



How do I respond to a solicitation in the Sourcewell Procurement Portal?

If you would like to view a detailed description or the solicitation documents prior to registering as a Plan Taker select “Bid Details” or “Download Documents” from the list of current public opportunities on the Sourcewell Procurement Portal:

Below is a list of our current public opportunities. Please refer to the Status column in the list to determine if the solicitation is open, closed, or awarded.

Bid Name	Bid Status	Bid Closing Date	Days Left
032119 - Procurement Month Training IFB - ezIQC	Open	Thu Mar 21, 2019 11:45:00 AM (CDT)	1

[Register for this Bid](#) [Submit a Question](#) [Bid Details](#) | [Download Documents \(4\)](#)

Page 1 of 1 Limit Results: 25 Showing 1 - 1 of 1 items

If after reviewing the details and/or the solicitation documents, you would like to respond, the next step is to “Register for this Bid” to become a registered Plan Taker:

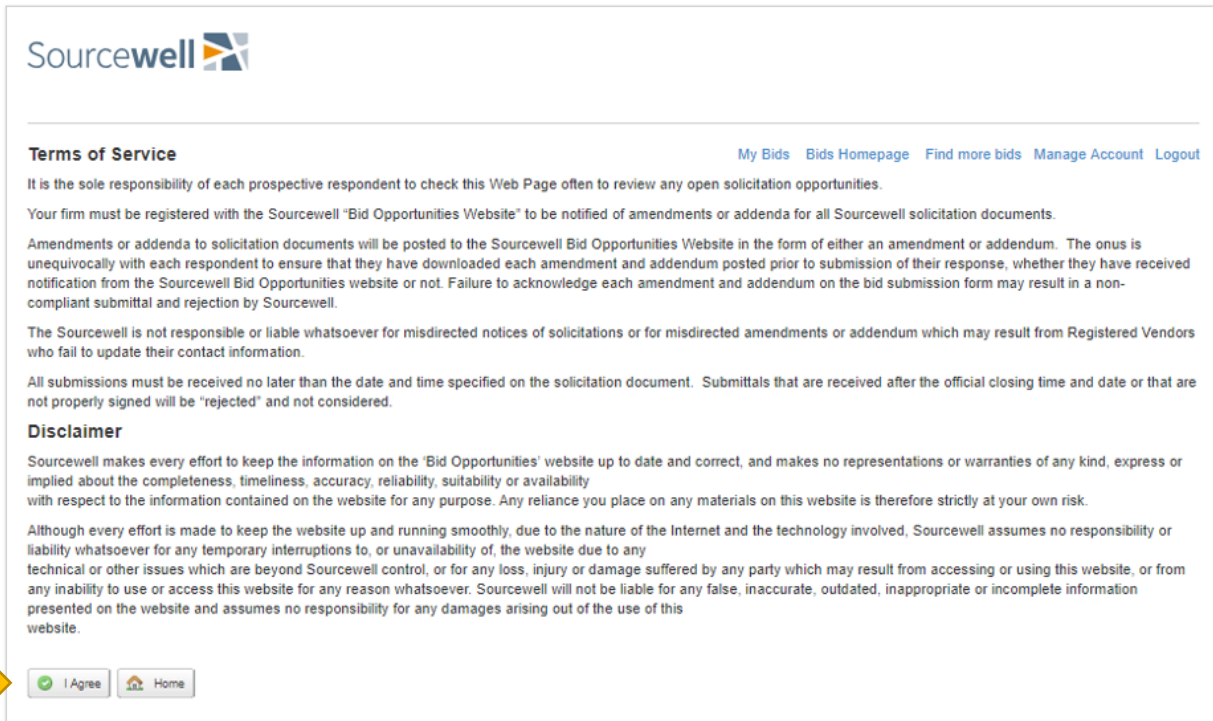
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Page 1 of 1 Limit Results: 25 Showing 1 - 1 of 1 items

You will then be asked to agree to the Terms of Service:



Sourcewell

Terms of Service [My Bids](#) [Bids Homepage](#) [Find more bids](#) [Manage Account](#) [Logout](#)

It is the sole responsibility of each prospective respondent to check this Web Page often to review any open solicitation opportunities.

Your firm must be registered with the Sourcewell "Bid Opportunities Website" to be notified of amendments or addenda for all Sourcewell solicitation documents.

Amendments or addenda to solicitation documents will be posted to the Sourcewell Bid Opportunities Website in the form of either an amendment or addendum. The onus is unequivocally with each respondent to ensure that they have downloaded each amendment and addendum posted prior to submission of their response, whether they have received notification from the Sourcewell Bid Opportunities website or not. Failure to acknowledge each amendment and addendum on the bid submission form may result in a non-compliant submittal and rejection by Sourcewell.

