

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 benefits the bidder by allowing more time for last minute price adjustments. Bidders can now submit their numbers and forms within seconds of bid closing to ensure the most competitive bids, simply by the push of a button.

On-Line Bid ID code

You must create your <u>On-Line Bid ID</u> code to submit your bid.

Prior to participating in On-Line Bidding, be sure to set up your company's 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 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

<u>My Account</u> – Located in the Green Title Bar in the functional menu.

- User Info Enter On-line Bid ID code (*new minimum is 8 characters with 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.

Before you can enter On-Line Bidding you must first Download the Project Document. You must also download all addendums before you will be able to <u>submit</u> your bid.

To download the Project Documents or addendums – Log into your QuestCDN account, enter the project number and click search. (you may have to click on the project name to open the Bid Advertisement Page). Click on Download Document for the projects document file. Click on **Addenda** to download addendums (located in the green title bar.) Once downloaded, close the bid advertisement window and then reopen to refresh the screen.

QUESTCDN: Project - Goo	ogle Chror	n			—		\times
https://www.questcdn.com/	/questcdn/j	or ts/prj_brow	vse/project	wse.ht	tml?&pro	ojbrowse	=trui 🔍
Previous Next Close V	Vindow		$\overline{}$	/			^
View Plan Holders	Downlo	ad Documen	nt Adde	enda	View	Plans	
Renovation of C	ity Hal	l Building	(Quest	eBia	Doc ™	м	
#4731649)							
Print Ad Email	Ad	On-Line Bid					
County/City/State:	Carver	- Chaka, MN					
Bids Close:	11/30/	2017 12:00 F	PM CST				
On-Line Bidding:	Availa	ble					
Bids Received By:	QuestC	DN vBid					
Addenda: Owner Project Number:	1	DNUD					
Description:	VBid						
Owner:	• Did						
Soliciting Agent:	QuestCD	N On-Line Biddin	g				
Documents:	Vbid Tes	st					
Quest eBidDocs™:	Downlo	ad delivery fe	e is \$0.00	, file si	ze is 1.	2 Mb.	-

Accessing On-Line Bidding

There are two ways to access QuestCDN On-Line Bidding

1. Click on the On-Line Bidding button to log into Quest VirtuBid[™] (located on the first page of QuestCDN in the black/ green title bar).

QUESTCDN	Home	Contact Quest	FAQ's	Logout
The Construction Industry's Premier Bid Management System	em			
Projects Requests Industry Directory My Account				
QAP Projects Results On-Line Bidding On-Line Bidding				

2. Enter the project number and click search. (You may have to click on the project name to open the Bid Advertisement page).

QUEST CDN		Home Contact Q	uest FAQ's	Logout		
The Construction Industry's Prem	ier Bid Management Syste	em				
Projects Requests Industry Directo	ry My Account					
QAP Projects Results On-Line Biddi	ng					
Project Number ∨ is ∨ 4731649	Proiect # & Search Quest Alliance	e Partner (QA	P) Projects			
Post Category	Name	Bid Date/Time	City	County	St	Owner
Date/Tin						
11/09/16 C Buildings Rehabilitation/Renovation	Renovation of City Hall Building	11/30/2017 12:00 PM	CS Chaka	Carver	MN	QUestCDN - Shelly
4						

On the Bid Advertisement Page click the On-Line Bid Button.

Previous Next Close	Windov	<u>v</u>		
View Plan Holders	Down	load Document	Addenda	View Plans
Renovation of C	ity Ha	all Building (Quest eBid	ID oc™
#4731649)				
Print Ad Emai	l Ad	On-Line Bid	On-Line Bid Buttor	L L
County/City/State:	Carve	er - Chaka, MN		
Directions To Site: Bids Close:	11/3	0/2017 12:00 PM (CST	
On-Line Bidding:	Avai	lable		
Bids Received By:	Quest	tCDN vBid		
Addenda:	1			

Logging into Vbid - On-Line Bidding

- Log into Vbid On-Line Bidding using your <u>QuestCDN</u> User Name and Password. (Password must = new security minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to "My Account" to update the password.)
- 2. On the Home page of vBid On-Line Bidding projects are sorted by Bids Started, Bids Available, Bids Submitted, Bids Closed (Bid Submitted), Bids Closed (no bid submitted).

