

## 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 On-Line Bid ID 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

**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 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 submit 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.)

The screenshot shows a web browser window with the URL [https://www.questcdn.com/questcdn/projects/prj\\_browse/project...wse.html?&projbrowse=true](https://www.questcdn.com/questcdn/projects/prj_browse/project...wse.html?&projbrowse=true). The page features a green navigation bar with buttons for 'View Plan Holders', 'Download Document', 'Addenda', and 'View Plans'. Below this, the project title is 'Renovation of City Hall Building (Quest eBidDoc™ #4731649)'. There are three buttons: 'Print Ad', 'Email Ad', and 'On-Line Bid'. The main content area displays the following information:

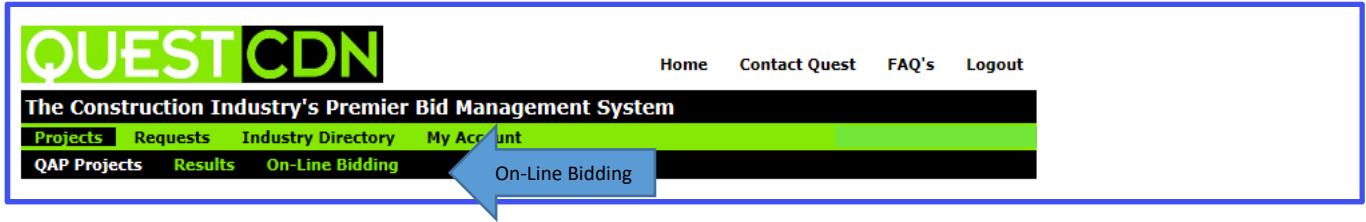
County/City/State:	Carver - Chaska, MN
Directions To Site:	
Bids Close:	11/30/2017 12:00 PM CST
<b>On-Line Bidding:</b>	<b>Available</b>
Bids Received By:	QuestCDN vBid
<b>Addenda:</b>	<b>1</b>
Owner Project Number:	QuestCDN vBid
Description:	VBid
Owner:	
Soliciting Agent:	QuestCDN On-Line Bidding

At the bottom, there is a section for 'Documents:' with the text 'Vbid Test' and 'Download delivery fee is \$0.00, file size is 1.2 Mb.'

