



# **City of Corpus Christi Supplier Response Guide**

Event Responses

October 1, 2014

# Supplier Response User Guide

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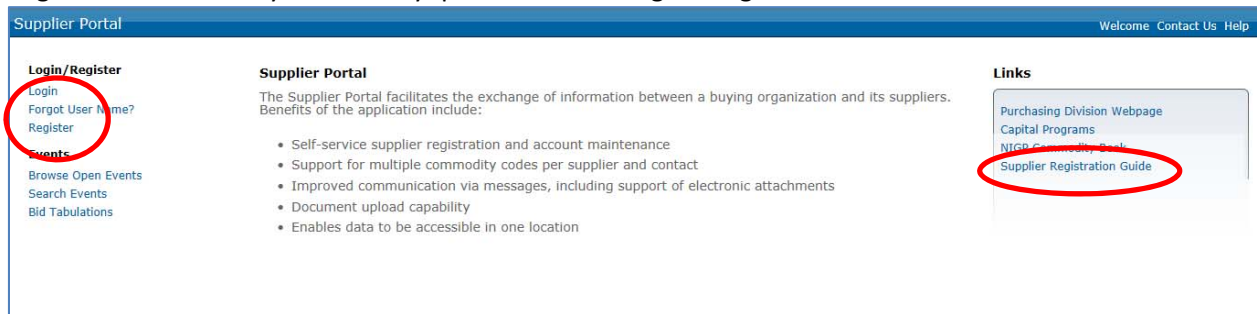
# Supplier Response User Guide

## Logging In

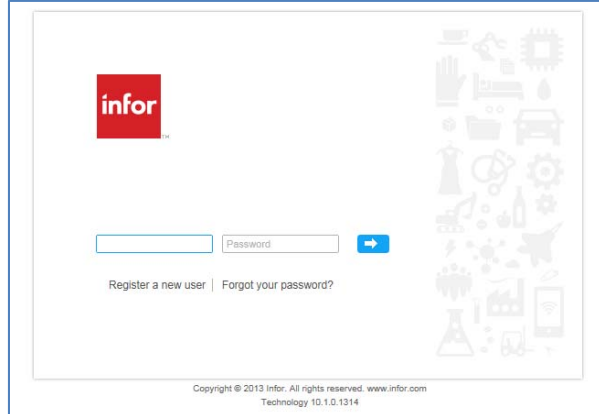
Go to the City of Corpus Christi Supplier Portal website located at <https://ccbids.cctexas.com/procprod/SourcingSupplier/controller.srvlet?dataarea=procprod&context.session.key.SupplierGroup=1>.

The Supplier Portal can also be accessed from the Capital Programs bidding website at <http://engineercc.com/bidding.aspx> or the Business website at <http://www.cctexas.com/business/supplierportal>.

If you have already registered with a username and password, in the top, left corner, click **Login**. If you have **NOT** registered, click **Register** and follow the directions on the screen. Also, see the “Supplier Registration Guide” if you have any questions while registering.



Enter the username and password that you registered.



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## Browse Events

Click on **Browse Open Events** to view events open for bid in the top, left corner to view all projects currently open for bidding.

The screenshot shows the Supplier Portal interface. On the left sidebar, under the 'Events' section, the link 'Browse Open Events' is circled in red. Other links in the sidebar include 'Messages', 'Contracts', and 'Order Management'. The main content area features sections for 'Unread Messages', 'Open Invoices', and 'Exception Invoices', each with a 'View All' button. A 'Links' section on the right provides access to various resources like 'Purchasing Division Webpage' and 'NIGP Commodity Book'.

Below is a view of all projects currently open for bidding. Click on the Name of the project to view project details and to bid on the project.

