



Contractors Online Bidding

Submission Instructions

Accessing the Opportunity	1
Navigating the Opportunity	8
Project Details & Important Events	8
Commodity Codes	10
Supporting Documentation	10
Requested Information	11
Interested Subcontractors	11
Messages	12
Uploading Your Submission	13
Submit & Finalize	22
Resubmit	25

Accessing the Opportunity

Log into your EUNA Supplier Network Vendor account to access the opportunity and begin preparing your submission.





Click the Log In tab or the Log in/Register button.

Log In Register

If this is your first time, select Register. A popup window opens "**Register as a Vendo**r" fill in information about your company contact then hit the **Create Account** option for setup. You will get message says Success click the link X Back to Login to access DES page.

Register	Hide
Register as a Vendor Organization Name First Name Last Name	DES Washington State DEPARTMENT OF ENTERPRISE SERVICES
Email (Again)	Success!
	You'll receive an email with further instructions.
Create account ->	Have a question or need help using Bonfire? Email us at support bonfire@eunasolutions.com
Reed Help?	<u>a Back to Login</u> Contact tech support »

Next screen takes you to login using email if you haven't set up password, click the Forgot Password, a new screen to Recover account click Submit button. An email will be sent to setup a new Password. The email will say Recover access to Bonfire account.

og in to your Bonfire account	Recover your account
Email Address vae21@hotmail.com	Email Address
Password	vae21@hotmail.com
1	Submit
Log In	Remember your credentials? Log in
Forgot password?	





Open the email click the link to **Finish Registration**. Next email sent will say Bonfire Account created – click the Blue link to Complete Your Registration. You will receive a Recovery code link that will allow you to complete registering.

If you have not accessed prior, then you will need to setup company profile and click on button below to **Create Company** a new window opens. Complete form with Business Details hit button Save and Next to proceed:

	This will help agencies find you and learn m	ore about your business.
	You can always change your answers later.	
	Business Name*	
Supplier Network	Abbo LLC	
	Business Description *	
	I own a small landscaping business.	
Join or create your company account		
com of create your company account	abbrollc@gmail.com	
Search for your company	Phone Number*	
	123.456.8579	
· · · · · · · · · · · · · · · · · · ·	How many employees at your company?*	
Learn more about joining a company	Fewer than 11	
	What is your role?*	
Join company	Business Owner	
	Contact First Name*	Contact Last Name *
	George	Abbo
	Address Line 1*	Address Line 2
	123 Market Place	
	Country "	State / Province *
Didn't find your company? Use the button below to create it	US	✓ Washington
Construction and a second second	City*	Postal / Zip Code *
Create my company		



Business Info	rmation P	ians Build Plan Checkout	Business information Plans Se	rvice Region 3
✓	- (2) - (3) - (4)	Sales Territory Soletz and add the regiona/states/counties you provide services in Your selections will impact the recommendations you receive from us and will help agencies find your business in our system.	Your Summary Remove All Items Washington X
Free Find and bid on open government contracts. P Find government contracts B Bid on open opportunities for free G Get discovered and invited to bid by agencies I invite users from your company to collaborate	٢	 Pro From \$49 USD/year The perfect plan for those who want to make it easier to find opportunities. Everything in Free, plus Personalized bid recommendations Easily search all open contracts View 100k+ more open contracts/year 	Country Belect a country you service. If you service the entire country add it to your cart. United States Add State/Province Belect a state/province you service. If you service the entire state/province add it to your cart. Washington Add	
			Go Back	Save and Next

Select the choice for bidding as Free OR also Subscribe & final Sales Territory -add to cart* View Summary* is shown hit Save-Next button:

Final Step- Add Keywords-about business- Add button & also the select Commodity codes for location- hit Go to Dashboard

	You're almost there! One last step to get your tailored opportunities.
Recommendation Se	ttings
This helps agencies find and in For subscribers, this impacts th	rite you to projects. Think of it as a way to tell them what goods/services you provide. e daily recommendations you receive.
Keywords 📀	
Included Excluded	
Type and add keywords	Add Keyword
landscape 💿 🛛 plants 💿	yard 💿
Commodity Codes 📀	
Suggested Explore Mo	My Selections
Code Set	
Code Set UNSPSC +	
Code Set UNSPSC * Select All	
Code Set UNSPSC Select All Agricultural and forestry and is	indacape machinery and equipment (21.10)
Code Set UNSPSC Select All Agricultural and forestry and li Roads and landscape (30.12	andscape machinery and equipment (21.10)



Click the Login link to login to EUNA Supplier Network Portal.

