

Washington State DEPARTMENT OF ENTERPRISE SERVICES

Public Works Online Bidding for Consultants

HOUSEKEEPING ITEMS

- We disabled everyone's mic and encourage you to ask questions via the Teams chat.
- Click the chat icon found at the top of the screen, type your message and then either click enter or click the send icon.
- We have someone monitoring the chat and will respond to your question as soon as its feasible.
- This presentation is also being recorded so that we can share it when/if needed.



TOPICS COVERED TODAY

- Overview of what is happening
- Implementation timeline and phases
- Updated bidder documentation
- Consultant role in Bonfire
- Demo of the DES Public Procurement Portal (Bonfire)
- Demo of Bonfire vendor registration process
- Demo of a Bonfire Online Construction Bidding Project

WHAT IS HAPPENING

- DES has partnered with Bonfire Interactive to create a new online bidding portal that will allow you to electronically submit bids and proposals to the Department of Enterprise Services (DES) and receive additional notifications of business opportunities.
- Once DES implements Bonfire, we will no longer accept in person public works bids or solicitations, and all vendors must go through the online portal.
- Bonfire does not replace WEBS or B2Gnow or change how you currently receive notifications of DES bidding opportunities. DES will continue to post bids on WEBS per current RCW's.

IMPLEMENTATION TIMELINE

We will phase the Bonfire implementation by solicitation type on the following dates:

- ➢ Phase one: Oct. 1, 2023
 - ✓ Contractor Bidding
- Phase two: TBD and will continue to use existing process (no online submissions).
 - □ Consultant Selections
 - Design Build (Progressive DB)
 - GC/CM

 - □ Small Works Roster

UPDATED BIDDER DOCUMENTATION

- As of October 1st, the des.wa.gov website has been updated with the new bidder documentation for your review and download.
 - <u>Home</u> > <u>Services</u> > <u>Facilities and Leasing Management</u>
- These documents will also be available as supporting documentation within Bonfire and you can still access all documents through the Plan Centers.
- We have training guides available to help you navigate registering as a Vendor and submitting bids. In Bonfire if you click the question mark icon, there are support articles and videos for many different

topics.



CONSULTANT ROLE IN BONFIRE

- Consultants will have an Observer role in Bonfire.
 - The Project Observer user role provides assigned users with full readonly permissions to all aspects of a specific Project Draft or a Published Project, including access to view the given Project's configuration, completed submissions & scores (after the Project has closed), and Project-level reporting (such as access to view/download a Project's Document Takers list). Project Observers do not have permissions to edit the project or its configuration.
- Observers will receive a Bonfire generated email notifying them they have been assigned to a project. The email will contain a link to access the project.
- You are not required to access Bonfire as an observer, but it is an opportunity to view the project and submittal information.

DES PUBLIC PROCUREMENT PORTAL

DES PROCUREMENT PORTAL

The link to the DES Procurement Portal (deswa.bonfirehub.com) will be included in WEBS posting, Daily Journal of Commerce (DJC) advertisement, and des.wa.gov (<u>Home</u> > <u>Services</u> > <u>Facilities and</u> <u>Leasing Management</u> > Construction (For Contractor)). Once you register in Bonfire, you will also be able to receive system generated solicitation emails for open projects in your selected region.



PAST PROCUREMENT OPPORTUNITIES

You can also view past public opportunities within the same site by clicking on the Past Public Opportunities tab. Since we aren't using Bonfire for online bidding until after October 1st, you won't see any past public opportunities here until later down the road.



PROJECT DETAILS

When you click on View Opportunity, you will see key information in the Project Details section such as the project's Open Date, the Questions Due Date, the project Closing Date, Contact Information, and Project Description.

Project Details							
Project: Smith Building Remodel (Pierce College)	Septe	mber	2023			prev	nex
Ref. #: 2023-195 G (1-1)	Sun	Mon	Tue	Wed	Thu	Fri	Sa
	27	28	29	30	31	1	
Type: RFB	OPEN		-	0	7	0	
Status: OPEN	OPEN	4	5	6	1	8	
	10	11	12	13	14	15	
Open Date: Aug 24th 2023, 2:00 PM PDT	OPEN						
	17	18	19	20	21	22	
Questions Due Date: Never Ask a question	OPEN						
	24	25	26	27	28	29	
Contact Information: Kevin Barber, kevin.barber@des.wa.gov	OFEN						
Close Date: Sep 29th 2023, 12:00 PM PDT							

IMPORTANT EVENTS

Deadlines and additional events (if applicable) will fall under **Important Events** section such as the open date, questions due date, walkthroughs, close date, etc.

