

Quick Tips for Submitting Your Electronic Bid Response

- ❖ The quick start guide is designed to be used in conjunction with the Sourcing Supplier Bidding Guide available from the Purchasing Division Website
- ❖ The quick start guide gives general guidelines for submitting your electronic bid
- ❖ Within the electronic bidding document there is a Help menu
- ❖ Bidder needs to be a registered supplier with a login and password to view bids in their entirety

A detailed online tutorial manual may be accessed and printed by visiting the Purchasing Division website at www.myboca/city/purchasing

Purchasing Division

[Supplier Registration](#) | [Bid Opportunities](#) | [Tabulations](#) | [Supplier Information/Assistance](#) | [Purchasing Home](#)

The Purchasing Division is a division of the Financial Services Department. The goal of the Purchasing Division is to procure materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed to provide the very best service to the public.

Our Web site is designed to provide suppliers with the information needed to do business with the City of Boca Raton. We encourage you to monitor the "Bidding Opportunities" page and the "Tabulations" page, as these are updated on a regular basis.

It is also important for all suppliers, even those previously registered in the City's prior system to register online. The new online supplier registration system allows the supplier to update their information at any time and to receive notifications of bid opportunities for the commodities selected during registration.

Supplier Registration

[Online Registration](#)
[Online Registration Tutorial](#)
[Letter to our Suppliers \(PDF\)](#)

Tabulations

[Bid Tabulations](#)
[Council Award Recommendations](#)

Bid Opportunities

[Current Bid Opportunities](#) (Suppliers are required to login and register to view the entire document)
[Online Bidding Tutorial](#)
[Online Bidding Tips](#)

Supplier Information/Assistance

[How To Do Business Guide \(PDF\)](#)
[Hours of Operation/Map/Staff Directory](#)

Enter your User Name and Password to login and gain access to the Online Bidding System



Application Login

Username:

Password:

[Forgot your Password?](#)

Application Links

- [City of Boca Raton](#)
- [Supplier Registration](#)
- [Current Bid Opportunities](#)
- [Awarded Bid Information](#)

Version 5.2

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[Log Off](#) | [Help](#)

Welcome Boca Testing!

Server Time (Eastern): 2:43:22 pm

- Bids** Admin
- [Bid Requests](#) [Bid Responses](#) [Bid Awards](#)

Bidding Shortcuts

- [View Available Bids](#)
- [View My Draft/Submitted Responses](#)
- [View My Closed Responses](#)

Account Information

- [Company Profile](#)
- [Commodity Registration](#)
- [Manage My Account](#)

Welcome to Boca Raton Online Bidding!

My Recent Invitations

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
2007-444 Addendum 2	Cable Runs at Patch Reef Park (tst)	RFQ	1/21/2007 3:00:00 PM EST	25 Days	Submitted
2007-009 Addendum 1	Printing and Distribution of the Recreator	RFP	1/11/2007 2:30:00 PM EST	14 Days	Viewed
2007-xyz Addendum 1	Uniforms (test)	RFQ	1/8/2007 12:00:00 PM EST	11 Days	No Bid

My Recent Draft Responses

No Responses

To view all current City of Boca Raton formal ITB's and RFP's click on View available Bids

To view the Invitations that you have been invited to based on your commodity code selection, click on the applicable bid number

Bidding Shortcuts

- [View Available Bids](#)
- [View My Draft/Submitted Responses](#)
- [View My Closed Responses](#)

Account Information

- [Company Profile](#)
- [Commodity Registration](#)
- [Manage My Account](#)

Welcome to Boca Raton Online Bidding!

My Recent Invitations

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
2007-444	Cable Runs at Patch Reef Park (tst)	RFQ	1/21/2007 3:00:00 PM EST	31 Days	No Response
2007-009 Addendum 1	Printing and Distribution of the Recreator	RFP	1/11/2007 2:30:00 PM EST	21 Days	Viewed
2007-xyz Addendum 1	Uniforms (test)	RFQ	1/8/2007 12:00:00 PM EST	17 Days	No Bid

My Recent Draft Responses

No Responses

At any time, the Help menu may be accessed for detailed instructions for responding to a bid.



[Log Off](#) | [Help](#)
Welcome Boca Testing!
Server Time (Eastern): 2:31:32 pm

Bids Admin
Bid Requests Bid Responses Bid Awards

Bidding Shortcuts
[View Available Bids](#)
[View My Draft/Submitted Responses](#)
[View My Closed Responses](#)

Account Information
[Company Profile](#)
[Commodity Registration](#)
[Manage My Account](#)

Welcome to Boca Raton Online Bidding!

