



Quest Construction Data Network

VirtuBid™ Online Bidding User Guide

Contact Support – 952-233-1632

Support@QuestCDN.com

Welcome to VirtuBid™ with the Quest Construction Data Network! VirtuBid™ (vBid™) is a state-of-the-art electronic bidding service that benefits the bidder by allowing more time for last minute price adjustments. Bidders can now submit their numbers and forms within seconds of bid closing to ensure the most competitive bids, simply by the push of a button.

- What is the ‘Online Bid ID Code’ and where can I find it on QuestCDN?..... 3**
- VirtuBid™ (vBid) Online Bidding..... 5**
 - Create an Online Bid ID Code 5
 - Online Bid ID Code Explanation..... 5
 - Accessing Online Bidding..... 5
- VirtuBid™ (vBid) Home Page..... 7**
- VirtuBid™ (vBid)..... 8**
 - Qualification Information 8
 - Bid Bond Section..... 8
 - Electronic Bid Bond..... 8
 - Surety2000 Bid Bond 8
 - ‘Bidder must download the following files for bid submission’ (DOWNLOAD ONLY) 9
 - ‘Bidder must download, complete, and submit (or replace) the following files for bid submission.’ ... 9
 - ‘Bidder must upload the following files for bid submission’ 10
 - Post Letting Information..... 11
 - Download Addenda 11
- Bid Worksheet Page 12**
 - Worksheet Sections..... 12
 - Import & Export CSV..... 13
- Bid Submission & On-Line Bid ID Code 13**
 - Submit the Bid 13
 - What is the ‘Online Bid ID Code’ and where can I find it on QuestCDN? 14
 - Incorrect Online Bid ID Code 15

Unsuccessful Bid Submission Error Messages.....	15
Examples of Error Messages.....	15
Bid Submitted.....	16
Making Changes After Successful Bid Submission	17
Changing Prices.....	17
Un-submit Bid.....	17
Unsubmit Bid.....	18
Transactions & Receipts	18
Resources.....	18

YOU MUST CREATE YOUR 'ONLINE BID ID CODE' BEFORE ACCESSING ONLINE BIDDING.

Prior to participating in Online Bidding, be sure to set up your company's 'Online Bid ID Code'. Your 'Online Bid ID Code' is your digital signature. You may also need to update your QuestCDN password to higher security if needed (*Online Bidding new password minimum is 8 characters with one uppercase, one lowercase and one numeral*).

Updating passwords and creating an 'Online Bid ID Code' can only be done by the main account holder.

What is the 'Online Bid ID Code' and **where can I find it on QuestCDN?**

The 'Online Bid ID Code' is a passcode required at bid submission and is the digital signature for the company. The code is created by the main account holder **before** account users can access VirtuBid™. The code can be accessed, viewed or updated by logging into QuestCDN with the main account holder username and password.

Make sure to write down the code or obtain the code from the main account holder before submitting a bid.

FINDING THE COMPANY ONLINE BID ID CODE

There are two ways to access the 'Online Bid ID Code'.

1. A link to access the code is located on the bid submission page. (*Illustration 1.*) Click **'My Account'** on the submission page of VirtuBid™. A new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, (*Illustration 2*) click the eye icon to view an existing code. Click the VirtuBid™ opened browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit'

Only the main account holder username and password can access the 'Online Bid ID Code'.

A link to access the code is located on the bid submission page.

Print

Illustration 1

QUESTCDN'S TERMS OF USE FOR BIDDERS

This Terms of Use for Bidders Agreement ("Agreement") is between Quest Construction Data Network, LLC, P.O. Box 412, Spring Park, Minnesota 55384-0412 ("QUESTCDN") and you (which may be identified in this agreement as "You," "Your," or "User"). By accepting this Agreement you are accepting its terms on behalf of both you personally and any entity for which you are an agent of or appear to represent as indicated by the information you provide in registering with the QUESTCDN Web site and the Quest VirtuBid (hereafter vBid) services, and the terms "You," "Your," and "User" shall include both you personally and that entity.

This Agreement is in addition to any other terms and conditions or other agreements QUESTCDN presents to You in writing either on QUESTCDN's Web site or as a part of the Quest vBid services and You agree to as a part of using its Web site or the Quest vBid services, including without limitation the Construction Data Network, LLC Web site Terms of Use, contain the terms and conditions that govern Your use of the QUESTCDN Web site and the Quest vBid services. These agreements constitute the entire agreement among the parties.

Enter your company's On-Line Bid ID code: Enter On-Line Bid ID Code Here This ID code is your company's On-Line Bid ID Code.

If you do not remember your company's ON LINE BID ID Code, you may view or change it at QuestCDN.com. For quick login access to your account, click this link [My Account](#) info tab. Only the account administrator has access to this page.

I Agree Check 'I Agree'

By clicking the I Agree checkbox and entering your On-Line Bid ID code you are agreeing to the terms displayed

Click 'My Account' to access the 'Online Bid ID Code'

Log into

BID POSTINGS MESSAGE CENTER ONLINE BIDDING INDUSTRY DIRECTORY HELP **MY ACCOUNT**

Illustration 2

Company Info
User Info & Online Bid ID Code
Membership
Profile
Payment
Transactions & Receipts

Username : test free *

Password : *

Minimum eight characters including one uppercase, one lowercase, and one number. Meets Quest requirements

Confirm Password :

Online Bid ID Code (This code is used to publish or submit a vBid)

On-line Bid ID Code : *

Minimum eight characters including one uppercase, one lowercase, and one number. Meets Quest requirements

Confirm On-line Bid ID Code :

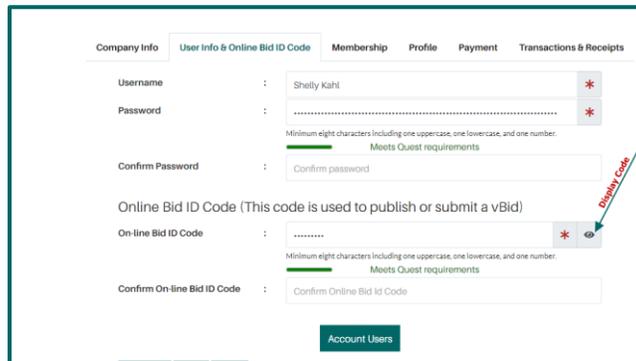
Display Code

- QuestCDN using the main account holder username and password, click 'My Account' at the top of the page. Select 'User Info & Online Bid ID Code' tab and click the eye icon to view or edit an existing code (Illustration 2.)