The Sourcewell is not responsible or liable whatsoever for misdirected notices of solicitations or for misdirected amendments or addendum which may result from Registered Vendors who fail to update their contact information.

All submissions must be received no later than the date and time specified on the solicitation document. Submittals that are received after the official closing time and date or that are not properly signed will be "rejected" and not considered.

Disclaimer

Sourcewell makes every effort to keep the information on the 'Bid Opportunities' website up to date and correct, and makes no representations or warranties of any kind, express or implied about the completeness, timeliness, accuracy, reliability, suitability or availability with respect to the information contained on the website for any purpose. Any reliance you place on any materials on this website is therefore strictly at your own risk.

Although every effort is made to keep the website up and running smoothly, due to the nature of the Internet and the technology involved, Sourcewell assumes no responsibility or liability whatsoever for any temporary interruptions to, or unavailability of, the website due to any technical or other issues which are beyond Sourcewell control, or for any loss, injury or damage suffered by any party which may result from accessing or using this website, or from any inability to use or access this website for any reason whatsoever. Sourcewell will not be liable for any false, inaccurate, outdated, inappropriate or incomplete information presented on the website and assumes no responsibility for any damages arising out of the use of this website.

You will next receive a message that you have successfully registered as a Plan Taker. The next step is to "View Bid Details":



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[My Bids](#) [Bids Homepage](#) [Find more bids](#) [Manage Account](#) [Logout](#)

You have successfully registered as a plan taker!

You successfully registered as a plan taker for 032119 - Procurement Month Training IFB - ez1QC.





The Bid Detail Page contains a synopsis of the solicitation. The solicitation documents (Invitation for Bid or Request for Proposal with supplemental materials) and any addenda are available for download from this screen. You may also "Start Submission" or "Ask a Question" from the Bid Detail Page:

View Details

[Click here to return to the Sourcewell Procurement Portal home page.](#)

Bid Details

Bid Classification: Construction
Bid Type: IFB
Bid Number: 032119
Bid Name: Procurement Month Training IFB - eIQCC
Bid Status: **Open**
Bid Closing Date: Thu Mar 21, 2019 11:45:00 AM (CDT)
Question Deadline: Thu Mar 21, 2019 11:45:00 AM (CDT)
Time-frame for delivery or the duration of the contract: Refer to bid document
Negotiation Type: Refer to bid document
Condition for Participation: Refer to bid document
Electronic Auctions: Not Applicable
Language for Bid: English unless specified in the bid document
Submissions: Online Submissions Only
Submission Type: Online Submissions Only
Submission Address: Public: Yes
Opening Address: 202 12th Street NE P.O. Box 219 Staples, MN 56479
Description: Sourcewell formerly known as the National Joint Powers Alliance or NJPA, issues this Invitation for Bid (IFB), jointly and on behalf of, and to provide Indefinite Quantity Construction Contracting (IQCC) services to, all current and potential Sourcewell Members including all government agencies, education agencies to include colleges and universities, and non-profit agencies in the Sourcewell Procurement Month Training Area. Each contract has an initial term of one year and bilateral option provision for three additional one-year terms. The Estimated Annual Value per contract is \$2,000,000.00. One additional one-year renewal-extension may be offered by Sourcewell to Vendor beyond the original four year term if Sourcewell deems such action to be in the best interests of Sourcewell and its Members.
This IFB consist of Four Books:
Book 1: Project Information, and Instructions to Bidders
Book 2: IQCC Standard Terms and Conditions; General Terms and Conditions
Book 3: Construction Task Catalog@
Book 4: Technical Specifications
IQCC is a contracting procurement system that provides facility owner's access to contractors to provide immediate construction repair and renovation services over an extended period of time.
Bid Document: Bid Opportunity notices and awards and a free preview of the bid document is available on this site free of charge without registration.
Access: There is no cost to obtain an unsecured version of the document and for participate in this solicitation.
Categories: [Show Categories \(+\)](#)

File Name	Pages
Book 1 Project Information and Instructions to Bidders Tuesday March 19, 2019 08:40 AM	-- 
Book 3 - St. Louis Area, Missouri Construction Task Catalog Tuesday March 19, 2019 08:40 AM	-- 
Book 2 IQCC Standard T&C's and General T&C's Tuesday March 19, 2019 08:40 AM	-- 
Book 4 - Sourcewell Master Technical Specifications Tuesday March 19, 2019 08:40 AM	-- 

Addenda
 No Addenda Available ...