My Recent Invitations

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
2007-444	Cable Runs at Patch Reef Park (tst)	RFQ	1/21/2007 3:00:00 PM EST	31 Days	No Response
2007-009 Addendum 1	Printing and Distribution of the Recreator	RFP	1/11/2007 2:30:00 PM EST	21 Days	Viewed
2007-xyz Addendum 1	Uniforms (test)	RFQ	1/8/2007 12:00:00 PM EST	17 Days	No Bid

My Recent Draft Responses
No Responses

Once you have selected a bid number, you will have access to view the entire document. Upon viewing, if you wish to respond to the Bid, click on Respond

Log Off | Help
Welcome Boca Testing!
Server Time (Eastern): 2:45:52 pm

Bids Admin
Bid Requests Bid Responses Bid Awards

Bid Detail
[Return](#) [Respond](#) [Status](#) [Documents](#) [History](#)

Bid Information		Contact Information	
Organization	City of Boca Raton (City of Boca Raton)	Address	201 West Palmetto Park Road
Buyer Name	Diane Lopresti Buyer		Boca Raton, FL 33432-3795 USA
Buyer Email	dlopresti@myboca.us	Contact Name	Diane Lopresti Buyer
Buyer Phone	+1 (561) 393-7869	Contact Phone	+1 (561) 393-7869
Buyer Fax	+1 (561) 393-7983	Contact Fax	+1 (561) 393-7983
Bid Number	2007-009 Addendum 1	Contact Email	dlopresti@myboca.us
Bid Title	Printing and Distribution of the Recreator		
Bid Type	RFP		
Bid Security	Sealed		
Issue Date & Time	12/19/2006 11:31:01 AM Eastern		
Close Date & Time	1/11/2007 2:30:00 PM Eastern		
Bid Notes	<p>The City of Boca Raton, Florida is accepting sealed proposal responses from proposers in accordance with the specifications, terms and conditions contained in the Request for Proposal (RFP). Proposers may view or download the RFP below under "Bid Attachments". Proposers shall not submit their proposal response electronically. As indicated in the RFP, Proposer shall submit their proposal response in a sealed envelope to the City of Boca Raton, Purchasing Division, 201 W. Palmetto Park Road, Boca Raton, FL. (To view a sample of the most current Recreator, proposers are encouraged to come into the Purchasing Office located at City Hall at same address above between the hours of 8:00 a.m. and 5:00 p.m. excluding holidays).</p> <p>***** IMPORTANT REGARDING ADDENDUM #1 - Delete first sentence of item "1-7 Addenda"</p>		

Bid Page Categories

The bid page has eight main header categories

The screenshot shows a web application interface for bid management. At the top right, there is a user greeting: "Welcome User Two Boca Raton!" and the server time: "Server Time (Eastern): 2:56:40 pm". Below this is a navigation bar with tabs for "Bids" and "Admin", and sub-tabs for "Bid Requests", "Bid Responses", and "Bid Awards". The main content area is titled "Edit Bid Response" and includes a toolbar with buttons for "Return", "Save", "Submit", "No Bid", "View Response", "Status", "Documents", "Response History", and "Bid History". The "Bid Information" section is highlighted with a red circle. Below it, there are three columns of information: "Contact Information", "Ship to Information", and "Bid Notes".

Bid Information		Contact Information		Ship to Information	
<i>Header information has been changed as part of an addendum. See 'Bid History' for details.</i>		Address	201 West Palmetto Park Road Boca Raton, FL 33432-3795 USA	Address	As detailed in Bid Document , FL USA
Organization	City of Boca Raton (City of Boca Raton)	Contact Name	Lynn Kunkel Sr Buyer	Contact Name	
Bid Creator	Lynn Kunkel Sr Buyer	Contact Phone	+1 (561) 393-7874	Contact Phone	
Email		Contact Fax	+1 (561) 393-7983	Contact Fax	
Phone	+1 (561) 393-7874	Contact Email	lkunkel@myboca.us	Contact Email	
Fax	+1 (561) 393-7983				
Bid Number	2007-444 Addendum 2				
Bid Title	Cable Runs at Patch Reef Park (tst)				
Bid Type	RFQ				
Bid Security	Sealed				
Issue Date & Time	12/21/2006 2:15:53 PM Eastern				
Close Date & Time	1/21/2007 3:00:00 PM Eastern				
Bid Notes	The City of Boca Raton, Florida is accepting Bids from qualified bidders for the above in accordance with the specifications, terms and conditions contained in the Request for Quotation (RFQ). This ITB is for the installation of CAT 5 cable at the Patch Reef Park. Bidders are required to bid on all items Please log in to view and download the entire document. Press "RESPOND" to submit electronically.				
Attachments Allowed	Yes				