VirtuBid™ (vBid) Online Bidding

Create an Online Bid ID Code

Log into QuestCDN at <https://questcdn.com/auth/login>. Click 'My Account' at the top of the page. Click the 'User Info & Online Bid ID Code' tab. Add or update your 'Online Bid ID Code'. Click the eye icon symbol to view the code when black dots are populated in the fields. *(Only the QuestCDN main account holder can access 'My Account' and update/view the code).*



The screenshot shows a web form with the following fields and labels:

- Company info | **User Info & Online Bid ID Code** | Membership | Profile | Payment | Transactions & Receipts
- Username : Shelly Kaht
- Password : [Redacted]
- Confirm Password : Confirm password
- Online Bid ID Code (This code is used to publish or submit a vBid) : [Redacted]
- Confirm On-line Bid ID Code : Confirm Online Bid ID Code

A red arrow points to the eye icon next to the Online Bid ID Code field.

Online Bid ID Code Explanation

The 'Online Bid ID Code' is a passcode and acts as your digital signature. It is required to submit an online bid through the QuestCDN online bidding system, VirtuBid™.

- An 'Online Bid ID Code' must be created before users can access VirtuBid™. The code is established, modified and viewable by QuestCDN main account holder.
- This code is the digital signature that allows submission of a bid on behalf of the company. QuestCDN does not have access to codes for security purposes.
- The code is found in 'My Account,' in the 'User Info & Online Bid ID Code' tab. QuestCDN also provides a link to 'My Account' located in the 'Submit Bid' page within VirtuBid™ to retrieve the 'Online Bid ID Code'.
- The VirtuBid™ login page may prompt to update the current QuestCDN password due to higher security. *(Online Bidding new password minimum is 8 characters with at least one uppercase, one lowercase and one numeral).*
- The VirtuBid™ login page will prompt a message if a code is not created.

Accessing Online Bidding

There are two ways to access QuestCDN online bidding:

1. Online bidding through the bid posting page

Enter project number and click the search button. To submit an electronic bid and access the VirtuBid™ system, companies must be a plan holder. Download the eBidDoc™ from the bid posting page. On the 'Bid Posting' page, click the red Online Bidding 'Available' button under the 'Project Document Information' section or the 'Online Bid' button at the top of the page and log into VirtuBid™ (vBid) using your username and password. A password update may be required due to security requirements *(the password must contain a minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to 'My Account' and 'User Info & Online Bid ID Code' to update the password.)*

BID POSTINGS REPORTS MESSAGE CENTER ONLINE BIDDING INDUSTRY DIRECTORY RESOURCES MY ACCOUNT

Search Postings My Saved Bid Postings View Bid Results Add New Bid Posting Manage Bid Postings

User Guides - 2

Quest eBidDoc™ Number: 7732045
 Closing Date: Wed, 05/12/2021 03:00 PM CDT
 Posting Type: Construction Project

[Online Bid](#) [Email](#) [Print](#) [Done](#)

Access Online Bidding →

Location Details

City: Mound
 County: Hennepin
 State/Province: MN

Project Details

Online Bidding: Available *Access Online Bidding* →

Project Close: Wed, 05/12/2021 03:00 PM CDT
 Project Received By & Opening Information: Bids received by field

← Back

Browse Postings

View Bid Results

View Plan Holders

Download Bid Documents

Download Addenda

View Bid Documents

Q & A

Save Bid Posting

2. Online bidding through the VirtuBid home page

Current and past electronic bid postings (eBidDoc™ that has been downloaded) will display on this page. Click 'Online Bidding' from the main navigation to log into VirtuBid™ (vBid) home page to access online bids. Log in using the QuestCDN username and password. A password update may be required due to security requirements (*the password must contain a minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to 'My Account' and 'User Info & Online Bid ID Code' to update the password.*)

QUESTCDN Stay Connected:

BID POSTINGS MESSAGE CENTER **ONLINE BIDDING** INDUSTRY DIRECTORY HELP MY ACCOUNT

Search Postings View Bid Results

Access Online Bidding →

VirtuBid™ (vBid) Home Page

The VirtuBid™ (vBid) home page is grouped by searchable sections. Current and past bid opportunities are located on the page. Qualification and bid worksheet information is sorted and saved by section for future reference. Click the +/- to expand/contract the section lists. Click the underlined project name to access the qualification, bid worksheet and submit pages.

1. 'Bids Started'
2. 'Bids Available'
3. 'Bids Submitted'
4. 'Bids Closed (Bid submitted)'
5. 'Bids Closed (No bid submitted)'

QUEST vBID

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Home
QuestCDN Support

Bids Started (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Modified	User
BID VIEW BID-MEMBER	City	County	MN	12/31/2030 01:00:00 PM U		Project Owner	03/31/2020 08:43 A	QuestCDN Suj
V-Bid Training Demo - PUB	City	County	MN	12/20/2050 02:00:00 PM U		Project Owner	05/13/2021 12:19 A	QuestCDN Suj
Fairview Bridge Demo	Fairview	Denton	TX	05/19/2022 05:00:00 PM U		City of Fairvie	01/22/2021 02:39 F	Robert Morga
vBid Video	Watertown	Hennepin	MN	07/02/2021 12:00:00 PM U		Matt	02/17/2021 04:46 F	QuestCDN Suj

Bids Available (Click the +/- to expand/contract the list)
 No projects meet this criteria

Bids Submitted (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
BID PUBLISHED	City	County	MN	12/31/2030 03:00:00 PM U		Project Owner	03/17/2021 09:19 A	QuestCDN Suj

Bids Closed (Bid submitted) (Click the +/- to expand/contract the list)

