

CITY OF PORTLAND – PROCUREMENT SERVICES INSTRUCTIONS FOR SUBMITTING A CONSTRUCTION ITB IN - BUYSPEED

The following will guide general contractors through the process of responding to a construction Invitation to Bid (ITB) solicitation.

In BuySpeed, an ITB is referred to as a **Bid** document.

In order to respond electronically to an ITB, a contractor must be a fully registered vendor in BuySpeed.

For vendors who are fully registered, log in with the User ID and Password.

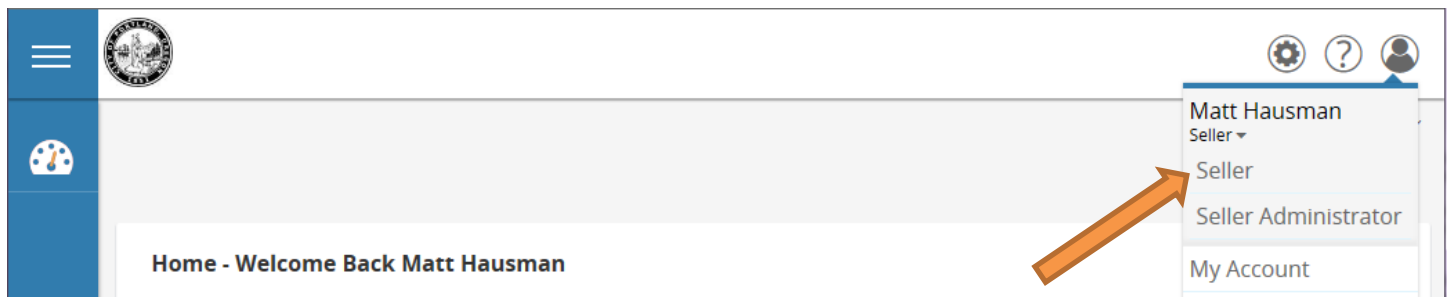
In order to register, access the BuySpeed login screen at <https://procure.portlandoregon.gov/> and select **Register**.

Responding to a construction ITB

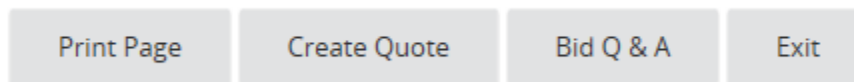
In BuySpeed, a response to an ITB is referred to as a **“Quote.”**

The first step is to find the Bid in question so that you can review the bid documents.

NOTE: When you have logged in, make sure that if you have both Seller and Seller Administrator roles. Click on the account icon and expand your account options and select the Seller role. This role will allow you to view and respond to Bids in BuySpeed. Click on the Bids tab from your home screen, or search for Bids using the Bids drop-down menu in the navigation bar near the top of your screen. Open Bids are Bids that are still open for quotes, and Closed Bids are bids that are no longer accepting quotes from Vendors.



Once you are viewing an active, open Bid, you can create a response by clicking the **Create Quote** button on the bottom of the screen. This will display the **New Quote** screen.



(*) denotes a required field

In the **General** tab of the quote, the only required field is the **Description** tab which should not be changed.

Info Contact – Enter primary contact information for the solicitation response **This is the only field on the General tab which the City is requesting be completed for construction ITB responses so that a contact person can be identified**

Once the vendor has entered in the necessary fields, click **Save and Continue**. The screen will refresh and a

quote number will be assigned.

Error Messaging

While working on the quote, the vendor may see red or yellow error messages. Red error messages indicate something that must be corrected before submitting a response. A yellow warning indicates a component of the response that may be non-standard; however the response can be submitted even if yellow warnings display.

Quote Validation Errors

Terms & Conditions is not acknowledged.

Quote Validation Warnings

Your quote has not been submitted.

Items Tab

Item # 1 in the Items tab is where the Contractor will enter their total Base Bid amount as the **Unit Cost** (see orange arrow) regardless if the Bid is a Unit Price or Lump Sum Bid. Do not include amount of any alternates. If necessary change quantity to 1.

Item # 2, if applicable, is not used for bidding purposes and should remain untouched.

Quote 00000931 - Matt Hausman


General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

General Notes

Sort by Column: Sort Descending

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1	1.0	No	SIDEWALK IMPROVEMENTS ON SE JUSTIN BLVD.	1.0	EA	0.00	0.0	▼	0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Alternate Description:	<input type="text"/>									

Quote Response Total \$0.00



Once completed, click **Save & Continue**

Terms & Conditions Tab

The Terms & Conditions tab asks the vendor to accept the terms and conditions of the solicitation. The Terms and Conditions must be accepted, click **Yes** radial button to select and click **Save & Continue**.

