit a paper bid, you may upload documents later, but you will need to un-submit the paper bid entry, add the documents and re-submit the paper vBid followed by step 'e' to complete the paper vBid entry.

- Complete the Bid Worksheet by filling their unit prices into the form below

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension
Sample Required						
1	1R	Sample Required LS	LS	1		
2	2R	Sample Required Sq FT	Sq FT	50		
Sample Required Total:						\$0.00
Sample Fixed						
3	3F	Sample Fixed will ADD to Base Bid - Bidder cannot change	LS	1	\$1,000.00	\$1,000.00
Sample Fixed Total:						\$1,000.00
Sample Optional and/or Alternate						
4	4OA	Sample Optional will NOT add to Base Bid Total	LS	1		
Sample Optional and/or Alternate Total:						\$0.00
Base Bid Total:						\$1,000.00

- Once both Qualification information and the Worksheet are completed, click the Submit button. Your entries will be checked for completeness and you will be notified of missing information or given a Successful Completion message.
- Continue to Bid Acceptance and Review.

Exhibit A – Bid Bond Information

Bid Bond Set-up

The system provides 2 options for receiving a Bid Bond – first set the bond % then choose:

1. Accept Electronic Bid Bond – this option allows the Bidder to upload a file as their Bid bond. This most likely is a PDF from their Insurance provider.
2. Accept Surety 2000 bid bond code – Surety 2000 is a third-party certifier of Bid Bonds. This firm is used by many DOT's around the country. See the following information on how to use Surety 2000.
3. You can choose either one of the above, or both. If you choose both, the bidder can provide a Bid Bond by either method.

Surety 2000 Documentation

In order to use Surety 2000, "All Parties" to the Bond must first be registered with Surety 2000. In order to accomplish this, the Owner, The Insurance Carrier, the Broker and the Contractor each must go to Surety2000.com and select the appropriate link from the home page in order to complete their respective registration. For this document, we will assume the Insurance Carrier and Broker have already completed this process, if not they must do so.

The Owner completes their own registration with Surety 2000 and then they (or their soliciting agent) can choose Surety 2000 as a method of receiving the Bid Bond on the project Qualification Information page. That is all they need to do unless they issue their own Vendor Numbers to the bidding community.

If they issue their own Vendor Numbers, they need to check the Check Box at the Vendor Number Required – this affects which number the Contractor will use with their Insurance Broker.

The following page shows what the bidder and Insurance Broker must do to fulfill the transaction.

Instructions related to fulfilling Surety 2000 Bid Bond

The screenshot shows a web browser window with the URL `devbid.questcdn.com/questbid/worksheets/BidWorksheetContractor.html?jobNo=3049203`. The page is titled "Bid Worksheet" and has tabs for "Qualification Information" and "Bid Worksheet". The "Bid Worksheet" tab is active, showing the "Bid Qualifications and Bidder Certifications" section. Under "Bid Bond", it states: "This project requires a bid bond of 5% of the value of the submitted bid." There are three main input areas: 1. "Attach electronic bid bond" with a "Choose File" button (showing "No file chosen") and an "Upload" button. 2. "Enter your Surety2000 bid bond information" with fields for "Contract number" (3049203), "Contractor id" (134), and "Bond id" (Surety 2000). There is a "Validate" button next to the Contractor id field and a "Save" button below the Bond id field. 3. A section for downloading files: "Bidder must download the following files for bid submission." with a link for "Federal Wage Rates" (downloaded 06-Jan-2014). At the bottom, there is a "Bidder must download, complete, and submit (or replace) the following files for bid submission." section with "Cancel", "Submit Bid", and "Save" buttons. The Windows taskbar at the bottom shows the date as 4/17/2014 and time as 10:04.

Contractor must be registered with Surety 2000. There is a small annual fee for this registration that varies by state. If the bidder only bids on one contract a year requiring a Surety 2000 authentication, they can request a single use registration at a reduced cost.

Contract Number –This number is supplied by VirtuBid System automatically and is the eBidDoc# from QuestCDN. The Bidder must give this number to the Insurance Broker.

Contractor ID – This number will be either the QuestCDN Member number or the Owner’s vendor number if the owner requires a vendor number. In either case it will be auto filled. This number must also be provided to the Insurance Broker by the bidder.

Bond ID – This item is provided by Surety 2000 to the Insurance Broker who in turn provides it to the Bidder. This is the only item the Bidder inputs.

Steps to follow:

1. Bidder (already registered with Surety 2000 as above) contacts Insurance Broker and requests a Bid Bond certified by Surety 2000.
2. Bidder provides Insurance Broker the Contractor ID, the Contract Number, the Bid Bond % required and the estimated Bid Amount.
3. Insurance Broker logs into Surety 2000 and fills in the data for this Bid Bond.
4. The Surety 2000 System gives the Insurance Broker the Bond ID Number
5. After getting the Bond ID number from the Insurance Broker, the Contractor completes the transaction by filling in the Bond ID number field on the Qualifications page.