Portal		
Procurement Portal		DEMO
Department: All	*	
Log in Open Public Opportunities	Past Public Opportunities	
Log in with your Bonfire Account		
PASSWORD		
Log In Ecropt your password2		
New Vendor Registration <u>Create your free Bonfire account =</u>		
Contact Bonfire Support here		
		Provine and The

From the Bid opportunities at top, select on the Agency Explorer, locate for DES bids the public entity DES -Washington State Enterprise Services button

Supplier Network Dashboard Opportuni	ties - My Network Account Settings My Tasks			Support Log Out	
Invitations ⑦ View	Work in Progress ⑦ View	Submitted ⑦	Awarded ⑦ View	Contracts () View	Washington State Dep
0	0	0	0	0	Washington

-



A new window will open to complete the registration to view opportunities in online Web Form:

Are you an OMWBE Certified	Business Established Date*	Address*	Registration					
Business?* Yes -	09-25-2024	123 Market Place, Seattle WA	In addition to creating your account, you need	to provide the follo	wing information. Please	e complete all of the steps	below.	
If you indicated 'Yes' to OMWBE certified, then please indicate your certification number (if no,			Step 1: Account Confirmation	All information th are denoted with	at you need to provide has l a red asterisk (*).	been filled in. You can make	additional changes to this informat	ion below. Fields that are required
then please indicate '0')* 01234569B			Step 2: Account Information	Profile*	Additional Information			
			Step 3: Commodity Codes	Vendor Name*		Address Line 1	Address Line 2	
Select Your Vendor Types*				Abbo LLC		123 Market Place		
Contractor ×			Registration Complete	Contact First Nan	ne Contact Last Name	Address Line 3	Address Line 4	
				George	Abbo			
+ Contractor				Contact Email		City	State / Province	
+ Consultant				abbollc@gmail.	com	Seattle	Washington	
				Phone Number		Postal / Zip Code	Country	
Next → Save				123.456.8579		98115	US -	

Enter Contractor Commodity codes:

Profile* Addit	tional Information					
sed on your selected	Vendor Type, please complete the following sections	S	Commodity Codes help and other organizations.	match you to future bid opportunities in yo You can always go back and change ther	our Service Region, with Washington State Department of m later. You must select at least one Commodity Code	Enterprise Serv 9.
•	Contractor	Complete	3012 × 301218 ×	72102906 X 81071 X 90656 X		
			Code Set:		Code: Keyword:	
			NIGP	-	landscape	Q Re
e editing the Cont	tractor section		Code	Title	Description	Ad
			Ĵ 81071 ↓	Spray Equipment, Landscape, Machine	e Powered	+
			Ĵ 90656 €	Landscape, Architectural Services		+
ave						
Continue to Commo	odity Codes »					
			Service Regions			



Continue to registration complete

Finally hit button to complete Registration

A popup window opens with a message that requirement to register your Vendor account is complete – Hit button to continue to Bonfire

Success!

You have completed all of the requirements to register your Vendor account for Abbo LLC at Washington State Department of Enterprise Services.

You can access Bid Opportunities on the Portal or by clicking here.

Continue to Bonfire »

Click on View Opportunity for the project you are looking to bid on. Public projects will appear under Open Public Opportunities.

Justine Phan				DEM
epartment: All •	My Opportunities			
Open rubic Opportunities Past rubic Opportunities	my opportunities			-
Status 🔺 Ref. # 💠 Project	Department	Close Date	🗄 Days Left 🔄	Action
OPEN IFB-14136 Bulk Fluids	Purchasing	Jun 26th 2020, 3:00 PM EDT	18	View Opportunity
OPEN MXX6 ERP Software Solution	Purchasing	Jun 26th 2020, 7:00 PM EDT	19	View Opportunity
OPEN MX05 Recruitment Services	Purchasing	Jul 5th 2020, 7:00 PM EDT	~	View Opportunity



Navigating the Opportunity

Now that you have access to the opportunity, review the Project Details to get the full scope of the project. The Project Details outlines important information such as deadlines, downloadable documents, and mandatory information needed to complete your submission.

Project Details & Important Events

Here you will see key info such as the project's Open Date, the Questions Due Date (if the Organization is accepting questions via EUNA Supplier Network's Opportunity Q&A feature), and the project Closing Date.

Project Details							
roject: Paper Products	June	2020			[prev	next
tef. #: RFP3948	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
Jepartment: Purchasing	7	8	9	10	11	12	13
ype: RFP		12p O	PEN				
	14	15	16	17	18	19	20
tatus: OPEN	OPEN						
Open Date: Jun 8th 2020, 12:00 PM EDT	21 OPEN	22	23	24	25	26	27
	29	20	20				
Questions Due Date: Jul 6th 2020, 12:00 PM EDT	OPEN	29	30				
lose Date: Jul 6th 2020, 12:00 PM EDT							
lays Left: 28							



Deadlines and additional events (if applicable) will fall under Important Events in Project Bid Opportunity

Date when project bid goes live | Project Bid Walkthrough | Deadline to Submit Questions | Bid Close Date | Virtual Bid Opening