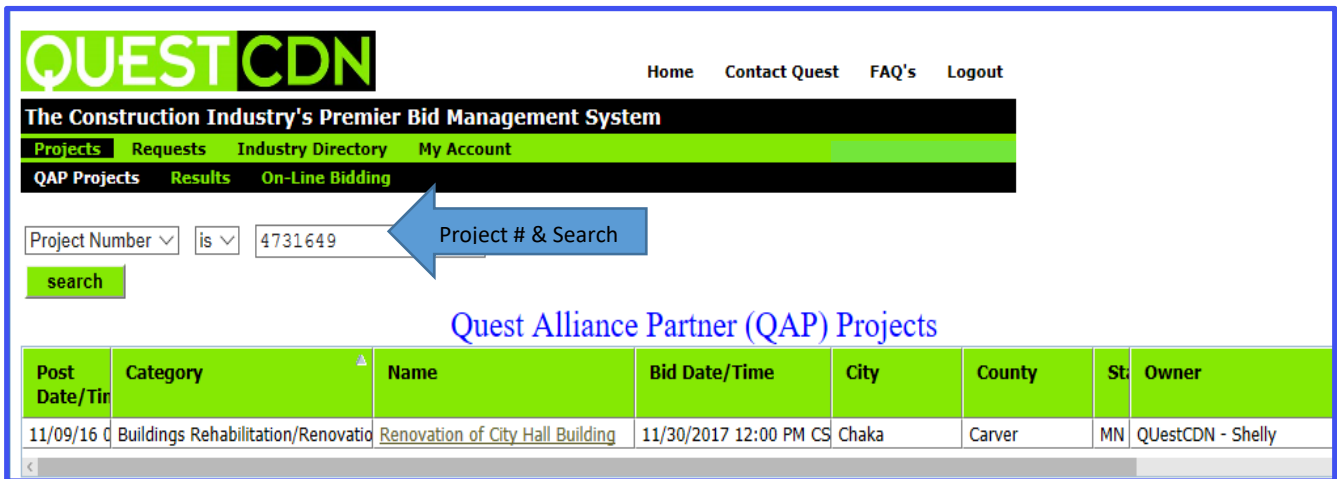
## Accessing On-Line Bidding

There are two ways to access QuestCDN On-Line Bidding

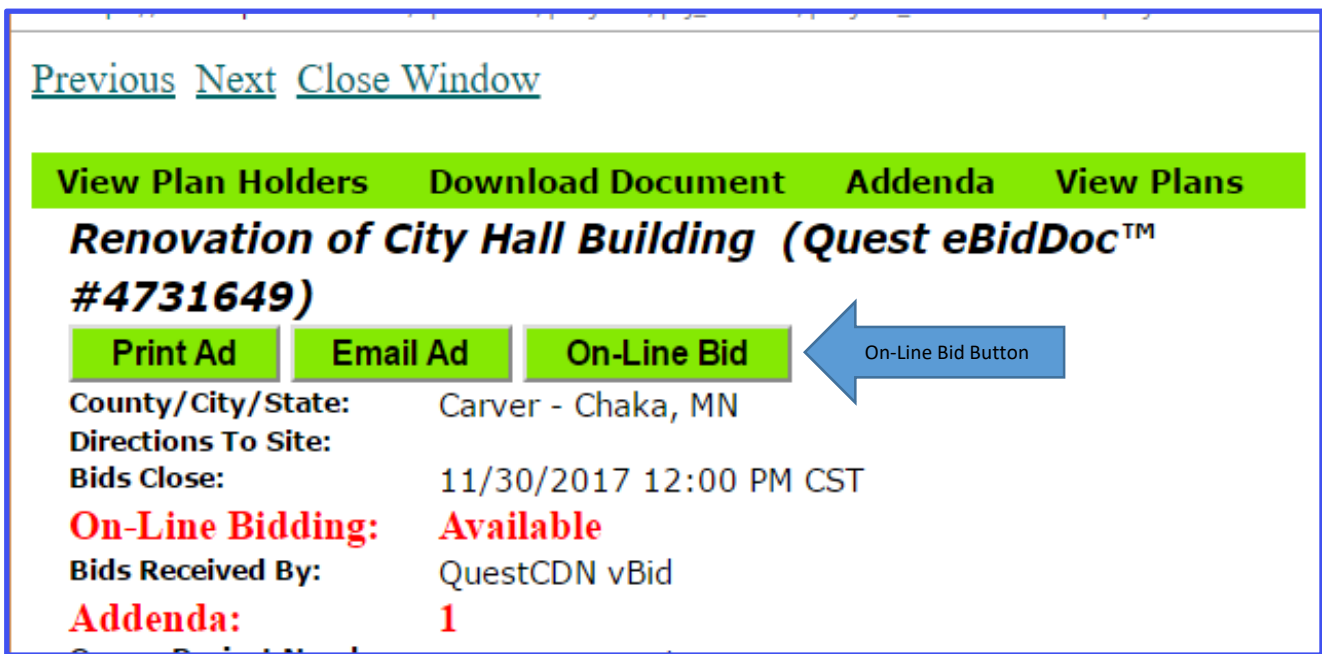
1. Click on the On-Line Bidding button to log into Quest VirtuBid™ (located on the first page of QuestCDN in the black/ green title bar).



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



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



## Logging into Vbid - On-Line Bidding

1. Log into Vbid - On-Line Bidding using your **QuestCDN** 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).
3. Select your project by clicking on the underlined project name.

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Home

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

Name	City	County	State	Bid Date	Solicitor	Owner	Last Modified	User
<u>Renovation of City Hall Building</u>	Chaska	Carver	MN	11/30/2017 12:00 PM CST	QuestCDN - Pro	QuesCDN - Sh	11/17/2016 02:48 PM	Shelly Kahl

**Bids Available** (Click the +/- to expand/contract the list)  
No projects meet this criteria

**Bids Submitted** (Click the +/- to expand/contract the list)  
No projects meet this criteria

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

Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
<u>Airport On-line Bid Project</u>	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 submitted)** (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	User
<u>vbid Premier Member Manual</u>	waconia	Carver	MB	10/28/2016 12:00 PM CDT	Quest Construc	test	Shelly Kahl

## 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).

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**Renovation of City Hall Building (#4731649)** 11/30/2017 12:00 PM CDT

Owner: QuestCDN - 384 days 22:26:00

Solicitor: QuestCDN - Provider Training

**Bid Not Submitted** Submit Bid Save

Qualification Information Bid Worksheet

**Bid Qualifications and Bidder Certifications**

## 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.

The screenshot shows the QUEST v BID web application interface. At the top, there is a navigation bar with the QUEST v BID logo, "Contact Quest", and "Logout". Below this is a header for "The Construction Industry's Premier Bid Management System" with a "Home" link. The main content area displays the project title "Renovation of City Hall Building (#4731649)", the owner "QQuestCDN -", and the solicitor "QuestCDN - Provider Training -". A red status message "Bid Not Submitted" is visible, along with "Submit Bid" and "Save" buttons. The "Bid Worksheet" tab is active, showing "Bid Qualifications and Bidder Certifications". Under "Bid Bond", it states "This project requires a bid bond of 5% of the value of the submitted bid." There are two options: "Attach electronic bid bond" with a file upload area (labeled A) and "Enter your Surety2000 bid bond information" with input fields for Contract number (4731649), Contractor id (4626031), and Bond id, along with "Validate" and "Save" buttons (labeled B).

