

# 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 your 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 ▼

Select State ▼ Select County ▼

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

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

My Subscriptions [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
<b>Total</b>	(0 subscriptions)	<b>\$0/year</b>

**Proceed to Checkout**



**Skip for Now**

## 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

**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)



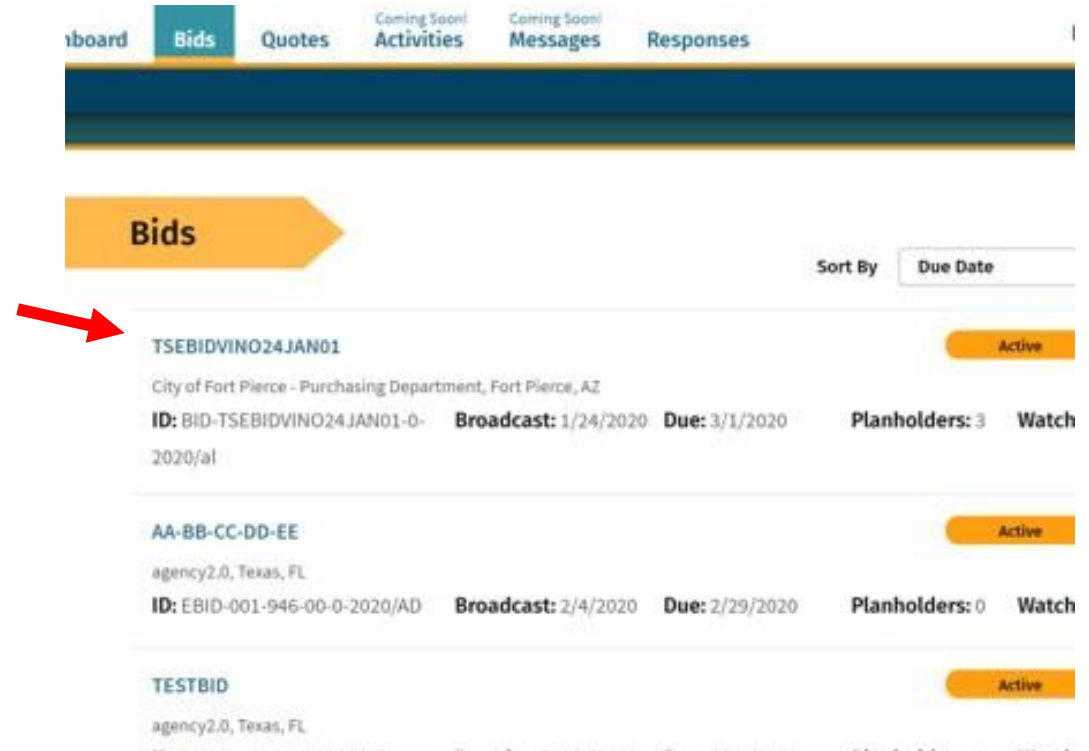
# Responding to an Electronic Bid

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



# 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 id
Bid ID	EBID-123456-0-2020/AD
Bid Type	EBID - E-BID
Broadcast Date	02/06/2020 2:40 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 E-Bid Response interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as Robyn Gallardi.

**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, 17 minutes, 21 seconds Remaining
- Bid Name: TESTBID

**E-Bid Progress:**

- Contact Information (Completed)
- Documents Upload (Current Step)
- Review Bid (Upcoming)

**E-Bid Response Section:**

**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 (\*.DWG)
- AutoCAD Drawing Web Format (\*.DWF)
- GIF Image (\*.GIF)
- JPEG Image (\*.JPG)
- Microsoft Excel (\*.XLS)
- Microsoft Excel (\*.XLSX)
- Microsoft PowerPoint (\*.PPT)
- Microsoft Word (\*.DOC)
- Microsoft Word (\*.DOCX)
- Plain Text (\*.TXT)
- Plot file (\*.PLT)
- Rich Text Format (\*.RTF)
- TIFF Image (\*.TIF)
- WordPerfect (\*.WPD)
- ZIP Compressed Archive (\*.ZIP)

**Document Upload Table:**

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

**Supplemental Documents:** You can upload additional documents here.

Document Title:

# Step 4 continued

## TIP:

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

**Bid Details**

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2024/KD
- Bid Due Date: 02/29/2024 (PST)
- Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
- Bid Name: TESTBID

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**E-Bid Response**

**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	<span>Choose a file</span>

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 for reviewing an e-bid response. The page is titled "Review Your E-Bid Response" and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-202401; Bid Due Date: 02/29/2024 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress bar with three steps: Contact Information (completed), Documents Upload (completed), and Review Bid (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 717; Address 2: ; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15200-0717; Phone Number: 4127876810; Tax: ; Bid Amount: 3127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0 (Electronic/Online) (checked).
- Supplemental Documents:** References (Electronic/Online) (checked).

Below the document sections, there is a list of steps that will begin after clicking "Submit Response":

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.

A note at the bottom states: "If you do not receive any of the above, please call Supplier Services at (202) 940-0005."