The screenshot shows the 'Open Events' page. At the top, there is a search bar with fields for 'Keyword', 'Event #', 'Name', 'Category', 'Sub Category', 'Type', 'Reference', and 'Commodity Search'. Below the search bar is a table of open events. The table has columns for Event #, Version, Name, Category, Sub Category, Type, Reference, Open Date, Close Date, and Status. Three events are listed:

Event #	Version	Name	Category	Sub Category	Type	Reference	Open Date	Close Date	Status
2	1	BI-0001-15 MONTGOMERY WARD BLDG SITE REDEVELOPMENT	PURCHASING - FORMAL		PUR - RFP		11/11/2014 06:00:00 PM	01/12/2015 05:00:00 PM	Open
7	2	E11060 JC Elliott Landfill New Office Building	CAPITAL PROGRAMS	CONSTRUCTION	CP - LCB	E11060 JC Elliott Landfill New Office Building	12/08/2014 12:00:00 AM	01/07/2015 02:00:00 PM	Amendment in progress
9		RFQ No. 2014-08	CAPITAL PROGRAMS	PROFESSIONAL SERVICES	CP - RFQ	RFQ No. 2014-08	12/08/2014 06:00:00 PM	01/09/2015 02:00:00 PM	Open

At the bottom of the page, there are navigation arrows and a 'Page size: 20' dropdown menu.

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## Summary Information

THE **SUMMARY** TAB CONTAINS IMPORTANT INFORMATION. The Open and Close dates, the Pre-Bid Meeting information and the Attachments are located on the Summary tab. Scroll down to the bottom to view the attachments for the project.

The screenshot shows the 'Supplier Portal' interface. At the top, there is a navigation bar with 'Home', 'Events', 'Contact Us', and 'Help'. The main content area is titled 'Event Summary' and includes a 'Back' button. Below this, there are buttons for 'Amendment in progress', 'Ask A Question', and 'Print'. The event details are: Event # 7-2, Event Name E11060 JC Elliott Landfill New Office Building. There are several tabs: Summary (selected), Terms And Conditions, Lines, Q And A Forum, Amendments, and Plan Holders List. The 'Event Summary' section is expanded, showing sections for Dates, Description, Rules, Meetings, and Pre Bid Meeting. The 'Dates' section lists: Preview: 12/08/2014 12:00:00 AM, Open: 12/08/2014 12:00:00 AM, Close: 01/07/2015 02:00:00 PM, Q And A Open: 12/08/2014 12:00:00 AM, Q And A Close: 12/31/2014 12:00:00 PM, and Dispute Close. The 'Description' section states: 'The proposed new administration building will be located at the J.C. Elliott Transfer Station on Ayers Street in Corpus Christi. It will replace the current substandard modular building and adjacent storage structures on the site, and will provide modern, ample space for administration and yard employee needs.' The 'Rules' section lists: Type: CP - LCB, Sealed Bid: Yes, Currency: USD, All Lines Required: Yes. The 'Meetings' section is currently collapsed.

The **Attachments** are located at the bottom of the Summary tab.

- **Bid Package.** The bidder will need to open the Bid Package and Print and/or Save all documents contained in the Bid Package. **ALL** forms in the Bid Package will need to be filled out and signed. The completed Bid Package will need to be uploaded to the Supplier Portal to successfully bid on the project.
- The other attachments include plans, specifications, contract documents and other relevant information. Please view each document.

The screenshot shows the 'Attachments' section of the Supplier Portal. It includes sections for 'Rules', 'Meetings', and 'Contacts'. The 'Rules' section lists: Type: CP - LCB, Sealed Bid: Yes, Currency: USD, All Lines Required: Yes. The 'Meetings' section is expanded to show 'Pre Bid Meeting' details: Location: Capital Programs Conference Room, Address Line 1: 1201 Leopard Street, City: Corpus Christi State Province: Texas Zip Code: 78401, County: Nueces, Country: United States of America, Meeting Date: 12/16/2014 10:30:00 AM, Meeting Required: No. The 'Contacts' section is a table with columns: Type, Name, Title, Phone Number, and Email Address.

