

Instructions for Entering Electronic Proposals

In order to ensure successful submission of your bid, please be sure to follow these steps:

1. Go to <https://www.fountainvalley.org/926/Bid-Results>
2. On the Vendor Portal page, log into the system (lower right hand corner of screen) with your assigned user name and password. (You must be registered in order to download documents and submit a bid.)
3. Click on “Bid Opportunities” and then on the Project that you wish to propose/bid on. The selected bid will open to allow you to access all tabs and related documents.
4. Click on the tab “Addenda & Emails” to be sure you have read and acknowledged all addenda that have been issued for this bid.
 - *To read and acknowledge, click on each line item to expand, read, or down load, and then click on acknowledge, to finish acknowledging it click on “acknowledge”. Green check mark will pop up next to date once completed.*
5. Click on the “Documents & Attachments” tab to be sure you have downloaded all documents that are part of this bid.
 - *If you have not already downloaded all RFP/bid documents, you must download them now, in order to submit your proposal/bid. The screen will indicate which documents you’ve already downloaded.*
6. To begin to upload your proposal, click on “Place eBid” on the lower right corner of the screen. The bid “Terms and Conditions” will pop up with a button for you to click “Accept” to acknowledge your agreement to the terms.
 - *If “Become a Prospective Bidder” pops up first you must become a Prospective Bidder to ebid, click “Become a PB”. Then proceed with clicking on “Place Bid” again to continue.*
7. Enter Authorized Sign Pin, click on “Authenticate”. Next popup “Welcome to PlanetBidders eBidding”, please read it in full, click “Accept”
8. Complete each tab.
 - Under “Detail” Tab. Enter in information with the red (*) so that we can reach out to you.
 - Click “ebid Instructions” tab and read for any special instructions
 - Click “Attachments” tab.
 - Cost File – attach the Cost portion
 - Response File – attach Proposal (do not include cost here)
 - Additional items (if requested) Please check carefully to be sure you include all required documents; the system does not prompt or validate for attachments, it is the Bidder’s responsibility to remember to include them.
9. When you have finished entering all attachments, click on the “Save” button. This saves it as a draft for you to review or revise as needed anytime up to the bid submittal deadline. To update

your bid click “edit”. When you are ready to submit your bid, click the “Submit” button. You will receive a confirming message that looks like this:

Bid Successfully Submitted

Thank You!

Your bid has been successfully submitted to Planetbids.

Bid Confirmation # ##### (Date Time)

Your eBid can be edited or withdrawn at any time prior to bid Closing.

Click “ok” when done. Or click “Summary” for a recap of the submittal.

No Bids: If you decide not to submit a bid, the City requests that you notify us as soon as you have made that decision and tell us the reason you will not be bidding. You may do this in one of two ways;

- The preferred method is to go into the bid, and on the “Prospective Bidders” tab, change your status from “bidder” to “non-bidder” and fill in the reason for not bidding in the field provided;

OR,

- You may opt to notify us **by email** at purchasing@fountainvalley, make sure to indicate the BID number in the Subject field and provide the reason for not bidding.

Please begin entering your documents/bid in sufficient time to complete and submit it prior to the stated deadline. The official closing time for submittals is determined, and controlled, by the electronic clock in our bid management system. Once the deadline is reached, the system will not allow any proposals to be submitted, and any in process that are not completed are rejected. The amount of time required to enter and submit your bid depends on the complexity of the RFP, number of attachments, and the processing speed of your server and internet connections.

If you have any technical problems submitting your bid, please contact Planetbids (help Icon) or at 818-992-1771,

Any other problems submitting your bid please contact our Purchasing Office at 714-593-4413