At the bottom of the page, there are two buttons: "Previous" and "Submit Response". A red arrow points to the "Submit Response" button.

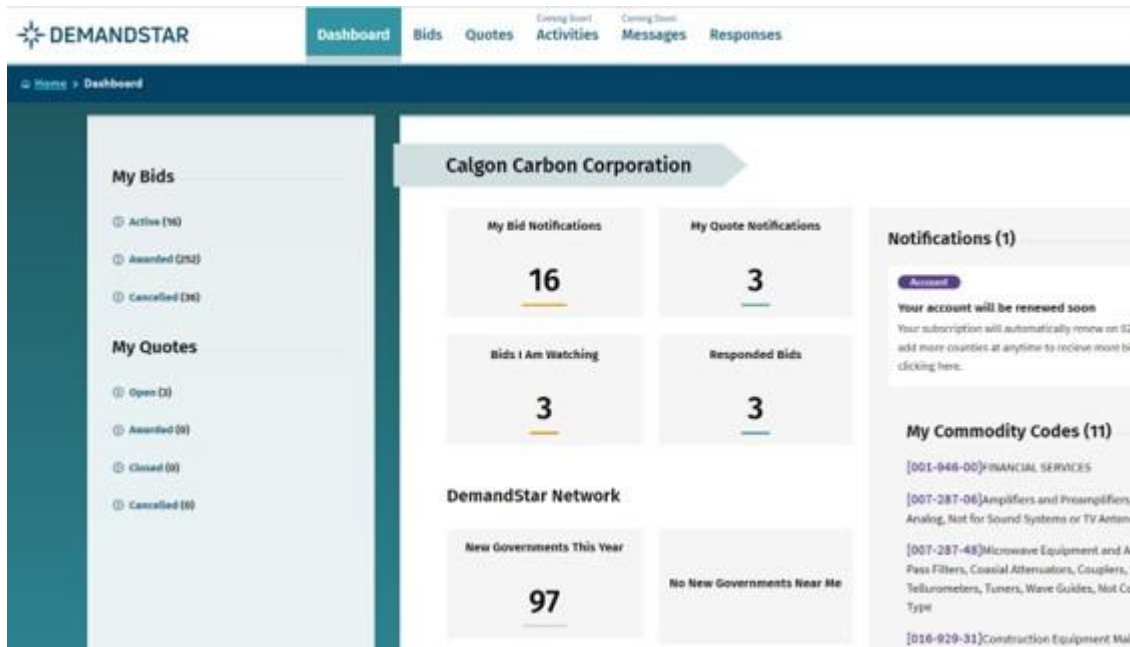
## Searching for Bids

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.

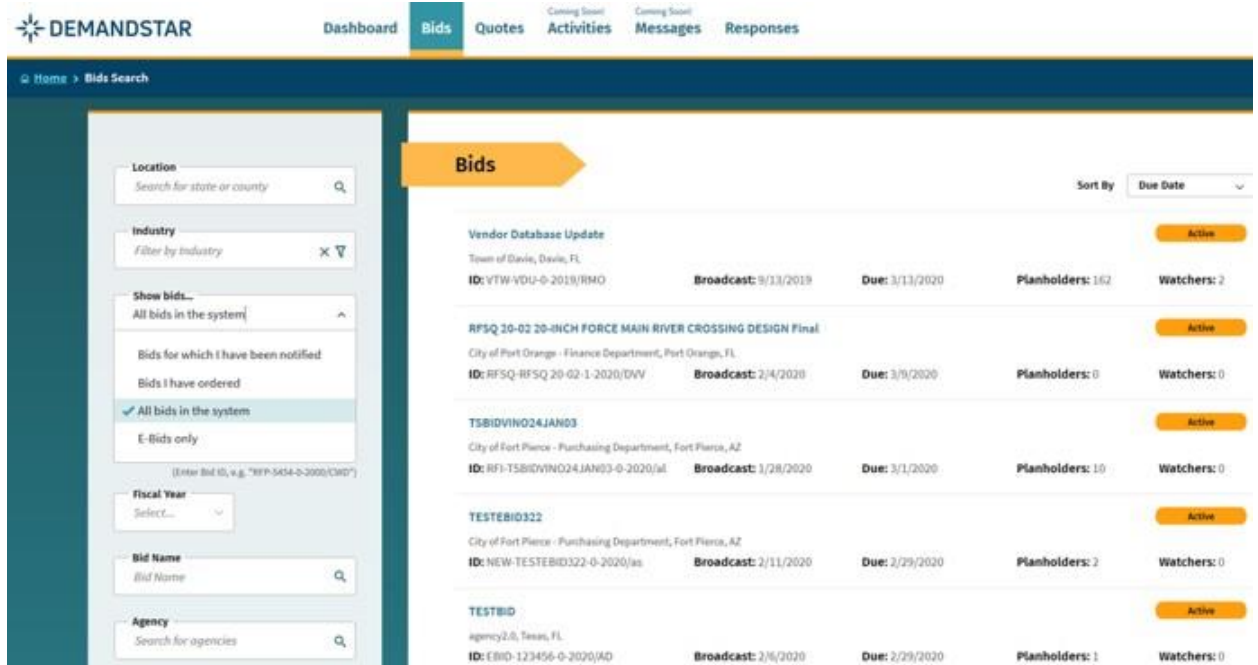
After doing a few broad searches, you may want to try using the additional filters beyond these mentioned below:

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

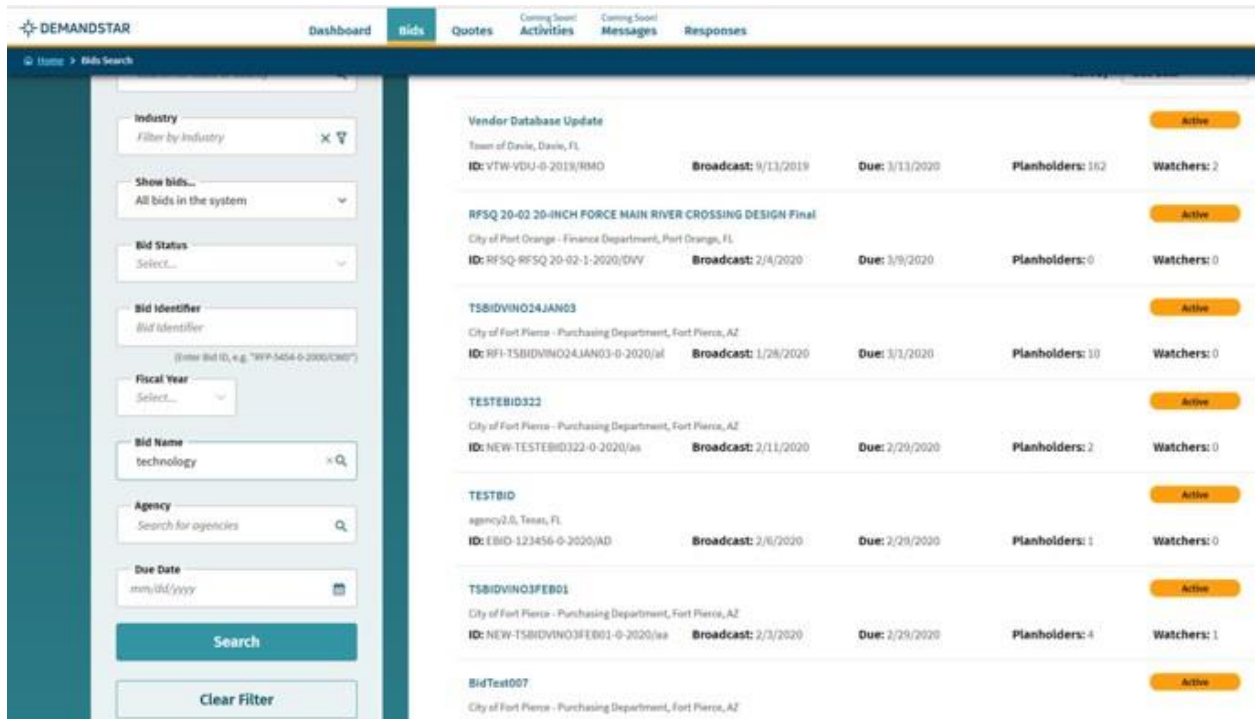
1. Log In
2. Once your logged in and on your Dashboard Homepage - Click on “Bids” at the top of the screen



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



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



5. Review your results

The screenshot shows the DEMANDSTAR Bids Search interface. On the left, there are several 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 area displays a list of bids with columns for Bid Name, Agency, ID, Broadcast, Due, Planholders, and Watchers. The bids listed are:

- Maintenance, Repair and Equipment of Huber Technology and Kubota Membranes** (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 - Status: Under Evaluation
- Gravity Sanitary Sewer Lateral Lining Technology Selection** (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 - Status: Under Evaluation
- Reduced Bleed Technology System Installation** (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 - Status: Under Evaluation
- PROJECTS 4-5-6-8-9-14&15 / PUMP STATION IMPROVEMENTS / REFURBISHMENT / SCADA TECHNOLOGY / VALVE REPLAC...** (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 - Status: Under Evaluation

**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 selected. The filters on the left are: 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 area displays a list of bids with columns for Bid Name, Agency, ID, Broadcast, Due, Planholders, and Watchers. The bids listed are:

- Food and Supply Provider for Ironwood Concessions** (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 - Status: Active
- Forum to seek ideas to develop affordable housing on city owned lots** (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 - Status: Under Evaluation
- ITN for Old Fire Station #1, 427 S Main St. Gainesville, FL 32601, Rental & Adaptive Reuse Opportunity** (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 - Status: Active
- Installation of Reinforced PVC Swimming Pool Membrane at Andrew R. Mickle Pool** (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 - Status: Active
- Gainesville Fire Rescue Ballistic Protection Equipment** (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 - Status: Active
- Crill Hintermister's Residential Rehabilitation Re-bid** (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 - Status: Awarded