Important Events:				
				Search
Status 🔺 Event Name	Location	Description	Dates	🔺 Mandatory 🍦
ONGOING Open Date	Online Portal	Posting date for the Opportunity	Aug 24th 2023, 2:00 PM PDT	N/A
ONGOING Questions Due	Date Online Portal	The Q and A Period for this Opportunity is Ongoing	Never	N/A
UPCOMING Close Date	Online Portal	Deadline for Submissions	Sep 29th 2023, 12:00 PM PDT	N/A

COMMODITY CODES

The **Commodity Codes** section displays the commodity codes that are associated with this opportunity.

00000	odity Codes:
NIGP 9	I Construction Services, Trade (New Construction)
NIGP 9	1427 Carpentry
NIGP 9	1428 Cleaning, Interior and Exterior, New Construction
NIGP 9	1429 Communication Systems, Including Infrastructure
NIGP 9	1430 Concrete
NIGP 9	1431 Composites
NIGP 9	1438 Electrical
NIGP 9	1439 Facility Fuel Systems
NIGP 9	1444 Flooring
NIGP 9	1447 Glass and Glazing
NIGP 9	1450 Heating, Ventilating and Air Conditioning (HVAC)
NIGP 9	Insulation
NIGP 9	Masonry
NIGP 9	1457 Metal Work
NIGP 9	Metal Work, Miscellaneous Metals (Inactive, please see commodity code 914-57 effective January 1, 2016)
NIGP 9	Millwright [No Title]
NIGP 9	Painting and Wallpapering
NIGP 9	Plastering
NIGP 9	1465 Plastics
NIGP 9	Plumbing
NIGP 9	1473 Roofing and Siding
NIGP 9	479 Structural and Reinforcement Metal Work (Inactive, please see commodity code 914-57 effective January 1, 2016)
NIGP 9	
NIGP 9	1483 Tile and Marble Work, All Types
NIGP 9	1484 Trade Services, Construction, (Not Otherwise Classified)
NIGP 9	1485 Welding
NIGP 9	1488 Wood, Includes Architectural Woodwork
NIGP 9	410 Building Documentation Services

SUPPORTING DOCUMENTATION

Downloadable documents provided by DES are available under **Supporting Documentation**. This section can include pertinent information for the corresponding bid, such as the advertisement, plans and specs, bidding terms and conditions, and so on. To download any documents, simply click on **Download** in the far-right column or click **Download All Files** to download all available documents at once.

Supporting Documentation:		Download All Files	Search
File	 Type Description 	Date Created	♦ Actions
2022513GBidTermsAckvs.pdf	Documentation	Sep 26th 2023, 10:31 AM PDT	Download
2022513GReBid2AdREVvs.pdf	Documentation	Sep 26th 2023, 10:31 AM PDT	Download
Specs.pdf	Documentation	Sep 26th 2023, 10:31 AM PDT	Download
Wage Theft Prevention Form (1).pdf	Documentation	Sep 26th 2023, 10:31 AM PDT	Download

REQUESTED INFORMATION

The **Requested Information** section outlines the documents the Contractor will need to upload as part of their bid package, the corresponding file type, and number of files they are permitted to submit. They can download the **Questionnaire** under this section, which is where they will respond to the compliance questions and enter their firm information that was formerly collected via the Bid

Form.

Re Lis	quested Information: ted below are the documents and information needed	to complete y	our submis	sion:				
Do	ocuments							
	Name	Туре			# Files	Requirement	Instructions	Actions
	Wage Theft Prevention Form	File Type: PDF	(.pdf)		1	REQUIRED		
	Bid Guarantee	File Type: PDF	(.pdf)		1	REQUIRED		
Pr	icing							
	Name	Туре	# Files	Requiremer	nt Instructior	IS		Actions
	Bid Form (BT-26GT)	BidTable: Datatable	N/A	REQUIRED	You will nee filled any tir significant a	ed to complete the BidTable online me during your submission. Pleas amount of time to prepare.	e in the browser. The BidTable can e note that BidTables may take a	be
Co	ompliance							
	Name	Туре		# Files	Requirement	Instructions		Actions
	Receipt of the following number of addenda is acknowledged:	Data Type: Nu	mber	N/A	REQUIRED			
	Bidder Questionnaire (Q-17HW)	Questionnaire: (.xlsx)	Excel	1	REQUIRED	You will need to fill out the provid Questionnaire.	led Response Template for this	Download

INTERESTED SUBCONTRACTORS

The **Interested Subcontractors** section displays any subcontractors that have indicated in Bonfire that they are interested in providing bids for this project.