After selecting “Start Submission”, you will navigate to “Step 1” of the process found on the first page of the submission content. The next step is to “Edit” the tables that will contain your response content:

The screenshot shows the Sourcewell bid submission interface. At the top, there is a navigation bar with "Back to Bid Details" and links for "My Bids", "Bids Homepage", "Find more bids", "Manage Account", and "Logout". Below this is a progress bar with seven steps: Step 1 (Schedule of Prices, active), Step 2 (Specifications), Step 3 (References), Step 4 (Documents), Step 5 (Assurance of Compliance), Step 6 (Preview Bid), and Step 7 (Submit Bid). A pink banner below the progress bar states: "Your bid has not been submitted. To submit your bid press the Submit Bid button." Below the banner, it says "Current Bid: 032119 - Procurement Month Training IFB - eziQC" and "Last updated by: Michael Munoz Wed Mar 20, 2019 11:16:01". The main heading is "Schedule of Prices". Below this is a disclaimer: "The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional." and a note: "* Denotes a 'MANDATORY' field". Below the disclaimer is a warning: "Do not enter 50.00 dollars unless you are providing the line item at zero dollars to the Town. If the line item and/or table is 'NON-MANDATORY' and you are not bidding on it, leave the table and/or line item blank. Do not enter a 50.00 dollar value". A table follows with columns: Table, # of Rows, # of Required Rows, # of Optional Rows, Mandatory, Subtotal, Edit, and a green checkmark. A yellow arrow points to the Edit icon in the first row. The table data is as follows:

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal	Edit	
General Construction 01 - PMT-IFB-GC01-032119	5	0	0	Yes	0.0000	Edit	✓
General Construction 02 - PMT-IFB-GC02-032119	5	0	0	Yes	0.0000	Edit	✓
General Construction 03 - PMT-IFB-GC03-032119	5	0	0	Yes	0.0000	Edit	✓
Roofing 01 - PMT-IFB-R01-032119	5	0	0	Yes	0.0000	Edit	✓
Roofing 02 - PMT-IFB-R02-032119	5	0	0	Yes	0.0000	Edit	✓
Paving 01 - PMT-IFB-P01-032119	5	0	0	Yes	0.0000	Edit	✓
Paving 02 - PMT-IFB-P02-032119	5	0	0	Yes	0.0000	Edit	✓

Next, enter your response to the question or questions within the table. The data entry field will appear below the list of tables. For the Step involving document upload, you will also find the Upload field below the upload instructions:

Management Plan Question 1 - Company Information

State the number of years your company has been in the construction industry, the type of work your company self-performs, and the type of work your company typically subcontracts.