Type	Name	Title	Phone Number	Email Address
PROJECT MANAGER	Grace Gonzalez	Project Manager	361-826-3527	<a href="mailto:graceg@cctexas.com">graceg@cctexas.com</a>
DEPARTMENT CONTACT	Lawrence Mikolajczyk	Director of Solid Waste Services		
DEPARTMENT CONTACT	Tony Benavides	Landfill Manager		
CONTRACT ADMINISTRATOR	Sylvia Arriaga	Management Assistant		
CONTRACT ADMINISTRATOR	Jamie Pyle	Project Manager		
CONTRACT ADMINISTRATOR	Ashley Sotello	Management Assistant		
CONTRACT ADMINISTRATOR	Gracie Limas	Management Asst		

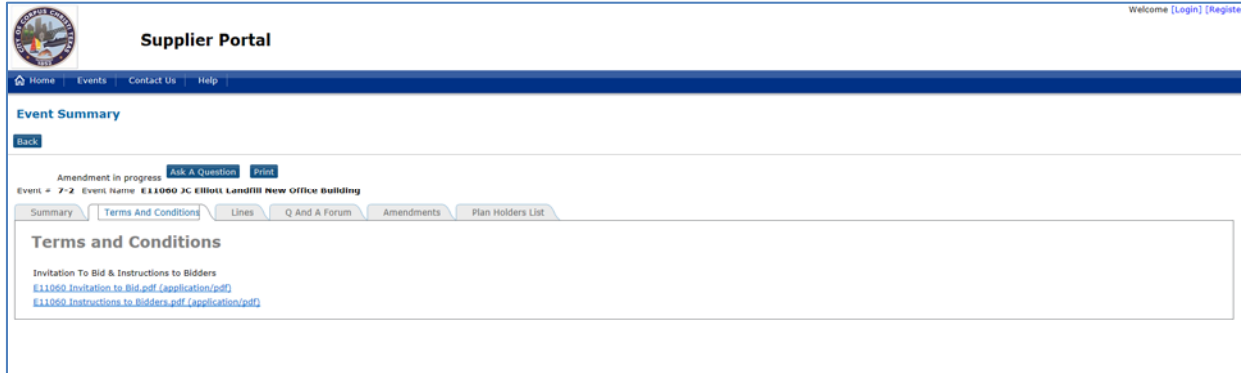
The 'Attachments' section is a table with columns: Title, File.

Title	File
E11060 Plans.pdf	<a href="#">E11060 Plans.pdf</a>
E11060 Specs.pdf	<a href="#">E11060 Specs.pdf</a>
E11060 Addendum #1.pdf	<a href="#">E11060 Addendum #1.pdf</a>
E11060 Bid Pkge Revised Add #1.pdf	<a href="#">E11060 Bid Pkge Revised Add #1.pdf</a>

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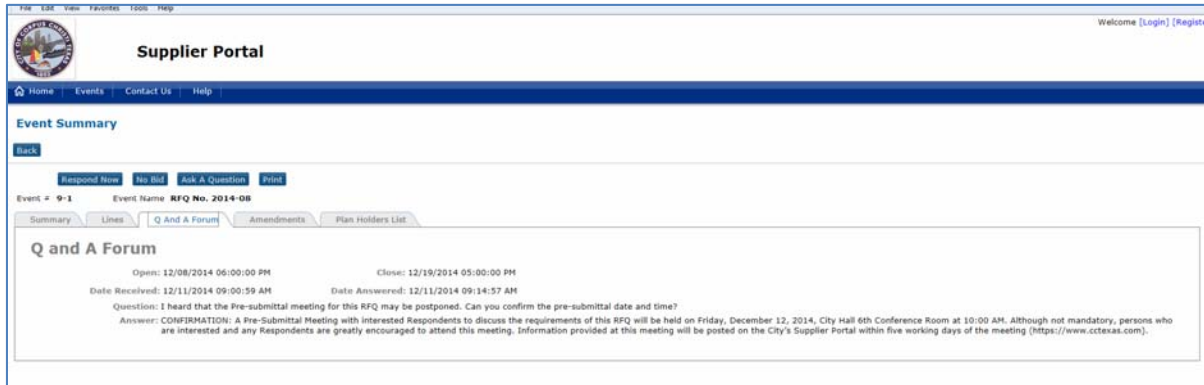
## Terms & Conditions

The **Terms & Conditions** tab contains Form 00 11 16 Invitation to Bid and the Form 00 21 13 Instructions to Bidders. The City will only accept electronic bids. The bid security **MUST** be submitted to the City Secretary's Office by the Closing Date and Time.