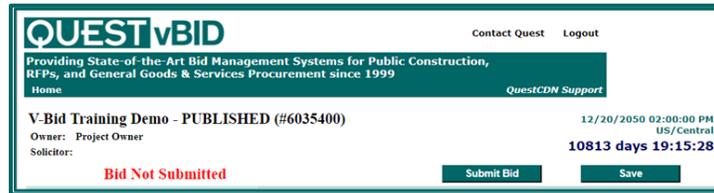
Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
Mock Bid	Center City	Chisago	MN	12/10/2020 11:00:00 AM U		Chisago Count	12/09/2020 03:40 F	QuestCDN Suj
BID CLOSED EXAMPLE	City	County	MN	01/10/2020 12:00:00 PM U		Project Owner	01/09/2020 10:50 A	QuestCDN Suj
Test Solicitor Pays ALL	City	County	MN	01/06/2020 01:15:00 PM U		Test Owner	01/06/2020 02:02 F	QuestCDN Suj
TEST - Solicitor Pays vBid	City	County	MN	01/06/2020 12:30:00 PM U		Owner Test	01/06/2020 01:25 F	QuestCDN Suj
MOCK BID(TEST) - Not Acti	County	Mississippi	MS	02/15/2018 01:30:00 PM U		Mississippi Co	02/13/2018 10:55 A	QuestCDN Suj
Dekalb Street Repair 5th th	DeKalb	Dekalb	IL	06/20/2019 02:00:00 PM U		Dekalb IL, Cit	06/07/2019 08:12 A	QuestCDN Suj
CT Consultants Demo	Demo	Demo	OH	03/21/2018 12:00:00 PM U		CT Consultant	03/19/2018 05:14 F	QuestCDN Suj
ZN-19-XX - Test Project	Fargo	Cass	ND	11/15/2019 10:00:00 AM U		Fargo ND, Cit	11/14/2019 10:29 A	Robert Morga
DEMO 1 - Carbe Colony Co	Fort Wayne	Allen	IN	07/30/2019 02:00:00 PM U		Fort Wayne IN	06/25/2019 10:05 A	QuestCDN Suj
Test Fridley Bid One	Fridley	Anoka	MN	06/19/2020 10:03:00 AM U		City of Fridley	06/19/2020 10:00 A	QuestCDN Suj

Bids Closed (No bid submitted) (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	User
2018 County Wide Route C		Ward	ND	02/27/2018 02:00:00 PM U		Ward County,	QuestCDN Suj
503493 - Marston Treatme		Dnever	CO	07/31/2018 01:00:00 PM U		Denver Water	QuestCDN Suj
503196 - 2018 Aerial Cross		Arapahoe & D	CO	08/08/2018 10:00:00 AM U		Denver Water	QuestCDN Suj
2019 County Wide Culvert		Ward	ND	01/08/2019 02:00:00 PM U		Ward County,	QuestCDN Suj
2019 County Wide Culvert		Ward	ND	01/08/2019 02:00:00 PM U		Ward County,	QuestCDN Suj
2019 Gravel Hauling & Res		Ward	ND	03/07/2019 02:00:00 PM U		Ward County,	QuestCDN Suj
Replacement of 72		Ward	ND	04/30/2020 02:00:00 PM U		Ward County,	QuestCDN Suj
2021 Water Base Pavemen		Ward	ND	03/03/2021 02:00:00 PM U		Ward County,	QuestCDN Suj
Fueling Station Installation		Ward	ND	03/18/2021 02:00:00 PM U		Ward County,	QuestCDN Suj
DEMO -Grayson County Ro	Clarkson	Grayson	KY	06/04/2020 10:00:00 AM U		Kentucky Trar	QuestCDN Suj
DEMO - Jefferson County C	Louisville	Jefferson	KY	08/31/2020 10:00:00 AM U		Kentucky Trar	QuestCDN Suj
PLATTEVILLE WRRF - BLOV	Platteville	Grant County	WI	02/04/2021 02:00:00 PM U		City of Plattev	QuestCDN Suj
503037 Conduit No 16 W. S	--	Jefferson	CO	03/22/2018 10:00:00 AM U		Denver Water	QuestCDN Suj
Contract 503229 - Foothills	-----	Douglas	CO	08/23/2018 10:00:00 AM U		Denver Water	QuestCDN Suj
Abbotsford 2018 Street & U	Abbotsford	Marathon Cou	WI	04/02/2018 10:00:00 AM U		City of Abbbot	QuestCDN Suj

VirtuBid™ (vBid)

Bid title, QuestCDN eBidDoc™ number, owner, solicitor, bid closing date, time, time zone, a running bid countdown date/time clock and submitted/not submitted bid status are located at the top of VirtuBid™. The 'Home' tab returns to the VirtuBid™ home page. Click the save button periodically to save work and refresh the page. There is a 60-minute security time out. Information not saved will be lost. All uploaded and entered information will be saved. Log out of VirtuBid and re-enter as many times as needed to revise the work.



QUESTvBID Contact Quest Logout
Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
Home QuestCDN Support
V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2050 02:00:00 PM
Owner: Project Owner US/Central
Solicitor: 10813 days 19:15:28
Bid Not Submitted Submit Bid Save

Qualification Information

Bid Bond Section

Upload a completed bid bond file and/or enter the Surety 2000 'Bond id' number to complete the bid bond information. (This information depends on the solicitor requirements.) Submit only one if both options are offered.

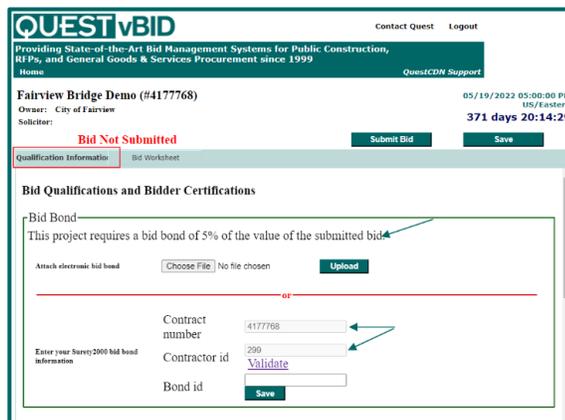
Electronic Bid Bond

- Upload file containing signed bid bond information

Surety2000 Bid Bond

- 'Contract Number' (QuestCDN eBidDoc™ number)
- 'Contractor ID' (QuestCDN member number)

Provide the 'Contract number' and 'Contractor id' to the insurance agency. The agent must use these two numbers when requesting a Surety2000 'Bond Id' validation number. The 'Contractor id' (Surety2000 refers to this as the "State vendor ID number") is the QuestCDN member number and will always stay the same. The 'Contract number' will change with each project and is the QuestCDN bid posting eBidDoc™ No. Both the 'Contract number' and 'Contractor id' are displayed in the Bid Bond fields. The contractor number can also be found in 'My Account' under the 'Company Info & Online Bid ID' tab.



