

**How To Submit  
Your Electronic  
Response As A  
Supplier**



# Submitting Electronic Responses

- Please follow the 6 steps on the following slides to submit a quote for this solicitation.
- Submitting quotes as a supplier on this solicitation is free to do

# Step 1 - Search for your solicitation and click on the name

Tip: Search in the "Bids" tab for the name of your quote

The screenshot shows the DEMANDSTAR web application interface. At the top, there is a navigation bar with the DEMANDSTAR logo and several tabs: Dashboard, Bids (highlighted with a red arrow), Quotes, Activities, and Responses. On the right side of the navigation bar, there is a user profile icon and the name 'Steve Tran'. Below the navigation bar, the main content area is titled 'Bids Search'. On the left side, there is a search sidebar with a search bar and several filter options under 'Filter By': Bids Notifications, Ordered Bids, Watched Bids, Commodity Code Matches, and eBidding Available (checked). Below these are sections for 'Government Agency' (with a search input), 'Bid Status' (set to 'Active'), and 'Advanced Search' with fields for 'Bid Name' and 'State'. The main area displays a list of bids. The first bid is 'Camp Esquagama Optional Standby System And Installation', which is highlighted with a red arrow. This bid is from St. Louis County, MN, with ID RFB-1000032-0-2023/VLK, broadcast on Jan 30, 2023, and due on Feb 21, 2023. It has 3 planholders and 0 watchers. Other bids listed include 'LIFT STATIONS 5 AND 11 REHABILITATION PROJECT', 'INFILTRATION AND INFLOW REMOVAL PHASE II: MAINLINE REPAIRS', and 'Demolition Service of Single Family Residence'. Each bid entry includes its title, location, ID, broadcast and due dates, and the number of planholders and watchers. The 'Sort By' dropdown is set to 'Broadcast Date'.

Bid Title	Location	ID	Broadcast	Due	Planholders	Watchers
Camp Esquagama Optional Standby System And Installation	St. Louis County, MN - Purchasing Division, Duluth, St. Louis County, MN	RFB-1000032-0-2023/VLK	Jan 30, 2023	Feb 21, 2023	3	0
LIFT STATIONS 5 AND 11 REHABILITATION PROJECT	City of North Lauderdale, North Lauderdale, Broward County, FL	ITB-23-PW-005-0-2023/AR	Jan 30, 2023	Mar 9, 2023	5	0
INFILTRATION AND INFLOW REMOVAL PHASE II: MAINLINE REPAIRS	City of Dania Beach, Dania Beach, Broward County, FL	ITB-23-001-0-2023/SR	Jan 30, 2023	Mar 3, 2023	6	0
Demolition Service of Single Family Residence	Seminole Tribe of Florida - Purchasing, Hollywood, Broward County, FL	ITQ-12-2023-0-2023/AM	Jan 30, 2023	Mar 10, 2023	3	0

# Step 2 - Review the details provided by the government buyer includes the documents provided

**Camp Esquagama Optional Standby System And Installation** Active

[Download Bid Package](#) [Submit eBid Proposal](#) [Watch](#)

### Bid Details

Agency Name	St. Louis County, MN - Purchasing Division
Bid Writer	<a href="#">Veronica L. Knaffla, CPPO, CPPB</a>
Bid ID	RFB-1000032-0-2023/VLK
Bid Type	RFB - Request for Bid
Broadcast Date	Jan 30, 2023 6:00pm (CST)
Fiscal Year	2023
Due	Feb 21, 2023 1:00pm (CST)
Bid Status Text	NA

### Scope of Work

Optional Standby System And Installation

### Documents

[Download all documents](#)

Filename	Type	File Type	File Size	Date Modified	Status
<a href="#">RFB 100003...</a>	Bid Document	PDF	414.54 KB	Jan 30, 2023	Complete

Tip: Documents uploaded by the buyer are just below the scope of work



# Step 3 - If you'd like to respond click "Submit eBid Proposal"

Tip: Documents uploaded by the buyer are just below the scope of work

### Camp Esquagama Optional Standby System And Installation

Active

Download Submit eBid Proposal Watch

#### Bid Details

Agency Name	St. Louis County, MN - Purchasing Division
Bid Writer	<a href="#">Veronica L. Knaffla, CPPO, CPPB</a>
Bid ID	RFB-1000032-0-2023/VLK
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#### Scope of Work