## Question & Answers

The Q&A Forum tab will list questions submitted by bidders and answers from City staff.



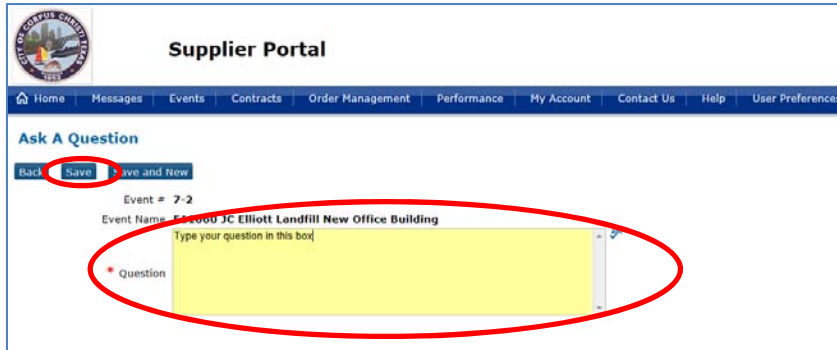
## Asking a Question

To ask a question about the bid process or the project, click the **Ask A Question** button found at the top of the screen above the tabs. The Q and A Close Date is found on the Summary tab.



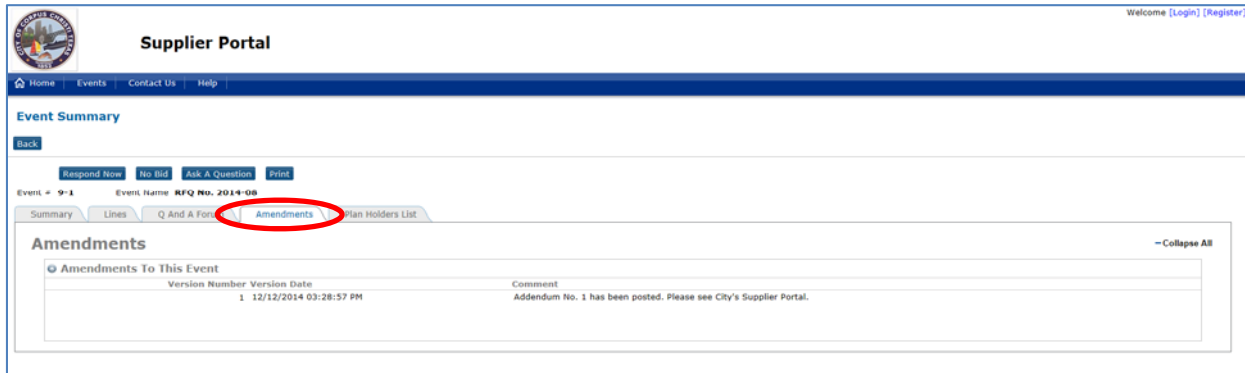
# Supplier Response User Guide

Type your question into the text box and select **Save**. Save and New will allow you to ask several questions without leaving this screen.



## Amendments (also known as Addendums)

If there is an amendment, there will be an **Amendment** tab with details.



The full addendum will be posted as an attachment. So, please download from the **Summary** tab, **Attachments** section.

