

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:
<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State County

- City of Metropolis – Board of Commissioners
- City of Metropolis Purchasing
- Metropolis Technical College

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

My Subscriptions [0]

Nation (0)

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

Total	(0 subscriptions)	Your Current Rate \$0/year
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Proceed to Checkout

 Skip for Now

SIGN UP

Visit www.demandstar.com



Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a procurement portal interface. At the top, there are navigation tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation is a dark blue header bar. Underneath, there is an orange arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. Below the 'Bids' button is a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. Each item has an 'Active' status button on the right. The first item details include: 'City of Fort Pierce - Purchasing Department, Fort Pierce, AZ', 'ID: BID-TSEBIDVINO24JAN01-0-2020/al', 'Broadcast: 1/24/2020', 'Due: 3/1/2020', 'Planholders: 3', and a 'Watch' button. The second item is 'AA-BB-CC-DD-EE' with details: 'agency2.0, Texas, FL', 'ID: EBID-001-946-00-0-2020/AD', 'Broadcast: 2/4/2020', 'Due: 2/29/2020', 'Planholders: 0', and a 'Watch' button. The third item is 'TESTBID' with details: 'agency2.0, Texas, FL'.

Bid ID	Agency	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch
TESTBID	agency2.0, Texas, FL				

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

Bid Details

Agency Name	agency2.0
Bid Writer	agency2.0 d
Bid ID	EBID-123456-0-2020/AD
Bid Type	EBID - E-BID
Broadcast Date	02/06/2020 9:40 AM Eastern
Fiscal Year	2020
Due	02/29/2020 11:00 PM Eastern
Bid Status Text	BID STATUS

Scope of Work

Scope to Work

Documents

Filename	Type	Date Modified	Status
fer	Attachment	02/06/2020	Complete

Distribution Info

Bid Bond	None
Plan (blueprint)	None
E-Bidding	Submit
Distributed By	DemandStar
Distribution Method	Download and Mail
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Date Found