Important	Events:					
					Search	
Status 🔺	Event Name	Location	Description	Dates	4	Mandatory 🖕
ONGOING	Open Dat e	Online Portal	Posting date for the Opportunity	Jun 10th 2025,	6:00 AM PDT	N/A
UPCOMING	Close Dat e	Online Portal	Deadline for Submissions	Jul 8th 2025, 1:	00 PM PDT	N/A
UPCOMING	Public Bid Opening	Teams	https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2JjZDU0NGUtZmM3NC000TlhLWE 2NWQtOTViYzNiMjg10Tk0%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-4 00a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%228276b297-0ea1-4aca-beed-94bf985ec 531%22%7d Meeting ID: 232 943 171 100 Passcode: WPJKXj Or call in (audio only) +1 564-99 9-2000,994059963# United States, Olympia (833) 322-1218,,994059963# United States (Toll-fr ee) Phone Conference ID: 994 059 963#	Jul 8th 2025, 1:	30 PM PDT	No
PASSED	Walkthrou gh	North Seattle College- Instruction Building,Facilities Department-North Side of Campus	10:30 A.M. on Tuesday, June 17, 2025 at Instruction Building, Facilities Department, north side of campus, 9600 College Way N., Seattle, WA 98103.	Jun 17th 2025,	10:30 AM PDT	No
PASSED	Question s Due Dat e	Online Portal	Deadline to submit Questions	Jul 1st 2025, 1:	00 PM PDT	N/A



Commodity Codes

This section displays the commodity codes that are associated with this opportunity.

Commodity Codes:
NIGP 914 Construction Services, Trade (New Construction)
NIGP 91427 Carpentry
NIGP 91428 Cleaning, Interior and Exterior, New Construction
NIGP 91429 Communication Systems, Including Infrastructure
NIGP 91430 Concrete
NIGP 91431 Composites
NIGP 91438 Electrical
NIGP 91439 Facility Fuel Systems
NIGP 91444 Flooring
NIGP 91447 Glass and Glazing
NIGP 91450 Heating, Ventilating and Air Conditioning (HVAC)
NIGP 91453 Insulation
NIGP 91455 Masonry
NIGP 91457 Metal Work
NIGP 91458 Metal Work, Miscellaneous Metals (Inactive, please see commodity code 914-57 effective January 1, 2016)
NIGP 91460 Millwright
NIGP 91461 Painting and Wallpapering
NIGP 91464 Plastering
NIGP 91465 Plastics
NIGP 91468 Plumbing
NIGP 91473 Roofing and Siding
NIGP 91479 Structural and Reinforcement Metal Work (Inactive, please see commodity code 914-57 effective January 1, 2016)
NIGP 91480 Stucco
NIGP 91483 Tile and Marble Work, All Types
NIGP 91484 Trade Services, Construction, (Not Otherwise Classified)
NIGP 91485 Welding
NIGP 91488 Wood, Includes Architectural Woodwork
NIGP 91410 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	🔺 Туре	Description	Date Created	🔷 Actions 🔶
RFP - Waste Removal Services.pdf	Documentation	Please refer to this main RFP document.	Jul 19th 2022, 11:13 AM EDT	Download
Submission Instructions.pdf	Documentation	Please refer to these submission instructions.	Jul 19th 2022, 11:13 AM EDT	Download



Requested Information

This section outlines the documents you will need to upload as part of your bid package, the corresponding file type, and number of files you are permitted to submit. If the project requires **Compliance Form**, you can download the templates under this section.

Re Lis	quested Information: ted below are the documents and information needed	to complete y	our submis	sion:				
Do	cuments							
	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	Requireme	nt Instruction	8		Actions
	Bid Form (BT-17NX)	BidTable: Datatable	N/A	REQUIRED	You will nee filled any tii significant a	ed to complete the BidTable online during your submission. Plea amount of time to prepare.	ne in the browser. The BidTable can ase note that BidTables may take a	ı be
Co	mpliance							
	Name	Туре		# Files	Requirement	Instructions		Actions
	Receipt of the following number of addenda is acknowledged:	Data Type: Nur	mber	N/A	REQUIRED			
	Bidder Questionnaire (Q-69SU)	Questionnaire: (.xlsx)	Excel	1	REQUIRED	You will need to fill out the prov Questionnaire.	ided Response Template for this	Download

Interested Subcontractors

The Interested Subcontractors section displays any subcontractors that have indicated in EUNA Supplier Network that they are interested in bidding on this project.