	NUECT								
2	JUEST	VBIL				Co	ontact Quest	Logout	
Th	e Construction Indu	istry's Pre	mier Bid M	lanag	ement System				
н	ome								
⊡	Bids Started (Click the +/-	to expand/contra	ct the list)						
	Name	City	County	State	Bid Date	Solicitor	Owner	Last Modified	User
⊢	Renovation of City Hall Building	Chaka	Carver	MN	11/30/2017 12:00 PM CST	QuestCDN - Pro	QUestCDN - Sh	11/17/2016 02:48 PM	Shelly Kahl
	Bids Available (Click the No projects meet this criteria Bids Submitted (Click the No projects meet this criteria Bids Closed (Bid subm	+/- to expand/con a +/- to expand/co attted) (Click t	he +/- to expand/	contract t	he list)				
	Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
	Airport On-line Bid Project	Waconia	Carver	MN	10/28/2016 04:00 PM CDT	QuestCDN - Pro	shelly kahl	10/28/2016 03:58 PM	Shelly Kahl
⊡	Bids Closed (No bid su	ıbmitted) (CI	ick the +/- to exp County	and/contr State	ract the list) Bid Date	Solicitor	Owner	User	
	vbid Premier Member Manual	waconia	Carver	MB	10/28/2016 12:00 PM CDT	Quest Construc	test	Shelly Kahl	
			l			-		-	

3. Select your project by clicking on the underlined project name.

Qualification Tab

The Qualification Tab will contain all necessary documents and forms uploaded by the owner/solicitor that are required for the project. Download all documents and forms that are required, fill them out and upload the completed forms back to the project (if required).



Qualification Sections

1. Bid Bond Section

Complete the Bid Bond information which **could be** an electronic (pdf) version of your bid bond or Surety 2000. (*this information depends on what the solicitor has requested*). If both are offered you only need to complete one.

A. Electronic Bid Bond

• Upload your file containing your company's bid bond information

B. Surety2000 Bid Bond

- Enter the **Contract Number** (This is the QuestCDN project number)
- Enter the **Contractor ID** (This is your QuestCDN member number)

The Unique Contract Number and Unique Contractor ID must first be provided to the Insurance Agency and the agent must use these two numbers when requesting a Surety Bond ID. Your Contractor ID will stay the same but the Contract Number will change from project to project.

	BID	Contact	Quest Logout	
The Construction Industry Home	's Premier Bid	Management System		
Renovation of City Ha Owner: QUestCDN - Solicitor: QuestCDN - Provide	all Building	#4731649)	11/30/2017 384 day	7 12:00 РМ С уз 22:26:(
Bid Not Sub	nitted	Submit Bid	Sav	/e
Qualification Information Bio	Worksheet			
Bid Qualifications and Bid Bid Bond This project requires a bid Attach electronic bid bond	Ider Certification	ns e value of the submitted bid. No file chosen Upload A or B)	
information	 Contractor Bond id 	d 4626031 <u>Validate</u> Save	, 	

2. Bidder must download the following file for bid submission section

Download all documents that are shown as requiring a download. Each required download will have a file name and a <u>download</u> link. Click on the Save Button to update the screen. The screen will now show the downloaded date of the file.

Bidder must download the follow	wing files for bid s	submission.		
On-Line Bidding - certification form.xps	download	Download file	downloaded 16-Nov-2016	Downloaded Date

3. Bidder must download, complete, and submit (or replace) the following files for bid submission section Click the <u>Download</u> link to download all required documents, select the **Save** button to update, there will now be a **Upload** Button. Complete all information and save the document(s) to your computer. Select the **Choose File** button to retrieve your file from your computer. Select the **Upload** button to upload your

- file to the bid.A) Completed Upload The name of the uploaded document will be shown next to the Upload button.
 - B) Downloaded Date If you have downloaded the document but not uploaded your completed document file, the message shows the document downloaded date. You need to upload your file before you can submit your bid.

C) Download File - If you have not downloaded the document a message will display- downloading required for bid submission. You need to download and upload the completed file before you can submit your bid.