1. Bid Information

Details on the contact information, bid reference numbers and the closing date and time

Bid Page Categories

Header categories continued

Supplier Information

Supplier Name [Test Two](#)

Contact Name

Address 201 W. Boca Blvd
Boca Raton, FL 33432

Phone 1 (561) 393-7871

Fax 1 (561) 393-7983

Email

Supplier Note to Buyer

Supplier Notes

Event Activities

[View](#)

Date	Activity Name	Description
<input type="checkbox"/> 1/2/2007 9:00:00 AM EST	Site Visit Meeting	Bidders are invited to meet at the site on the east side of the Maintenance Building for a walk through with the project manager

Items 1-1 shown of 1

Bid Attachments

Name	Description
1 GENERAL TERMS AND CONDITIONS.pdf View	General Terms and Conditions for viewing and downloading

Items 1-1 shown of 1

Bid Attributes

Name	Note	Type	Response
1 Name	Name of person submitting the Bid	Short Text	<input type="text"/>
2 Acceptance of terms and conditions	By checking the box below, I assert that I have read and agree to the terms and conditions as outlined in the attached document.	Checkbox	<input type="checkbox"/> Yes I accept

Items 1-2 shown of 2

Bid Messages

Date	Subject	Priority	Message
12/21/06	Parking for Site Visit	Normal	Bidders may park on the west side of building after the guard gate entrance

Items 1-1 shown of 1

- Supplier Information** - Bidder to verify that Supplier Name is accurate, as this is the name that your bid will be submitted under. If the name is inaccurate (i.e. the "Inc." is missing or name has been abbreviated, you will need to update your supplier registration.
- Event Activities** – Pre-Bid meetings, site visit, intent to bid inquiry
- Bid Attachments** – Documents for the bidder to download, view & print
- Bid Attributes** – Questions for the bidder to respond to for evaluation by the City
- Bid Messages** – General information/details regarding the bid

Bid Page Categories

Header categories continued

Response Attachments
 * New
 No Response Attachments

Bid Line Items
 * Go to Line * No Bid Lines

Line Specification

1 Commodity

Qty	UOM	Description	Unit Price	Extended
1	EA	Supply and installation of CAT 5 cable from Patch Reef Park to A1A per RFQ specifications	<input type="text"/>	\$0.00

** Unit Price Required for this Response*

Item Notes:

Item Attributes

#	Name	Note	Type	Response
1	Methodology	Bidder to detail methodology for installing cable for this run and any Safety Hazards that they require the City to assist with.	Long Text	<input type="text"/>

2 Commodity

Qty	UOM	Description	Unit Price	Extended
1	EA	Supply and Installation of CAT5 Cable from Patch Reef to Red Reef Park Pavillion per specifications	<input type="text"/>	\$0.00

** Unit Price Required for this Response*

Item Notes:

Items 1-2 shown of 2

7. **Response Attachments** – When permitted or required, bidder may attach electronic files as part of their bid response
8. **Bid Line Items** – Items available for the bidder to submit pricing on as part of their bid response

All Bid Attachment documents shall be viewed and or printed before starting on your bid response

Response Status: **None**

Supplier Information		Supplier Note to Buyer	
Supplier Name	Test One	Supplier Notes	<div style="border: 1px solid gray; height: 100px;"></div>
Contact Name			
Address	201 W. Palmetto Park Road Boca Raton, FL 33432		
Phone	1 (561) 393-7874		
Fax	1 (561) 393-7983		
Email			

Event Activities

No Event Activities

Bid Attachments

#	Name	Description
1	GENERAL TERMS AND CONDITIONS.pdf [View]	General Terms and Conditions for viewing and downloading

Items 1 - 1 shown of 1

Bid Attributes

#	Name	Note	Type	Response
1	Name	Name of person submitting the Bid	Short Text	<input type="text"/>
2	Acceptance of terms and conditions	By checking the box below, I assert that I have read and agree to the terms and conditions as outlined in the attached document.	Checkbox	<input type="checkbox"/> Yes I accept *