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



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

Prepare Interest in Su	bcontracting		
You can mark yourself as an interest	ted Subcontractor and will be added to a publicly a	wailable contact list. This list will include your contact inform	ation so that other vendors can connect with you as needed. Yo
	formation once submitted		,,,,,,,,
will not be able to edit your contact il	normation once submitted.		
will not be able to edit your contact il	normation once submitted.		
The following fields are pulled from y	rour vendor profile and will be displayed for the pul	blic to see. To edit these fields, go to your vendor profile.	
The following fields are pulled from y Contact First Name	rour vendor profile and will be displayed for the pul Contact Last Name	blic to see. To edit these fields, go to your vendor profile. Email	Phone Number
The following fields are pulled from y Contact First Name Nancy	rour vendor profile and will be displayed for the put Contact Last Name Simpson	blic to see. To edit these fields, go to your vendor profile. Email Nancysimpson92@gmail.com	Phone Number
Will not be able to eait your contact in The following fields are pulled from y Contact First Name Nancy	rour vendor profile and will be displayed for the put Contact Last Name Simpson	blic to see. To edit these fields, go to your vendor profile. Email Nancysimpson92@gmail.com	Phone Number
Will not be able to eait your contact in The following fields are pulled from y Contact First Name Nancy	rour vendor profile and will be displayed for the put Contact Last Name Simpson	blic to see. To edit these fields, go to your vendor profile. Email Nancysimpson92@gmail.com	Phone Number
Will not be able to eait your contact if The following fields are pulled from y Contact First Name Nancy Subcontract Service(s) Offered *	rour vendor profile and will be displayed for the pul Contact Last Name Simpson	blic to see. To edit these fields, go to your vendor profile. Email Nancysimpson92@gmail.com	Phone Number

Messages

The Messages sections include communication tools that allow DES and Vendors to communicate directly in EUNA Supplier Network. The **Public Notices** tab acts as a bulletin board where DES can issue changes or new information about the project. If there are numerous public notices, you can use the **Search** bar to search for keywords and filter down your results.



Messages	
Public Notices (1) Vendor Discussions (0)	
Search Search	Addendum #1 has been posted Katelyn Shantz, Kris Smith
Katelyn Shantz Addendum #1 has been posted Addendum #1 has now been posted. Please download it 2:53 PM	Katelyn Shantz Jul 5th 2022, 2:53 PM EDT Addendum #1 has now been posted. Please download it from the Supporting Documentation section and update your submission accordingly. Thank you

If the project has enabled the Vendor Discussions feature, this is where you can directly message the Project Owner up until the Questions Due Date. You 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.

Messages			
Public Notices (1)	Vendor Discussions (0)		
	There	is currently nothing to display here.	Start a new Vendor Discussion

Uploading Your Submission

To begin uploading your submission, navigate to the **Submissions** section (which you will find at the bottom of the page). Click on **Prepare Your Submission** to begin the upload process.



Submissions and Subcontracting	
Prepare Interest in Subcontracting	9
Prepare Your Submission	
Prepare as:	New to Bonfire? Here's a quick overview of the
Nancy's General Contractor	submission process.
Prepare Your Submission	

This will direct you to the **Complete Your Submission** page. You will see the current time, the closing time, and a numeric value for days remaining. You will also see your information below, which you can change at any time by clicking **Edit Contact Info**.

omplete Y	our Submission	DE
λ Project Details		
Official Time: Ju Closing Time: Ju	n 8th 2020, 5:55 PM EDT I 6th 2020, 12:00 PM EDT	a month Remaining
Project:	Paper Products	
Ref. #:	RFP3948	
Organization:	ABC Inc.	
First Name:	Angela	
Last Name:	Martin	
Email:	example@gobonfire.com	
		Edit Contact Inf



If you are unable to complete your submission in one session, after you log back into EUNA Procurement the system will take you to the Procurement Portal. Click on the Submission tab to find your current submission.

Procurement Portal Image: Services Mashington State Department of Enterprise Services For Official Use Only Open Public Opportunities Past Public Opportunities Open Public Opportunities My Opportunities Status Ref. # Project Close Date Days Left Action Image: Braid Security There are no open projects at this time. Image: Security Image: Security Image: Security	Procurement Portal Washington State Department of Enterprise Services For Official Use Only Open Public Opportunities Past Public Opportunities My Opportunities Past Public Opportunities Status * Ret.# Project There are no open projects at his fine. Image of the Security Zednocal Second Protect Security Protect Security	DES Branner Minese Porta Submissions		2 mm 1			*
Open Public Opportunities Past Public Opportunities My Opportunities Status A Ref.# Project © Close Date © Days Left © Action Technical Support Partal Security Terms of Service Project © Close Date © Days Left © Action Technical Support Partal Security Terms of Service Prinzer/Pelcy Construction Construction	Open Public Opportunities Past Public Opportunities My Opportunities Status A Ref. # Image: Project Image: Open project at this time. Status A Ref. # Image: Project Image: Open project at this time. Technical Suscent Ponted Security Temm of Service Provend Security	Procurement Porta Washington State Departm For Official Use Only	al ent of Enterprise Services		****	DE	Washington State DEPARTMENT OF ENTERPRISE SERVICES
Search Status A Ref. # 0 Project O Close Date O Days Left O Days Left O Action There are no open projects at this time. Technical Support Portal Security Terms of Service Privacy Pater OCC Benfire OCC Benfire	Status * Ret.# Project © Close Date © Days Left © Action Technical Susport Portal Security Terms of Service Privacy Pelicy Construction Construction	Open Public Opportunities	Past Public Opportunities	My Opportunities			
Status Ref. # Project © Close Date Days Left Action Image: There are no open projects at this time. Technical Support Portal Security Terms of Service Privacy Policy	Status Ref. # Project © Close Date Days Left Action There are no open projects at this time. Technical Support Pontal Security Terms of Service Privacy Policy Privacy Policy Privacy Policy						Search
There are no open projects at this time. Technical Support Portal Security Technical Support Portal Security Technical Support Technical S	There are no open projects at this time. Technical Sequent Postal Security Terms of Service Privacy Policy COO BionFire	Status Ref. #	Project		Close Date	Days Left	Action
Testmical Second Portal Security Terms of Service Privacy Policy	Technical Sourced Partial Security Terms of Service Privacy Policy 000 Bonfire			There are no open projects at this	ime.		
		Technical Support Portal Security Te	rms of Service Privacy Policy				Powered by