QUESTvBID Contact Quest Logout
Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999
Home QuestCDN Support
Fairview Bridge Demo (#417768) 05/19/2022 05:00:00 PM
Owner: City of Fairview US/Eastern
Solicitor: 371 days 20:14:29
Bid Not Submitted Submit Bid Save
Qualification Information Bid Worksheet
Bid Qualifications and Bidder Certifications
Bid Bond
This project requires a bid bond of 5% of the value of the submitted bid.
Attach electronic bid bond Choose File No file chosen Upload
Contract number 417768
Contractor id 290 Validate
Bond id Save

'Bidder must download the following files for bid submission' (DOWNLOAD ONLY)

Each required download has a file name and download link. Download all documents listed by clicking the 'download' link. Save the document. Click VirtuBid™ 'Save' button on the top or bottom right of the page to update and refresh the information. A red 'x' indicates the requirement is not complete. Files may be downloaded and saved multiple times.



The downloaded date of the file will display after downloading the documents and refreshing the page. A green check mark '✓' replaces the previous red x. The green check indicates the requirement has been completed.



'Bidder must download, complete, and submit (or replace) the following files for bid submission.'

Click the 'download' link to download each document. Save the document to the computer. A red 'x' indicates the requirement is not complete. Click the VirtuBid™ 'Save' button on the top or bottom right of the page to update the page with the downloaded date. If the file is in a fillable format, complete all information and save each document to your computer. If the file is not in a fillable format, print and complete the forms manually. Scan and save documents to the computer. Select '**Choose File/Browse**' button to retrieve each file from the computer. Select the '**Upload**' button to upload the file. Click the VirtuBid™ '**Save**' button. Exit VirtuBid™ after saving the completed work. All information will be saved upon return. **Note: If needed, click 'Choose File/Browse' to retrieve a new file that replaces the existing uploaded file.**

- **Completed Upload** - The name of the uploaded document is displayed on the right side of the 'Upload' button. A green check mark '✓' indicates the process has been successfully completed. (**Arrow A**)
- **Download File** – 'downloading required then click vBid Save' message indicates the file is not downloaded. Download, complete and upload the completed file before submitting a bid. A red x will indicate the process is incomplete. (**Arrow C**)
- **Downloaded Date** - Downloaded date of the documents is shown on the right side of the 'Upload' button. Upload the completed file before submitting a bid. A red x indicates the process is incomplete. (**Arrow B**)
- **Check or Replace File** – Click the uploaded underlined document name to review uploaded documents for accuracy and completion. Click '**Choose File/Browse**' to retrieve a new file that replaces the existing uploaded file. Select '**Upload**' to upload the replacement file and click '**Save**'. (**Arrow A**)

Bidder must download, complete, and submit (or replace) the following files for bid submission.

<input checked="" type="checkbox"/> Responsible Contractor Forms- complete and sign.pdf	download	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Responsible Contractor Forms- complete and sign.pdf uploaded 21-May-2019
<input checked="" type="checkbox"/> Affidavit of Organization and Authority - complete and sign.pdf	download	downloading required then click vBid SAVE	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> Qualification Insurance - fillout and upload.pdf	download	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	downloaded 21-May-2019
<input checked="" type="checkbox"/> A. Document 004547 - Certification of compliance MN Statute.pdf	download	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	A. Verification of Compliance with MN Statue 16c.285.pdf uploaded 21-May-2019

'Bidder must upload the following files for bid submission'

Select **'Choose File/Browse'** button to retrieve and attach a required file from the computer. Select the **'Upload'** button to upload the file. Click the VirtuBid™ **'Save'** button on the top or bottom right of the page. All information will be saved upon exiting the VirtuBid™ system. Click the uploaded underlined document to review the file for accuracy and completion. If needed, click 'Choose File/Browse' to retrieve a new file that **replaces** the existing uploaded file. Select **'Upload'** to upload a replacement file and click VirtuBid™ **'Save'**. A red 'x' indicates the requirement is not complete. . A green check mark '✓' indicates the requirement has been successfully completed.

Bidder must upload the following files for bid submission.

<input checked="" type="checkbox"/> 1. Introductory Letter	<input type="button" value="Choose File"/>	Introductory Letter.pdf	<input type="button" value="Upload"/>	Introductory Letter.pdf uploaded 06-Jan-2021
<input checked="" type="checkbox"/> 2. Narrative of Vendor's Approach	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> 3. Qualifications Section	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> 4. Project Approach	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> 5. Demonstration of Ability	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> 6. References	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> 7. Consultant's Expectations	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	
<input checked="" type="checkbox"/> 8. Cost Proposal	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	

Post Letting Information

Post letting information allows submission of documents requested after the bid close and is similar to the sections above. There may be a post letting 'Deadline' date and time entered. All documents must be uploaded before the date/time expires. A red 'x' indicates the requirement is not complete. A green check mark '✓' indicates the requirement has been successfully completed. **There is no submit process required upon completion of the upload**. Documents are available to the solicitor/owner immediately. Submitting post letting documents after the bid close is not allowed if a successful bid was not submitted.

Post letting information submittals Deadline: 21-JUL-2021 12:00 PM

Download, complete, and submit (or replace) the following files.

A.Complete List of Subcontractors- complete and sign.pdf download Choose File No file chosen Upload downloaded 21-May-2019

Upload the following files.

Business Licence Choose File No file chosen Upload

Cancel Submit Bid Save

Download Addenda

Bids will not be submitted if all addenda are not downloaded from the **main QuestCDN** system. A field on the qualification page indicates 'There are (#) unread addenda for this project. Follow ['this link'](#) to download them on QuestCDN'. (opens new window)'

There are 1 unread addenda for this project. Follow [this link](#) to download them on QuestCDN (opens new window).