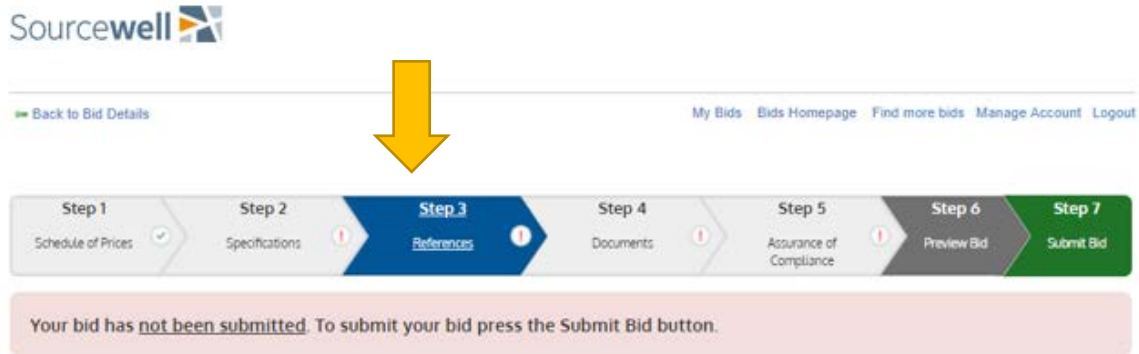
Line Item: Bidders Response*

1

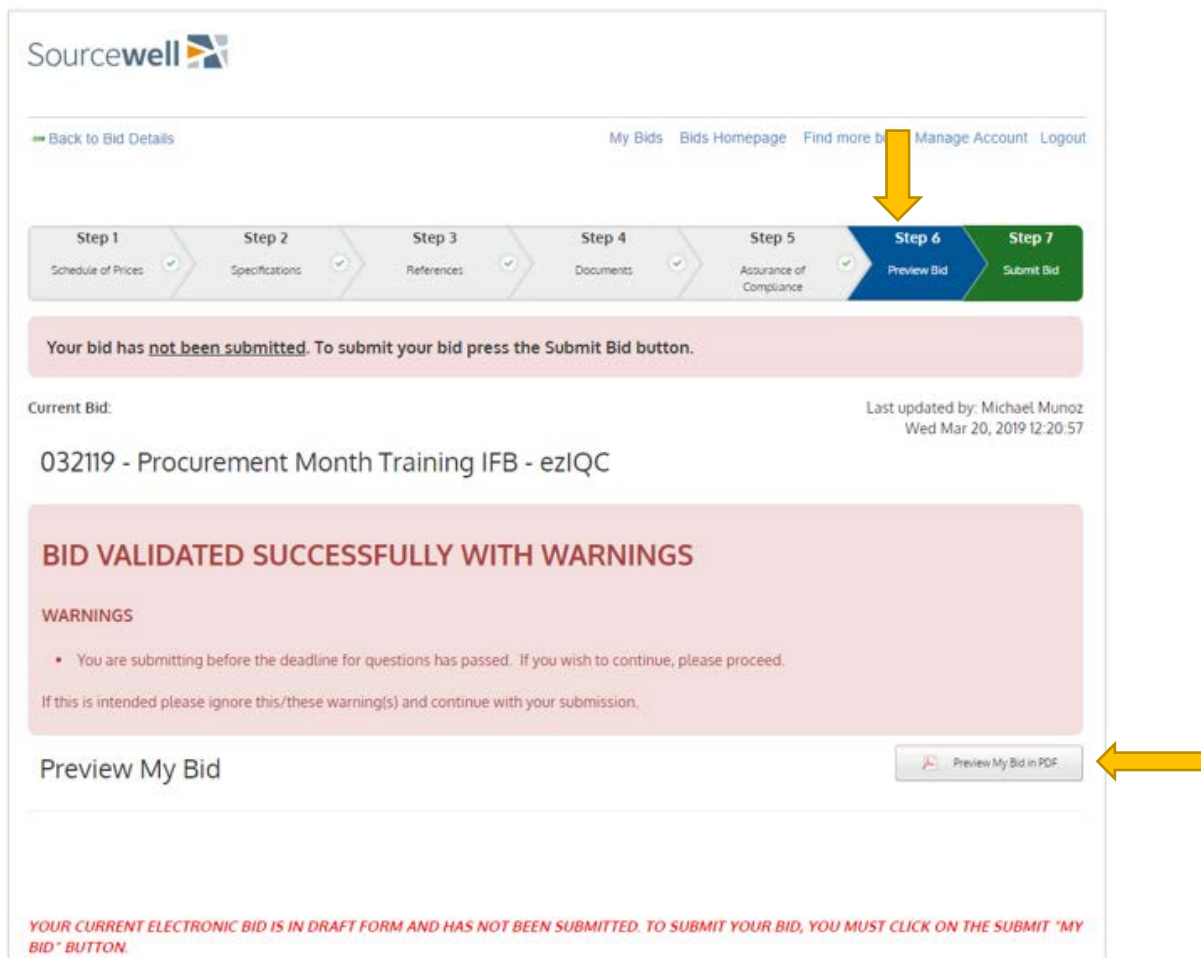
[Add Optional Row](#)



As you complete the tables for each “Step”, navigate to the next step by selecting the step chevron image at the top of the page:



After completing each Step, you will have the opportunity to “Preview Bid” in Step 6:



When your response is complete and ready for submission, navigate to Step 7 and “Submit My Bid Now”:

Sourcewell

[Back to Bid Details](#) [My Bids](#) [Bids Homepage](#) [Find more bids](#) [Manage Account](#) [Logout](#)

Step 1 Schedule of Prices ✓ Step 2 Specifications ✓ Step 3 References ✓ Step 4 Documents ✓ Step 5 Assurance of Compliance ✓ Step 6 Preview Bid Step 7 **Submit Bid**

Your bid has not been submitted. To submit your bid press the Submit Bid button.

Current Bid: 032119 - Procurement Month Training IFB - ezIQC Last updated by: Michael Munoz Wed Mar 20, 2019 12:20:57

Submit My Bid Now

BID VALIDATED SUCCESSFULLY WITH WARNINGS

WARNINGS

- You are submitting before the deadline for questions has passed. If you wish to continue, please proceed.

If this is intended please ignore this/these warning(s) and continue with your submission.

After successfully submitting your response, you will receive a message that the submission was successful. You may review, revise, and resubmit your response at any time up until the time for responding has expired.