Then click Actions and then View to access and complete your submission.

DES Reinforder Portal Submissions	Your Submis Washington State D	Sions Jepartment of Enterprise Servic	es		DES Wathington Fare Dependent of Extensible Services
	Work-in-Progress	Completed Missed			Search
	Ref. #	Project	Vendor	Due Date	Action
	Nancy Test Project 1234	Nancy Test for DES	Haima Construction	Jul 18th 2023, 8:00 AM PDT	Actions -
					888 Bonfire

Step 1: Provide Submission Information

Upload your files for the corresponding Requested Document by clicking **Upload File**. Ensure that you have the correct *file type* and template (if applicable).



Step 1: Provide	Subm	ission Informatio	n			
Click Upload File to add a r Click Edit to enter a data or	equested do	cument. Please note the type a	nd number	r of files allowed for each	requested document. The maximum file size accepted is 1000 MB.	
Documents						
Wage Theft P REQUIRED Fil	revention Fo e Type: PDF	(.pdf) # Files: 1				Upload File
Bid Guarante REQUIRED Fil	e Type: PDF	(.pdf) # Files: 1				Upload File
Pricing						
Bid Form (BT	-17NX)					Confirm BidTable
Description Instructions Fill out the form below	v. All changes	s are saved automatically. Click	"Confirm E	BidTable' when you are co	omplete. Please fill out the required information for each item. You are required to bid on every item.	
Item =	# =	Quantity Required	=	Price		
Base Bid						
BASE BID (Including	#1-1	1		s		
TRENCH EXCAVAT	#1-2	1		s		
Alternates						
Alternate Bid No. 1 -	#2-1	1		s		
Alternate Bid No. 2 -	#2-2	1		s		

Bid Form

For the Bid Form in the Pricing section, complete the Price column on the form and then click Confirm Bid Table once all information has been entered.

	cing								
Description Instructions Fill out the form below. All changes are saved automatically. Click 'Confirm BidTable' when you are complete. Please fill out the required information for each item. You are required to bid on every item. Item = # = Guantity Required = Price = Base Bid BASE Bid Oncluing #1-1 1 \$	Bid Form (BT-17)	NX)							Confirm BidTable
Item I I Output Price I BASE Bid I I I I I I BASE Bid/ Including IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Description Instructions Fill out the form below. Al	ll changes	are saved automatically. Cli	ck 'Confirm	BidTable' wher	i you are com	plete. Ple	ease fill out the required information for each item. You are required to bid on every item.	
BASE BID (Including 1-1 1 S	Item =	# ≡	Quantity Required	=	Price		=		
BASE BID (Including #1-1 1 S	Base Bid			E 1					
TRENCH EXCAVAT #I-2 1 S	BASE BID (Including	#1-1	1		s				
Alternates 5	TRENCH EXCAVAT	#1-2	1	- 1	s				
Alternate Bid No. 1- #2-1 1 \$	Alternates								
Alternate Bid No. 2 - #2-2 1 5	Alternate Bid No. 1 -	#2-1	1		s				
	Alternate Bid No. 2 -	#2-2	1	- 1	s				



Compliance Form

You can download Compliance Form template and save it your computer at this stage by clicking on the download icon.

Complete the information, and then when uploading a Compliance Form, ensure that your file matches the most up-to-date template provided by the DES, which should be the one you just downloaded.

NOTE: Uploading an incorrect template will result in errors and will prevent you from completing your submission.



Click 'Enable Editing' on the Compliance Form spreadsheet.

AutoSave 💽 🖫 🖓 - 🥲 - 🖁 - 📼 Bidder	Questionnaire (Q-695U) - Protected View V	Simpson, Nar
File Home Insert Draw Page Layout Form	ulas Data Review View Help Acrobat	
PROTECTED VIEW Be careful—files from the Internet can co	ontain viruses. Unless you need to edit. it's safer to stay in Protected View, Enable Editing	
F15 🔻 : 🗙 🗸 🏂		

Question Set 1: Compliance

#	Question	Response	Comment	
Bidding	Terms and Conditions			0
1.1.1	I agree to the Bidding Terms and Conditions provided for this project.			0
Bid Gua	irantee			0
1.2.1	I provided a bid guarantee for this project.			0
1.2.2	If cashier's check provided as bid guarantee, it has been mailed to DES.		•	0



Be sure to read the instructions tab thoroughly before completing the Compliance Form.