6. Click ['this link'](#) to open/return to the bid posting page and download any missed addenda.
7. Download all addenda and review the information if unsure of missed addendum to download.
8. Choose the VirtuBid™ open browser tab. May need to refresh/reload the page to update the addenda information. To refresh/reload the page, click the refresh icon symbol at the top of the browser or right click the mouse and choose 'reload'/'refresh' option from the drop-down box. The VirtuBid™ qualification page will update and read 'All Addenda have been downloaded'.

QUESTvBID

Contact Quest Logout

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Home QuestCDN Support

V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2020 02:00:00 PM

Owner: Project Owner US/Central

Solicitor: 10813 days 19:12:08

Bid Not Submitted Submit Bid Save

Qualification Information Bid Worksheet

Bid Qualifications and Bidder Certifications

Bid Bond

This project requires a bid bond of 5% of the value of the submitted bid.

Attach electronic bid bond Choose File No file chosen Upload Bid Bond.pdf

Survey2008 is not available in this project

All addenda have been downloaded. Addenda Requirement Complete

Bid Worksheet Page

Click the Bid Worksheet tab to access the electronic bid form.

Worksheet Sections

1. White colored sections are added to the base bid total, have a subsection total and require a unit price entry for each item before submitting.
2. Pink colored sections are optional, have a subsection total and completion may or may not be mandatory to submit a bid (please follow the instructions specified by the solicitor/owner). Items in this section will not add to the base bid total.
3. Peach colored sections are mandatory, have a subsection total and completion is required to submit a bid. Items in this section will not add to the base bid total.
4. Purple colored sections have a fixed unit price added by the solicitor/owner. Unit prices cannot be changed and are added to or subtracted from the base bid total.
5. Click the appropriate unit price field within the line item. Fill in the unit price excluding the dollar sign. The 'Unit Price' field will only display two digits after the decimal point. The 'Extension' field is calculated using the entered value (example - Qty 20 x unit price 2.558 = Extension = 51.16). Use the enter key, up/down arrows or click each unit price field to move to the next unit price field.
6. vBid will time out and log out after 60 minutes. Click the 'Save' button often to update and save the work.
7. Click 'Submit Bid' once the qualification requirements and bid worksheet page are complete. (The 'Online Bid ID Code' is required. Accept the terms on the submit page to submit the bid to the owner.)

Bid Not Submitted **Submit Bid** **Save**

Qualification Information **Bid Worksheet**

 Sections shown in this color are not included in the Base Bid Total - *Mandatory* completion
 Sections shown in this color are not included in the Base Bid Total - *Optional* completion
 Sections shown in this color are fixed and cannot be edited by the bidder

Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension
1	100	Mobilization/ Prep. Work	LS	1		
3	102	Furnish & Install Piles	LS	320		
Carson Lane Bridge Total:						\$0.00
Litening Barn RD Bridge						
9	200	Mobilization/ Prep. Work	LS	1		
11	202	Furnish & Install Precast Concrete A	LS	1		
Litening Barn RD Bridge Total:						\$0.00
Clopton Lane Bridge						
16	300	Mobilization/ Prep. Work	LS	1		
18	302	Furnish & Install Precast Concrete A	LS	1		
Clopton Lane Bridge Total:						\$0.00
Deducts						
19	Labor	Work Estimated for Owner Labor	ea	1	\$10,000.00	\$10,000.00
Deducts Total:						\$10,000.00
Base Bid Total:						\$10,000.00

Import from CSV **Export to CSV** **Cancel** **Submit Bid** **Save**

Import & Export CSV

1. The 'Export to CSV' button is used to export the bid worksheet into an Excel CSV spreadsheet which can be helpful to configure additional calculations, formulas and percentage markups on unit prices.
2. The 'Import from CSV' button is used to import the Excel CSV spreadsheet into the bid worksheet.

**** Changes are allowed only to the 'Unit Price' field. DO NOT add or make changes to the header, descriptions or move/add/delete line items on the exported worksheet. The spreadsheet will fail to upload correctly if changes are made causing the system to error on bid submission or the bid may be incorrect.**

Bid Submission & On-Line Bid ID Code

Submit the Bid

Click the 'Submit Bid' button and enter the '**Online Bid ID Code**'. Check '**I Agree**' box to accept the 'QuestCDN Terms of Use for Bidders'. Click '**Submit**' button at the bottom of the page to submit the bid to the owner/solicitor.

The screenshot shows a web form titled "QUESTCDN's TERMS OF USE FOR BIDDERS". The text of the terms is displayed in a scrollable area. Below the terms, there is a text input field for "Enter your company's On-Line Bid ID code". To the right of this field is a note: "This ID code is your company's digital signature." Below the input field, there is a red warning message: "If you do not remember your company's ON LINE BID ID Code, you may view or change it by logging in at QuestCDN.com. For quick login access to your account, click this link [My Account](#) under User Info tab. Only the account administrator has access to this page." Below the warning, there is a checked checkbox labeled "I Agree". Below the checkbox, there is a note: "clicking the I Agree checkbox and entering your On-Line Bid ID code you are agreeing to the terms displayed". At the bottom of the form, there are two buttons: "Cancel" and "Submit".

1. There is an option to unsubmit or remove a bid in its entirety (all data will remain saved). Re-submit bid before the end of the bid closing.
2. Leave bid submitted, revise the bid worksheet and re-submit the revisions.

What is the 'Online Bid ID Code' and where can I find it on QuestCDN?

The 'Online Bid ID Code' is a passcode required at bid submission and is the digital signature for the company. The code is created by the main account holder before account users can access VirtuBid™. The code can be accessed, viewed or updated by logging into QuestCDN with the main account holder username and password. There are two ways to access the 'Online Bid ID Code'.

1. Only the main account holder username and password can access the 'Online Bid ID Code'. A link to access the code is located on the bid submission page. Click 'My Account' and a new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, click the eye icon to view an existing code. Click the VirtuBid™ open browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit' (*Illustration 1*.)
2. Log into QuestCDN using the main account holder username and password, click 'My Account' at the top of the page. Select 'User Info & Online Bid ID Code' tab and click the eye icon to view or edit an existing code (*Illustration 2*.)

