



# Detroit BidSync User Guide

## Using BidSync as a Vendor

CITY OF DETROIT | OFFICE OF CONTRACTING AND PROCUREMENT



This manual was developed by Public  
Consulting Group, Inc.



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## Using BidSync as a Vendor

*This chapter details the major vendor functions of the BidSync System. The sections are written from the vendor perspective but included in this agency User Guide so that agency staff can support vendor participation in BidSync.*

- *Registering as a Vendor*
- *Navigating BidSync as a Vendor*
- *Uploading Clearances and Affidavits as a Vendor*
- *Managing Company Information as a Vendor*
- *Searching for Bids BidSync as a Vendor*
- *Placing an Offer as a Vendor*
- *Receiving Notifications as a Vendor*

## Registering as a Vendor

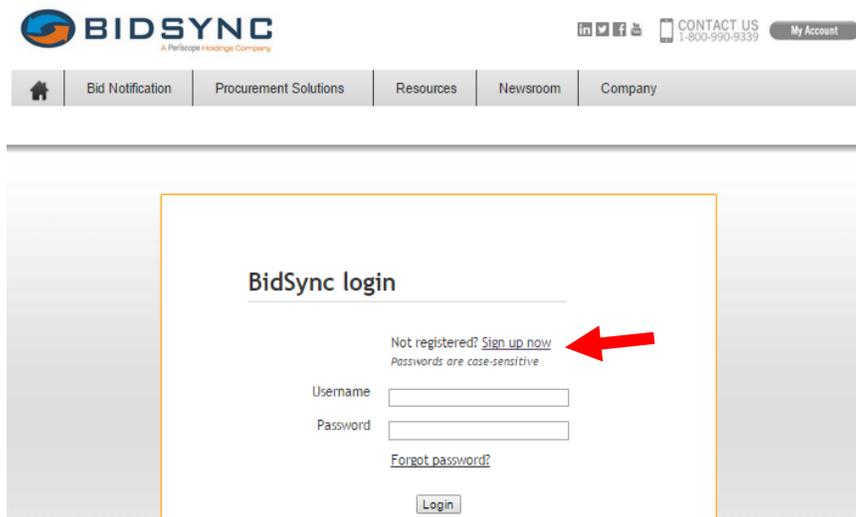
This section outlines the process of becoming a registered BidSync vendor with the City of Detroit. Once registered, vendors can verify their contact information, other business information and notification preferences. Vendors can also complete the required paperwork for placing an offer with the City of Detroit.

**Important Note:** Vendors do NOT need to pay to use BidSync. If prompted to select a payment plan, refresh from the BidSync homepage and restart the registration.

1. Go to [www.bidsync.com](http://www.bidsync.com) . Click the *My Account* icon. Log in page will appear.



2. Click *Sign up now*. Sign up page will appear.



- Fill out all Main Contact and Your Information fields. Click *Next Step*. “Keywords” page will appear.

Select Plan **Your Information** Keywords Classification Codes Complete

In order for us to send you government bids, please provide the following information.

**1. Main Contact**

First Name  Last Name

Phone Number

Area  Format: ###-#### Ext

Select Job Title

Email  Email Confirm

User Name

Password  Password Confirm

Password must be at least 8 characters. Must contain at least one letter & number. Cannot be based on your name, company name or user name.

How did you hear about us?

**2. Company Information**

Company Name

Street Address

City  State  Zip

Organization Phone Number

Area  Format: ###-####

Time Zone

**Business ID Number**

DUNS  FEIN  SSN

- Select the primary industry and at least three (3) keywords to describe the vendor’s business products/services. Select where the vendor does business. Make sure that the BidSync Links PLUS box is NOT checked. Click *Next Step*. “Classification Codes” page will appear.

Select Plan Your Information **Keywords** Classification Codes Complete

\*Required fields

**Primary Industry**

\*Company primary industry:

**Keywords**

Keywords help us find bids that are the best match for your company.

**\*Required** Please enter at least 3 keywords that define your products/services. Then select relevant NIGP codes that classify your business.

[Add More Keywords](#)

**Suggested Keywords**

As you enter keywords for your business in the section above, suggestions will appear here. Suggested words are based on words that other customers using your keywords have used. Check the boxes to add words to your list.

**Where do you do business?**

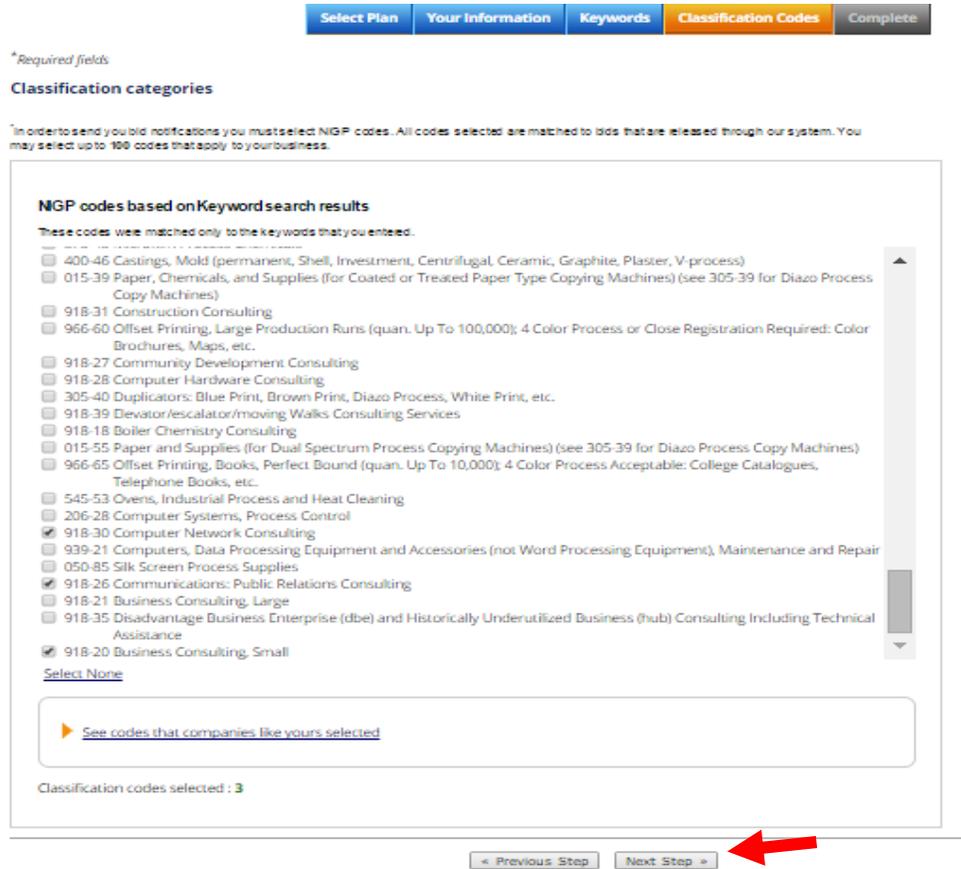
USA + Canada 
  USA 
  Massachusetts Only 
  Specific States/Provinces

**Notifications**

When you receive an email from BidSync, you can manage your notification preferences, go to "My Account" upon login.

Include BidSync Links PLUS™ Bids (Recommended)

- Based on the keywords submitted, a list of Classifications (Commodity Codes), will be displayed. Select all codes that apply. Click *Next Step*. "Confirmation" page will appear.



**Classification categories**

\*Required fields

\*In order to send you bid notifications you must select NIGP codes. All codes selected are matched to bids that are released through our system. You may select up to 100 codes that apply to your business.

**NIGP codes based on Keyword search results**

These codes were matched only to the keywords that you entered.

- 400-46 Castings, Mold (permanent, Shell, Investment, Centrifugal, Ceramic, Graphite, Plaster, V-process)
- 015-39 Paper, Chemicals, and Supplies (for Coated or Treated Paper Type Copying Machines) (see 305-39 for Diazo Process Copy Machines)
- 918-31 Construction Consulting
- 966-60 Offset Printing, Large Production Runs (quan. Up To 100,000); 4 Color Process or Close Registration Required: Color Brochures, Maps, etc.
- 918-27 Community Development Consulting
- 918-28 Computer Hardware Consulting
- 305-40 Duplicators: Blue Print, Brown Print, Diazo Process, White Print, etc.
- 918-39 Elevator/escalator/moving Walks Consulting Services
- 918-18 Boiler Chemistry Consulting
- 015-55 Paper and Supplies (for Dual Spectrum Process Copying Machines) (see 305-39 for Diazo Process Copy Machines)
- 966-65 Offset Printing, Books, Perfect Bound (quan. Up To 10,000); 4 Color Process Acceptable: College Catalogues, Telephone Books, etc.
- 545-53 Ovens, Industrial Process and Heat Cleaning
- 206-28 Computer Systems, Process Control
- 918-30 Computer Network Consulting
- 939-21 Computers, Data Processing Equipment and Accessories (not Word Processing Equipment), Maintenance and Repair
- 050-85 Silk Screen Process Supplies
- 918-26 Communications: Public Relations Consulting
- 918-21 Business Consulting, Large
- 918-35 Disadvantage Business Enterprise (dbe) and Historically Underutilized Business (hub) Consulting Including Technical Assistance
- 918-20 Business Consulting, Small

[Select None](#)

[See codes that companies like yours selected](#)

Classification codes selected : 3

[Previous Step](#) [Next Step](#)

- The vendor will receive an email notification and can immediately View Bids. BidSync will process the vendor's registration within the next business day. Once that is done, the vendor will be able to place offers on bids. The next step is to log in and get familiar with Vendor Navigation.