Bidder Compliance Form (Q-58DR)

Instructions

- The Summary worksheet displays your overall progress for the questionnaire.

- The worksheets numbered from 1 to N represent question sets.

- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.

- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.

- When pasting content, please use Paste Special as Text without any formatting.

- You can only submit text based responses, please do not use special characters like emojis.

- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.

- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.

- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.



- Please do not use Excel formulas in your responses.

- Please follow the instructions provided along with this file to submit it back to Bonfire.

- If you have any questions regarding the content of this file, please contact the appropriate purchaser.

- If you have any technical problems, please contact Bonfire at Support@GoBonfire.com.

Additional Instructions

The Bidder Compliance Form is intended to verify the bidder's compliance with bidding terms and conditions in accordance with State of Washington Public Works Bid Laws and the associated Project Documents. It is specifically intended to call bidders' attention to and obtain acknowledgement of key components of the project. Completing this form will aid DES in confirming that a responsive bid has been submitted. By not completing this form as directed, a bidder will be deemed non-responsive. Completion of the Bidder Compliance Form does not negate or otherwise amend the bidder's obligation to follow all associated contract documents if awarded the project.

Bidder Compliance Form Tab information:

The Summary Tab to the right of Instruction tab, will show total amount of questions and progress of completed Bidder questionnaire.

You can view update-progress after you have filled in Tab 1 &2.

Summary

Question Set	Questions	% Complete	Progress	Error?
1	15	0.00%		No errors
2	13	0.00%		No errors
Total	28	0.00%		



Bidder Compliance Form first Tab(1) next to Summary Tab, are the Compliance set of questions that must be answered in order to complete the Bidder questionnaire.

Question Set	1: Compliance			
#	Question	Response	Comment	Status
Bidding Terms an	d Conditions			
1.1.1 I agree to the	he Bidding Terms and Conditions provided for this project.		v	Incomplete
Time for Completi	on)

Click in the Response cell of questionnaire Blank spot to complete:

NOTE there will be an arrow(right side of cell), Click the choice of either I agree, or I disagree with corresponding question.





There is Comment field to right that you may enter a comment for your answer.



As you complete each of the question sets there is a box on the Far Right "STATUS" is it is completed this will change from Incomplete-RED to Complete Green.





Bidder Compliance Form second Tab (2) this is where all the Bidder Information Name, Address, Contact etc. should be completed by Bidder.

Question Set 2: Bidder Information

#	Question	Response	Comment
Firm Inf	ormation		
2.1.1	Name of Firm	-	
2.1.2	Signed/Submitted by (e.g. "President")	-	
2.1.3	Official Capacity of signatory/submitter	-	
2.1.4	Company Address	-	
2.1.5	Company Phone	-	
2.1.6	Email address	-	

NOTE - If a Requested Information slot is denoted by Data Type, fill in the information according to the corresponding Data Type (ex. Numeric, Text, True/False, and/or Yes/No) and then click

	Со	Compliance	
		Receipt of the following number of addenda is acknowledged: RECURRED Data Type : Number	Jancel
Save.			

save.

Once you have uploaded all your documents and inputted your information successfully, you will receive green validation circles (found to the left of each Requested Information). If you still receive red validation circles, please review the corresponding error messages, and update your information accordingly. Below is example of the end results when both Tabs 1 & 2 have been completed in Summary tab

Summary

Question Set	Questions	% Complete	Progress	Error?
1	15	100.00%		Complete: no errors
2	13	100.00%		Complete: no errors
Total	28	100.00%		