Interested Subcontractors				Search
Vendors	🔶 Contact	🔷 Email	Phone Subcontract Service	rvices
Nancy's General Contractor	Nancy Simpson	Nancysimpson92@gmail.com	Windows, gutters	s, and roofing

INTERESTED SUBCONTRACTORS...CONTINUED

The subcontractors would view the opportunity from the DES Procurement Portal page, login/register, scroll down to the end of the opportunity screen, click on the Interest in Subcontracting tab, and then enter the offered services.

	ting		
Prepare Interest in Subcontra	cting		
You can mark yourself as an interested Subco will not be able to edit your contact informatio	ontractor and will be added to a publicly a n once submitted.	vailable contact list. This list will include your contact inform	ation so that other vendors can connect with you as needed. You
The following fields are pulled from your vend	or profile and will be displayed for the pul	plic to see. To edit these fields, go to your vendor profile.	
Contact First Name	Contact Last Name	Email	Phone Number
Nancy	Simpson	Nancysimpson92@gmail.com	
Subcontract Service(s) Offered *			

PUBLIC NOTICES

The **Messages** sections includes communication tools that allow DES and Vendors to communicate directly in Bonfire. The **Public Notices** tab acts as a bulletin board where DES can issue changes or new information about the project such as an addenda. Vendors do not need to be registered or logged into Bonfire to review public notices.

The FPS PM will be tasked with creating public notices for addendums. The Consultant will continue to create the addenda and then the FPS PM will post them in Bonfire.

If a Contractor has registered and logged into Bonfire and submitted bids, partially submitted bids or downloaded documents, they will receive a system generated email from Bonfire alerting them to a public notice with a link to access the project and view the public notice.



VENDOR DISCUSSIONS

Vendor Discussions is where vendors can directly message the Project Owner (FPS PM) up until the Questions Due Date. They can begin a new conversation by clicking the Start a new Vendor Discussions button.

Important: Carefully read over your message before sending it as there is no way to delete the message once it's sent. You will need to send a secondary message to correct an error in what you originally sent.



PREPARE YOUR SUBMISSION

Once you have reviewed the opportunity and want to bid on it, if you are not already registered and logged in, click Log In/Register to complete those steps. Otherwise click Prepare Your Submission.

There is a short Bonfire video that will walk you through the submission process. There is also a Vendor Submission Guide that was including in the Supporting Documentation section that is available to download.

Submissions and Subcontrac	sting
Prepare Interest in Subcontra	acting
Prepare Your Submissio	n
Prepare Your Submissio	New to Bonfire? Here's a quick overview of the
Prepare Your Submissio Prepare as: Nancy's General Contractor	New to Bonfire? Here's a quick overview of the submission process.

VENDOR REGISTRATION

NEW VENDOR REGISTRATIONS - PORTAL

To register, click New Vendor Registration from the main procurement portal screen.

Procurem Washington St	ent Portal tate Department of Ente	Prprise Services	Washington State DEPARTMENT OF ENTERPRISE SERVICES
For Official Us	e Only		
Log in Ope	en Public Opportunities	Past Public Opportunities	
💄 Log in with y	our Bonfire Account		
Email			
Password			
Log in Forgot your	password?		
Rew Vendor	r Registration e Bonfire account »		
Need Help? <u>Contact Bonfire</u>	Support here »		
Technical Support F	Portal Security Terms of Service	Privacy Policy	Powered by

NEW VENDOR REGISTRATION - OPPORTUNITY

You can also click login from the opportunity screen. Both will take you to the same place.



CREATE ACCOUNT

Enter your organization name, first and last name, and email address, then click create account.

og in	Open Bublic Opportunities	Post Public Opportunities	
Log in	Open Public Opportunities	Fast Fublic Opportunities	
Regis	ter as a Vendor		
rganization	Name		
ing Name			Last Mana
-irst name			
Email			Email (Again)
Create acco	unt »		
Log in	with your Bonfire Account		

Technical Support Portal Security Terms of Service Privacy Policy

SUCCESS MESSAGE

You will receive a Success message indicating you will receive an email with further instructions.



REGISTRATION EMAIL LINK

Check your email (including your spam folder) for the *Bonfire Action Required – finish your registration email*. Click the Complete Your Registration link.



CREATE YOUR PASSWORD

Create your password then click Create Account.

10

Create Account Justin Godelie		DES DEPARTMENT OF ENTERPRISE SERVICES
	First Name: John Last Name: Hammond Email: @gobonfire.com Password (Must contain 10-72 characters): Password (Again):	
	Create Account	
Technical Support Portal Security Terms of Service		Powerud by 666 Bonfire

ACCOUNT CONFIRMATION

Click the checkbox to accept Bonfire's privacy policy and terms of conditions. Then click Save and Continue to Step 2



ACCOUNT PROFILE

Enter your profile information such as address and phone numbers.