**Thank you for registering with BidSync!**

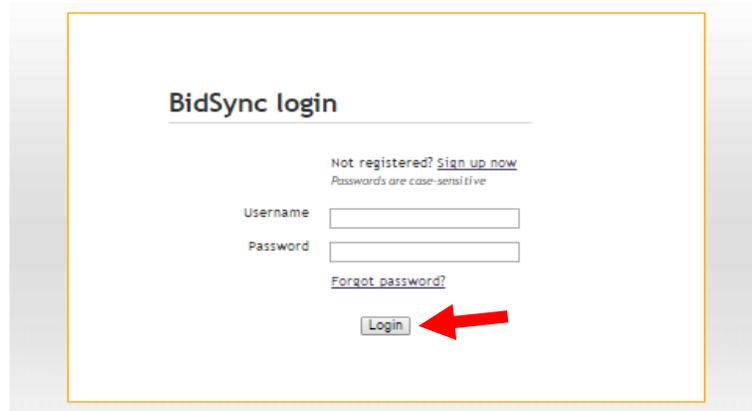
You can now log in and View Bids information. Please allow one business day for us to review and confirm your registration. You will have "read only" access and will not be able to place offers, ask questions, etc., until we have confirmed your account. If you need immediate assistance and would like to have your account confirmed immediately, please contact BidSync Support at 800-990-9339. Thank you for joining and we hope you enjoy your experience with BidSync!

Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	5/22/15	Visuals updates	Arrows added to visuals	June 2015
Jenny Six	9/3/15	Language Update	Updated step language	September 2015

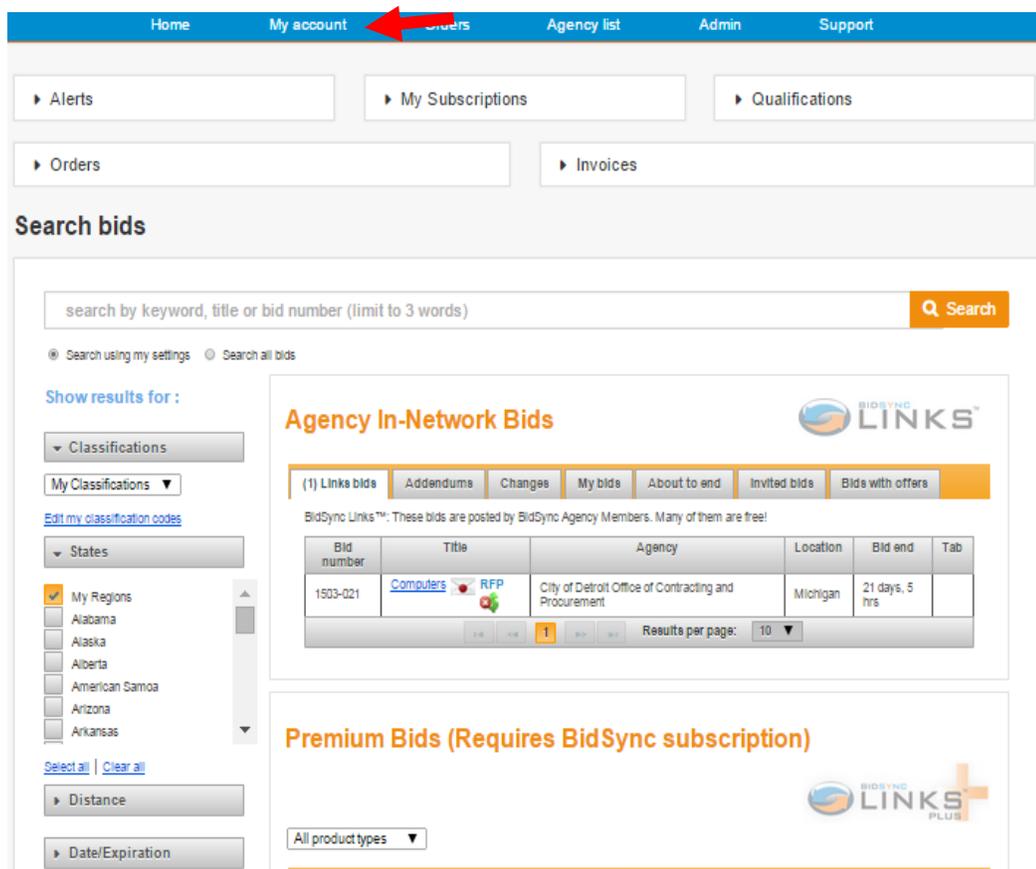
## Navigating BidSync as a Vendor

This section outlines the basic account functions for a registered BidSync vendor. Topics include managing business information, searching for bids, and accessing BidSync Support.

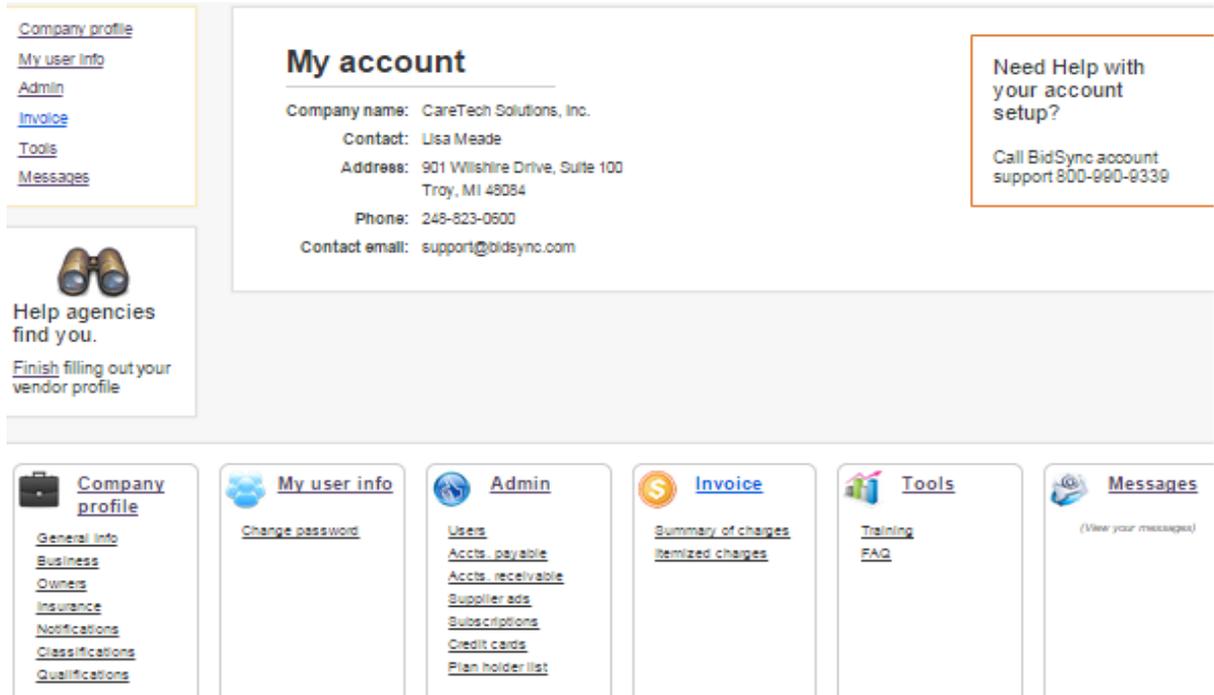
1. Log in using the vendor account email address and password. Click *Login*. Vendor homepage will appear.



2. Click *My Account*. "My Account" page will appear.



3. "My Account" page is where the vendor can update general info, password, users for the vendor's account and other info such as classifications (also known as commodity codes) and qualifications. The following subsections explain the qualifications, admin, and search functions.



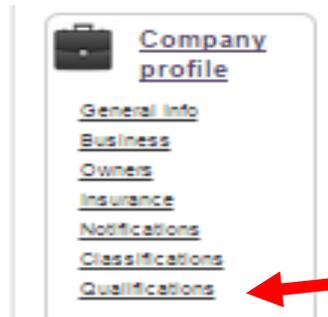
Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	5/22/15	Section split	This is now a separate section.	June 2015

## Submitting Clearances and Affidavits

Clearances must be submitted prior to placing any offer on any City of Detroit bid within BidSync. Affidavits may also be required prior to placing an offer. This requirement is bid specific and will be displayed on the “Bid Overview” page in red text. Submission is required prior to placing an offer, not approval. Approval is required prior to being awarded a purchase. This section shows how to submit clearances and affidavits.

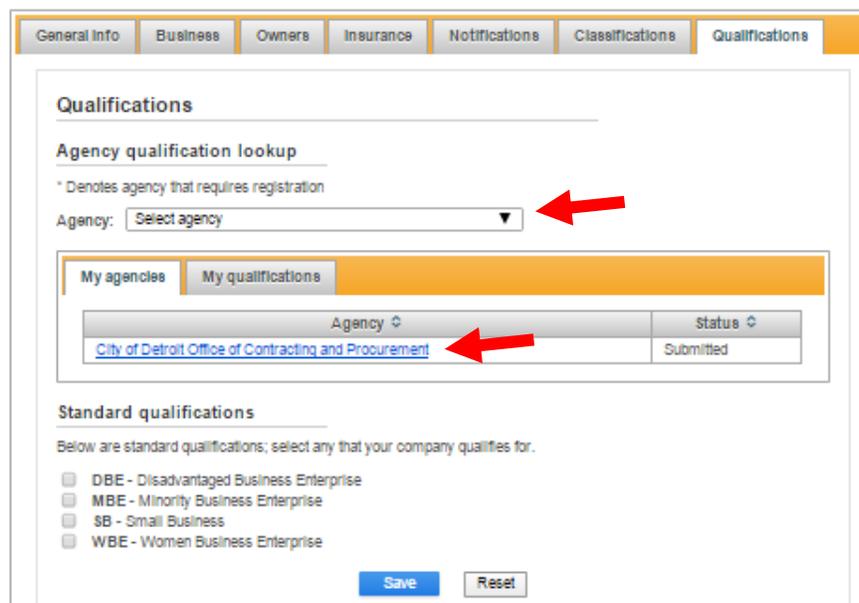
**NOTE:** Vendors may submit clearances to The City of Detroit at any time under the vendor profile in BidSync.