<pre>Pi Provide Submission Information What Pi Restand Advances Pi Provide Market Name Pi Provide Market Name</pre>						Lot in Second Addition of the
bit is unit all angle data strategies and base that the type and handbard of the subher of the su	ep 1: Provide	e Subm	ission Informati	on		
Sear But Prove Sear Box Sear But Prove Sear Box	Upload File to add a r	equested do	cument. Please note the type	and number of files allow	ed for each requested document. The maximum file size accepted is 1000 MB.	
Variant for the provide or fine type (upd) of fine) (upd) of fine Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type. (upd) of fine) (upd) of fine) Image: fine type (upd) of fine) Image: fine type (upd) of fine Image: fine type <	Edit to enter a data or	r text answer				
Wight The Freedball of The subject Prof. (span free Wight The Subject Prof. (spin free	cuments					
Propert_Got_Source_Checkbert_Interesting_part	Wage Theft P Recurso Fil	revention F le Type: PDF	orm (.pdf) # Files: 1			Upload File
In Contrasts International Contrasts <	✓ Project_Go-Live_	Checklist	nteractive_(Training).pdf			
International (0 4 5 Mag) Image: 1 mage:	Bid Guarante	e - T DDI	Land & Filmer 1			Upload File
Implant Implant <t< td=""><td>Condition of</td><td>e type. Por</td><td>(.put) # Pites. 1</td><td></td><td></td><td></td></t<>	Condition of	e type. Por	(.put) # Pites. 1			
ing i form (BT-TAR) End Bar Charles (SS SS) Exerciption	V ReviewerProc	ess_Overvi	ew_+_FAQ_(Evaluating_Pro	jecte).par		A 8
Initial form (B*1*IXK) Extension Description Extension Endedies formend. Lok Ead Buffahler iso make changes. Endedies for formend. Lok Ead Buffahler iso make changes. BAGE Biol (moulding) #1 1 1 1 S00000 00 TRENDE (EXCANT) #1 2 1 1 1 S00000 00 Atternate Biol No. 1 #2 1 1 1 S0000 00 Atternate Biol No. 2 #2 2 1 1 2 S000 00 Atternate Biol No. 2 #2 2 1 1 3 S0000 00 Atternate Biol No. 2 #2 2 1 1 3 S0000 00 Atternate Biol No. 2 #2 2 1 1 3 S0000 00 Statusting Biol No. 2 #2 2 1 1 3 S0000 00 statusting Biol No. 2 #2 2 1 1 3 S0000 00 statusting Biol No. 2 #2 2 1 1 3 S0000 00 statusting Biol No. 2 #2 2 1 1 1 S0000 00 statusting Biol No. 2 #2 2 1 1 1 S0000 00 statusting Biol No. 2 #2 2 1 1 1 S0000 00 statusting Biol No. 2 #2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ing					
entropy entropy contropy entropy	and form (BT					
Description 	REGUIRED	-17184)				Edit BidTab
Description interactions Build Set Confirmed Contractions Build Set Confirmed Contractions Base Bild Base Bild Directuations Base Bild Directuations Base Bild Set Confirmed Contractions Attended Bild No. 1 - 2 - 1 - 1 - 2 - 1 - 2 - 1 - 2 - 2 -						
Istudios Bitabio is confirmed. Et all bitabio is confirmed. Image: Status is confirmed. Image: Status is confirmed.	Description					
in Stockie is of the Bit State is on a set of and one of a definition of a de						
inde label Build Received Bit Build Required	Instructions	0.00				
ide ide Base BU BASE BU (ide) ASE BU (ide) <td>Bid rable is commed</td> <td>CICK Edit</td> <td>aid lable to make changes.</td> <td></td> <td></td> <td></td>	Bid rable is commed	CICK Edit	aid lable to make changes.			
Base Bid Selection data (Selection data (Selecti	Item =	# =	Quantity Required	= Price	=	
BASE BID (Including 1-1 1 550,000,00 TRENOLIT EXCAVAT 1-2 1 0.00 Atternate Bin No. 1 12 1 2,200,00 Atternate Bin No. 2: 2-2 1 51,500,00	Base Bid					
TERNOH EXCAVAT 91-2 1 50.00 Alternate Bid No. 1 · 22-1 1 52,000.00 Alternate Bid No. 2 · 82-2 1 51,000.00	BASE BID (Including	#1-1	1	\$50,000.00		
Alternates Alternate Bit No. 1 #2-1 1 52,000.00 Alternate Bid No. 2: #2-2 1 \$1,000.00	TRENCH EXCAVAT	#1-2	1	\$0.00		
Alternate Bid No. 1- #2-1 1 \$2,500.00 Alternate Bid No. 2- #2-2 1 \$1,500.00 Alternate Bid No. 2- #2-2 1 \$1,500.00 Inpliance Impliance Impliance Impliance Impliance Impliance Impliance Impliance <t< td=""><td>Alternates</td><td></td><td></td><td></td><td></td><td></td></t<>	Alternates					
Alternate Bid No. 2 - #2 2 1 \$1,000.00 npliance PRocept of the following number of addenda is acknowledged: 2 Bidder Questionnaire (0-453U) Current Outsionnaire (0-453U) Current Outsionnaire & Files: 1	Alternate Bid No. 1 -	#2-1	1	\$2,500.00		
Ademae Bio No. 2 #2 1 \$1,000.00 npliance Provide of addenda is acknowledged: 2 Provide Cuestionnaire (C-550) Bidder Cuestionnaire & Files: 1 (Lipton The						
npliance	Alternate Bid No. 2 -	82-2	1	\$1,500.00		
npliance						
npliance						
npliance						
npliance						
npliance						
npliance						
npliance Receipt of the following number of addenda is acknowledged: Contrast Data Type : Number Con						
mpliance Receipt of the following number of addends is acknowledged:						
npliance Recept of the following number of addenda is acknowledged:						
	malianaa					
Kecept of the following number of adoends is acknowledged: Reil Das Z S	mpnanoe					
2 Bidder Questionnaire (0-453U) Duestionnaire # Files: 1	Receipt of the Receipt of the Receipt of the	ata Type : N	number of addenda is ackno umber	owledged:		Bdit Dale
Bidder Questionnaire (Q-458U) Cuestionnaire # Files: 1	¥ 2					
Bidder Questionnaire (Q-655U) Uptoor File Uptoor File						
	Bidder Quest	Ionnaire (Q	-69SU) # Files: 1			Lupload File
	1					