Exhibit B Importing a Bid form CSV

If you already have a Spreadsheet of your Bid Form, you can choose to import it instead of filling in the Worksheet manually.

1. First modify your spreadsheet to fit this format:

	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	5000
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	10000

2. All items must be in the correct columns. Leave no blank lines.
3. Special Definitions for section headings (most others are self-explanatory) .
 - a. The **Section Heading** goes in column 1 and the **Type of Section** goes in column 2.
 - b. **Required** adds to base bid total and the bidder must provide a unit price in order to submit.
 - c. **Mandatory** is Alternate/Mandatory – Bidder **MUST** bid, and the section is not added to Base Bid Total.
 - d. **Optional** is an Alternate and does not add to base bid total – a bidder does not have to provide a unit price in order to submit a bid.
 - e. **Fixed** - you provide the unit price for Fixed and every bidder will be that price as it is filled in for them. Fixed adds to the Base Bid total.
4. You then save this spreadsheet as a CSV.
5. On the Worksheet page, select Import and then choose the file to be imported – it will replace any data already there – it does not append to existing data.
6. You can Export the existing Worksheet, make changes in Excel and reimport.

TIPS for Importing .csv into vBid Bid Worksheet

vBid Bid Worksheet .csv imports - our system requires 'basic plain text' examples

'special characters' in the .csv file...any errors can be resolved by following the steps below within the .csv prior to importing

“ need to change to plain text so the " doesn't curve

é change to a regular e

– change to a single -

½ change to 1/2 so it doesn't shrink it

° change to the word **degree**

quick fix – **find and copy the character causing the issue** within the .csv then click 'Ctrl-F' to open the Find/Replace window – click **Replace** and then in the 'find' box **paste the character causing the issue** – in the 'replace' box **type the replacement character** and click **Replace All**

Exhibit C – Building the Item Code List

1. You can build your own Item Code List as follows
 - a. One option is to build it off line in an Excel Spreadsheet. Here is a sample of the format:

NAME	DESCRIPTION	UNIT OF MEASURE
2101.502	CLEARING	EACH
2101.507	GRUBBING	EACH
2101.61	Tree Trimming	HR.
2104.501	REMOVE CONCRETE CURB AND GUTTER (8618)	LN. FT.
2104.503	Remove Concrete Pavement	SF
2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.
2104.507	Remove and Replace Aggregate	CY
2104.513	Sawcut Concrete Walk	LF
2104.521	Salvage Chain Link Fence	LF
2105.501	COMMON EXCAVATION (P)	CU. YD.
2105.522	SELECT GRANULAR BORROW (CV)	CU. YD.
2105.61	Exploratory Excavation	HR.
2211.501	AGGREGATE BASE PLACED, CLASS 7 (VM) PROVIDED BY CITY	TON
2211.503	8" Class 5 Aggregate	CY
2232.501	MILL BITUMINOUS SURFACE (2.0") (P)	SQ YD
2237.1	6" Pipe	Ln Ft
2247.1	8" Pipe	Ln Ft
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL.
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE SPWEB240C	TON
2360.503	3" Bituminous Wear Course	SY
2411.618	MODULAR BLOCK RETAINING WALL	SQ. FT.
2504.601	REMOVE AND INSTALL IRRIGATION EQUIPMENT	LUMP SUM
2504.602	Connect to Existing Watermain	EA
2504.603	12" (I.D.) Watermain (Bored)	LF

- b. Once you have built it, you do a Save As in the file menu and save it as a .csv file. You can then go to the "Item Codes" menu in VirtuBid and use the Import from CSV option to create your database. Note that importing will replace any item codes that were already there.
 - c. The other option is to use the onscreen buttons on the Item Codes menu to add, delete or modify (just double click on any previously entered field) as shown below:

Code	Description	UoM
1001.22	Concrete spillway	LS
2101.502	CLEARING	EACH
2101.507	GRUBBING	EACH
2101.610	Tree Trimming	HR.
2104.501	REMOVE CONCRETE CURB AND GUTTER (8618)	LN. FT.
2104.503	Remove Concrete Pavement	SF
2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.
2104.507	Remove and Replace Aggregate	CY
2104.513	Sawcut Concrete Walk	LF
2104.521	Salvage Chain Link Fence	LF
2105.501	COMMON EXCAVATION (P)	CU. YD.
2105.522	SELECT GRANULAR BORROW (CV)	CU. YD.
2105.610	Exploratory Excavation	HR.
2211.501	AGGREGATE BASE PLACED, CLASS 7 (VM) PROVIDED BY CITY	TON
2211.503	8" Class 5 Aggregate	CY
2232.501	MILL BITUMINOUS SURFACE (2.0") (P)	SQ YD
2237.1	6" Pipe	Ln Ft

- d. Be sure to save your work when finished.