Illustration 1 QUESTCDN'S TERMS OF USE FOR BIDDERS

This Terms of Use for Bidders Agreement ("Agreement") is between Quest Construction Data Network, LLC, P.O. Box 412, Spring Park, Minnesota 55384-0412 ("QUESTCDN") and you (which may be identified in this agreement as "You," "Your," or "User"). By accepting this Agreement you are accepting its terms on behalf of both you personally and any entity for which you are an agent or appear to represent as indicated by the information you provide in registering with the QUESTCDN Web site and the Quest VirtuBid (hereafter vBid) services, and the terms "You," "Your," and "User" shall include both you personally and that entity.

This Agreement is in addition to any other terms and conditions or other agreements QUESTCDN presents to You in writing either on QUESTCDN's Web site or as a part of the Quest vBid services and You agree to as a part of using its Web site or the Quest vBid services, including without limitation the Construction Data Network, LLC Web site Terms of Use, contain the terms and conditions that govern Your use of the QUESTCDN Web site and the Quest vBid services. These agreements constitute the entire agreement among the parties

Enter your company's On-Line Bid ID code: [.....] *Enter On-Line Bid ID Code Here* This ID code is your company's digital signature.

If you do not remember your company's ON LINE BID ID Code, you may view or change it by logging in at QuestCDN.com. For quick login access to your account, click this link [My Account](#) under **User Info** tab. Only the account administrator has access to this page.

I Agree *Check 'I Agree'*

By clicking the I Agree checkbox and entering your On-Line Bid ID code you are agreeing to the terms displayed

BID POSTINGS MESSAGE CENTER ONLINE BIDDING INDUSTRY DIRECTORY HELP **MY ACCOUNT**

Illustration 2

Company Info **User Info & Online Bid ID Code** Membership Profile Payment Transactions & Receipts

Username : test free *

Password : *

Confirm Password :
Meets Quest requirements

Online Bid ID Code (This code is used to publish or submit a vBid)

On-line Bid ID Code : **password1** *

Confirm On-line Bid ID Code :
Meets Quest requirements

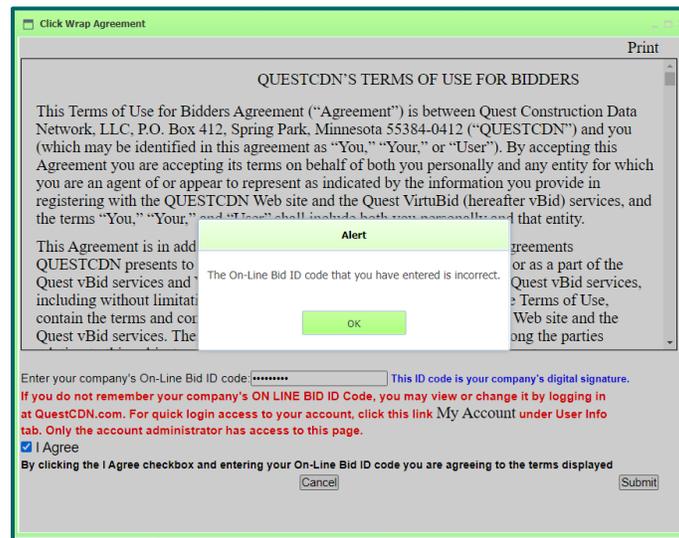
Account Users

Previous Next Save

password1

Incorrect Online Bid ID Code

A correct 'Online Bid ID Code' must be entered before the VirtuBid™ system can verify completion of requirements. When a correct code is entered and required fields are complete, the bid will be submitted to the owner/solicitor. If an incorrect code is entered, an 'Alert' error window will display 'The Online Bid ID code that you have entered is incorrect'. Retype a correct code, click 'I Agree' and click 'Submit'. To retrieve the code, click 'My Account' and a new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, click the eye icon to view an existing code. Click the VirtuBid™ open browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit' (*Illustration 1.*)



Unsuccessful Bid Submission Error Messages

The VirtuBid™ system verifies the completion of bid requirements after the 'Online Bid ID Code' is accepted. 'Bid Not Submitted' error message(s) will display if information is missing or incomplete.

Examples of Error Messages

- Required bid bond has not been entered
- Required addenda have not been downloaded
- Requirement has not been completed (qualification area not complete)
- Item unit price is missing

Required bid bond has not been entered.
Required addenda have not been downloaded.
Requirement has not been completed.
Item unit price is missing.

Training Plan Holders list (#6048674) 09/06/2019 03:00 PM EDT
 107 days 5:19:43

Owner: QuestCDN
 Solicitor: QuestCDN
Bid Not Submitted Submit Bid Save

Line Item	Item Code	Item Description	UoFm	Quantity	Unit Price	Extension
Richards Hall Restroom Renovation						
1	sum	Lump Sum	LS	1		\$0.00
Richards Hall Restroom Renovation Total:						
Alternate deduct						
2		Omit work to create new basement Bathroom 90, including all plumbing, HVAC, lighting, & finishes. Demo existing mechanical only.	Sq Ft	1		
3		Omit gyp. bd. ceiling & new lighting in kitchen. Paint exposed ducts.	Sq Ft	1		
4		All restroom walls to receive 4'-0" high tile wainscot in lieu of full wall tile. See Sheet A7.0.	Sq Ft	1		
5		Omit new windows- brick entire opening.	Sq Ft	1		
6		Omit pedestrian traffic coating & floor tile in restrooms. Provide epoxy coating at floors, including under shower receptors and provide an 8" covered wall base. See specification Section 09 93 23 Resin.	Sq Ft	1		
7		No work in Bathrooms 110 & 111. Existing to remain.	Sq Ft	1		
Alternate deduct Total:						
						\$0.00

Bid Submitted

Successfully Submitted Bid

A message displaying 'Bid Submitted by' (with date/ time and username stamp (shown in red)) will display.