1. Within the vendor profile, click *Qualifications*. The “My Account” editing page will appear with the Qualifications tab displayed.



2. Select City of Detroit Office of Contracting and Procurement from the drop down menu. Page will refresh to display Detroit in My agencies. Then click *City of Detroit Office of Contracting and Procurement* to view qualifications and other forms for that agency. A pop-up window will appear.

**Company profile is incomplete.**  
 The information in your company profile is used to match agencies with vendors who meet their needs. Please finish filling out your profile on each of these tabs so agencies may find your company.

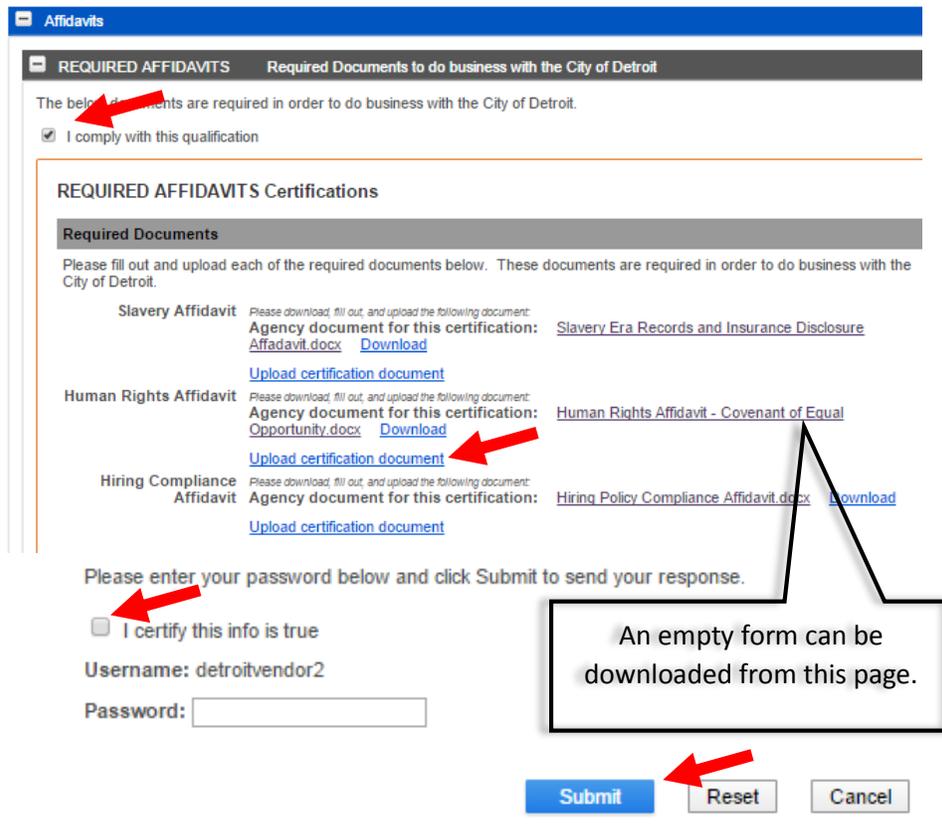

 A screenshot of the 'Qualifications' page in BidSync. The page has a header with tabs: 'General info', 'Business', 'Owners', 'Insurance', 'Notifications', 'Classifications', and 'Qualifications'. The 'Qualifications' tab is active. Below the header is the 'Qualifications' section. Under 'Agency qualification lookup', there is a dropdown menu labeled 'Agency: Select agency' with a red arrow pointing to it. Below the dropdown is a table with two columns: 'Agency' and 'Status'. The table has one row with 'City of Detroit Office of Contracting and Procurement' in the 'Agency' column and 'Submitted' in the 'Status' column. A red arrow points to the 'City of Detroit Office of Contracting and Procurement' link. Below the table is the 'Standard qualifications' section with four checkboxes: 'DBE - Disadvantaged Business Enterprise', 'MBE - Minority Business Enterprise', 'SB - Small Business', and 'WBE - Women Business Enterprise'. At the bottom of the page are 'Save' and 'Reset' buttons.

- Click any of the *plus signs (+)* to expand a section and view individual documents.



- For each required document type, check the box to verify compliance, and check the box to verify that all the information provided is true by selecting "I certify this info is true." When all relevant documents have been uploaded, enter the vendor's password, and click *Submit*. The vendor will return to the "My Account" edit page.

NOTE: PSC Contractors should not upload their clearances, but should send them via secure email directly.



The below documents are required in order to do business with the City of Detroit.

I comply with this qualification

**REQUIRED AFFIDAVITS Certifications**

**Required Documents**

Please fill out and upload each of the required documents below. These documents are required in order to do business with the City of Detroit.

<b>Slavery Affidavit</b>	Please download, fill out, and upload the following document: Agency document for this certification: <a href="#">Affadavit.docx</a> <a href="#">Download</a> <a href="#">Upload certification document</a>	<a href="#">Slavery Era Records and Insurance Disclosure</a>
<b>Human Rights Affidavit</b>	Please download, fill out, and upload the following document: Agency document for this certification: <a href="#">Opportunity.docx</a> <a href="#">Download</a> <a href="#">Upload certification document</a>	<a href="#">Human Rights Affidavit - Covenant of Equal Opportunity</a>
<b>Hiring Compliance Affidavit</b>	Please download, fill out, and upload the following document: Agency document for this certification: <a href="#">Hiring Policy Compliance Affidavit.docx</a> <a href="#">Download</a> <a href="#">Upload certification document</a>	<a href="#">Hiring Policy Compliance Affidavit.docx</a>

Please enter your password below and click Submit to send your response.

I certify this info is true

Username: detroitvendor2

Password:

[Submit](#) [Reset](#) [Cancel](#)

- Under the *My qualifications* sub tab, the vendor can view the status of the vendor’s submitted paperwork. The vendor can modify other business information, including which notifications the vendor receives, using the other tabs in the “My Account” edit page.

My agencies		My qualifications	
Agency	Abbreviation	Qualification	Status
<a href="#">City of Detroit Office of Contracting and Procurement</a>	REQUIRED AFFIDAVITS	Required Documents to do business with the City of Detroit	Submitted

**Additional Notes on Clearances**

- Approval Status is maintained in BidSync. The vendor will receive a notification when a clearance is near the expiration date.
- The vendor needs to upload the form to BidSync once. After the initial upload, the vendor can place an offer without having to re-upload their clearances.  
 NOTE: PSC Contractors should **not** upload their clearances, but should send them via secure email directly.

**Additional Notes on Affidavits**

- Not all bids required affidavits. The “Bid Overview” page (discussed in the *Placing an Offer* section of this guide) will indicate the requirement of affidavits.

**Additional Notes of Certifications**

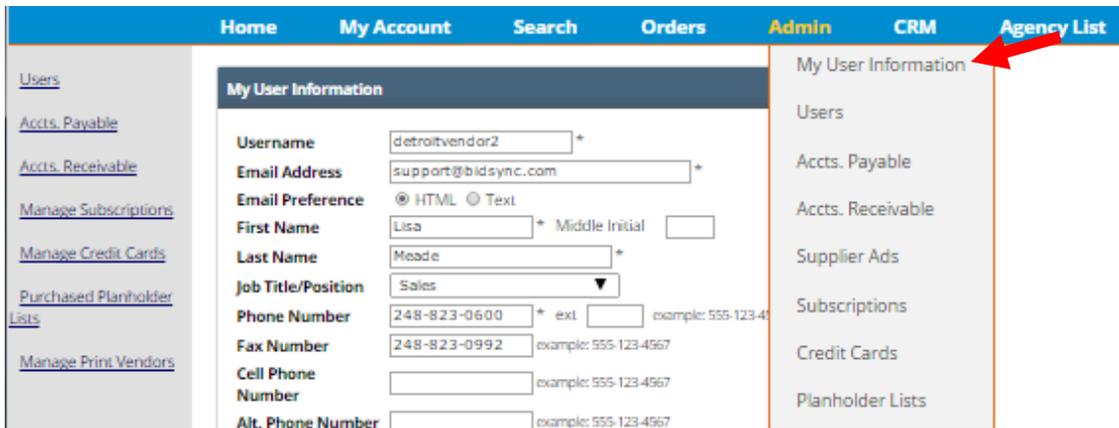
- The certification approval process will remain separate from the BidSync system and will be facilitated by the Human Rights Department.
- Approved certifications will be uploaded when a vendor places an offer.

Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	5/22/15	Section split	This is now a separate section.	June 2015

## Changing Company Information

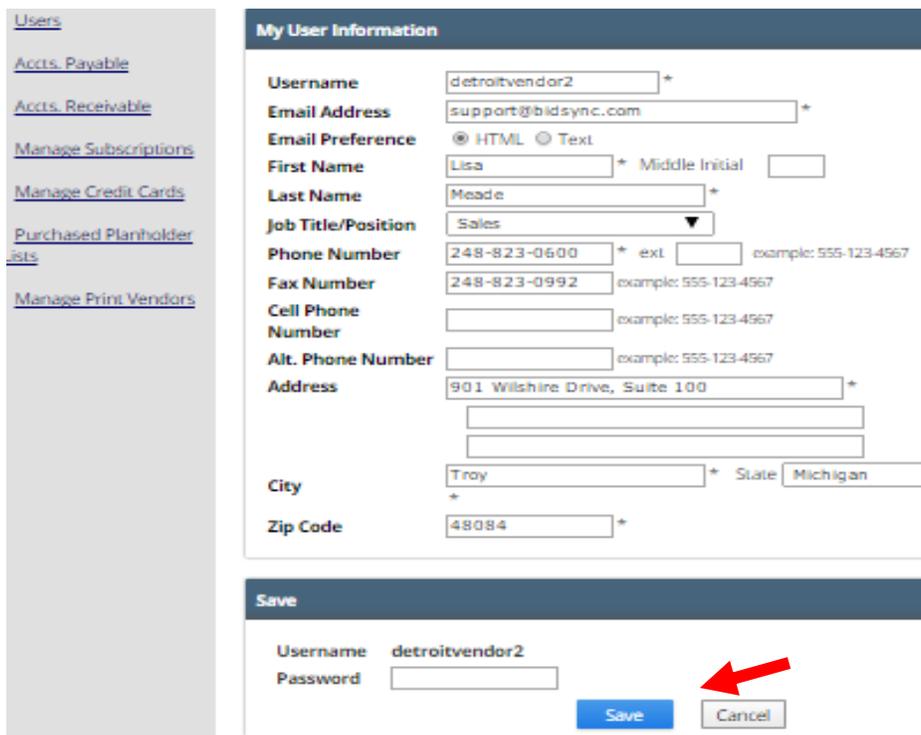
It is the responsibility of the vendor to register with BidSync and maintain up to date contact information within the system.

1. Within the company profile click *Admin*. “Admin” page will appear. For business with the City of Detroit, the vendor will primarily use the “My User Information” and “Users” functionality.



The screenshot shows the BidSync Admin interface. At the top, there is a navigation bar with tabs: Home, My Account, Search, Orders, Admin (highlighted in yellow), CRM, and Agency List. A red arrow points to the Agency List tab. Below the navigation bar, there is a sidebar menu on the left with links: Users, Accts. Payable, Accts. Receivable, Manage Subscriptions, Manage Credit Cards, Purchased Planholder Lists, and Manage Print Vendors. The main content area is titled "My User Information" and contains several form fields: Username (detroitvendor2), Email Address (support@bidsync.com), Email Preference (HTML selected), First Name (Lisa), Last Name (Meade), Job Title/Position (Sales), Phone Number (248-823-0600), Fax Number (248-823-0992), Cell Phone Number, and Alt. Phone Number. A red arrow points to the "Users" link in the sidebar menu.

2. “My User Information” is where the vendor can edit info specific to the vendor’s user account. This is more specific than the business info discussed earlier. After changes are made, enter the vendor’s password and click *Save*.



The screenshot shows the "My User Information" form in the BidSync system. The form fields are: Username (detroitvendor2), Email Address (support@bidsync.com), Email Preference (HTML selected), First Name (Lisa), Last Name (Meade), Job Title/Position (Sales), Phone Number (248-823-0600), Fax Number (248-823-0992), Cell Phone Number, Alt. Phone Number, Address (901 Wilshire Drive, Suite 100), City (Troy), State (Michigan), and Zip Code (48084). Below the form is a "Save" section with a Username field (detroitvendor2) and a Password field. A red arrow points to the "Save" button.

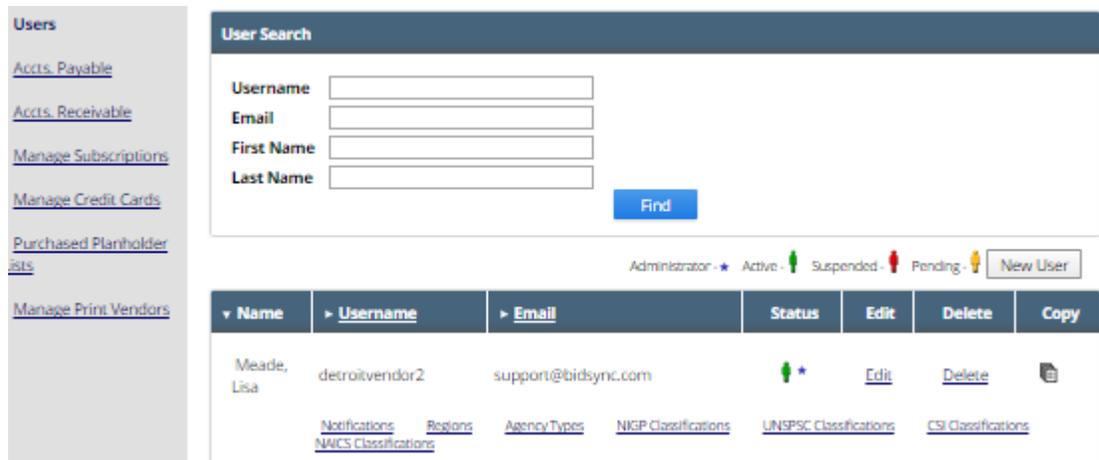
3. Click *Users*.



The screenshot shows a sidebar menu on the left with 'Users' highlighted by a red arrow. The main content area displays the 'My User Information' form with the following fields:

- Username:** detroitvendor2
- Email Address:** support@bidsync.com
- Email Preference:** HTML (selected), Text
- First Name:** Lisa
- Last Name:** Meade
- Job Title/Position:** Sales
- Phone Number:** 248-823-0600
- Fax Number:** 248-823-0992
- Cell Phone Number:** (empty)
- Alt. Phone Number:** (empty)
- Address:** 901 Wilshire Drive, Suite 100

4. This page will list all users linked to the vendor’s business. As an admin, the vendor can search, add, edit or delete users from this list.



The screenshot shows the 'Users' page with a search form and a table of users. The search form includes fields for Username, Email, First Name, and Last Name, with a 'Find' button. Below the search form, there are status indicators for Administrator, Active, Suspended, and Pending, along with a 'New User' button. The table below lists the user information:

Name	Username	Email	Status	Edit	Delete	Copy
Meade, Lisa	detroitvendor2	support@bidsync.com	Active	<a href="#">Edit</a>	<a href="#">Delete</a>	

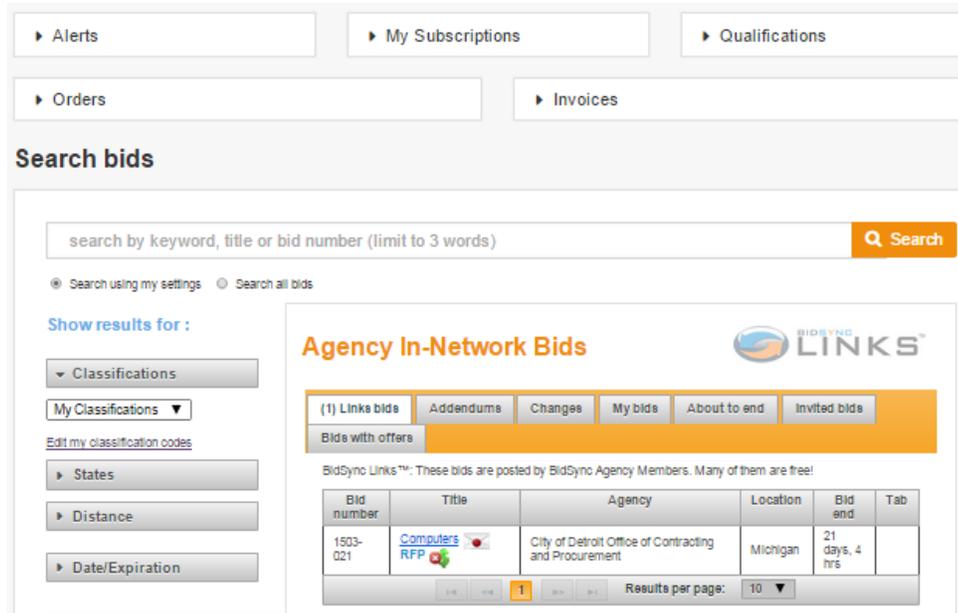
Below the table, there are links for Notifications, Regions, Agency Types, NIGP Classifications, UNSPSC Classifications, and CSI Classifications.

Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	5/22/15	Section split	This is now a separate section.	June 2015
Andrew Bunyard	7/30/15	Steps Further Split	Individual steps were split out to make process more clear	July 2015
Josh Lachman	8/12/15	Arrow Update	Arrow Update in #1	

## Searching for Bids

In addition to the daily email notifications based on the NIGP codes connected to a vendor profile, vendors can view all Detroit bids currently in the system.

1. From the vendor home page, click any of the arrows in the top section of this page to get a quick reference of Alerts or Qualifications. In the bid search section, bids can be searched for by keyword, number or filters (classifications, states, distance, or date).



2. BidSync automatically filters for “My Settings.” This can be manually changed if the vendor would like to expand the vendor’s search to “Search all Bids”. A bid number, or up to three keywords, can be entered in the search box to further narrow the search. Results will populate in “Agency In-Network Bids” box. Detroit does not currently use the “Premium Bids” function.



Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	5/22/15	Section split	This is now a separate section.	June 2015

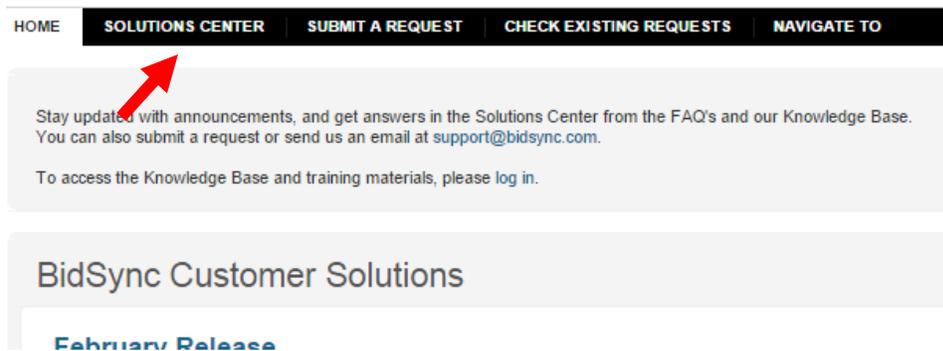
## Contacting BidSync for Help

BidSync is available by phone for technical support at (800)990-9339. In addition, there are vendor support resources in the system.