Items 1-2 shown of 2

Bid Messages

No Bid Messages

Response Attachments

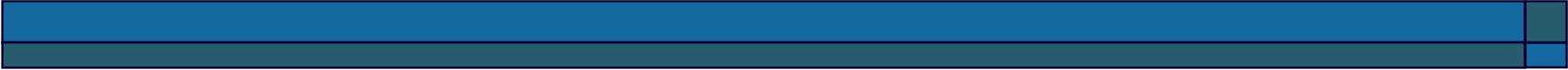
*New

No Response Attachments

Bid Line Items

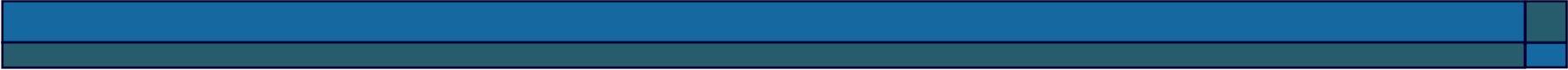
◆#Go to Line ✖No Bid Lines

Line Specification



Suggested Steps for Submitting an Electronic Bid

- 1) **Supplier Information:** Bidder to verify that the Supplier name listed is accurate, as this is the name your bid will be tabulated as for evaluation by the City. If the name is inaccurate (i.e. the “Inc” is missing or name is abbreviated, you will need to update your supplier registration)
- 2) **Event Activities:** Respond to the Event Activities if applicable
- 3) **Bid Attachments:** Download and View/Print the Bid Attachments which will detail the scope of work, terms and conditions necessary for submitting your bid **and any additional instructions on how to submit your bid.**
- 4) **Bid Attributes:** Review and reply to each of the Bid Attribute questions
- 5) **Bid Messages:** Review Bid Messages if provided. Lengthy messages require the yellow icon to be clicked to display the entire message
- 6) **Response Attachments:** Attach any required documents electronically for submission with your electronic bid. If the bid has attachment documents that require you to fill them out in Word or as a PDF Form, save the file and attach the completed form as a NEW response attachment. Instructions on submitting a response attachment are available in the HELP menu within the application (upper right hand corner)