4. Check or Replace File

Quest vBid allows you to check your uploaded documents and replace them as often as you need. To check the file uploaded, click on the uploaded document name. To replace it, select **Choose File** and retrieve the correct file from your computer. Select **Upload** to complete the upload of your replacement file.

er must download, complete,	and submit (o	or replace) the following files for bid submiss	ion.	
On-Line Bidding - Specifications.xps On-Line Bidding -	<u>download</u> download	Choose File No file chosen #4 Choose File No b chosen	Upload Upload	On-Line Bidding - Specifications.xps uploaded 10-Nov-2016 downloaded 16-Nov-2016
Specifications.xps	donnoud		Cpicaa	
Quest equipment signiture	download	downloading required for hid submission		

5. Post letting information works the same as the sections above, except there is a separate due date, after the normal letting close. Documents requested in this section can be uploaded any time after the actual bid letting time but must be uploaded before the Deadline date and time set by the solicitor. Please check the separate due date and comply.

Post letting information submittals Deadline: 08-DEC-2016 12:00 PM	Deadline date	
Download, complete, and submit (or replace) the following files.		
Post letting Submittion.pdf download		
Cancel	Submit Bid	Save

Bid Worksheet Tab

Work Sheet Sections

- White sections are part of the Base Bid and require that you bid each item before submitting.
- Pink sections are Optional and completion may or may not be mandatory, Items in this section <u>will not</u> be added to the base bid. Please follow the instructions specified by the solicitor.
- Blue sections are Fixed and specified by the solicitor, you cannot change them and they are automatically added to the base bid.

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 be sure to click **Save**.
- Once you have finished both the Qualification page and the Worksheet page you are ready to **Submit Bid**.

Import & Export CSV

- Use the Export to CSV button to export the Bid Worksheet to an Excel spreadsheet. This option may be helpful for additional calculations and percentage markups on the unit price.
- Use the Import from CSV button to import your Excel spreadsheet back to the Bid Worksheet.

You <u>may not</u> add or make changes to the headers or verbiage and you <u>may not</u> move line items. If changes have been made to any of these fields the Import CSV will fail to upload correctly and you will not be able to submit your bid or your bid may be incorrect. Only make changes to the Unit Price Field.

	USESTICEID onstruction Industry's Premier Bid Management System ovation of City Hall Building (#4731649) ovation of City Hall Building (#4731649) tr: QUestCDN - to: QuestCDN - Bid Not Subn Bid Not Subn Bid Not Subn Sections shown in this color ar Sections shown in this color ar						
enovat wner: G olicitor: G	ion of Ci UestCDN - uestCDN -	ty Hall Building	ı (#4731649)		1	11/30/2017 383 day	7 12:00 PM ys 18:44
	Bid No	t Subm		Submit	Bid	Sav	re
Qualification	Information	Bid Worksheet	Sections shown in this cold Sections shown in this cold	or are not include or are fixed and c	d in the Base Bid annot be edited t	l Total by the bidder	
Line Item	Item Code	Item Description		UofM	Quantity	Unit Price	Extension
3	4SDR35	4" PVC SDR35 PIPE		Ln Ft	2500		
					PVC PIPE Total:		\$0.00
	IGS						
4	8SDR3590	8" PVC SDR35 90 Bend		ea	100		
5	6SDR3545	6" PVC SDR35 45 BEND		EA	50		
5	4SDR3590	4" PVC SDR35 90 BEND		EA	100		
				PVC I	FITTINGS Total:		\$0.00
	PIPE						
7	8C900	8" PVC C900 PIPE		LN FT	3500		
в	6C900	6" PVC C900 PIPE		LN FT	8500		
9	4C900	4" PVC C900 PIPE		Ln Ft	2500		
				ALTERN	ATE PIPE Total:		\$0.00
Labor							
10	Labor	Work Estimation		ea	1	\$2,000.00	\$2,000.00
		mort from CSV	Export to CSV		Labor Total:		\$2,000.00
		IIIIpo	EAP	1	Base Bid Total:		\$2,000.00

Submitting your On-Line Bid with Bid ID code

Download all addenda's before you submit your bid. If addendums are not downloaded, you will not be able to submit your bid. Return to QuestCDN and login to download.