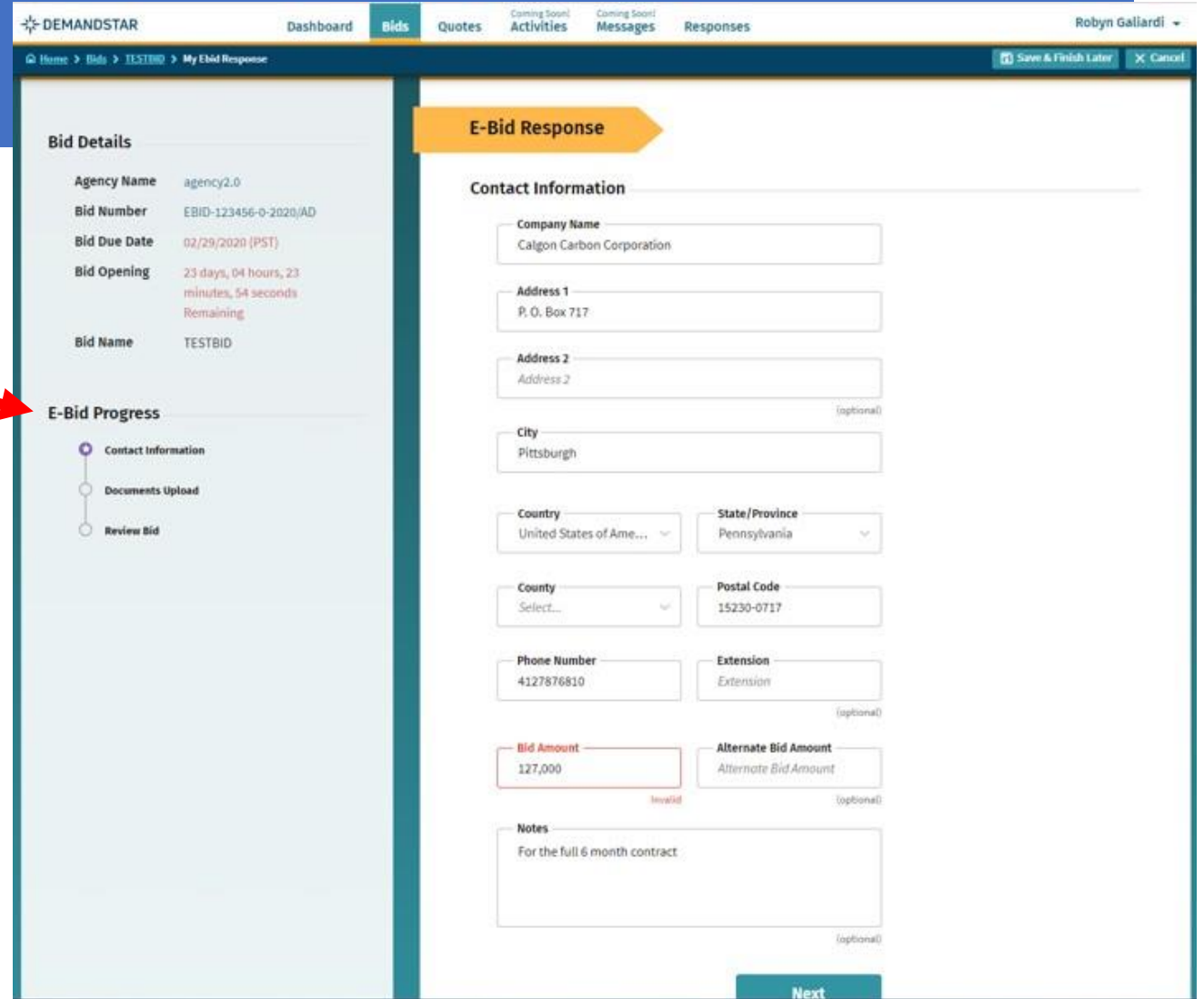
Commodity Code

[001-946-00] FINANCIAL SERVICES

[Submit E-Bid Proposal](#)

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”



DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-0-2020/AD
Bid Due Date: 02/29/2020 (PST)
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information (Selected)
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The main content area is divided into two columns. The left column contains 'Bid Details' (Agency Name: agency2.0, Bid Number: EBID-123456-0-2020, Bid Due Date: 02/29/2020 (PST), Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining, Bid Name: TESTBID) and 'E-Bid Progress' (Contact Information, Documents Upload, Review Bid). The right column features an 'E-Bid Response' header, 'Required Documents' instructions, a list of 'Agency Accepted File Formats' (including Adobe Acrobat, AutoCAD Drawing, JPEG Image, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Plain Text, Rich Text Format, WordPerfect, AutoCAD Drawing Web Format, GIF Image, Microsoft Excel, Microsoft Word, Plot file, TIFF Image, and ZIP Compressed Archive), a table for 'Required Document' (Service Doc agency2.0) with 'Submission Option' (None) and 'Uploaded Document' (Choose a file), and a 'Supplemental Documents' section with a text input field for 'Document Title' and an 'Add Document' button. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Step 4 continued

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

E-Bid Response

Bid Details

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/KD
- Bid Due Date: 02/25/2020 (PST)
- Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
- Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

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).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing (Web Format) (*.DWG)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Rich Text Format (*.RTF)
- WordPerfect (*.WPO)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot File (*.PLOT)
- TIFF Image (*.TIFF)
- ZIP Compressed Archive (*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

Supplemental Documents

You can upload additional documents here:

Document Title: Add Document

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	Online/Electronic	Choose a file

Previous Upload

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface. At the top, the navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user's name, 'Robyn Gallardi', is visible in the top right corner. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020AD; Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress indicator with three steps: 'Contact Information' (completed), 'Documents Upload' (in progress), and 'Review Bid' (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 737; Address 2: ; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15230-0717; Phone Number: 4127876810; Tax: ; Bid Amount: 3127.00000; Alternate Bid Amount: ; Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0 (Electronic/Online) - marked as complete with a green checkmark.
- Supplemental Documents:** References (Electronic/Online) - marked as complete with a green checkmark.

At the bottom of the page, there is a 'Previous' button on the left and a 'Submit Response' button on the right. A red arrow points directly to the 'Submit Response' button. Below the document lists, a grey box contains the following text: 'After clicking "Submit Response" the following process will begin: 1. 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. If you do not receive any of the above, please call Supplier Services at (202) 940-0005.'

Searching for Bids

We recommend using the following steps to create a broad search in DemandStar. This will allow you to “see” how our government partners classify and name the types of projects you are most interested in.

After doing a few broad searches, you may want to try using the additional filters beyond these mentioned below:

Included in the instructions are how to search for bids published by a specific agency.

1. Log In
2. Once your logged in and on your Dashboard Homepage - Click on “Bids” at the top of the screen

The screenshot displays the DemandStar dashboard interface. At the top, there is a navigation bar with the DemandStar logo and several menu items: Dashboard, Bids, Quotes, Activities, Messages, and Responses. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a sidebar with 'My Bids' and 'My Quotes' sections, each containing sub-sections with counts. The main content area features a header for 'Calgon Carbon Corporation' and several key metrics: 'My Bid Notifications' (16), 'My Quote Notifications' (3), 'Bids I Am Watching' (3), and 'Responded Bids' (3). Below these, there is a 'DemandStar Network' section with 'New Governments This Year' (97) and 'No New Governments Near Me'. On the right side, there is a 'Notifications (1)' section with an 'Account' notification and a 'My Commodity Codes (11)' section listing various codes and their descriptions.