### 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 [download](#) link. Click on the Save Button to update the screen.

The screen will now show the downloaded date of the file.

The screenshot shows a notification box with the text "Bidder must download the following files for bid submission." Below this, there is a list of files. The first file is "On-Line Bidding - certification form.xps" with a "download" link. To the right of the link is a blue arrow pointing left labeled "Download file". Further right, the text "downloaded 16-Nov-2016" is displayed, with a blue arrow pointing left labeled "Downloaded Date".

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

Click the [Download](#) 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.

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

File Name	Download Link	Choose File	Status	Upload Button	Additional Info
On-Line Bidding - Specifications.xps	<a href="#">download</a>	Choose File	No file chosen	Upload	On-Line Bidding - Specifications.xps uploaded 10-Nov-2016 (Annotation A)
On-Line Bidding - Specifications.xps	<a href="#">download</a>	Choose File	No file chosen	Upload	downloaded 16-Nov-2016 (Annotation B)
Quest equipment signature 001.jpg	<a href="#">download</a>		downloading required for bid submission		(Annotation C)

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 (Annotation: Deadline date)

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

File Name	Download Link
Post letting Submission.pdf	<a href="#">download</a>

Buttons: 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 will not 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 may not add or make changes to the headers or verbiage and you may not 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.***

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Home

**Renovation of City Hall Building (#4731649)** 11/30/2017 12:00 PM CST  
Owner: QQuestCDN - Solicitor: QuestCDN - 383 days 18:44:23

**Bid Not Submitted** Submit Bid Save

Qualification Information Bid Worksheet

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

Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension
3	4SDR35	4" PVC SDR35 PIPE	Ln Ft	2500		
<b>PVC PIPE Total:</b>						<b>\$0.00</b>
PVC FITTINGS						
4	8SDR3590	8" PVC SDR35 90 Bend	ea	100		
5	6SDR3545	6" PVC SDR35 45 BEND	EA	50		
6	4SDR3590	4" PVC SDR35 90 BEND	EA	100		
<b>PVC FITTINGS Total:</b>						<b>\$0.00</b>
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		
<b>ALTERNATE PIPE Total:</b>						<b>\$0.00</b>
Labor						
10	Labor	Work Estimator	ea	1	\$2,000.00	\$2,000.00
<b>Labor Total:</b>						<b>\$2,000.00</b>
<b>Base Bid Total:</b>						<b>\$2,000.00</b>

Import from CSV Export to CSV Cancel Submit Bid Save

## 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](http://www.questcdn.com) - once logged into your account go to **"My Account"** located in the green title bar and select User Info. Add or change your Bid ID Code, remember to save your changes).

**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 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.

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

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 account administrators have access to this page.

I Agree ← Agree

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

## 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.

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Home ← Bid Bond Error

**Required bid bond has not been entered.**  
**Item unit price is missing.**

**Renovation of City Hall Building (#4731649)** 11/30/2017 12:00 PM CST  
383 days 17:58:04

Owner: QuestCDN - ← Bid Not Submitted  
Solicitor: QuestCDN - Provider Training

**← Bid Not Submitted**

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension
3	4SDR35	4" PVC SDR35 PIPE	Ln Ft	2500		
<b>PVC PIPE Total:</b>						\$0.00
<b>PVC FITTINGS</b>						
4	8SDR3590	8" PVC SDR35 90 Bend	ea	100		
5	6SDR3545	6" PVC SDR35 45 BEND	EA	50		
6	4SDR3590	4" PVC SDR35 90 BEND	EA	100		
<b>PVC FITTINGS Total:</b>						\$0.00
<b>ALTERNATE PIPE</b>						
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		
<b>ALTERNATE PIPE Total:</b>						\$0.00
<b>Labor</b>						
10	Labor	Work Estimated City Labor	ea	1	\$2,000.00	\$2,000.00
<b>Labor Total:</b>						\$2,000.00
<b>Base Bid Total:</b>						\$2,000.00