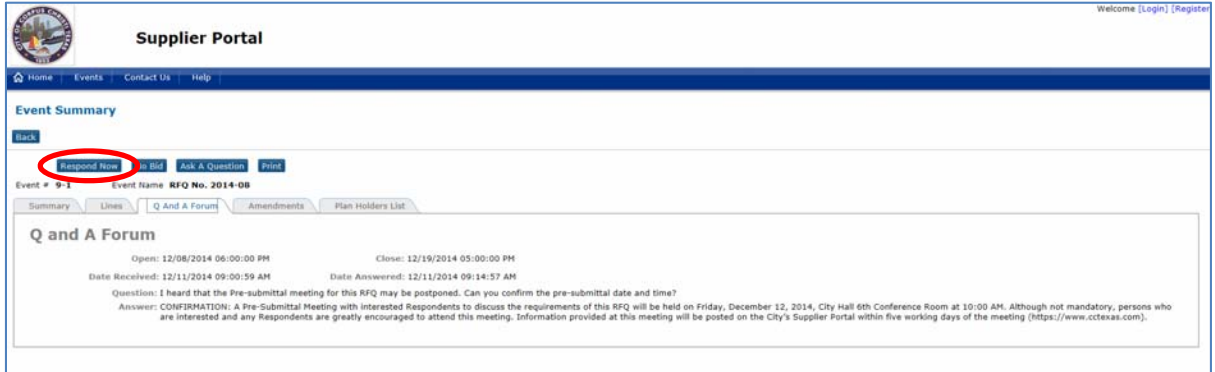


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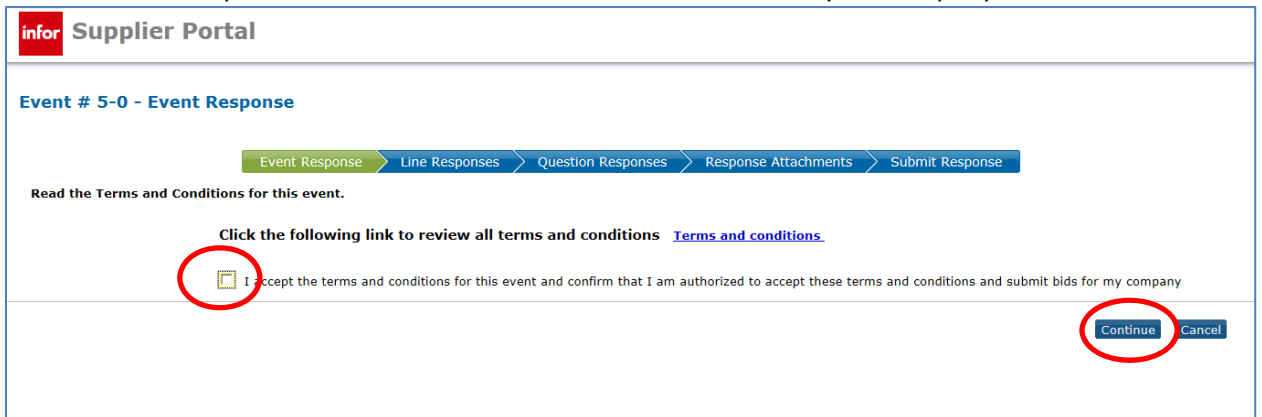
## Submit a Bid

### Event Response

To Submit a Bid, click the **Respond Now** button found at the top of the screen above the tabs. The Event Response screen will open.



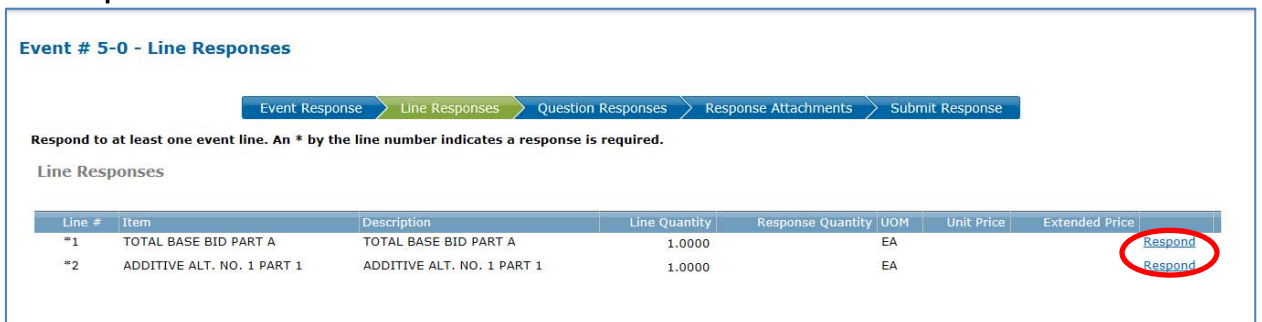
Check the box, to accept the Terms and Conditions of the project and confirm that you authorized to accept these terms and conditions and submit bids for your company.