Registration							
In addition to creating your account, you nee	ed to provide the following i	information. Please co	omplete all of the steps be	elow.			
Step 1: Account Confirmation	Step 1: Account Confirmation All information that you need to provide has been filled in. You can make additional changes to this information are denoted with a red asterisk (*).						
Step 2: Account Information	Profile*						
Step 3: Commodity Codes	Vendor Name*		Address Line 1	Address Line 2			
	Nancy's General Co	ontractor					
C Registration Complete	Contact First Name	Contact Last Name	Address Line 3	Address Line 4			
	Nancy	Simpson					
	Contact Email		City	State / Province			
	Nancysimpson92@	gmail.com		Please select *			
	Phone Number		Postal / Zip Code	Country			
				Specific Country			

Click on the + button beside each Vendor Type to add

OMWBE CERTIFICATION

Indicate if you are OMWBE certified and if yes, enter your certification number.



VENDOR TYPE

Indicate your vendor type by clicking the plus sign and then click Next. You can select one or both vendor types.



VENDOR COMMODITY CODES

Commodity Codes are used for classification purposes. The type of code set being used is determined by the agency, for DES that would be the NIGP code set (same code set being used in WEBS).

Click the **Add** + icon next to the code you'd like to add. Codes added to your profile will appear in blue boxes at the top of the page; you can hover your cursor over each to see what the code is for.

Step 1: Account Confirmation	can always go back a	IP match you to future bid opportunities in you	r Service Region, with Washington State Department ******************************** For Official Use Only and oth •st one Commodity Code.	er organizations. You
Step 2: Account Information	91427 🗶 91430	Selected commodity	codes	
Step 3: Commodity Codes	Code Set:		Code: Keyword:	
Registration Complete	NIGP	•	914	Q Reset
	Code	Title	Description	Add
	1 91447 1	Glass and Glazing		+ ^
	1 91450 ↓	Heating, Ventilating and Air Conditioning	(HVAC)	+
	1 91453 1	Insulation		+
	1 91455 ↓	Masonry		+
	1 91457 1	Metal Work		+
	1 91458 1	Metal Work Miscellaneous Metals (Inac	tive pl	+ *

SERVICE REGIONS

Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g., Choosing U.S. will enable selection of specific states). Then click **Continue to registration complete.**

Service Regions

Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g. Choosing U.S. will enable selection of specific states).

Select Regions

 * United States

Select Specific Subregions

If you don't select a subregion for a region, the entire region will be

selected (i.e. choosing Canada alone chooses all provinces)

★ Washington

Continue to registration complete

□ Notify me of any opportunities that match my commodity codes

REGISTRATION COMPLETE

Congratulations! You have completed the registration process. **NOTE:** Your login credentials will work across all Bonfire organizational portals.

Click **Continue to Bonfire** to be taken to the DES Procurement Portal.

DES DEPARTME

In addition to creating your account, you nee	ed to provide the following information. Please complete all of the steps below.
Step 1: Account Confirmation	Success! You have completed all of the requirements to register your Vendor account for Nancy's General Contractor at Washington State Department of Enterprise Services ************************************
Step 2: Account Information	You can access Bid Opportunities on the Portal or by clicking here .
Step 3: Commodity Codes	Continue to Bonfire »
Registration Complete	

OBSERVER ROLE

OBSERVER SYSTEM GENERATED EMAIL

You will receive a system generated email when you are assigned as an Observer. Click the link to View the Project.



LOG INTO BONFIRE

Log into Bonfire or click New Vendor Registration if you have not registered yet.



PROJECT DETAILS SCREEN – FROM EMAIL LINK

If you access the system via the email link, the system will default you to the Details screen for that project.

회 DES Intranet 📓 My Portal 🛄 Na	ncy's To Do List 💙 DevOps 👩 Zendesk 📀 Home	Microsoft 3 🦆 Learning Center 下 LinkedIn Learnin	g 🇼 LobbyGov - To-do L 🔐 Legislativ	re Session 🦻 FPS Online Bidding	» 📙 All Bookmarks
DES WARNIngton State DEPARTMENT OF ENTERPRISE SERVICES Project	s Portal Submissions				Nancy S. Washington State D
C Back to Projects	Smith Building Remodel (Pierce College)			
i Details	OPEN 2023-195 G (1-1) RFB Alissa North F	Public Works Construction	?	??	?
Files (8)			Current Spend	New Spend Target Savin	gs Actual Savings
Messages 1				Submis	ssions 🗆 Evaluation Groups
Approvals					
Evaluation Groups					
People					
Requested Information					
Criteria (0 pts)	i Details				Strategic Sourcing
Vendor Invites	Project Name Smith Building Remodel (Pierce	College)			
Submissions (0)	Owner Alissa North alissa.north@des.wa.gov				
🛃 Reports	Project Description Smith Building - (Pierce College)				
21	Consensus Scoring × Subcontractor Listing ×	Submission Type: Browser Submission Intent to Bid 🗙	Pricing Sheet 🗙 Alternate Options 🗙	Rank Analysis 🗙	
	Current Spend	Target Savings	Budaet	New Spend	