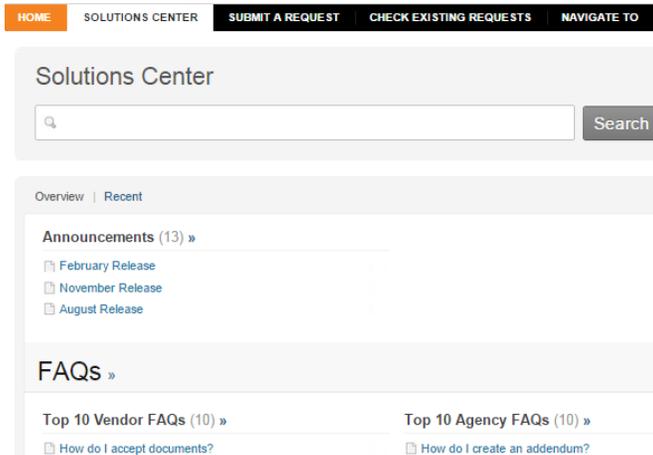
1. "Support" can be accessed by clicking *Support* in the vendor's toolbar. "Support Center" page will appear.



2. From this page, the vendor can Submit a Request, Check Existing Requests, or use Navigate To to go back to the vendor's BidSync home page. The vendor can also contact BidSync directly by phone or email. Click *Solutions Center* to search frequently asked questions. "Solutions Center" page will appear.



3. Search through FAQs, system updates, tutorials in the Knowledge Base, or enter keywords to search for a solution. When done, click *Navigate to* to return to the vendor's homepage.



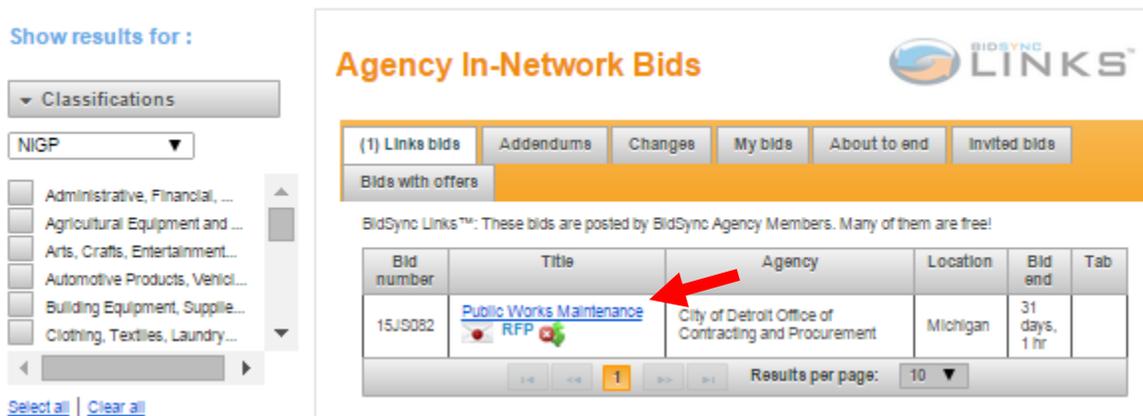
Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	5/22/15	Section split	This is now a separate section.	June 2015

## Viewing an Open Bid

This section illustrates the various ways a vendor can navigate to view an open bid published by the City of Detroit. This process is most commonly initiated from an email notification, searching for bids, or viewing the City’s website. This section explains how to view the Bid Overview page from each of those starting points. Unregistered vendors should view the Registering as a Vendor section to complete that process. Once a bid is viewed

### Starting from a bid search:

1. From the homepage, use filters on the “Bid Search” page to search bids fitting certain criteria. Click the title of the bid the vendor would like to view. “Bid Overview” page will appear.



**Show results for :**

Classifications  
 NIGP

Administrative, Financial, ...  
 Agricultural Equipment and ...  
 Arts, Crafts, Entertainment...  
 Automotive Products, Vehicl...  
 Building Equipment, Supplie...  
 Clothing, Textiles, Laundry...

[Select all](#) | [Clear all](#)

**Agency In-Network Bids**

(1) Links bids | Addendums | Changes | My bids | About to end | Invited bids

Bids with offers

BidSync Links™: These bids are posted by BidSync Agency Members. Many of them are free!

Bid number	Title	Agency	Location	Bid end	Tab
15J8082	<a href="#">Public Works Maintenance</a> RFP	City of Detroit Office of Contracting and Procurement	Michigan	31 days, 1 hr	

Results per page: 10

### Starting from an email notification:

1. Within an email notification, click on the bid title. The BidSync login page will appear.

#### BidSync Links™ Bid Notification

BidSync [notices@bidsync.com]

To: SLBSrfps

#### BidSync Links™ Bid Notifications for PCG PCG

Title	Agency	State	End Date
<a href="#">ORD19871-1 - AmeriCorps VISTA Program Expedited RFP</a> Expedited RFP	Salt Lake County	UT	09/01/2015

Generated on 08/25/2015

You are receiving this notification because this solicitation matches the regions, agency types and classifications selected in the company profile section of your BidSync account.

NOTE: Currently you will NOT receive Addendum notifications, Question and Answer notifications, or PreBid Conference notifications for these bids. If you would like to change your Notification Preferences for any of these bids then you must login into BidSync, view the bid, and there you may change your notification preferences.

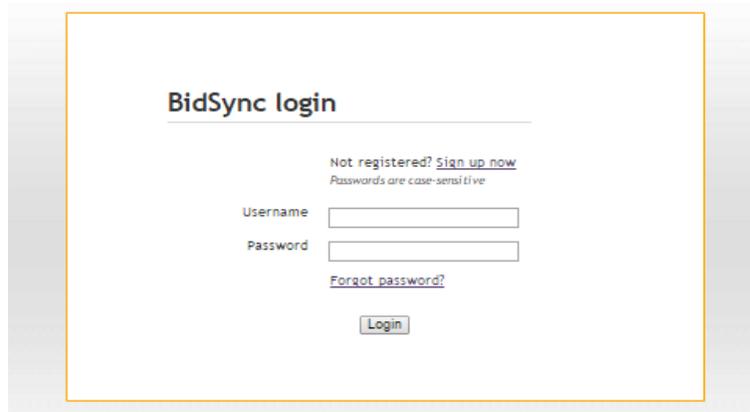
STOP THIS NOTIFICATION

[Unsubscribe](#)

©2015 BidSync. All rights reserved

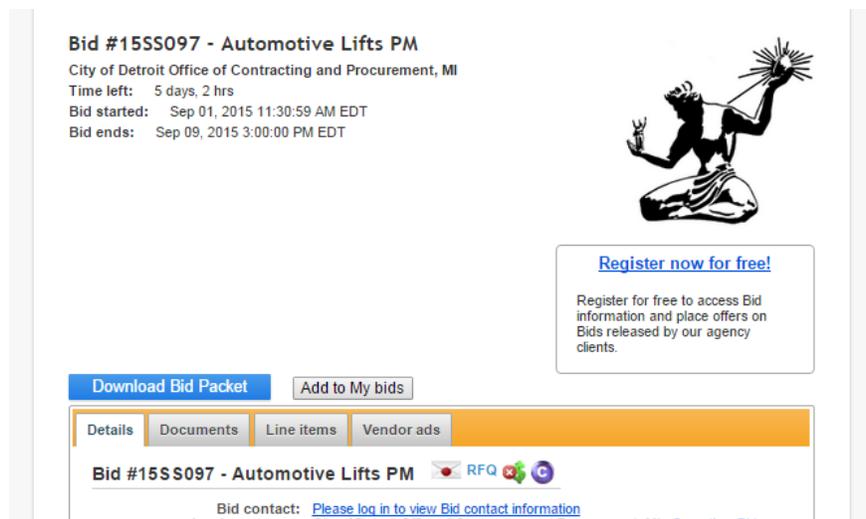
Click [here](#) to report this email as spam.

2. Login with vendor credentials.



The screenshot shows the BidSync login interface. At the top, it says "BidSync login". Below that, there is a link "Not registered? Sign up now" with a note "Passwords are case-sensitive". There are two input fields: "Username" and "Password". Below the password field is a link "Forgot password?". At the bottom of the form is a "Login" button.