Click **Continue** to proceed to the Line Responses section.

### Line Responses

In the Line Response section, find the Line item that you want to bid on. At the end of the line, click **Respond**.





# Supplier Response User Guide

Enter the following information:

1. Vendor Item (Type your Vendor Name and Line Description – this can be abbreviated)
2. Vendor Item Description (can be the same as Vendor Item)
3. Quantity (will always be 1)
4. Unit Price (Bid Amount)
5. Click **Continue** to continue with the next step.

**Line Response**

Respond to at least one event line. An \* by the line number indicates a response is required.

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**Line 1 Details**

Description **TOTAL BASE BID PART A**  
Item **TOTAL BASE BID PART A** Item Description **TOTAL BASE BID PART A** Output Type **Blanket**  
Quantity **1.0000** UOM **EA**  
GTIN Description  
Manufacturer Code Division Manufacturer Number  
Commodity Code **912** Commodity Description **CONSTRUCTION SVCS, GEN (INCL. MAINTENANCE & REPAIR SVCS)**

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**Enter Line 1 Response Information**

Vendor Item **TOTAL BASE BID PART A**  
Vendor Item Description  
Quantity **1.0000** **This event line requires the response quantity must be equal to the line quantity**  
UOM **EA** UOM Detail  
Unit Price **40,000.00000** -or-  No Charge -or-  No Bid - reason  
Extended Price **40,000.00**  
Response Comments

**Continue** **Cancel**

**ALL** lines **MUST** be responded to.

- Repeat steps 1 – 5 above for all additional lines.

**Event # 5-0 - Line Responses**

Event Response > **Line Responses** > Question Responses > Response Attachments > Submit Response

Respond to at least one event line. An \* by the line number indicates a response is required.

**Line Responses**

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price	
*1	TOTAL BASE BID PART A	TOTAL BASE BID PART A	1.0000	1.0000	EA	40,000.00000	40,000.00	<a href="#">Edit response</a>
*2	ADDITIVE ALT. NO. 1 PART 1	ADDITIVE ALT. NO. 1 PART 1	1.0000	1.0000	EA	50,000.00000	50,000.00	<a href="#">Edit response</a>

Page size: 10

**Back** **Continue** **Cancel**

After **ALL** lines have been responded to, click **Continue** to proceed to Question Responses section.

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## Question Responses

In the Question Response section, it is **REQUIRED** that you answer the questions and attach your completed **Bid Package** (see Summary Information heading above if you require additional information on the Bid Package).

**infor Supplier Portal**

**Event # 5-0 - Question Responses**

Event Response > Line Responses > **Question Responses** > Response Attachments > Submit Response

Respond to the questions for this event. An \* indicates a required field.

1. **Attach your Bid Package here. (State your company name in the text box.)**  
\* Answer: Holly's Company  
\* Attach document: C:\Users\holly\Documents\check in Browse...

2. **Do you want to attach your Electronic Bid Form here?**  
\* Answer: No  
Attach document: Browse...

3. **Do you understand that it is your responsibility to submit your bid security to the City Secretary's Office by the time stated in the Invitation to Bid.**  
\* Answer: Yes

Back Continue Cancel

- Enter your Company name in the Answer box for #1. Under the box, click **Browse** to locate your completed **Bid Package**, which should be saved on your computer.
- If you were able to successfully respond and enter your bid in the Line Response section, you do not need to attach your Electronic Bid Form here so the answer to #2 will be No.
- Bid security documents must be received in the City Secretary's Office by the Closing Date and Time indicated on the Invitation to Bid. Answer Yes to #3 to indicate your understanding of this requirement.
- Answer ALL other questions in this section.