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 Home QuestCDN Support

V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2050 02:00:00 PM
 Owner: Project Owner US/Central
 Solicitor: 10813 days 19:58:44

Bid Submitted by QuestCDN Support 03/17/2021 03:46 AM CDT [Edit Worksheet] [Unsubmit Bid] [Save]

Qualification Information Bid Worksheet

- Sections shown in this color are not included in the Base Bid Total - Mandatory completion
- Sections shown in this color are not included in the Base Bid Total - Optional completion
- Sections shown in this color are fixed and cannot be edited by the bidder

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Submitted
Spec							
1	2021.501	MOBILIZATION	LS	1	\$1.00	\$1.00	
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	900	\$1.00	\$900.00	
3	2104.503	REMOVE CONCRETE PAVEMENT - DRIVEWAYS	SF	80	\$2.00	\$160.00	
4	2104.505	REMOVE BITUMINOUS PAVEMENT - DRIVEWAYS	SY	15	\$1.00	\$15.00	
5	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	73	\$1.00	\$73.00	
6	2104.505	REMOVE CONCRETE VALLEY GUTTER	SY	19	\$2.00	\$38.00	
7	2104.511	SAWING CONCRETE PAVEMENT - FULL DEPTH	LF	292	\$1.00	\$292.00	
8	2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LF	340	\$1.00	\$340.00	
9	2105.501	COMMON EXCAVATION (EV)	CY	23	\$1.00	\$23.00	
10	2112.501	SUBGRADE PREPARATION	RDST	34	\$1.00	\$34.00	
11	2105.507	SUBGRADE EXCAVATION, REMOVE UNSUITABLE MATERIAL (EV)	CY	500	\$1.00	\$500.00	
12	2105.522	SELECT GRANULAR BORROW (CV)	CY	600	\$1.00	\$600.00	
Base Bid Total:						\$24,408.00	

[Import from CSV] [Export to CSV] [Cancel] [Unsubmit Bid] [Save]

A bid submitted confirmation message receipt is sent to the individual's 'Message Center' on QuestCDN.

Helpful Notes

Inbox (Click the +/- to expand/contract)

Priority	Type	From
Normal	Bid Submission	Administrator
High	Bid Unsubmit	Administrator
Normal	Bid Notification	Administrator
Normal	User Email	Jon Hunt, Met
Normal	Results Posted	, Bolton & Me
Normal	Results Posted	Penny Pray, M
Normal	Results Posted	Deb Dowling,
Normal	Bid Notification	Administrator
Normal	Results Posted	Jill Ferenc, Br
High	Addendum Notic	Donna Koontz
Normal	User Email	Kimberley Rus
Normal	User Email	Philip Larson,
High	Addendum Notic	Philip Larson,
High	Addendum Notic	Deborah Burt,
High	Addendum Notic	LACSD Purcha
Normal	Results Posted	Lisa Siefken,

View Message

Previous Next Reply Forward Print Delete

From: Administrator
 Recipient: QuestCDN Support
 Type: Bid Submission
 Priority: Normal
 Received: 01/02/2021 10:04:18 AM
 Subject: Project Name and eBidDoc number

Dear QuestCDN member,

This message is sent to notify you that your bid QuestCDN ##### "Project Name" has been submitted at (date/time/time zone).

Cordially,
 The QuestCDN team

Making Changes After Successful Bid Submission

The owner/solicitor does not have access to the bid information until after the bid closes. Qualification requirements and the bid worksheet can be revised before the bid clock closes.

Changing Prices

Make changes while the original bid is submitted. Resubmit bid as many times as needed before the bid closes.

From the 'Bid Worksheet' tab select 'Edit Worksheet' button to revise unit prices. Enter revised unit prices under the populated 'Edited' column. When completed, select 'Submit Bid', enter Online Bid Id code, check 'I agree' and 'Submit'. The owner/solicitor of the project will receive the last bid submission with the revised unit prices. The changes will not be updated if the bid is not resubmitted.

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Home *Shelly Kahl - PREMIER*

The bid was successfully submitted.

Arcadia-Sierra Madre Trunk Sewer Sections 2&5 (#7445524) 08/20/2021 09:54:00 AM US/Central
 Owner: Los Angeles County Sanitation Dist. Engineering 92 days 17:15:12
 Solicitor:

Bid Submitted by Shelly Kahl - PREMIER 05/19/2021 04:38 PM CDT

Revise Unit Prices
 Edit Worksheet Unsubmit Bid Save

Qualification Information Bid Worksheet

- Sections shown in this color are not included in the Base Bid Total - Mandatory completion
- Sections shown in this color are not included in the Base Bid Total - Optional completion
- Sections shown in this color are fixed and cannot be edited by the bidder

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Submitted
Base bid							
1	1	Mobilization	LS	1	\$100,000.00	\$100,000.00	
2	2	"12" Cured-In-Place Pipe Liner"	LF	395	\$125.00	\$49,375.00	
3	3	"15" Cured-In-Place Pipe Liner"	LF	7255	\$93.00	\$674,715.00	
4	4	"15" Cured-In-Place Pipe Liner"	LF	8847	\$93.00	\$822,771.00	
5	5	House Connection - Re-Establishment to Sewer Ipe Liner	EA	307	\$115.00	\$35,305.00	
6	6	Manhole Rehabilitation - CAC	EA	109	\$3,000.00	\$327,000.00	
9	9	Cleanouts - Verify and Locate	EA	67	\$650.00	\$43,550.00	
10	10	Cleanout	EA	67	\$8,500.00	\$569,500.00	
11	11	Flow Bypass	LS	1	\$250,000.00	\$250,000.00	
12	12	Rain Events/Reinstall Flow Diversion/Bypass	ea	2	\$3,500.00	\$7,000.00	
13	13	Temporary AC	TN	24	\$55.00	\$1,320.00	
14	14	Asphalt Concrete Pavement	SF	6078	\$6.00	\$36,468.00	
Base Bid Total:						\$2,972,504.00	

Import from CSV Export to CSV Cancel Unsubmit Bid Save

QUESTvBID Contact Quest Logout

Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999

Home *QuestCDN Support*

V-Bid Training Demo - PUBLISHED (#6035400) 12/20/2020 02:00:00 PM US/Central
 Owner: Project Owner 10813 days 19:56:15
 Solicitor:

Bid Submitted by QuestCDN Support 03/17/2021 03:46 AM CDT

Submit Changes Unsubmit Bid Save

Qualification Information Bid Worksheet

- Sections shown in this color are not included in the Base Bid Total - Mandatory completion
- Sections shown in this color are not included in the Base Bid Total - Optional completion
- Sections shown in this color are fixed and cannot be edited by the bidder