3. Once logged in, the "Bid Overview" page will appear.



The screenshot displays the Bid Overview page for Bid #15SS097 - Automotive Lifts PM. The page includes the following information:

- Bid #15SS097 - Automotive Lifts PM**
- City of Detroit Office of Contracting and Procurement, MI
- Time left: 5 days, 2 hrs
- Bid started: Sep 01, 2015 11:30:59 AM EDT
- Bid ends: Sep 09, 2015 3:00:00 PM EDT

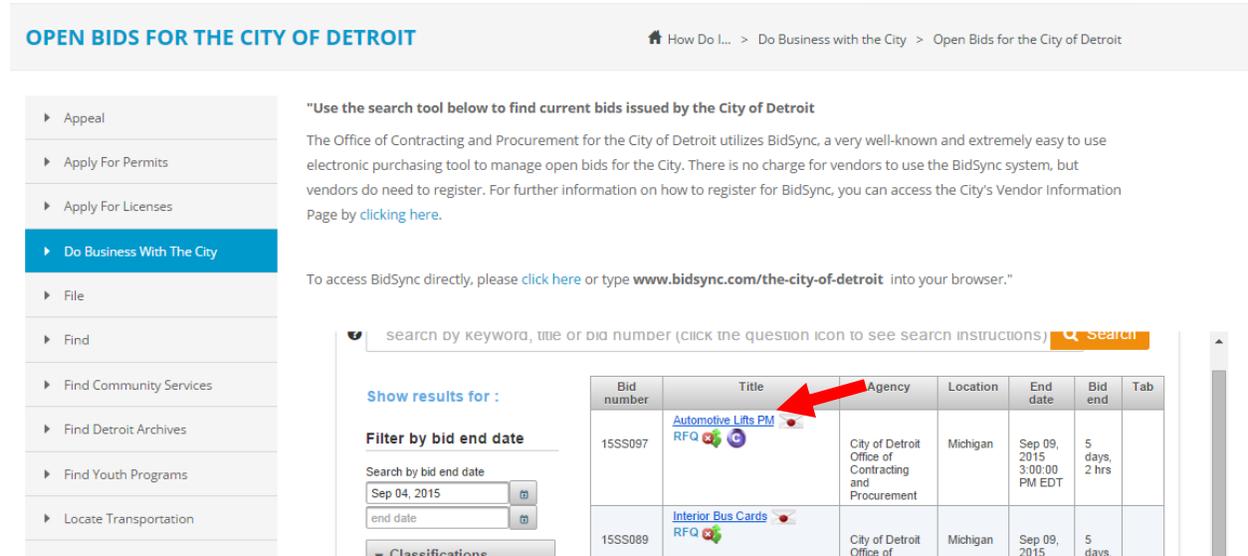
On the right side, there is a logo of a figure holding a bundle of arrows. Below the logo is a box with the text: "Register now for free! Register for free to access Bid information and place offers on Bids released by our agency clients."

At the bottom, there are two buttons: "Download Bid Packet" and "Add to My bids". Below these buttons is a navigation bar with tabs: "Details", "Documents", "Line items", and "Vendor ads". The "Details" tab is selected. Below the navigation bar, the bid title "Bid #15SS097 - Automotive Lifts PM" is displayed, followed by "RFQ" and a "C" icon. Below this, there is a link: "Bid contact: Please log in to view Bid contact information".

Starting from the City’s website:

1. All open bids are posted on the City’s website at <http://www.detroitmi.gov/How-Do-I/Do-Business-with-the-City/Open-Bids-for-the-City-of-Detroit>

To view a bid, click on the bid title. A new table will appear and display the public view of the “Bid Overview” page.



**OPEN BIDS FOR THE CITY OF DETROIT** How Do I... > Do Business with the City > Open Bids for the City of Detroit

Use the search tool below to find current bids issued by the City of Detroit

The Office of Contracting and Procurement for the City of Detroit utilizes BidSync, a very well-known and extremely easy to use electronic purchasing tool to manage open bids for the City. There is no charge for vendors to use the BidSync system, but vendors do need to register. For further information on how to register for BidSync, you can access the City’s Vendor Information Page by clicking [here](#).

To access BidSync directly, please [click here](#) or type [www.bidsync.com/the-city-of-detroit](http://www.bidsync.com/the-city-of-detroit) into your browser.”

search by keyword, title or bid number (click the question icon to see search instructions)  Search

Show results for :

Filter by bid end date

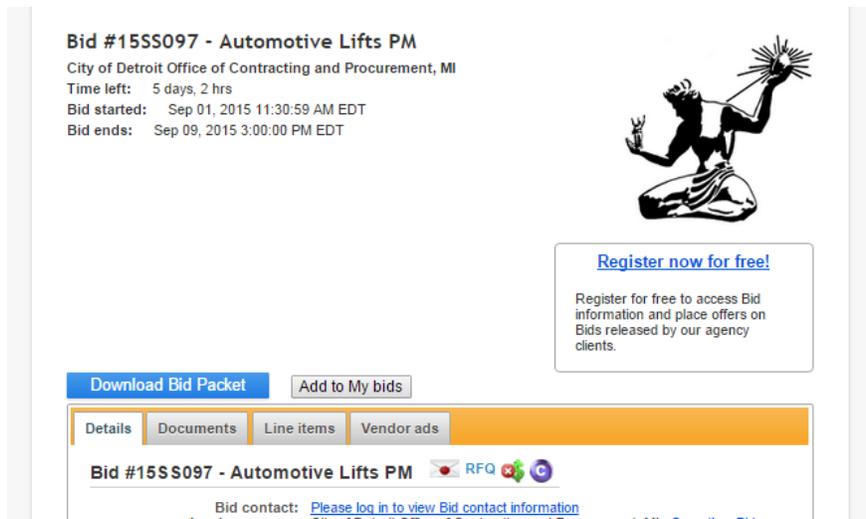
Search by bid end date

Sep 04, 2015

end date

Bid number	Title	Agency	Location	End date	Bid end	Tab
15SS097	<a href="#">Automotive Lifts PM</a> RFQ	City of Detroit Office of Contracting and Procurement	Michigan	Sep 09, 2015 3:00:00 PM EDT	5 days, 2 hrs	
15SS089	<a href="#">Interior Bus Cards</a> RFQ	City of Detroit Office of	Michigan	Sep 09, 2015	5 days,	

2. Review the public information. If interested in placing and offer, or want to learn more, scroll to the bottom and click either log in or register. Once logged in, the full “Bid Overview” page will appear.



**Bid #15SS097 - Automotive Lifts PM**  
 City of Detroit Office of Contracting and Procurement, MI  
 Time left: 5 days, 2 hrs  
 Bid started: Sep 01, 2015 11:30:59 AM EDT  
 Bid ends: Sep 09, 2015 3:00:00 PM EDT



[Register now for free!](#)

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Details Documents Line items Vendor ads

**Bid #15SS097 - Automotive Lifts PM** RFQ

Bid contact: [Please log in to view Bid contact information](#)

Contract duration: 2 years  
Contract renewal: Not Applicable  
Prices good for: 90 days  
Regions: [View regions](#)

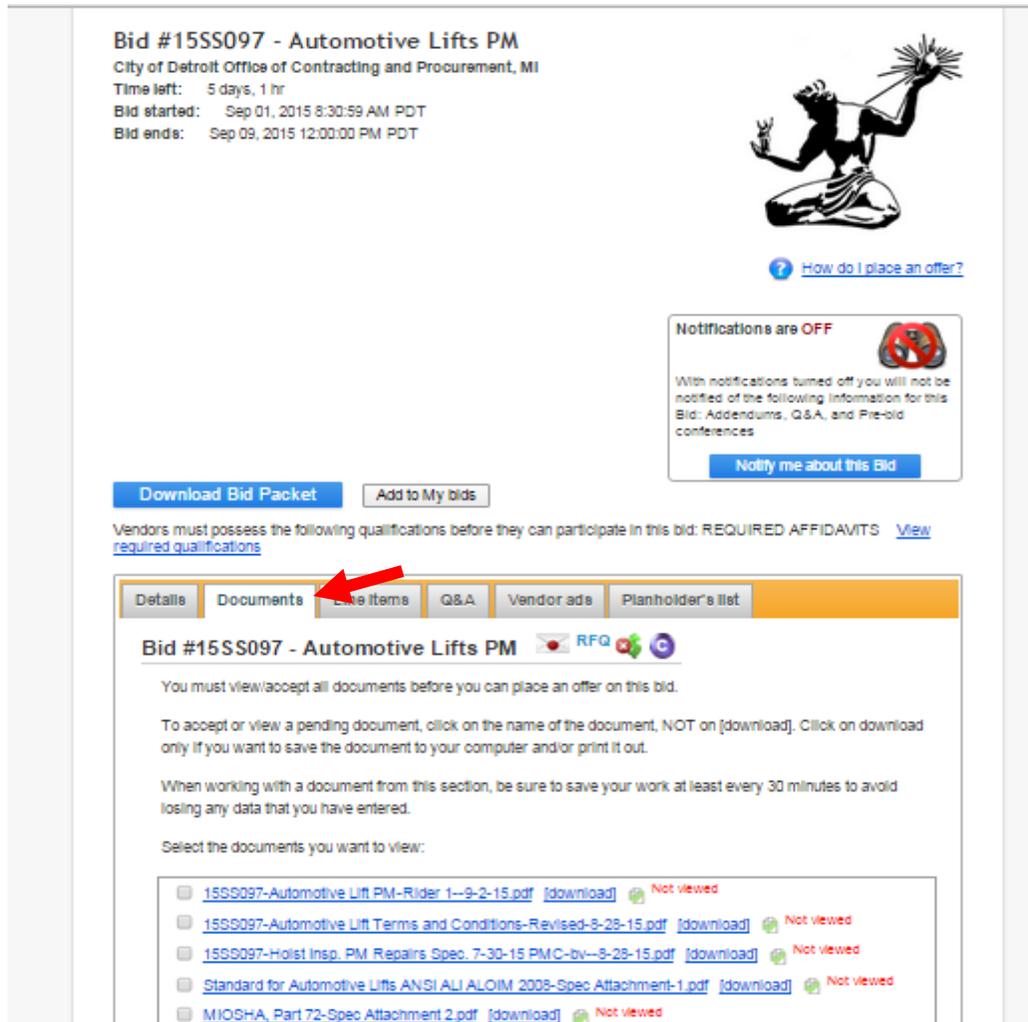
[Standard disclaimer](#)

Please log in to see Bid details or to add this to My Bids. If you are not registered, [please register](#) for free.