PROJECTS TAB

If you log directly into Bonfire, the system will default you to the Projects tab which is where you will see all projects you are assigned to as an Observer.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES	Projects	Portal Submi	issions						Nancy S. Washington State D	~
[No Title] Active Projects (1)		Active	Projects (1)							
		Observing								
		Status	Ref. #		Project		Show/Hide	Search		\$
		OPEN	2023-195 G (1-1)		Smith Building Remodel	<u>(Pierce College)</u>				
		Showing 1 to 1 o	of 1 entries	NEED	DHELP? Learn more about Obs	erving a Project in Bonfire at the \underline{B}	Bonfire Help Center			
									Powered by 🏠 Bor	ifire

PORTAL TAB

The Portal tab will take you to the DES Public Procurement Portal.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES	Projects Portal Submissions		Nancy S. Washington State	
	Procurement Portal Washington State Department of Enterprise Services For Official Use Only			
	Open Public Opportunities Past Public Opportunities My Opportunities			
	Technical Support Portal Security Terms of Service Privacy Policy Sitemap	Powered by Bonfire		

SUBMISSION TAB

The Submissions tab will appear if you as a Vendor have submitted bids or proposals. Submitting proposals via Bonfire will be implemented in a future release.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES	Projects Portal Submissions	Nancy S. Washington State D
	Your Submissions Washington State Department of Enterprise Services	
	Work-in-Progress Completed Missed	
	Technical Support Portal Security Terms of Service Privacy Policy Sitemap	

PROJECT STATUSES

If you click the Projects tab, you will see the list of projects you are assigned to as an Observer. The Status column displays the following:

Pending – Pending Project is defined but is not open yet and won't appear on the public portal.

Open – Open Projects are published and move into the Open status when their open date/time arrives.

Evaluating – Evaluating Projects move into the Evaluating stage when their close date/time arrives.

Completed – Completed Projects move into the Completed stage when evaluations are complete, and the Contract Specialists marks the project as Complete.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES	Projects	s Portal Subm	nissions					Nancy S. Washington State D
Active Projects (1)		Active	Projects (1)					
		Observing						
							Show/Hide	
		Status	A Ref. #		Project			\$
		OPEN	2023-195 G (1-1)		Smith Building Remodel (Pierce C	<u>College)</u>		
		Showing 1 to 1	of 1 entries	NEED	HELP? Learn more about Observing a	Project in Bonfire at the Bonfire Help Cer	<u>iter</u>	
								Powered by 🎌 Bonfire

PROJECTS HYPERLINK

To open a project, click the project hyperlink

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES	Projects	s Portal Submissions		Nancy S. Washington State D V
Active Projects (1)		Active Projects (1)		
		Observing		
			Show/Hide 🛃 Search	
		Status 🔺 Ref. #	Project	÷
		OPEN 2023-195 G (1-1)	Smith Building Remodel (Pierce College)	
		Showing 1 to 1 of 1 entries		
			NEED HELP? Learn more about Observing a Project in Bonfire at the <u>Bonfire Help Center</u>	

PROJECT DETAILS SCREEN

Details Screen displays the project details and events.



FILES SCREEN

Files Screen displays the following:

- Internal Files files that only internal staff (non-bidders) can view.
- Public Files files that anyone, including bidders can view. Will include the bid advertisement, bidding terms and conditions, specs, etc. These documents will also still be available via the Plan Centers.
- > Attached Files from Messages files that were attached to messages (public notices or vendor discussions).

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Projects	Portal				Nancy Simpson Washington State Depart	~
< Back to Projects	Smith Building Remo	odel (Pierce College)				
1 Details	Internal Files (0)	2 Files (4) Ø Attached Files from Messages (0)			
🥔 Files (4)	Internal Files (0)					
Messages 1	Internal files are visible here. Only	r popula who can soo this page can soo those files				
Approvals	Q Search	people with call see this page call see these lifes.				
Evaluation Groups	File	Description	Added By	Date	Actions	
People						
Requested Information						
Criteria (0 pts)						
Vendor Invites						
Submissions (0)						
🛃 Reports						

