

## **ELECTRONIC BIDDING INFORMATION**

### **How to Electronically Bid City of Ramsey Projects**

The City of Ramsey is only accepting bid submittals electronically through <http://www.questcdn.com>. Digital copies of the Bidding Documents are available at <http://www.questcdn.com>. These documents may be downloaded by selecting this projects eBidDoc# on the “Search Projects” page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com).

### **For New Users to QuestCDN vBid**

Prior to starting use of the Quest CDN vBid, be sure to set up your firm’s On-Line Bid ID Code and update your password to higher security if required. You can do this by logging in at <http://www.questcdn.com> and going to the “My Account” page. If you do not have a “My Account” page, please contact the administrator at your firm.

A summary of steps for using <http://www.questcdn.com> for submitting electronic bids are as follows:

1. From QuestCDN, download the project documents.
2. Click on “On-Line Bid” button to go to Quest vBid (may need to refresh after download).
3. Fill out the “Qualification” tab and download the required documents – Save.
4. Upload any required completed documents – Save.
5. Upload bid bond – Save.
6. Go to the “Worksheet” tab and fill out all required fields or use the export and import to complete – Save.
7. Be sure to download any issued addenda(s).
8. When finished with both “Qualification” and “Worksheet” tabs, click “Submit” – you will need the company *On-Line Bid ID Code*. This is a special pass code required only at bid submittal. It can be added or changed at <http://www.questcdn.com> on the ”My Account” page.

### **Bid Openings**

The bid time on the QuestCDN server screen is the official time of the bid opening. At the time of bid opening, the City will open and review all electronic bids received. Base bid results will be shared with all bidders on the project once City Staff has reviewed and accepted all the electronic bids. Bid results may be viewed at <http://www.questcdn.com>. This information will be shared via email from QuestCDN.

## **FAQ**

### ***What kind of equipment and software do I need?***

It is required to have Internet capabilities on a computer running the operating systems required by QuestCDN. A scanner will be required to electronically submit scanned copies of required documents for bid submission. No software needs to be downloaded to submit electronic bids.

### ***Why is the City accepting only electronic bid submission for their projects?***

Electronic bid submission reduces the number of nonconforming bids and math errors commonly seen in paper bids. Bidders now have the option to attend bid openings electronically. It also allows bidders to make changes closer to bid opening.

### ***What Internet browsers can be used?***

Internet browsers as required by QuestCDN shall be used.

### ***How do I ensure my bids are secure?***

The software program uses an encryption code and other security methods which prohibit anyone, including the City of Ramsey and the service provider from reading your bid. Once the bid opening time is reached, City of Ramsey Staff has the ability to read bids, but cannot alter the bid in anyway. Bidders do not have the ability to see other bids until City of Ramsey Staff chooses to share the bids. The City of Ramsey will only share base bid results with all bidders on the project, once they have reviewed all the electronic bids.

### ***Can I make changes to my bid and submit a bid more than once?***

Yes. Bidders can withdraw a bid, make changes and resubmit a bid as many times as they wish, until the bid opening time has occurred.

### ***Will I know if my bid changes are accepted?***

Yes. Each time a bid is withdrawn and resubmitted, the bidder will receive an email from QuestCDN confirming they have successfully submitted a bid.

### ***Can I withdraw a Bid?***

Yes. Bidders may withdraw a bid prior to the bid opening time. If a bidder withdraws a bid prior to the bid opening time, the City of Ramsey will not see the bid.

### ***What occurs when an addendum is posted for the project?***

If a bidder already submitted a bid, QuestCDN will withdraw the bid and email the bidder. The bidder will need to sign into QuestCDN, download the addendum, make changes to the bid, and resubmit the bid. If the bidder has not already submitted a bid, the bidder will need to sign into QuestCDN and download the addendum prior to submitting a bid.

### ***How do I submit a Bid Bond electronically?***

All bids must be accompanied by a Bid Bond as required by the project bid documents. Bid Bonds ensure that only legitimate bids are submitted. A scanned copy of the Bid Bond must be uploaded prior to submitting a bid.