Exhibit D - Adding a Manual Paper Planholder PRIOR to Bid Closing – Allowing the Paper Bidder to submit a bid in VirtuBid (vBid online bidding).

1. If a bidder picks up Paper Documents directly from your office, they will **ONLY** have access to VirtuBid (vBid online bidding) if you add them using their QuestCDN Member ID Number on the Planholders list from the Modify screen.
 - a. Accessing the QuestCDN Member ID Number.
 - The bidder should login to their QuestCDN Account and click on ‘My Account’ to access their QuestCDN Member ID. If they do not have an account with QuestCDN, they must register and give you the Member ID Number.
*****Best Practice is to have the bidder login and give you their member number which ensures you are using the correct QuestCDN Account.***



The screenshot shows the QuestCDN 'My Account' page. The page title is 'The Construction Industry's Premier Bid Management System'. The user is logged in as 'Robin Pinegar'. The page has a navigation menu with 'Modify' and 'Billing' selected. Below the navigation is a tabbed interface with 'Company Info' selected. The form contains the following fields:

- Member Number: 3749785 (highlighted with a green arrow)
- *Name Of Company: QuestCDN Demo - RP vBid
- *Contact Person: Robin Pinegar
- *E-mail Address: robinpinegar@gmail.com
- *Confirm E-mail Address: robinpinegar@gmail.com
- *Time Zone: Central Time (US & Canada)
- Vendor Number (optional):
- *Default Designation: Other (dropdown menu with options: DBE - Disadvantaged Business, WBE - Women Owned Business, MBE - Minority Owned Business, SBE - Small Business Enterprise, TGB - Targeted Group Business, Vet Pref - Veteran Preference Program)
- *Address 1: PO Box 412
- Address 2:
- *City/*State/*Zip: Spring Park MN 55364
- *Phone/Fax: 952-233-1632
- Website Address:

At the bottom of the form is a 'save' button. Below the form is a 'Privacy Policy' link and a copyright notice: '© 1999-2018 Quest Construction Data Network, LLC'.

2. Once you have the bidders QuestCDN Member ID Number, follow the steps below to add the bidder to the Planholders list.
 - a. Select ‘Modify’ from the ‘Projects or Requests’ functional menu. (located at the top of the screen).
 - b. Select the Project/Request for which you want to add manual Planholder.
 - c. Select ‘Add Planholder/Post Results’.
 - d. Select ‘Add Planholder’ at the bottom of the Planholders list.
 - e. At the top of the screen you’ll see ‘Load by Member Number’, enter the QuestCDN Member ID Number the bidder gave you and click ‘submit’. The company information will populate into the template automatically.
 - f. Make sure to leave the ‘bid amount’ field blank, this is will be used for posting results and is not meant as a place to record for fees or deposit for the paper plans. Use the ‘Notes’ section for this type of entry.
 - g. Click ‘Save’ when you are finished.

- h. The Paper Planholder will now have access to VirtuBid. The bidder should log into VirtuBid using their QuestCDN login to access the qualification information and bid worksheet. They will be able to submit their bid using their Online Bid ID code. (If needed, bidder should contact QuestCDN Customer Support for assistance with their Online Bid ID Code.)

QUESTCDN: Add/Edit Planholder - Google Chrome
 https://www.questcdn.com/questcdn/action/projects/planholder/planholder_edit.html

Add manual planholder

(Member Number required to participate in On-Line bidding)

or

Company Information

company name: QuestCDN Demo - RP vBid
 contact: Robin Pinegar
 e-mail address: robinpinegar@gmail.com
 bid amount: \$

*designation: Other
 *doc type: Paper

Location

address 1: PO Box 412
 address 2:
 city/state/zip: Spring Park/MN/55364
 phone/fax: 952-233-1632/

Additional Information

comments:

notes:

[Privacy Policy](#)
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3. If the Online Bidding Fee is set to 'Planholder Pays' and the manually added Planholder submits a vBid after the bid closes, there will be no charge to the Planholder and no revenue sharing for the Online bid. If the Online Bidding Fee is set to 'Bidder Pays', the bidders Credit Card would be charged for the fee only if they have a submitted a bid at bid close.

Download Delivery Fee Selection (min. \$15.00)

Planholder - Total download delivery fee: \$15.00 + \$10.00 = \$25.00

On-Line Bidding Fee Selection

No on-line bidding for this project

Bidder Pays (min. \$25.00)

←

Download Delivery Fee Selection (min. \$15.00)

Planholder - Total download delivery fee: \$15.00

On-Line Bidding Fee Selection

Planholder Pays (min. \$10.00)

Bidder Pays (min. \$25.00)

←