Section	Count
My Bid Notifications	16
My Quote Notifications	3
Bids I Am Watching	3
Responded Bids	3
New Governments This Year	97
No New Governments Near Me	0

- On the left side of the screen use the filter “Show bids” and select “All bids in the system” from the drop-down options

DEMANDSTAR Dashboard **Bids** Quotes Coming Soon! Activities Coming Soon! Messages Responses

Home > Bids Search

Bids Sort By **Due Date**

Vendor Database Update Active
 Town of Davis, Davis, FL
 ID: VTW-VDU-0-2019/RMO **Broadcast:** 9/13/2019 **Due:** 3/13/2020 **Planholders:** 162 **Watchers:** 2

RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final Active
 City of Port Orange - Finance Department, Port Orange, FL
 ID: RFSQ-RFSQ 20-02-1-2020/DVV **Broadcast:** 2/4/2020 **Due:** 3/9/2020 **Planholders:** 0 **Watchers:** 0

TSBDIVINO24JAN03 Active
 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ
 ID: RF1-TSBDIVINO24JAN03-0-2020/af **Broadcast:** 1/28/2020 **Due:** 3/1/2020 **Planholders:** 10 **Watchers:** 0

TESTEBID322 Active
 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ
 ID: NEW-TESTEBID322-0-2020/as **Broadcast:** 2/11/2020 **Due:** 2/29/2020 **Planholders:** 2 **Watchers:** 0

TESTBID Active
 agency2.R, Texas, FL
 ID: EBID-123456-0-2020/AD **Broadcast:** 2/6/2020 **Due:** 2/29/2020 **Planholders:** 1 **Watchers:** 0

- On the left side of the screen use the filter “Bid Name” to enter in a keyword and click “Search”

DEMANDSTAR Dashboard **Bids** Quotes Coming Soon! Activities Coming Soon! Messages Responses

Home > Bids Search

Industry Filter by Industry

Show bids... All bids in the system

Bid Status Select...

Bid Identifier Bid Identifier
(Enter Bid ID, e.g. "RFP-5434-0-2000/CMD")

Fiscal Year Select...

Bid Name technology

Agency Search for agencies

Due Date mm/dd/yyyy

Search

Clear Filter

Vendor Database Update Active
 Town of Davis, Davis, FL
 ID: VTW-VDU-0-2019/RMO **Broadcast:** 9/13/2019 **Due:** 3/13/2020 **Planholders:** 162 **Watchers:** 2

RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final Active
 City of Port Orange - Finance Department, Port Orange, FL
 ID: RFSQ-RFSQ 20-02-1-2020/DVV **Broadcast:** 2/4/2020 **Due:** 3/9/2020 **Planholders:** 0 **Watchers:** 0

TSBDIVINO24JAN03 Active
 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ
 ID: RF1-TSBDIVINO24JAN03-0-2020/af **Broadcast:** 1/28/2020 **Due:** 3/1/2020 **Planholders:** 10 **Watchers:** 0

TESTEBID322 Active
 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ
 ID: NEW-TESTEBID322-0-2020/as **Broadcast:** 2/11/2020 **Due:** 2/29/2020 **Planholders:** 2 **Watchers:** 0

TESTBID Active
 agency2.R, Texas, FL
 ID: EBID-123456-0-2020/AD **Broadcast:** 2/6/2020 **Due:** 2/29/2020 **Planholders:** 1 **Watchers:** 0

TSBDIVINO3FEB01 Active
 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ
 ID: NEW-TSBDIVINO3FEB01-0-2020/as **Broadcast:** 2/3/2020 **Due:** 2/29/2020 **Planholders:** 4 **Watchers:** 1

BidTest007 Active
 City of Fort Pierce - Purchasing Department, Fort Pierce, AZ

5. Review your results

The screenshot shows the DEMANDSTAR Bids Search interface. The top navigation bar includes Dashboard, Bids, Quotes, Activities, Messages, and Responses. The left sidebar contains search filters: Location (Search for state or county), Industry (Filter by Industry), Show bids... (All bids in the system), Bid Status (Select...), Bid Identifier (Bid Identifier, with a note: (Enter Bid ID, e.g. "RFP-5454-0-2000/CMD")), Fiscal Year (Select...), and Bid Name (Technology). The main content area displays a list of bids under the heading "Bids". The results are sorted by Due Date. The list includes:

- Maintenance, Repair and Equipment of Huber Technology and Kubota Membranes** (Under Evaluation)
 - Town of Davis, Davis, FL
 - ID: NTSS-NTSS-2020-21-0-2020/EL
 - Broadcast: 12/17/2019
 - Due: 12/26/2019
 - Planholders: 1
 - Watchers: 0
- Gravity Sanitary Sewer Lateral Lining Technology Selection** (Under Evaluation)
 - City of Sarasota - Purchasing Division, Sarasota, FL
 - ID: RFP-20-09CH-0-2020/CM
 - Broadcast: 10/21/2019
 - Due: 11/6/2019
 - Planholders: 11
 - Watchers: 0
- Reduced Bleed Technology System Installation** (Under Evaluation)
 - Clark County School District - Purchasing/Warehousing Department, Las Vegas, NV
 - ID: FQ-5C3807427CHP-0-2019/CW
 - Broadcast: 4/11/2019
 - Due: 4/15/2019
 - Planholders: 3
 - Watchers: 0
- PROJECTS 4-5-6-8-9-14&15 / PUMP STATION IMPROVEMENTS / REFURBISHMENT / SCADA TECHNOLOGY / VALVE REPLAC...** (Under Evaluation)
 - City of Florida City, Florida City, FL
 - ID: ITB-ITB-2018-004-0-2018/AW
 - Broadcast: 6/29/2018
 - Due: 8/7/2018
 - Planholders: 14
 - Watchers: 0

Or search by specific government “Agency” instead of “Bid Name”

After step 3 instead of using the “Bid Name” Filter use the “Agency” Filter to type the name of the government you are looking for then click “Search”

The screenshot shows the DEMANDSTAR Bids Search interface with the Agency filter set to "City of Gainesville". The top navigation bar includes Dashboard, Bids, Quotes, Activities, Messages, and Responses. The left sidebar contains search filters: Location (Search for state or county), Industry (Filter by Industry), Show bids... (All bids in the system), Bid Status (Select...), Bid Identifier (Bid Identifier, with a note: (Enter Bid ID, e.g. "RFP-5454-0-2000/CMD")), Fiscal Year (Select...), Bid Name (Bid Name), and Agency (City of Gainesville). The main content area displays a list of bids under the heading "Bids". The results are sorted by Broadcast Date. The list includes:

- Food and Supply Provider for Ironwood Concessions** (Active)
 - City of Gainesville - Procurement Division, Gainesville, FL
 - ID: ITB-RECI-200019-DM-0-2020/DM
 - Broadcast: 2/24/2020
 - Due: 3/24/2020
 - Planholders: 5
 - Watchers: 1
- Forum to seek ideas to develop affordable housing on city owned lots** (Under Evaluation)
 - City of Gainesville - Procurement Division, Gainesville, FL
 - ID: NTCE-0-0-2020/MT
 - Broadcast: 2/19/2020
 - Due: 2/24/2020
 - Planholders: 4
 - Watchers: 0
- ITN for Old Fire Station #1, 427 S Main St. Gainesville, FL 32601, Rental & Adaptive Reuse Opportunity** (Active)
 - City of Gainesville - Procurement Division, Gainesville, FL
 - ID: ITN-CMGR-200006-DH-0-2020/DH
 - Broadcast: 2/12/2020
 - Due: 3/12/2020
 - Planholders: 8
 - Watchers: 0
- Installation of Reinforced PVC Swimming Pool Membrane at Andrew R. Mickle Pool** (Active)
 - City of Gainesville - Procurement Division, Gainesville, FL
 - ID: RFP-PRCA-200021-DM-0-2020/DM
 - Broadcast: 2/12/2020
 - Due: 3/19/2020
 - Planholders: 14
 - Watchers: 0
- Gainesville Fire Rescue Ballistic Protection Equipment** (Active)
 - City of Gainesville - Procurement Division, Gainesville, FL
 - ID: RFP-GFDX-200023-DH-0-2020/DH
 - Broadcast: 2/11/2020
 - Due: 3/10/2020
 - Planholders: 11
 - Watchers: 1
- Crill Hintermister's Residential Rehabilitation Re-bid** (Awarded)
 - City of Gainesville - Procurement Division, Gainesville, FL
 - ID: ITB-2020-015-1-2020/MT
 - Broadcast: 2/4/2020
 - Due: 2/20/2020
 - Planholders: 6
 - Watchers: 0