

Quest vBid – Bidder Instructions

Summary of steps for using Quest VirtuBid for submitting your Bid On-Line

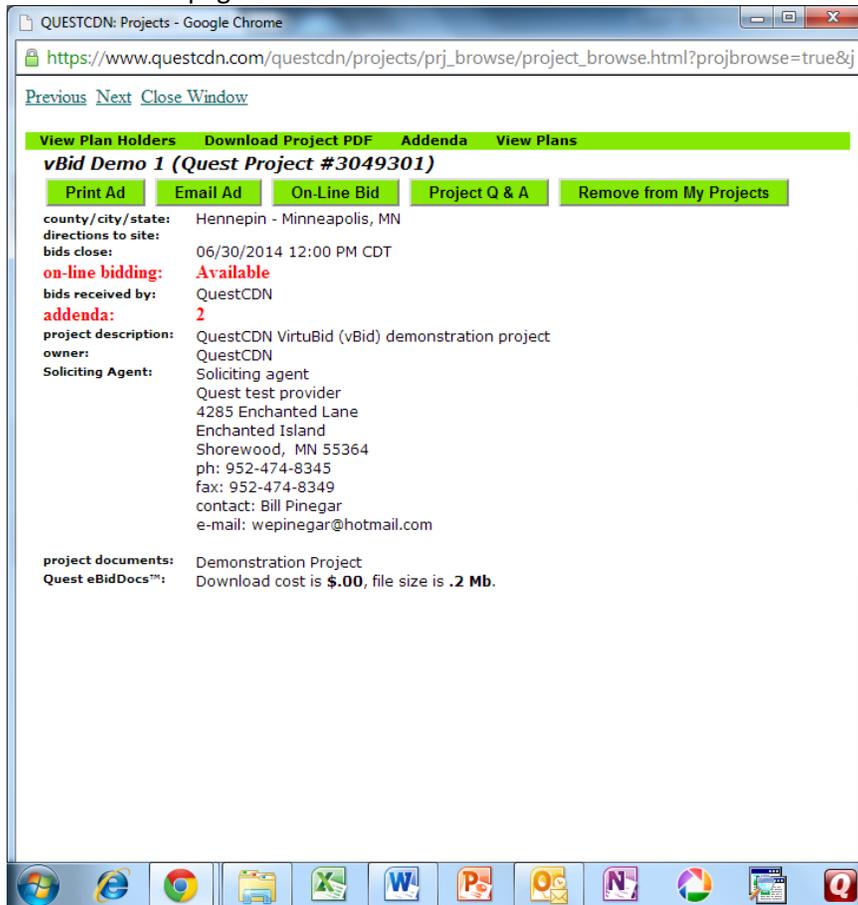
1. From QuestCDN Download the Project documents
2. Click on On-Line Bid button to go to Quest vBid (may need to refresh after download)
3. Fill out the Qualification Tab and download the required documents – Save
4. Upload any required completed documents - Save
5. Go to Worksheet Tab and fill out all required fields or use export and import to complete – Save
6. Be sure to download any issued addenda
7. When finished with both Qualification and Worksheet Tabs, click Submit – you will need the company “On-Line Bid ID code” – this is a special pass code required only at bid submittal – it can be added or changed at QuestCDN.com on the My Account page.

Prior to starting use of Quest vBid, be sure to set up your company’s On-Line Bid ID code and update your password to higher security if required (new minimum is 8 characters with one uppercase, one lowercase and one numeral). You can do this by logging in at www.QuestCDN.com and going to the My Account page. If you do not have a My Account page, please contact the administrator at your company or agency.

The following pages provide a detail description for completing the steps outlined above!