Click **Continue** to continue to Response Attachments.

## Response Attachments

In the Response Attachment section, attach any documents that may be necessary by clicking the **Add** button in the top, left corner

**Event # 5-0 - Response Attachments**

Event Response > Line Responses > Question Responses > **Response Attachments** > Submit Response

Attach any documents, specifications, and pictures you have for this event.

Attachments

Add

Attachment Title	File
No data available	

# Supplier Response User Guide

- Enter a title/description of the file.
- Click **Browse** to locate the file saved on your computer.
- Click **Continue** when done to add the attachment to your bid response.

**infor Supplier Portal**

### Event Response - Attachments

Attach any documents, specifications, and pictures you have for this event.

\* Title

\* File

\* = Required

After you have finished attached files, click **Continue** at the bottom of the screen to proceed to the Submit Response section.

**Event # 4-0 - Response Attachments** Sourcing Event Response Attachment Created

Event Response > Line Responses > Question Responses > Response Attachments > Submit Response

Attach any documents, specifications, and pictures you have for this event.

**Attachments**

Attachment Title	File
<input type="checkbox"/> CM Error Upgrade.docx	CM Error Upgrade.docx

Page size: 10

## Submit Response

YOU MUST CLICK **SUBMIT** to finish submitting your response.

**Event # 4-0 - Submit Response**

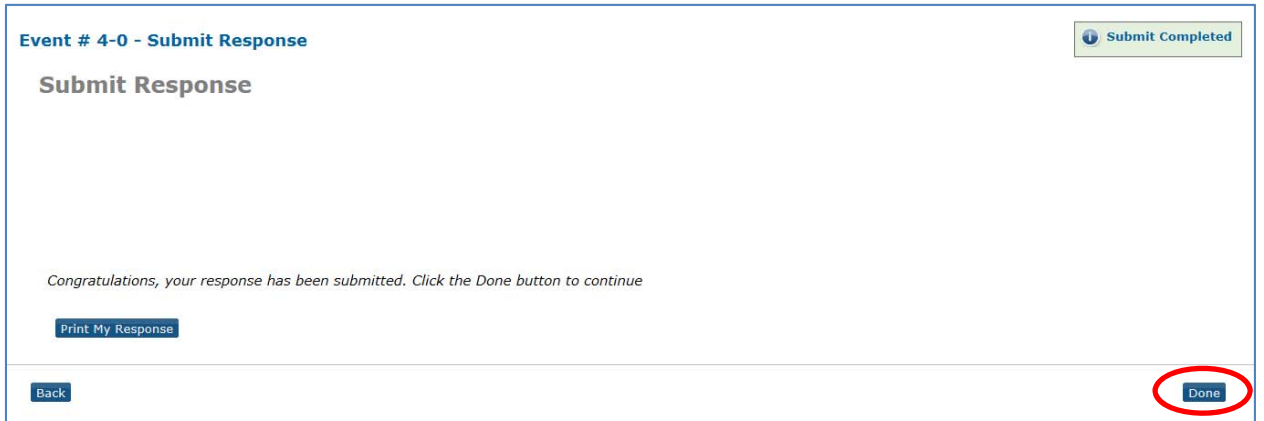
### Submit Response

Your response is ready to be submitted. Your bid amount is 70,000.00. Click the Submit button to complete your response

Click the Back button to review your response details, or click the Done button to complete your response at a later time. To be eligible for award, your response must be submitted by December 4, 2014 12:00:00 AM CST