[Login](#) [Register now!](#)

### Viewing Bid Documents:

1. To review the bid documents, select the *Documents* tab on the bid information page.



**Bid #15SS097 - Automotive Lifts PM**  
City of Detroit Office of Contracting and Procurement, MI  
Time left: 5 days, 1 hr  
Bid started: Sep 01, 2015 8:30:59 AM PDT  
Bid ends: Sep 09, 2015 12:00:00 PM PDT

[How do I place an offer?](#)

Notifications are **OFF**  
With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences  
[Notify me about this Bid](#)

[Download Bid Packet](#) [Add to My bids](#)

Vendors must possess the following qualifications before they can participate in this bid: **REQUIRED AFFIDAVITS** [View required qualifications](#)

**Details** **Documents** [Line Items](#) [Q&A](#) [Vendor ads](#) [Planholder's list](#)

**Bid #15SS097 - Automotive Lifts PM** [RFQ](#) [Q](#) [C](#)

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

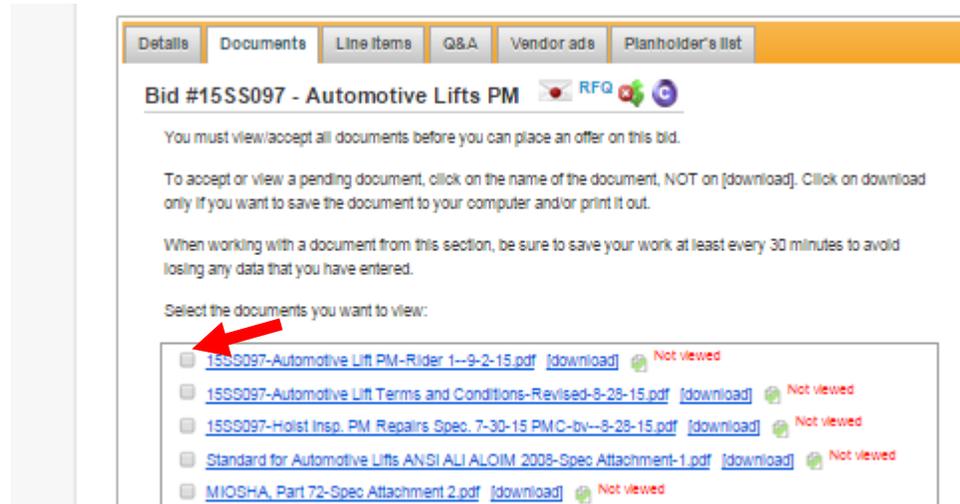
Select the documents you want to view:

- [15SS097-Automotive Lift PM-Rider 1--9-2-15.pdf](#) [download] [Not viewed](#)
- [15SS097-Automotive Lift Terms and Conditions-Revised-8-28-15.pdf](#) [download] [Not viewed](#)
- [15SS097-Holist Insp. PM Repairs Spec. 7-30-15 PMC-bv--8-28-15.pdf](#) [download] [Not viewed](#)
- [Standard for Automotive Lifts ANSI ALI ALOIM 2008-Spec Attachment-1.pdf](#) [download] [Not viewed](#)
- [MIOSHA, Part 72-Spec Attachment 2.pdf](#) [download] [Not viewed](#)

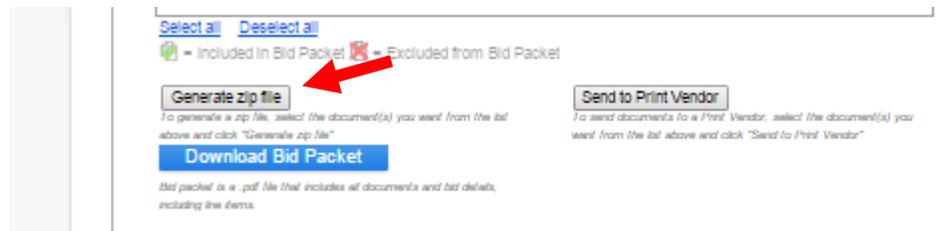
2. Vendors may either download the full bid packet or they may choose to download individual documents from the document list.

a) Downloading Select Documents

i. Select the document to be downloaded from the document list.

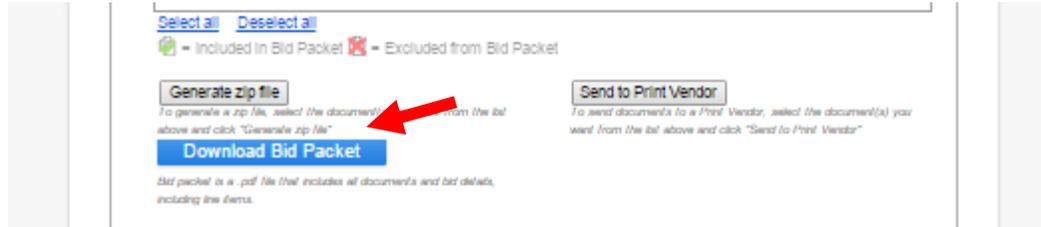


ii. Once documents have been selected, click *Generate zip file*. A zip file will download where the individual documents can be accessed.



b) Downloading Bid Packet

- i. To download a PDF of all bid documents, click *Download Bid Packet*. A PDF documents with all the listed bid documents will download.



Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	9/3/2015	Section Added	Section Added	September 2015

## Placing an Offer as a Vendor

This section starts from the “Bid Overview” page and illustrates the steps a vendor must take to place an offer on the bid. Note that if affidavits are required for the bid, they must be submitted before a vendor can submit questions. The bid submission process includes:

- Registering as a vendor – Reference the “Registering as a Vendor” section for guidance on that.
  - Accepting all required documents
  - Submitting affidavits, if required
  - Entering the price offer
  - Uploading offer documentation
1. Information specific to the bid is displayed on the “Bid Overview” page. Once the “Bid Overview” page is reviewed, address the documents required for this bid.

### Bid #15JS082 - Public Works Maintenance

City of Detroit Office of Contracting and Procurement, MI

Time left: 31 days, 1 hr

Bid started: Mar 12, 2015 1:33:36 PM EDT

Bid ends: Apr 12, 2015 2:45:00 PM EDT



Notifications are OFF



With notifications turned off you will not be notified of the following information for this bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this bid](#)

[Add to My bids](#)

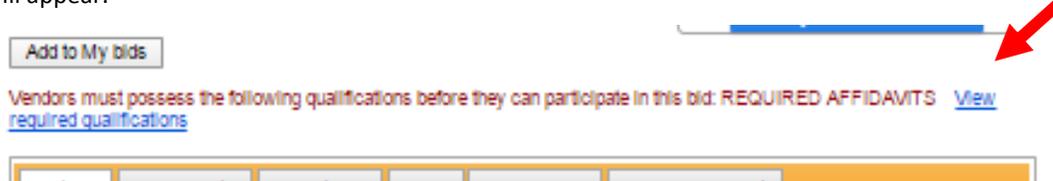
Vendors must possess the following qualifications before they can participate in this bid: **REQUIRED AFFIDAVITS** [View required qualifications](#)

Details	Documents	Line items	Q&A	Vendor ads	Planholder's list
<b>Bid #15JS082 - Public Works Maintenance</b>  					
Time started: Mar 12, 2015 1:33:36 PM EDT					
Bid contact: <a href="#">See contact information</a>					
Issuing agency: City of Detroit Office of Contracting and Procurement, MI <a href="#">See other bids by this agency</a>					
Description: Test line item					
Classification codes: <a href="#">View classification codes</a>					
Contract duration: 90 days					
Contract renewal: Not Applicable					
Prices good for: 30 days					
Regions: <a href="#">View regions</a>					
<a href="#">Vendor viewed report</a>					

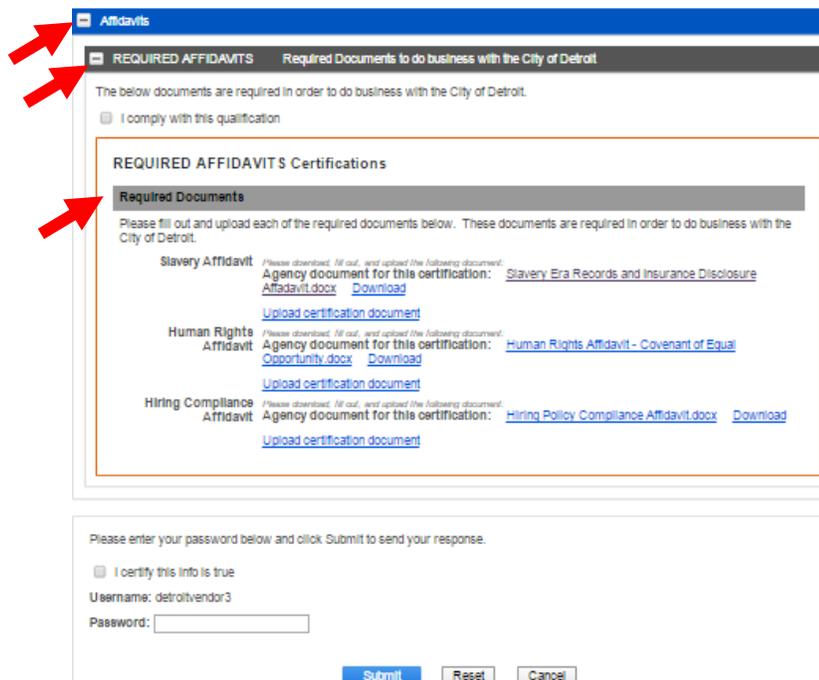
Fill out the qualifications for this agency. [Click here](#)



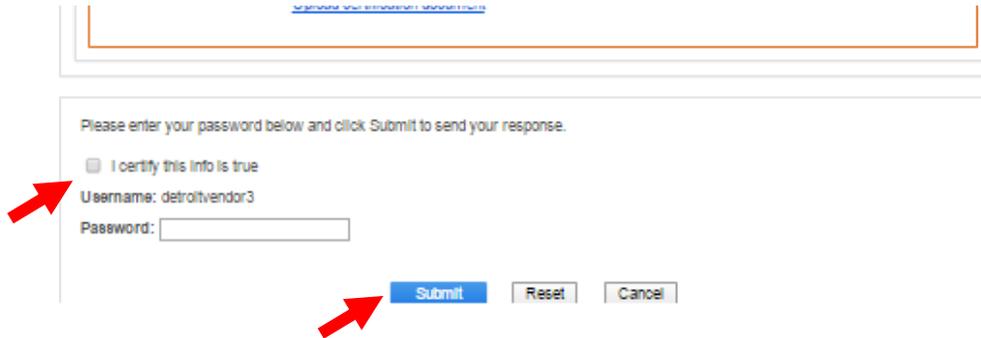
- Clearances are submitted by uploading each document to the vendor’s profile. This can be done any time prior to placing an offer, and the City encourages vendors to upload these forms at the time of registration. The steps to upload a clearance to the vendor profile are outlined in the “Navigating as a Vendor” section.
- Affidavits are submitted by uploading each document to the “Bid Overview” page. Click *View required qualifications* to submit affidavits for this bid. Affidavits must be submitted with each bid. Pop-up window will appear.