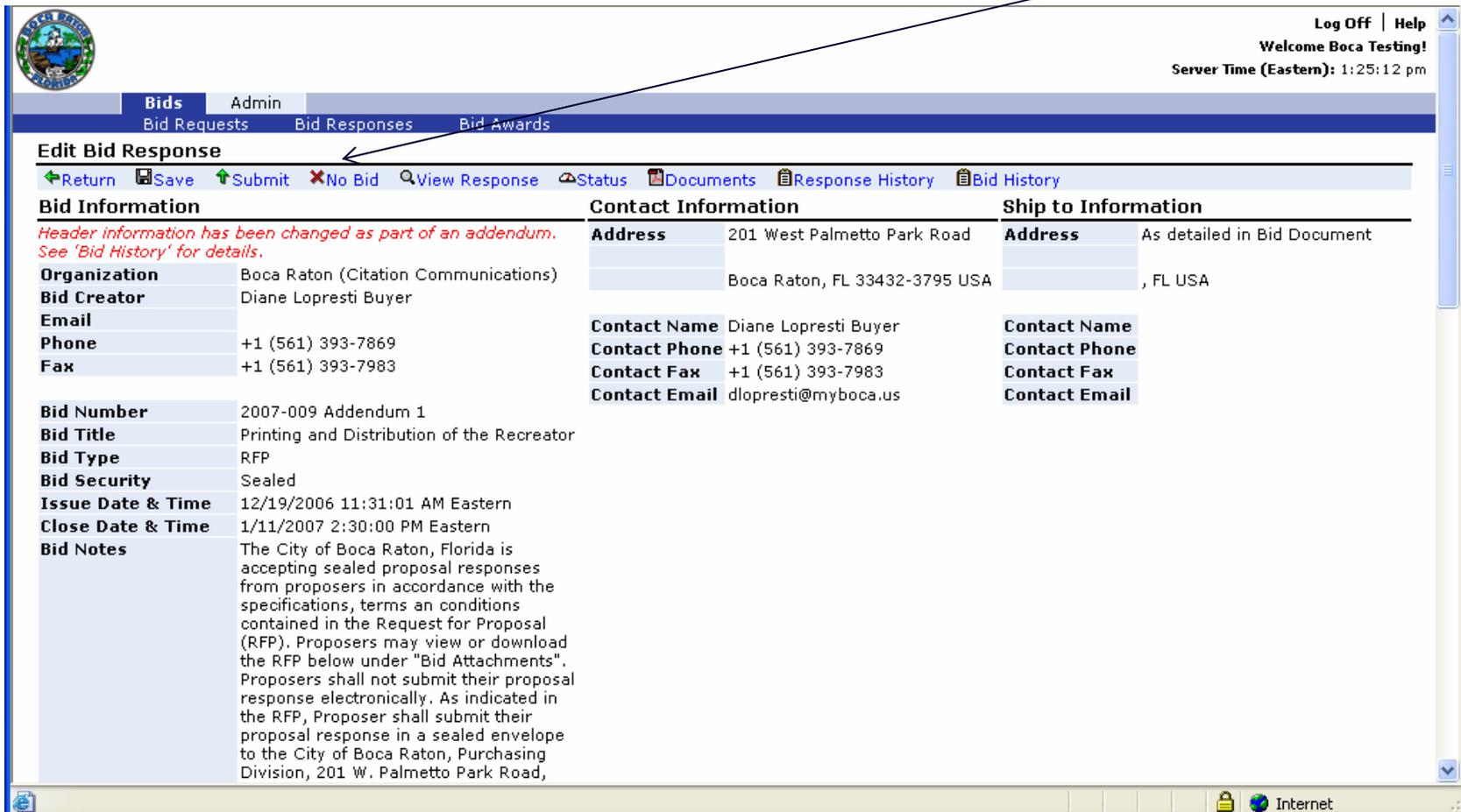


Suggested Steps for Submitting an Electronic Bid

- 7) **Bid Line Items:** Submit your pricing for each line item you are bidding on. All or some line items may be required to bid on. Do not leave any unit price columns blank. The extension total will appear once you save your bid.
- 8) **Saving your Bid:** Bidders are encouraged to save their work every 30 minutes and before submitting your bid. The system will time out after 60 minutes. Bidders may save their bid and come back later and retrieve their bid as “View My Draft/Submitted Responses”
- 9) **Submitting your Bid:** When your bid is complete, you may click on the Submit icon to submit your bid. Submission must occur prior to the bid closing time. The time clock used for your bid is located in the upper right hand corner of the application. When you submit your bid and it is electronically sent, you will get a confirmation that your bid has been submitted and you will receive an email.
- 10) **Viewing Your Submitted Bid:** Once your bid has been submitted, bidders are encouraged to view their response. The View Response allows the bidder to see exactly how their bid will appear to the City. Bidder should check to verify that any attachment documents submitted can be opened. Bidders are encouraged not to submit their bid minutes before the closing time to allow time for viewing.
- 11) **Retracting Your Bid:** If any corrections are needed you may retract your bid, perform an edit, save and resubmit, as long this process is completed prior to the bid closing time.

Submitting A No Bid Response

If you choose not to bid on the item or service, please submit a No Bid Response



Boca Raton Log Off | Help
Welcome Boca Testing!
Server Time (Eastern): 1:25:12 pm

Bids Admin
Bid Requests Bid Responses Bid Awards

Edit Bid Response

Return Save Submit No Bid View Response Status Documents Response History Bid History

Bid Information	Contact Information	Ship to Information
<i>Header information has been changed as part of an addendum. See 'Bid History' for details.</i>	Address 201 West Palmetto Park Road Boca Raton, FL 33432-3795 USA	Address As detailed in Bid Document , FL USA
Organization Boca Raton (Citation Communications)	Contact Name Diane Lopresti Buyer	Contact Name
Bid Creator Diane Lopresti Buyer	Contact Phone +1 (561) 393-7869	Contact Phone
Email	Contact Fax +1 (561) 393-7983	Contact Fax
Phone +1 (561) 393-7869	Contact Email dlopresti@myboca.us	Contact Email
Fax +1 (561) 393-7983		
Bid Number 2007-009 Addendum 1		
Bid Title Printing and Distribution of the Recreator		
Bid Type RFP		
Bid Security Sealed		
Issue Date & Time 12/19/2006 11:31:01 AM Eastern		
Close Date & Time 1/11/2007 2:30:00 PM Eastern		
Bid Notes The City of Boca Raton, Florida is accepting sealed proposal responses from proposers in accordance with the specifications, terms and conditions contained in the Request for Proposal (RFP). Proposers may view or download the RFP below under "Bid Attachments". Proposers shall not submit their proposal response electronically. As indicated in the RFP, Proposer shall submit their proposal response in a sealed envelope to the City of Boca Raton, Purchasing Division, 201 W. Palmetto Park Road,		

Internet