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Submitted
Spec							
1	2021.501	MOBILIZATION	LS	1	\$1.00	\$1.00	\$1.00
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	900	\$2.00	\$1,800.00	\$1.00 \$900.00
3	2104.503	REMOVE CONCRETE PAVEMENT - DRIVEWAYS	SF	80	\$2.00	\$160.00	\$2.00 \$160.00
4	2104.505	REMOVE BITUMINOUS PAVEMENT - DRIVEWAYS	SY	15	\$1.00	\$15.00	\$1.00 \$15.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	73	\$1.00	\$73.00	\$1.00 \$73.00
6	2104.505	REMOVE CONCRETE VALLEY GUTTER	SY	19	\$25.00	\$475.00	\$2.00 \$38.00
7	2104.511	SAWING CONCRETE PAVEMENT - FULL DEPTH	LF	292	\$1.00	\$292.00	\$1.00 \$292.00
8	2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LF	340	\$1.00	\$340.00	\$1.00 \$340.00
9	2105.501	COMMON EXCAVATION (EV)	CY	23	\$1,500.00	\$34,500.00	\$1.00 \$23.00
10	2112.501	SUBGRADE PREPARATION	RDST	34	\$61.00	\$2,074.00	\$1.00 \$34.00
11	2105.502	SUBGRADE EXCAVATION, REMOVE	CV	67	\$1.00	\$67.00	\$1.00 \$67.00
Base Bid Total:						\$62,262.00	\$24,408.00

Import from CSV Export to CSV Cancel Unsubmit Bid Save

Qualification Information Bid Worksheet

- Sections shown in this color are not included in the Base Bid Total - Mandatory completion
- Sections shown in this color are not included in the Base Bid Total - Optional completion
- Sections shown in this color are fixed and cannot be edited by the bidder

Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension
Base bid								
1	1	Mobilization	LS	1	\$15,000.00	\$15,000.00	\$100,000.00	\$100,000.00
2	2	"12" Cured-In-Place Pipe Liner"	LF	395	\$125.00	\$49,375.00	\$125.00	\$49,375.00
3	3	"15" Cured-In-Place Pipe Liner"	LF	7255	\$93.00	\$674,715.00	\$93.00	\$674,715.00
4	4	"15" Cured-In-Place Pipe Liner"	LF	8847	\$95.00	\$840,465.00	\$93.00	\$822,771.00
5	5	House Connection - Re-Establishment to Sewer Ipe Liner	EA	307	\$115.00	\$35,305.00	\$115.00	\$35,305.00
6	6	Manhole Rehabilitation - CAC	EA	109	\$3,000.00	\$327,000.00	\$3,000.00	\$327,000.00
9	9	Cleanouts - Verify and Locate	EA	67	\$650.00	\$43,550.00	\$650.00	\$43,550.00
10	10	Cleanout	EA	67	\$10,000.00	\$670,000.00	\$8,500.00	\$569,500.00
11	11	Flow Bypass	LS	1	\$25,000.00	\$25,000.00	\$250,000.00	\$250,000.00
12	12	Rain Events/Reinstall Flow Diversion/Bypass	ea	2	\$3,500.00	\$7,000.00	\$3,500.00	\$7,000.00
13	13	Temporary AC	TN	24	\$55.00	\$1,320.00	\$55.00	\$1,320.00
14	14	Asphalt Concrete Pavement	SF	6078	\$6.00	\$36,468.00	\$6.00	\$36,468.00
Base Bid Total:						\$2,780,698.00		\$2,972,504.00

Import from CSV Export to CSV Cancel Unsubmit Bid Save

Unsubmit Bid

Click 'Unsubmit Bid' to remove bid in its entirety (all data entered will remain saved.) Make changes to the qualification and/or bid worksheet page. Re-submit bid before the end of the bid closing. The bid will not be received by the owner/solicitor if the bid is not resubmitted.

A 'Bid Unsubmitted' email is sent to the individual's email address and a confirmation message is sent to the individuals 'Message Center'.

Example Bid Unsubmitted by user.

BID UNSUBMITTED

Dear _____

This message is sent to notify you that you UNSUBMITTED your bid for 7638906 eBidDoc number vBid User Guides. at 5/18/21 2:33PM CDT

You must resubmit our bid before the bid close date for it to be available at the bid letting.

Transactions & Receipts

'Transactions & Receipts' contain a record of downloaded transactions and receipts. Click the highlighted column name to sort. Searchable fields include the 'Date', 'Amount', 'Reason', 'Quest eBidDoc™ No', 'Created By User', 'Status', 'Type' and 'Receipt'. Change the calendar 'Beginning Date' and 'Ending Date' to select a specific date range. Click the 'Print Page' button to print to pdf or save. Click on the highlighted transaction number to access and print detailed receipt and bid posting information.

The screenshot shows the 'Transactions & Receipts' section of a user interface. At the top, there are navigation tabs: 'Company Info', 'User Info & Online Bid ID Code', 'Membership', 'Profile', 'Payment', and 'Transactions & Receipts'. Below the tabs, there are two date pickers for 'Beginning Date' (05/01/2021) and 'Ending Date' (07/28/2021). A 'Show' dropdown is set to '25' entries, and a 'Print Page' button is visible. The main content is a table with the following columns: Date, Amount, Reason, Quest eBidDoc™ No, Created By User, Status, Type, and Receipt. Each column has a small upward arrow icon for sorting. Below the table header, there are search filters for each column. The table contains one entry: Date: 05/13/2021 08:57 AM, Amount: 15.00, Reason: eBidDoc download fee 7732066.pdf, Quest eBidDoc™ No: 7732066, Created By User: Robin Pinegar, Status: auto void, Type: download, Receipt: 63034332736. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons. There are also 'Previous' and 'Save' buttons at the very bottom left.

Date	Amount	Reason	Quest eBidDoc™ No	Created By User	Status	Type	Receipt
05/13/2021 08:57 AM	15.00	eBidDoc download fee 7732066.pdf	7732066	Robin Pinegar	auto void	download	63034332736

Resources

The resource tab contains frequently asked questions and answers, user guides and instructional videos. Click on the question name to open the field and view the answer. Click 'Support@QuestCDN' link to request assistance by sending an email to QuestCDN Customer Support team. Click on a guide or video link to access and download information.