Quest vBid Bidder Process

1. Choose to participate in electronic bidding by selecting On-Line Bidding on the Project Advertisement page as shown on the advertisement below:



QUESTCDN: Projects - Google Chrome
https://www.questcdn.com/questcdn/projects/prj_browse/project_browse.html?projbrowse=true&j

[Previous](#) [Next](#) [Close Window](#)

[View Plan Holders](#) [Download Project PDF](#) [Addenda](#) [View Plans](#)

vBid Demo 1 (Quest Project #3049301)

[Print Ad](#) [Email Ad](#) [On-Line Bid](#) [Project Q & A](#) [Remove from My Projects](#)

county/city/state: Hennepin - Minneapolis, MN
directions to site:
bids close: 06/30/2014 12:00 PM CDT
on-line bidding: Available
bids received by: QuestCDN
addenda: 2
project description: QuestCDN VirtuBid (vBid) demonstration project
owner: QuestCDN
Soliciting Agent: Soliciting agent
Quest test provider
4285 Enchanted Lane
Enchanted Island
Shorewood, MN 55364
ph: 952-474-8345
fax: 952-474-8349
contact: Bill Pinegar
e-mail: wepinegar@hotmail.com

project documents: Demonstration Project
Quest eBidDocs™: Download cost is \$.00, file size is .2 Mb.

- After logging into Quest vBid, you are first brought to the Qualification page. Here is where you will complete all of the necessary documents. Your screen may not show everything that you see below, as your screen shows only those requirements for this project as selected by the soliciting agent.

- First complete the Bid Bond information which could be Surety 2000 information or the upload of a file containing the Bid Bond – this depends on what the solicitor has requested. If both are offered you only need to complete one. **

**** Note: City of Middleton does not support Surety 2000 service at this time.**

- Next download all documents that are shown as requiring a download. Be sure to download any addenda that have been issued. They must be downloaded before submitting your bid. Once the downloading is complete, press the Save button at the bottom of the screen to register the completion of the downloading. Your screen should look like this when you have finished:

QUEST vBID Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home

vBid Demo 1 (#3049301) 06/30/2014 12:00 PM CDT
 Owner: QuestCDN 18 days 2:26:50
 Solicitor: Quest test provider

Submit Bid Save

Qualification Information Bid Worksheet

Bid Qualifications and Bidder Certifications

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

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

Enter your Surety2000 bid bond information
 Contract number
 Contractor id
 Bond id

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

Bidder must download the following files for bid submission.

| | | |
|--------------------|--------------------------|------------------------|
| User Instructions | download | downloaded 09-Jan-2014 |
| federal Wage rates | download | downloaded 15-May-2014 |

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

| | | | |
|-------------------|--------------------------|---|--|
| Contact Info Form | download | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Upload"/> Contact Info Form.xlsx |
| Sub List | download | downloading required for bid submission | uploaded 12-Jun-2014 |

Bidder must upload the following files for bid submission.

| | | |
|--------------------------|---|--|
| Business License | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Upload"/> Business License.pdf |
| Resume of Project Leader | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Upload"/> |

Post letting information submittals Deadline:

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

Cancel Submit Bid Save

- If there are documents that you are required to complete and upload, be sure to complete the document and then click on the Choose File button next to the form you need to complete and select your file from your computer. Click Save or Upload to complete the uploading function. Your screen should look like the following when finished

QUEST vBID Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home

vBid Demo 1 (#3049301) 06/30/2014 12:00 PM CDT
 Owner: QuestCDN 18 days 2:23:13
 Solicitor: Quest test provider

Submit Bid Save

Qualification Information Bid Worksheet

Bidder must download the following files for bid submission.

| | | |
|--------------------|--------------------------|------------------------|
| User Instructions | download | downloaded 09-Jan-2014 |
| federal Wage rates | download | downloaded 15-May-2014 |

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

| | | | |
|-------------------|--------------------------|---|--|
| Contact Info Form | download | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Upload"/> Contact Info Form.xlsx |
| Sub List | download | downloading required for bid submission | uploaded 12-Jun-2014 |

Bidder must upload the following files for bid submission.

| | | |
|--------------------------|---|--|
| Business License | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Upload"/> Business License.pdf |
| Resume of Project Leader | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Upload"/> |

Post letting information submittals Deadline:

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

Cancel Submit Bid Save

- Quest vBid allows you to check your uploaded documents and replace them as often as you need to. To check them, just click on your uploaded document on the screen below. To replace it, simply select Choose File and select the correct file from your computer. Be sure to click on Save or Upload to complete the upload of your replacement file.