Enter your **On-Line Bid ID** code and check the **I Agree** box to accept the Terms and Conditions. Submit your bid– (*the On-Line Bid Id code is a special pass code required only at bid submittal, this code is your digital signature– it can be added or changed by logging into your QuestCDN account @ www.questcdn.com - once logged into your account go to "<u>My Account</u>" located in the green title bar and select User Info. Add or change your Bid ID Code, remember to save your changes).*

QUESTCON'S TERMS OF USE FOR BIDDERS	Î
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, is written.	-
Enter your On-Line Bid ID code: This ID code is your digital signature. Bid ID Code	
If you do not reme her your On Line Bid ID Code, you may change it by logging in at QuestCDN.com and goin to the	
My Account administrator has access to this page.	
By clicking the eckbox and entering your On-Line Bid ID code you are agreeing to the terms displayed above.	
Cancel Submit	

Error Messages

After you Submit your bid the system verifies that you have completed all the requirements. The error message **Bid Not Submitted** will be shown if you have errors in your bid submission. Below are some examples of error messages.

- Missing bid bond information
- Required unit price is missing.
- Required addenda's have not been downloaded.
- Required file has not been uploaded.

he Constr tome equired b em unit p Cenovat Owner: Q Solicitor: Q	id bond ha rice is miss ion of Cir UestCDN -	ustry's Premier F s not been entere sing. ty Hall Building	a. Bid Bond Erro g (#4731649)	System r	Conta	act Quest Le	11/30/2017 383 day	7 12:00 PM (ys 17:58:	сэт : 04
		t Submitted 🛛 🖉 B	id Not Submitted		Submit E	Bid	Sav	re	
Qualification	Information	Bid Worksheet							
			Sections	shown in this color an	e not included	I in the Base Bid	d Total		
Line Item	Item Code	Item Description	300000	shown in this color un	UofM	Quantity	Unit Price	Extension	
3	4SDR35	4" PVC SDR35 PIPE			Ln Ft	2500			-
						PVC PIPE Total:		\$0.00	
PVC FITTIN	GS								
4	8SDR3590	8" PVC SDR35 90 Bend			ea	100		Unit Pri	ice E
5	6SDR3545	6" PVC SDR35 45 BEND			EA	50			
6	4SDR3590	4" PVC SDR35 90 BEND			EA	100			
					PVC F	ITTINGS Total:		\$0.00	
ALTERNATE	PIPE								
7	8C900	8" PVC C900 PIPE			LN FT	3500			
8	6C900	6" PVC C900 PIPE			LN FT	8500			
9	4C900	4" PVC C900 PIPE			Ln Ft	2500			
					ALTERN	ATE PIPE Total:		\$0.00	
Labor									
10	Labor	Work Estimated City Labo	r		ea	1	\$2,000.00	\$2,000.00	
						Labor Total:		\$2,000.00	-
						Dana Did Tatat		¢2.000.00	

QUEST	vBID		Contact Quest	Logout
he Construction Inc	lustry's Premier Bid Man	nagement System		
Home		Download Addanda Error		
equired addenda ha	ve not been downloaded.	Download Addenda Error		
Renovation of Ci	ty Hall Building (#47	/316,19)		11/30/2017 12:00 PM CS
Solicitor: QuestCDN - F	rovider Training			363 days 18:25:0
Bid No	t Submitted		Submit Bid	Save
DUEST	vBID		Contact Ques	at Logout
Construction Indu	stry's Premier Bid Man	nagement System	Shally Ka	bl QuestCDN
uired file has not b	een uploaded. Upl	load Required File Error	<u>зпену ка</u>	m questcow
novation of Cit	y Hall Building (+/	51049]		11/30/2017 12:00 PM
licitor: QuestCDN - Sh	ovider Training -:			363 days 2:24
Bid Not	Submitted Bid Worksheet following files for bid submission	ion.	Submit Bid	Save
Bid Not alification Information Bidder must download the On-Line Bidding - certification form.xp	Submitted Bid Worksheet following files for bid submissions os download	ion.	Submit Bid	Save
Bid Not alification Information Bidder must download the On-Line Bidding - certification form.xp Bidder must download, co On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps Quest equipment sig 001.ion	Submitted Bid Worksheet following files for bid submission foll	the following files for bid submis Browse Browse Browse	Submit Bid	Save
Bid Not alification Information Bidder must download the On-Line Bidding - certification form.xp Bidder must download, co On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps	Submitted Bid Worksheet following files for bid submission as download download download gniture download	the following files for bid submis Browse Browse Browse	Submit Bid	Save
Bid Not alification Information Bidder must download the On-Line Bidding - certification form.xp Bidder must download, co On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps Quest equipment sig 001.jpg On-Line Bidding Specification Form.j Provider Training up Provider Training up	Submitted Bid Worksheet following files for bid submission foll	ion. the following files for bid submis Browse Browse Browse Browse Browse	Submit Bid	Save
Bid Not alification Information Bidder must download the On-Line Bidding - certification form.xp Bidder must download, co On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps Quest equipment sig 001.jpg On-Line Bidding Specification Form., Provider Training up Plans and Spec.pd	Submitted Bid Worksheet following files for bid submission as download download download podf download download	ion. the following files for bid submis Browse Browse Browse Browse	Submit Bid	Save
Bid Not adification Information Bidder must download the On-Line Bidding - certification form.xp Bidder must download, co On-Line Bidding - Specifications.xps On-Line Bidding - Specifications.xps Quest equipment sig 001.jpg On-Line Bidding Specification Form.j Provider Training up Plans and Spec.pdf There are 2 unread a	Submitted Bid Worksheet following files for bid submission bis download download download download bioad download bioad download bioad download bioad download bioad bioad download bioad bioa	the following files for bid submis Browse Browse Browse Browse Browse Browse Browse Browse	Submit Bid	Save