- Click any of the *plus signs (+)* to expand a section and upload individual documents.

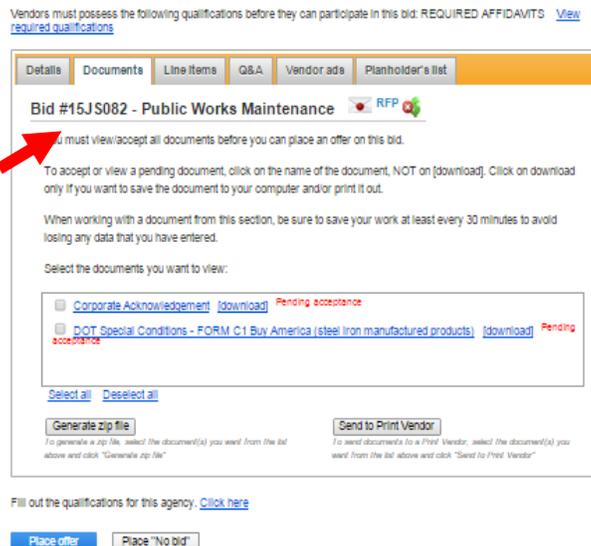


- Once all relevant documents are uploaded, check the box to verify compliance, and check the box to verify that all the information provided is true. When all relevant documents have been uploaded, enter the vendor’s password, and click *Submit*. The vendor will be returned to the “Bid Overview” page.



- On the “Bid Overview” page, click *Documents* tab. Required documents will be displayed with a Pending Acceptance status. To accept each document, click the document title. Do not click download. Some documents are read only and only need to be viewed. Documents that are interactive web forms should be filled out.

NOTE: Downloading the bid package is not the same as accepting the required documents from this tab.



7. On interactive web forms, fill out the appropriate fields, enter the vendor's password, and click the appropriate button – for most vendors this is *Save*. The page will refresh showing an Accepted status for that document.

Please enter your password below and click Save to save your response.  
Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:  
1) Click Take Exception.  
2) Create a Word document detailing your exceptions.  
3) Upload exceptions as an attachment to your offer on BidSync's system.  
By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username: detrotvendor2  
Password:

8. Once all documents have been accepted on the "Bid Overview" page, click *Place Offer*. "Place Offer" page will appear.
  - a. Note: Alternatively click *Place No Bid* and indicate why an offer wasn't placed.

Vendors must possess the following qualifications before they can participate in this bid: REQUIRED AFFIDAVITS [View required qualifications](#)

Details Documents Line Items Q&A Vendor ads Planholder's list

**Bid #15JS082 - Public Works Maintenance**  

You must view/accept all documents before you can place an offer on this bid.

To accept or view a pending document, click on the name of the document, NOT on [download]. Click on download only if you want to save the document to your computer and/or print it out.

When working with a document from this section, be sure to save your work at least every 30 minutes to avoid losing any data that you have entered.

Select the documents you want to view:

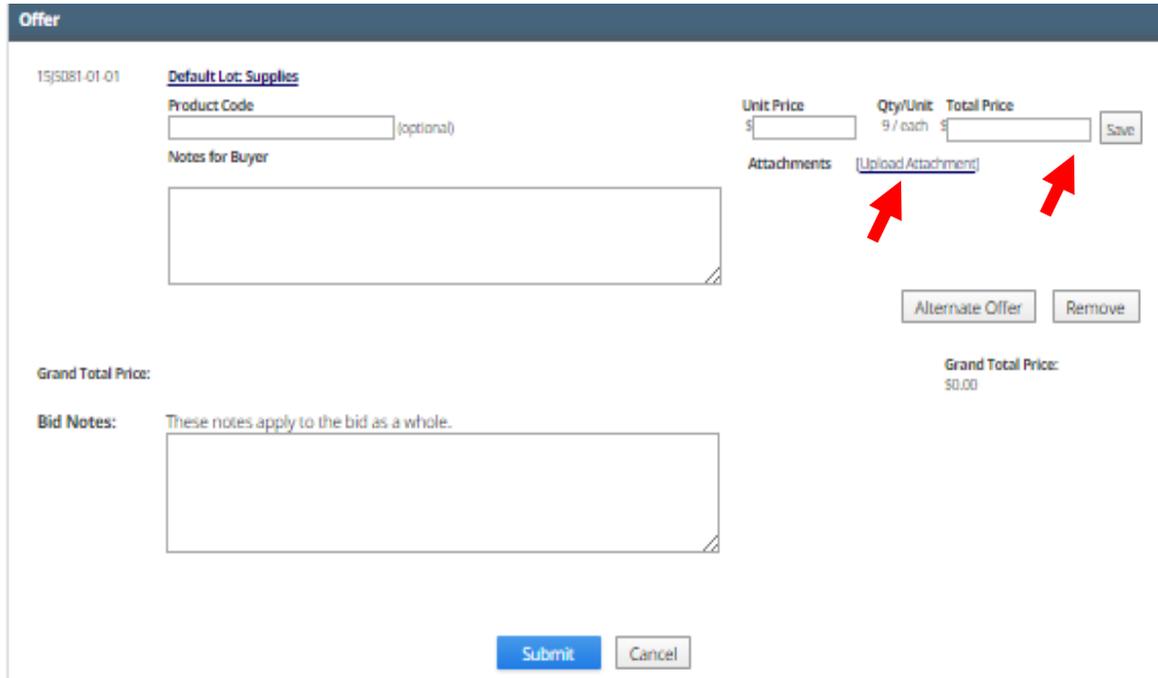
<input type="checkbox"/> Corporate Acknowledgement	<a href="#">[download]</a>	Accepted
<input type="checkbox"/> DOT Special Conditions - FORM C-1 Buy America (steel iron manufactured products)	<a href="#">[download]</a>	Accepted

[Select all](#) [Deselect all](#)

To generate a zip file, select the document(s) you want from the list above and click "Generate zip file" To send document(s) to a Print Vendor, select the document(s) you want from the list above and click "Send to Print Vendor"

Fill out the qualifications for this agency. [Click here](#)

- Enter a total price into the total price field. Upload any required documents by clicking *Upload Attachments*. These documents may include the proposal, bid bond documentation, a price sheet, or other bid specific documents. When ready, click *Submit*.



The screenshot shows the 'Offer' form in BidSync. At the top left, it says '15(S081-01-01' and 'Default Lot: Supplies'. There are input fields for 'Product Code' (optional) and 'Notes for Buyer'. On the right, there are fields for 'Unit Price', 'Qty/Unit' (9 / each), and 'Total Price', with a 'Save' button. Below these is an 'Attachments' section with a link to '[Upload Attachment]' and a 'Remove' button. At the bottom right, there are 'Alternate Offer' and 'Remove' buttons. The 'Grand Total Price' is shown as \$0.00. At the bottom, there are 'Submit' and 'Cancel' buttons. Two red arrows point to the '[Upload Attachment]' link and the 'Total Price' field.

Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	6/3/15	Updated visuals	Arrows added to each screenshot	June 2015
Josh Lachman	8/12/15	Updated arrows	Updated arrows to #4 and #8	

## Receiving Notifications as a Vendor

*This section details the types of notifications that a vendor receives once they have placed an offer on a bid. These notifications will come from a BidSync email address, not a Detroit email address. It is the vendor's responsibility to make sure their email server is coded to allow emails from @bidsync.com into their inbox.*

Here is an example of a bid addendum vendor notification: The vendor may receive notifications for several topics while the bid is still open. The vendor will receive an email notification when the vendor submits their offer. The vendor will also receive email notifications relating to any addendums, pre-bid conferences, and Q&As.

Vendor Services

City of Detroit, MI has issued an addendum for Bid #RFP-00152 - Development at the Adrienne Arsht Metromover Station and Omni Bus Terminal. Please make sure you review all of the changes listed below. If any addenda are released after you have submitted an offer, you must reconfirm your offer in order to acknowledge the addenda.

ADDENDUM #2 - CHANGES MADE ON JAN 30, 2015 3:16:32 PM EST			
Previous Title	Joint Development at teh Omni Bus Terminal with Access to Adjacent Metromover St	New Title	Joint Development at the Omni Bus Terminal with Access to Adjacent Metromover St
Description/Bid Comments	(Information was added)		

Click on the link below or enter the link information into your web browser address bar to view the bid.  
<http://www.bidsync.com/DPX?ac=view&auc=1968734>

If you have any questions on this bid please contact the soliciting agency. For questions on using the system to respond to the bid please contact customer support at:  
 800-990-9339  
 801-765-9245  
[vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com)

BidSync  
[www.bidsync.com](http://www.bidsync.com)

Revision History				
Name	Date	Revision Level	Description of Change	Effective Date
Jenny Six	6/3/15	Updated narrative		June 2015