Quote 00000931 - Matt Hausman

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

If you do not fully accept the terms & conditions, please note the exceptions below:

Attachments Tab

The Attachments tab allows the Vendor to attach the necessary documentation for the quote. This will include the single pdf bid response documents as described in the Instructions to Bidders.

The electronic bid shall be submitted as a single pdf document using a naming convention which includes Bid Number, Project Title and Contractors name in that order with the use of abbreviations being acceptable (i.e. 00000715SlabtownSewerXYZConstCo.pdf).

To add the attachment, click Add Attachments. The following screen will appear.

i Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*:

Location: 00008659

Confidential:

Use the Browse button to search for the file to upload from your computer. Once chosen, the vendor can edit the name of the file as well as provide a description. The Description should identify the ITB number, project title and firm name similarly to the naming convention described above. Once completed, click **Save & Exit**.

The Attachments tab will then list all attachments on the Quote. **DO NOT MARK IT CONFIDENTIAL.**

Summary Tab

The Summary Tab is the Vendor's opportunity to review all the information entered on the quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

The **Print** button allows the Vendor to print a copy for records.

The **Submit Quote** button will submit the quote into the system. No changes can be made to the quote unless the vendor withdraws the Quote.

The **Cancel Quote** button cancels the quote.

Quote 00000147 - Tim's Laptops

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[Questions](#)
[Subcontractors](#)
[Notes](#)
[Terms & Conditions](#)
[Attachments\(1\)](#)
[Summary](#)
[Back to Bid](#)

Header Information

Quote #: 00000147 **Bid #:** 00000093 **Status:** In progress
Organization: Morning Training Sessions
Description: Monitors **Delivery Days:** 0 **Discount Percent:** 0.0
Bid Flag: **Alternate Bid:** No **Shipping Terms:**
Freight Terms: **Ship Via Terms:** **Payment Term:**
Promised Date: **Info Contact:** **Quote Total:** \$4,000.00
Comment:
Date Last Updated: 09/02/2009 10:25:21 AM **User last Updated:** Timothy Garza

Vendor accepts the terms & conditions with no exceptions.

Questions:

Question #	Required	Question	Response
1	No	What brand of monitor is it?	

Attachments: [Quick Reference Guide.doc](#)

Item Information

Print Sequence # 1.0 : (204 - 54) 20" Flat Screen Monitor

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
10.0	EA	\$400.00	0.0%	0.0%	\$0.00	\$4,000.00	No	No

Print

Submit Quote

Cancel Quote

Withdrawing a Quote

Once the quote is submitted, no changes can be made. If changes need to be made either due to an amendment or by vendor decision, the Withdraw Quote button will appear on the Summary tab up until the Bid Opening date on the Bid document (the date and time at which quotes will no longer be accepted). Click this button, and then choose the Reopen Button at the bottom of the Summary tab if you would like to modify and resubmit the response. The quote will be fully open to make changes.

Please note the quote must again be submitted before the Bid Opening Date/Time or the Quote will not be accepted.

Amendments and Acknowledgements

If the Agency makes an amendment to the bid, the Vendor must acknowledge the amendment. The vendor will receive an email and the amendment will be shown on the Seller homepage. On the bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
00000685	City of Portland		Mahn Saechao	SIDEWALK IMPROVEMENTS ON SE JUSTIN BLVD	08/23/2017 01:05:00 PM	List

Clicking on the bid number will bring the vendor to the Bid Detail view. Once the vendor has read the amendments, click the Acknowledge Amendments button. Please note that if the Amendment makes a change to the items, the Vendor may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.

Amendments:

Amendment #	Amendment Date	Amendment Note
1	08/23/2017 10:14:25 AM	Header 1. Bid Opening Date changed from "08/23/2017 01:00:00 PM" to "08/23/2017 01:05:00 PM". Enrollment Date Changes:

Item Information

Item # 1: (912 - 99) SIDEWALK IMPROVEMENTS ON SE JUSTIN BLVD.

NIGP Code: 912-99
 GENERAL - ALL CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount
1.0		EA - Each			

Manufacturer: Brand: Model:
 Make: Packaging:

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RE-CAP

In summary creating an electronic Quote in response to a Construction ITB requires the following in order to be responsive to the solicitation:

- Step 1 – Create Quote and Save
- Step 2 – Enter Lump Sum Base Bid amount as Unit Cost in Items Tab
- Step 3 – Acknowledge Terms and Conditions
- Step 4 – Attach single pdf document of all required Bid Documents
- Step 5 – In Summary Tab select Submit Quote

NOTE: Acknowledge Amendments (if applicable) during the solicitation period prior to due date and time. System will close bid automatically at the bid due date/time specified.