Make any corrections needed. Save and Submit the bid. Once your bid is submitted successfully you will receive a confirming email showing your bid was delivered (be sure to keep this email). The page message will now say **BID SUBMITTED.**

K	QUEST vBID Contact Quest Logout													
	The Construction Industry's Premier Bid Management System													
Renovation of City Hall Building (#47316 19) 11/30/2017 12:00 PM (381 days 3:06: Owner: QUestCDN - ! Sollicitor: QuestCDN - Provider Training -Shelly														
	Bid S	ubmitted 1	11/14/2016 08:44 AM CST	Bid Submitted sheet	Unsub	mit Bid	S	ave						
	Qualification I	nformation	Bid Worksheet											
	Sections shown in this color are not included in the Base Bild Total Sections shown in this color are fixed and cannot be edited by the bilder													
							Submitted							
	Line Item	Item Code	Item Description		UofM	Quantity	Unit Price	Extension						
Г														
	1	8SDR35	8" PVC SDR35 PIPE		Ln Ft	3500	\$1.85	\$6,475.00						
	2	6SDR35	6" PVC SDR35 PIPE		Ln Ft	8500	\$1.65	\$14,025.00						
	3	4SDR35	4" PVC SDR35 PIPE		Ln Ft	2500	\$1.45	\$3,625.00						
			VC PIPE Total:	\$24,125.00										
	PVC FITTING	PVC FITTINGS												
	4	8SDR3590	8" PVC SDR35 90 Bend		ea	100	\$4.45	\$445.00						
IJ	5	6SDR3545	6" PVC SDR35 45 BEND		EA	50	\$3.35	\$167.50						
	6	4SDR3590	4" PVC SDR35 90 BEND		EA	100	\$2.20	\$220.00						
		PVC FITTINGS Total:						\$832.50						
	- ALTERNATE	ALTERNATE PIPE												
	7	8C900	8" PVC C900 PIPE		LN FT	3500								
	8	6C900	6" PVC C900 PIPE		LN FT	8500								
	9	4C900	4" PVC C900 PIPE		Ln Ft	2500		126 257 52						
	Base Bid Total: \$26,957.50													
	Import from	n CSV	Export to CSV	Cancel	Unsub	mit Bid	S	ave						

Making Changes to your Bid

- Changing Prices You can make changes and resubmit as many times as you need before the bid ending time. Select Edit Worksheet to make any changes needed. When finished select Submit Changes, enter your On-Line Bid Id code, check "I agree" and Submit. The owner of the project will only receive the last submission. If you fail to re-submit, your changes will not be updated.
- Un-Submit your bid If you need to un-submit your bid, select Unsubmit Bid. This will remove your bid tabulation <u>in its entirety</u> (all data entered will remain saved). You may re-submit your bid at any time before the end of the bid closing time. If you fail to re-submit, your bid <u>will not</u> be received by the solicitor.