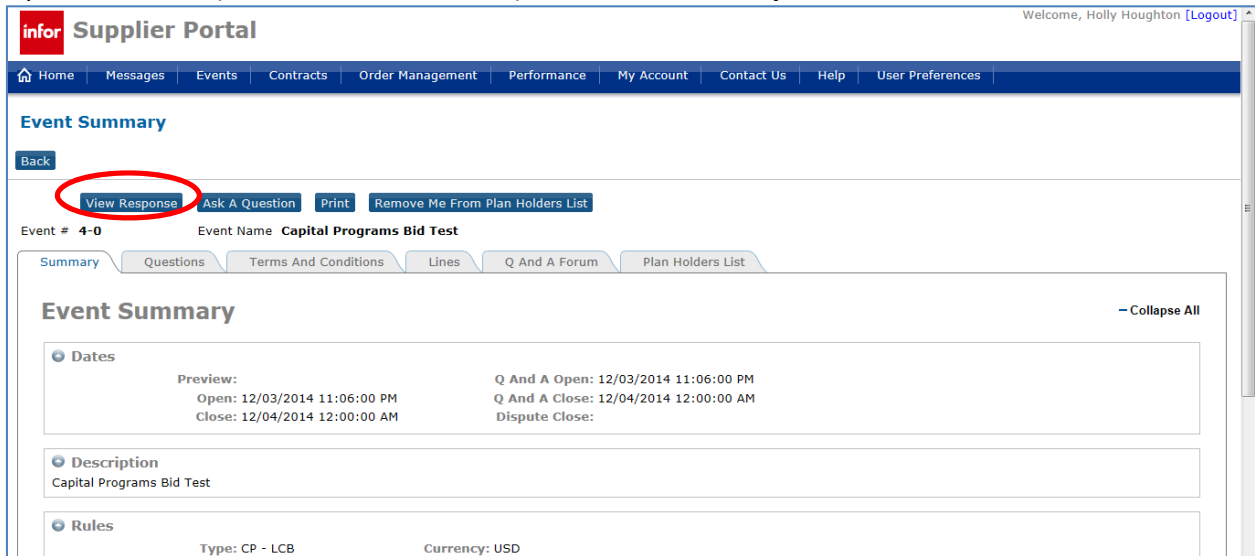
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You can now click Done on the Submission Completion Screen.



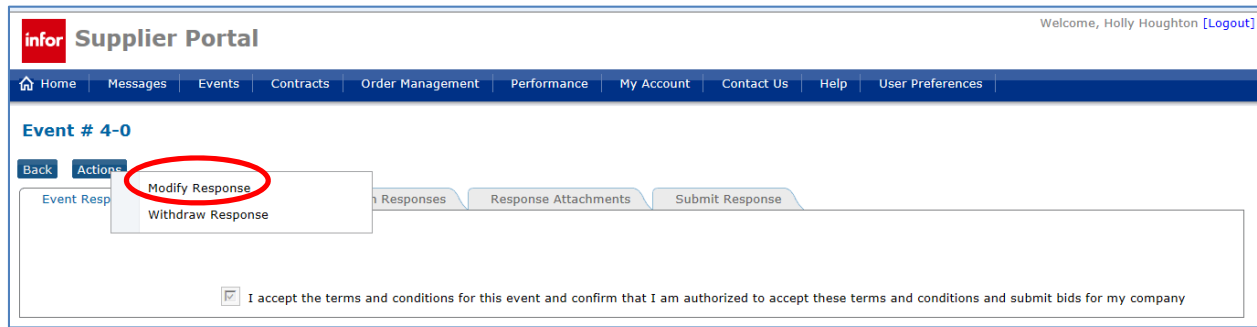
## Modifying a Response

Open the Event (see instructions above) and click **View Response**.

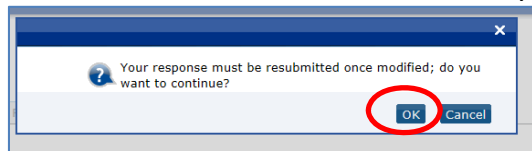


Click **Actions** and select **Modify Response**.

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You **MUST** resubmit your bid by following the instructions per the Entering a Response instructions above. Click OK to confirm you want to continue.



You will follow the same instructions as referenced in the **Submit a Bid** section above.