MESSAGES SCREEN

- Internal Discussion messages started by the project manager and only internal users can see (reviewers, advisors, observers, etc.)
- Public Notices messages that are visible to anyone who can view the public opportunity. Addenda's will be sent out by the FPS PM via a public notice after they receive them from the consultant.
- Vendor Discussions messages communicated between the FPS project manager and vendors directly in Bonfire. Vendors are not able to see messages to/from other vendors. As an Observer, you will be able to view all messages to/from the vendor and FPS PM so that you are aware of questions that are asked. You will not be able to respond to those messages.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Project	ts Portal Submissions	ALISSA N. Washington State D 💙
< Back to Projects	Smith Building Remodel (Pierce College)	
1 Details	■ Internal Discussions (0) ■ Public Notices (2) ■ Vendor Discussions (1)	
Ø Files (4)	Public Notices (2)	
Messages (3)	Search	
Approvals	Search	
Evaluation Groups	Nancy Simpson Addenda 1	Click New Public Notice or click a conversation on the left to see message here.
People	Attached is addenda 1. 9:33 AM	
Requested Information	Nancy Simpson Project Details Have Changed	
Criteria (0 pts)	Uploaded correct public documents 10:32 AM	
Vendor Invites		
Submissions (0)		
🛓 Reports		

EVALUATION GROUP SCREEN

Evaluation Groups Screen displays the different evaluation groups including:

- > The requested information this is required to be submitted by the bidders for each evaluation group.
- > The criteria that is being used to score the bidder for each group. For Construction bid projects it is pass/fail.
- > The reviewers/advisors who will be doing the evaluations.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Projects	Portal Submissions			Washington State D V
	O Evaluation Groups			
Sack to Projects	Evaluation Group 1 - Bid Opening			
i Details	Requested Information (4)	Criteria (5)	📽 Reviewers (1)	📽 Advisors (0)
Ø Files (4)	Requested Documents	A - Bid Opening	Alissa North	
Messages (3)	Bid Guarantee - PDF (.pdf)	A-1 - Bid Form (Pass/Fail) A-2 - Acknowledgement of Addenda		
Approvals	Requested Data Receipt of the following number of addenda	(Pass/Fail) A-3 - Bid Guarantee (Pass/Fail) A-4 - Bidder Information (Pass/Fail)		
Evaluation Groups	is acknowledged: - (Number)	A-5 - Accepted Terms & Conditions (Pass/Fail)		
Requested Information	Requested Questionnaires Bidder Questionnaire (Q-17HW) → 1 - Compliance			
Criteria (0 pts)	→ 2 - Bidder Information			
Vendor Invites	Requested BidTables Bid Form (BT-26GT)			
Submissions (0)				
🛓 Reports				

PEOPLES SCREEN

Peoples Screen displays the following:

- Reviewers project evaluators. Only able to view basic details of the project and are required to score and read documents that are assigned to their Evaluation Group.
- Advisors –Only able to view the project, cannot score and can only see bidder submissions that are assigned to their evaluation group.
- Observers They can view all components of a project draft or a published project. They cannot edit or make changes to project.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Project	ts Portal Submissions					ISSA N. shington Stat	ite D 💙
C Back to Projects	Smith Buildin	g Remodel (Pierce Colle	ge)				
1 Details	Reviewers (2)	Advisors (0)					
Files (4)	Reviewers				Role Over	view	
Messages 3					Show/Hide Search		
Approvals							
Evaluation Groups	Name	Email	Progre	ss 🔶 Last Activity		01 03	2 03
	Alissa North	alissa.north@des.wa.gov	-	9 mins ago: Logged in		1 1	· ·
🚢 People	Nancy Simpson	nancy.simpson@des.wa.gov	-	3 hrs ago: Logged in			1
Requested Information							
Criteria (0 pts)					Ρ	wered by 삼	Bonfire
Vendor Invites							
Submissions (0)							
🛃 Reports							

REQUESTED INFORMATION SCREEN

Requested Information Screen displays the following:

- Requested Information displays the information bidders are required to include in their submissions.
- > Bid Tables displays the bid table that bidders are responsible for completing.
- > Questionnaire displays the questions the bidders is responsible for answering in their submissions.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Project	ts Portal Submi	ssions							LISSA N ashingtor	1 State D	~
Sack to Projects	Smith Bu	ilding Remodel (Piero	e College)								
1 Details	Requested In	nformation (5)	Questionnaires (1)								
Files (4)	Request	ted Information									
Messages 3								Searc	h		
Approvals								Searc			
Evaluation Groups	Group	Title		Туре	Requirement	Multiple Files	Sealed	Actions	01	02	03
	Documents	Wage Theft Prevention Form		PDF (.pdf)	REQUIRED	No	Yes	-		1	
Leople	Documents	Bid Guarantee		PDF (.pdf)	REQUIRED	No	Yes	-	1		
Requested Information	Pricing	Bid Form (BT-26GT)		BidTable: Datatable	REQUIRED	N/A	Yes	-	1		 Image: A second s
	Compliance	Receipt of the following number of addenda	is acknowledged:	Number	REQUIRED	N/A	Yes	-	1		
Criteria (0 pts)	Compliance	Bidder Questionnaire (Q-17HW)		Excel (.xlsx) Questionnaire	REQUIRED	N/A	Yes	-			
Vendor Invites	N/A	⊢ 1 - Compliance		N/A		N/A	N/A		1		
_	N/A			N/A		N/A	N/A		1	1	1
Submissions (0)	•										Þ