The screenshot displays the Quest vBid web interface. At the top, there is a navigation bar with the Quest vBid logo, a 'Contact Quest' link, and a 'Logout' link. Below this is a header for 'The Construction Industry's Premier Bid Management System' with a 'Home' link. The main content area shows 'vBid Demo 1 (#3049301)' with the owner 'QuestCDN' and solicitor 'Quest test provider'. The current date and time are '06/30/2014 12:00 PM CDT', and the remaining time is '18 days 2:23:13'. There are 'Submit Bid' and 'Save' buttons. The interface is divided into tabs: 'Qualification Information' (selected) and 'Bid Worksheet'. Under 'Qualification Information', there are three sections:

- Download required files:** 'User Instructions' (downloaded 09-Jan-2014) and 'Federal Wage rates' (downloaded 15-May-2014).
- Files to be completed and submitted:** 'Contact Info Form' (downloaded, 'Choose File' button, 'No file chosen', 'Upload' button, 'Contact Info Form.xlsx' uploaded 12-Jun-2014) and 'Sub List' (downloaded, 'downloading required for bid submission').
- Files to be uploaded:** 'Business License' (uploading, 'Choose File' button, 'No file chosen', 'Upload' button, 'Business License.pdf' uploaded 12-Jun-2014) and 'Resume of Project Leader' (uploading, 'Choose File' button, 'No file chosen', 'Upload' button).

 At the bottom, there is a 'Post letting information submittals' section with a 'Deadline: 01-JUL-2014 12:00 PM' and a 'Download, complete, and submit (or replace) the following files.' instruction. 'Cancel', 'Submit Bid', and 'Save' buttons are at the very bottom.

- The final section called Post letting information submittals, works just the same as the sections above, except there is a separate due date, after the normal letting close. So documents requested in this section can be uploaded after the actual bid letting time. So please check the separate due date and comply.
- You can return to this page as often as you need to until you are satisfied and ready to submit your bid. If you ever need to make corrections after you have submitted, Quest vBid allows you to Unsubmit, make appropriate changes and then Submit again. For now, you can continue to fill out the Bid Worksheet by clicking on the Worksheet Tab and following the instructions below.

Completing the Quest vBid Bid Worksheet

1. In the blank Worksheet below, white sections are part of the Base Bid and require that you bid each item before submitting, pink sections are Alternates and completion is not mandatory (not part of the base bid), blue sections are bid amounts that are specified by the solicitor (you cannot change them and they are part of the base bid).

QUEST vBID Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home

vBid Demo 1 (#3049301) 06/30/2014 12:00 PM CDT
 Owner: QuestCDN 18 days 2:08:09
 Solicitor: Quest test provider

| Line Item | Item Code | Item Description | UoF | Quantity | Unit Price | Extension |
|---|-----------|------------------|-------|----------|------------|------------------|
| <div style="border: 1px solid gray; padding: 2px;"> Qualification Information Bid Worksheet </div> | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> Total Sections shown in this color are optional and are not included in the Base Bid Sections shown in this color are fixed and cannot be edited by the bidder </div> | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Section 1 </div> | | | | | | |
| 1 | 2101.507 | GRUBBING | EACH | 100 | | |
| Section 1 Total: | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Alternate 1 </div> | | | | | | |
| 2 | 7116.1 | Concrete Pipe | Ln Ft | 100 | | |
| Alternate 1 Total: | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Fixed Bid Section </div> | | | | | | |
| 3 | Mobil | Mobilization | LS | 1 | 10,000.00 | 10,000.00 |
| Fixed Bid Section Total: | | | | | | 10,000.00 |
| <input type="button" value="Import from CSV"/> <input type="button" value="Export to CSV"/> <input type="button" value="Cancel"/> <input type="button" value="Submit Bid"/> <input type="button" value="Save"/> | | | | | | |