← Unit Price Error

**QUEST v BID** Contact Quest Logout

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**Required addenda have not been downloaded.** Download Addenda Error

**Renovation of City Hall Building (#4731649)** 11/30/2017 12:00 PM CST  
363 days 18:25:00

Owner: QUestCDN  
Solicitor: QuestCDN - Provider Training

**Bid Not Submitted**

**QUEST v BID** Contact Quest Logout

The Construction Industry's Premier Bid Management System

Home Shelly Kahl QuestCDN

**Required file has not been uploaded.** Upload Required File Error

**Renovation of City Hall Building (#4731649)** 11/30/2017 12:00 PM CST  
363 days 2:24:00

Owner: QUestCDN - Shelly  
Solicitor: QuestCDN - Provider Training -!

**Bid Not Submitted**

Qualification Information | Bid Worksheet

Bidder must download the following files for bid submission.

On-Line Bidding - certification form.xps	<a href="#">download</a>		downloaded 01-Dec-2016
------------------------------------------	--------------------------	--	------------------------

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

On-Line Bidding - Specifications.xps	<a href="#">download</a>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<a href="#">Provider Training upload Plans and Spec.pdf</a> uploaded 01-Dec-2016
On-Line Bidding - Specifications.xps	<a href="#">download</a>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<a href="#">On-Line Bidding - Specifications.xps</a> uploaded 01-Dec-2016
Quest equipment signature 001.jpg	<a href="#">download</a>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<a href="#">On-Line Bidding - Specifications.xps</a> uploaded 01-Dec-2016
On-Line Bidding Specification Form.pdf	<a href="#">download</a>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<a href="#">On-Line Bidding - Specifications.xps</a> uploaded 01-Dec-2016
Provider Training upload Plans and Spec.pdf	<a href="#">download</a>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	downloaded 02-Dec-2016

Upload the file

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.

On-Line Bidding - certification form.xps	<a href="#">download</a>	downloaded 01-Dec-2016
------------------------------------------	--------------------------	------------------------

Download the Addenda's

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.**

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The bid was successfully submitted.

**Renovation of City Hall Building (#4731649)** 11/30/2017 12:00 PM CST  
381 days 3:06:00

Owner: QUestCDN -!  
Solicitor: QuestCDN - Provider Training -Shelly

**Bid Submitted 11/14/2016 08:44 AM CST** Bid Submitted

Qualification Information | Bid Worksheet


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

Line Item	Item Code	Item Description	Uof/ft	Quantity	Submitted Unit Price	Extension
<b>PVC PIPE</b>						
1	85DR35	8" PVC SDR35 PIPE	Ln Ft	3500	\$1.85	\$6,475.00
2	65DR35	6" PVC SDR35 PIPE	Ln Ft	8500	\$1.65	\$14,025.00
3	45DR35	4" PVC SDR35 PIPE	Ln Ft	2500	\$1.45	\$3,625.00
<b>PVC PIPE Total:</b>						<b>\$24,125.00</b>
<b>PVC FITTINGS</b>						
4	85DR3590	8" PVC SDR35 90 Bend	ea	100	\$4.45	\$445.00
5	65DR3545	6" PVC SDR35 45 BEND	EA	50	\$3.35	\$167.50
6	45DR3590	4" PVC SDR35 90 BEND	EA	100	\$2.20	\$220.00
<b>PVC FITTINGS Total:</b>						<b>\$832.50</b>
<b>ALTERNATE PIPE</b>						
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		
<b>Base Bid Total:</b>						<b>\$26,957.50</b>



## 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 in its entirety (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 **will not** be received by the solicitor.


Contact Quest    Logout

**The Construction Industry's Premier Bid Management System**

Home

The bid was successfully submitted.

**Renovation of City Hall Building (#4731649)**

Owner: QQuestCDN -

Solicitor: QQuestCDN - Provider Training -

11/30/2017 12:00 PM C

**381 days 3:06:**

Bid Submitted 11/14/2016 08:44 AM CST

Edit Worksheet
Unsubmit Bid
Save

Submitted
Edit Worksheet

Qualification Information
Bid Worksheet

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

						Submitted	
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	
PVC PIPE							
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	
<b>PVC PIPE Total:</b>						<b>\$24,125.00</b>	
PVC FITTINGS							
4	8SDR3590	8" PVC SDR35 90 Bend	ea	100	\$4.45	\$445.00	
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	
<b>PVC FITTINGS Total:</b>						<b>\$832.50</b>	
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			
<b>Base Bid Total:</b>						<b>\$26,957.50</b>	

Import from CSV
Export to CSV
Cancel
Unsubmit Bid
Unsubmit Bid