REQUESTED INFORMATION – BID TABLE

Bid Table

The Contractor will select if there is a bid or no bid and complete the Price column on the form.

Bid Form (BT-26	iGT)						Confirm Bid Table
Description							
						[No	Title]
Instructions							
Fill out the form below. /	All changes are saved automa Bid' if you are not bidding on th	tically. Click 'Co	nfirm BidTable' when you are	complete. S	elect 'Bid' for each item	you are bidding o	n and fill out the required
mormation. Select No I	Sid if you are not bloding on th	lat item.					
	≡ Item	≡ # ≡	Quantity Required	≡	Price	≡	
Base Bid						_	
Bid No Bid	BASE BID (Includi	ing #1-1	1		\$15,000.00		
Bid No Bid	TRENCH EXCAVA	ATI #1-2	1		\$0.00		
Alternates							
		1 _ #2_1	1		\$250.00		
Bid No Bid	Alternate Bid No. 1	+ <u>+</u> 2-1	I				
BidNo BidBidNo Bid	Alternate Bid No. 1 Alternate Bid No. 2	2 <i>F</i> #2-2	1		\$3,000.00		
BidNo BidBidNo BidJnit Price	Alternate Bid No. 1 Alternate Bid No. 2	2 <i>F</i> #2-2	1		\$3,000.00		
BidNo BidBidNo BidJnit PriceInterferenceBidNo Bid	Alternate Bid No. 4 Alternate Bid No. 2 Trim (per cubic yar	2 / #2-2 rd), #3-1	1		\$3,000.00 \$1.25		

REQUESTED INFORMATION - QUESTIONNAIRE

Questionnaire is where the Contractor's will respond to the compliance questions and enter their firm information that was formerly collected via the Bid Form.

Contractors will download Questionnaire templates and save it their computer, complete the information, and then upload the complete questions as part of their submission package.

• :	$\times \sqrt{f_x}$ -1			
Juest	tion Set 1: Compliance			
# Biddina	Question	Response	Comment	
1.1.1	I agree to the Bidding Terms and Conditions provided for this project.			
Bid Gua	rantee			
1.2.1	I provided a bid guarantee for this project.			
1.2.2	Following the bid opening but prior to Contract award; If you have indicated that you would like to use a cashier's check as your bid security, and you are in the top 3 lowest, responsive bidders, you will be contacted by DES to receive instructions on how to submit the original/valid cashier's check within 48 hours of being notified that you are in the top 3 lowest responsive bidders.			
Receipt	of Addenda			
1.3.1	I acknowledge receipt of the following number of addenda	-		
Registra	ation & Applicable Licensure			
1.4.1	I am a registered contractor in according to chapter 18.27 RCW.			
1.4.2	As the Prime Contractor I am self-performing plumbing work that requires licensure per chapter 18.106 RCW.			
1.4.3	If Yes, I am currently licensed to perform plumbing work in accordance with chapter 18.106 RCW.			
1.4.4	As the Prime Contractor I am self-performing elevator work that requires licensure per chapter 70.87 RCW.			

CRITERIA SCREEN

Criteria Screen displays the different criteria scoring groups and the type of scoring (in our case, it will always be pass/fail).