2. Fill in the Unit prices by double clicking on the appropriate field in the worksheet. You can move from unit price to unit price by using your return key or the Down Arrow. When finished be sure to click Save. Your completed Worksheet should look like this:

QUEST vBID Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home

vBid Demo 1 (#3049301) 06/30/2014 12:00 PM CDT
 Owner: QuestCDN 18 days 2:05:29
 Solicitor: Quest test provider

| Line Item | Item Code | Item Description | UoF | Quantity | Unit Price | Extension |
|---|-----------|------------------|-------|----------|------------|--------------------|
| <div style="border: 1px solid gray; padding: 2px;"> Qualification Information Bid Worksheet </div> | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> Total Sections shown in this color are optional and are not included in the Base Bid Sections shown in this color are fixed and cannot be edited by the bidder </div> | | | | | | |
| <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Section 1 </div> | | | | | | |
| 1 | 2101.507 | GRUBBING | EACH | 100 | 47.50 | 4,750.00 |
| Section 1 Total: | | | | | | 4,750.00 |
| <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Alternate 1 </div> | | | | | | |
| 2 | 7116.1 | Concrete Pipe | Ln Ft | 100 | 26.72 | 2,672.00 |
| Alternate 1 Total: | | | | | | 2,672.00 |
| <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Fixed Bid Section </div> | | | | | | |
| 3 | Mobil | Mobilization | LS | 1 | 10,000.00 | 10,000.00 |
| Fixed Bid Section Total: | | | | | | 10,000.00 |
| Base Bid Total: | | | | | | \$14,750.00 |
| <input type="button" value="Import from CSV"/> <input type="button" value="Export to CSV"/> <input type="button" value="Cancel"/> <input type="button" value="Submit Bid"/> <input type="button" value="Save"/> | | | | | | |

Submitting your bid in Quest vBid

1. Once you have finished both the Qualification page and the Worksheet you are ready to Submit. Be sure you have downloaded all addenda also. When ready, simply click Submit at the bottom of the page. You will be prompted for your company's "On-Line Bid id code" (one code per company set up in the My Account area of QuestCDN). You must also accept the Terms and Conditions.

The screenshot shows the Quest vBid interface with a 'Click Wrap Agreement' dialog box open. The dialog box contains the following text:

QUESTCDN's TERMS OF USE FOR BIDDERS

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

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

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 www.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.

Buttons: Cancel, Submit

2. The system checks that you have completed all the requirements, and if so accepts your bid and puts it in the bid-box for the project. You will receive a confirming email showing your bid was delivered (be sure to keep this email) and your screen should look like the following:

The screenshot shows the Quest vBid interface with a confirmation message: "The bid was successfully submitted." The page displays the following information:

QUEST vBid
Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home

The bid was successfully submitted.

vBid Demo 2 (#3049203) 06/30/2014 12:00 PM CDT
Owner: QuestCDN 18 days 1:51:06
Solicitor: Quest test provider

Buttons: Unsubmit Bid, Save

Qualification Information Bid Worksheet

Bid Qualifications and Bidder Certifications

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

Enter your Surety2000 bid bond information

| | |
|-----------------|----------------------------------|
| Contract number | 3049203 |
| Contractor id | 134 Validate |
| Bond id | Surety 2000 Save |

All addenda have been downloaded.

Bidder must download the following files for bid submission.

| | | |
|--------------------------|--------------------------|------------------------|
| Bidder Instructions.docx | download | downloaded 21-Mar-2014 |
| Non-Collusion | download | downloaded 22-Jan-2014 |

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

| | | |
|------------------------|--------------------------|--|
| Contact Info Form.xlsx | download | BCM Contact Info Form.xlsx uploaded 06-Jan-2014 |
|------------------------|--------------------------|--|

3. Once your Bid has been submitted, you can no longer make changes. If you need to make changes, press the unsubmit button at the bottom of either the Qualification or Worksheet page. You will then be able to make any needed changes. Once you have saved all your changes, **be sure to re-submit your bid**. If you fail to re-submit, your bid will not be opened – it is just like you never submitted a bid at all!