Optional Standby System And Installation

#### Documents

Download all documents

Filename	Type	File Type	File Size	Date Modified	Status
<a href="#">RFB 100003...</a>	Bid Document	PDF	414.54 KB	Jan 30, 2023	Complete

# Step 4 - On the next screen fill out your contact information as required then click "Next"

Tip: Make sure to submit your response in advance of the due date and time.



## eBid Response

### Bid Details

Agency Name	St. Louis County, MN - Purchasing Division
Bid Number	RFB-1000032-0-2023/VLK
Bid Due Date	Feb 21, 2023 1:00pm (CST)
Countdown to Bid Due Date	21 days, 18 hours, 07 minutes, 08 seconds remaining
Bid Name	Camp Esquagama Optional Standby System And Installation

### eBid Progress:

- Contact Information
- Documents Upload
- Review Bid

### 1 of 3: Contact Information

Company Name Best Painting Company (TEST ACCOUNT!)	
Address 1 1411 Fourth Ave	
Address 2 Address 2 <small>(optional)</small>	
Postal Code 98101	
City Seattle	State/Province Washington
County Select... <small>(optional)</small>	Country United States of America
Phone Number 2068894485	Extension Extension <small>(optional)</small>
Notes Enter your notes here. (the space expands as required) <small>(optional)</small>	



Next

# Step 5 - Upload the required response items requested by the government buyer

## eBid Response

### Bid Details

- Agency Name** St. Louis County, MN - Purchasing Division
- Bid Number** RFB-1000032-0-2023/VLK
- Bid Due Date** Feb 21, 2023 1:00pm (CST)
- Countdown to Bid Due Date** 21 days, 18 hours, 05 minutes, 20 seconds remaining
- Bid Name** Camp Esquagama Optional Standby System And Installation

### eBid Progress:

- Contact Information
- Documents Upload
- Review Bid

### 2 of 3: Documents Upload

#### Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Required Document	Submission Option	Uploaded Document
<input checked="" type="radio"/> Bid Bond	None	Choose a file
<input checked="" type="radio"/> Non-Collusion Form	None	Choose a file
<input checked="" type="radio"/> Responsible Contractor Verification of Compliance	None	Choose a file
<input checked="" type="radio"/> Proposal Form	None	Choose a file

#### Supplemental Documents

You can upload additional documents here.

Add Document

Previous



Next

# Step 6 - On the review page - check all items and if you are ready press "Submit Response"

1. After clicking "Submit Response" the following process will begin: We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
4. You may track your response submission under the Responses page.

Home > Bids > Camp Esquagama Optional Standby Sys... > My Ebid Response

[Submit Response](#) [Save & Finish Later](#) [Cancel](#)

### Review Your eBid Response

#### Bid Details

Agency Name	St. Louis County, MN - Purchasing Division
Bid Number	RFB-1000032-0-2023/VLK
Bid Due Date	Feb 21, 2023 1:00pm (CST)
Countdown to Bid Due Date	21 days, 18 hours, 00 minute, 02 seconds remaining
Bid Name	Camp Esquagama Optional Standby System And Installation

#### 3 of 3: Review Bid

##### Contact Info

Company Name	Best Painting Company (TEST ACCOUNT!)
Address 1	1411 Fourth Ave
Address 2	
City	Seattle
State	Washington
Country	United States of America
Postal Code	98101
Phone Number	206-889-4485
Bid Amount	0
Alternate Bid Amount	
Notes	

##### Agency Required Documents

- ✓ Bid Bond (Electronic/Online)
- ✓ Non-Collusion Form (Electronic/Online)
- ✓ Responsible Contractor Verification of Compliance (Electronic/Online)
- ✓ Proposal Form (Electronic/Online)

#### eBid Progress:

- ✓ Contact Information
- ✓ Documents Upload
- ⊙ Review Bid