Also shows which evaluation group the criteria are included.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Project	cts Portal	Submissions				ALISS Washir	A N. ngton State	∂ D 💙
Seck to Projects	Smith	n Building Remodel (Pierce Colleg	e)					
1 Details	🗹 Cr	iteria						
Files (4)						Soarch		
Messages 3						Search		
Approvals		Title	Points	Туре	Description	<u>01</u>	O <u>2</u>	0 <u>3</u> ♦
	А	Bid Opening	0 pts	Criteria Group				
Evaluation Groups	A-1	Bid Form	N/A	Pass/Fail		1		
📇 People	A-2	Acknowledgement of Addenda	N/A	Pass/Fail		1		
	A-3	Bid Guarantee	N/A	Pass/Fail		1		
Requested Information	A-4	Bidder Information	N/A	Pass/Fail		1		
✓ Criteria (0 pts)	A-5	Accepted Terms & Conditions	N/A	Pass/Fail		1		
	в	Compliance	0 pts	Criteria Group				
Vendor Invites	B-1	L&I – No Debarment	N/A	Pass/Fail			1	
Submissions (0)	B-2	L&I – Active status (date of license must be current),	N/A	Pass/Fail			1	
	B-3	L&I - Has Contractor completed L&I Training	N/A	Pass/Fail			1	
🛓 Reports	B-4	Wage Theft Prevention Form	N/A	Pass/Fail			1	
	С	Bid Form (BT-26GT)		BidTable				1

VENDOR INVITE SCREEN

Vendor Invites Screen displays the following:

- > Commodity codes attached to this project.
- Invite Vendors display vendors who have been invited to bid on this project.
 Note: We will not be using this feature at this time, all contractor bids will be posted publicly.

DES Washington State DEPARTMENT OF ENTERMADE SERVICES Project	ets Portal Submissions	ALISSA N. Washington State D 🗸
< Back to Projects	Smith Building Remodel (Pierce College)	
1 Details	E Invite Vendors	
Files (4)	i ≡ Commodity Codes	
Messages 3		
Approvals	914 91427 91428 91429 91430 91431 91438 91439 91444 91447 91450 91453 91455 91457 91458 91460 91461 91464 91465 91468 91473 91479 91485 91488 91410	91480 91483 91484
Evaluation Groups		
°∰s People		
Requested Information		Powered by coo Bonfire
Criteria (0 pts)		
Vendor Invites		
Submissions (0)		
★ Reports		

SUBMISSION SCREEN

Submissions Screen displays the following:

- Submission displays the bidders who submitted bids along with their uploaded documents/data. Also, where evaluators will score the bids. You can click Documents/Data to review Individual submitted documents or click Bulk actions to download all documents.
- Document Takers displays bidders that downloaded public files but did not submit bids.

< Back to Projects	Grays Harbor SD	Ph. 1						
1 Details	Submissions (2)	ument Takers (1)						
Files (3)	Submissions							
Messages 4	Active Submissions							Bulk Actions -
Approvals							Search	
Evaluation Groups						Are vou an	lf ves. enter	
· P. Deenle	Supplier	Received	Documents/Data	Pages	🖕 Your Progress 💧	Scoring Certified	your OMWBE	Actions
	Supplier					Business?	Number:	
Requested Information	Alissa N*	Aug 17th 2023, 2:29 PM PDT	Open 💌	3		Business?	Number:	Actions -
 Requested Information Criteria (0 pts) 	Alissa N* Nancy's General Contractor	Aug 17th 2023, 2:29 PM PDT Sep 7th 2023, 12:53 PM PDT	Open • Open •	3		Business?	Number:	Actions ~
 Requested Information Criteria (0 pts) Vendor Invites 	Alissa N* Nancy's General Contractor	Aug 17th 2023, 2:29 PM PDT Sep 7th 2023, 12:53 PM PDT [No Title]	Open • Open •	3		Business?	Number:	Actions -
 People Requested Information Criteria (0 pts) Vendor Invites Submissions (2) 	Alissa N* Nancy's General Contractor	Aug 17th 2023, 2:29 PM PDT Sep 7th 2023, 12:53 PM PDT [No Title]	Open • Open •	3 2		Business?	Number:	Actions - Actions -

SCORING SCREEN

Scoring Screen displays a high-level overview of the vendors and their current scores. Click on the vendor's name to see more information.

DES Weshington State DEPARTMENT OF ENTERPRISE SERVICES Project	ts Portal Submissions						ALI Was	SSA N. Vington State D
< Back to Projects Details	Grays Harbor SD Pr	1. 1 Dile Summary 🗠 Revi	ewer Scores					
<i>iles</i> (3)	Scoring Summary							
Messages 4	Active Submissions							
Approvals	View Proposal Analysis					Show	//Hide Search	
Evaluation Groups		Total	A - Bid Oper	ind	A-1 - Bid Form	A-2 - Acknowledgement o	Df	e 0.4.
😩 People	Supplier		 / 0 pts 	¢	Pass/Fail	Pass/Fail	Pass/Fail	\$
Requested Information	Alissa N	0 pts	0 pts		PASS	-	-	
Criteria (0 pts)	Nancy's General Contractor	-	-		-	-	-	
Vendor Invites	Click a proposal to view its individual sco	ores						
Submissions (2)								
🔥 Scoring							Pov	vered by 📩 Bonfire

📩 Reports

THANK YOU







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