If you need to replace an uploaded document, simply click the **trashcan icon** in the file that you need to replace:

•	Cover Sheet REQUIRED File Type: PDF (.pdf) # Files: 1	Upload File
✓ Te	Fest_DocumentAssignment.pdf	

You can then upload the correct file in the appropriate upload slot.



NOTE: Prior to Submitting and Finalizing your bid, please verify that you have completed all the required Bid Documents prior to submitting online in EUNA Supplier Network.

- Have you downloaded all the Bid Forms, Bidder Compliance Form and completed filling out?
- Did you complete the Wage Theft form.
- NEW -If your bid is above 1M have you uploaded FORM A with bidding documents?
- Have you provided either a Bid Bond for the Project or provide a Cashier check?
 - Either the BID BOND or Cashier Check will need to be shown electronically at time the Bid is being submitted electronically in EUNA Supplier Network.

More information regarding Bidding Terms can be found within the Project Bid Specifications in the Instruction to Bidders section 0.02 "Bid Guarantee."

Submit & Finalize

Check mark "I understand that I can't change any of the submission details or documents once the project closes." and click on **Submit & Finalize My Submission**.

Step 2: Submit & Finalize

Submission Receipt

Upon completion, you will be directed to your Submission Receipt. This provides a comprehensive breakdown of all the information from your submission (a Submission Receipt will be sent to your email as well). This is where you can download a copy of all your submission files. If you did not receive this email, you can click **Send Email** at the bottom of the page to have it re-sent.



	SUBMISSION COMPLETE!
Your submission has been fina	lized. Please see below for your confirmation details.
Confirmation De	tails
Project:	Nancy Test for DES
Ref. #:	Nancy Test Project 1234
Submission Time:	Jul 17, 2023 11:20 AM PDT
Name:	LH
Email:	fpstestemail5@des.wa.gov
Organization:	Haima Construction
Requested Documents:	Wage Theft Prevention Form - Required Project_Go-Live_Checklist_Interactive_(Training).pdf Bid Guarantee - Required ReviewerProcess_Overview_+_FAQ_(Evaluating_Projects).pdf
Requested Questionnaires:	Bidder Questionnaire (Q-69SU) - Required Bidder_Questionnaire_(Q-69SU).xlsx
Requested BidTables:	Bid Form (BT-17NX) - Required BidTable data confirmed
Requested Data:	Receipt of the following number of addenda is acknowledged: - Required 2
Confirmation Code:	MzE5NzY4
Download All Files	& Download

By scrolling down, you will see several options on this page. You are given the option to **Return to Portal Listing**, and view more bid opportunities; **Provide Feedback** to EUNA Supplier Network Support regarding your submission experience, or <u>revise your</u> <u>submission</u> to go back and make changes.





Resubmit or Un-submit Submission

If you've finalized a submission and would like to change the files you've uploaded, you may do so if the project deadline has not passed using the following instructions:

1. Make sure you are logged in using your email and password. If you're not, you can click on the **Log In /Register** link in the top right corner of the Portal).

2. Once logged in, click on the **Submissions** link at the top of the page.

Constitute Print -				DEMO
Work-in-Progress Completed	Missed			
				Search
Ref. # Project	Department	Vendor	Due Date	Action
MX05 Recruitment Services	Purchasing	Nook Inc.	Jul 5th 2020, 7:00 PM EDT	Actions -

3) Once you're on the Submissions page, click on the **Completed** tab. Next to the submission that you would like to un-submit on, select **Actions** and then **View** to view the submission receipt.



Your Submiss	sions				DEMO
Work-in-Progress	Completed	Missed			
					Search
Ref. # Project		Department	Vendor	Due Date	Action
MX05 Recruitme	ent Services	Purchasing	Nook Inc.	Jul 5th 2020, 7:00 PM EDT	Actions -
Technical Support Portal Se	curity Terms of Servic	e <u>Privacy Policy</u>		-	View Powered by COO Bonfire

4) Once on the receipt page, scroll down to the bottom of the page and click the link to **un-submit your submission**.

NOTE: Un-submitting your submission will make it seem as if your submission was never made at all! Please ensure that you unsubmit with enough time to finalize your re-submission.

Need to Revise Your Submission?						
Click here to	un-submit your s	submission. Note that	only submissions that have been finalized and submitted will be considered.			
Technical Support	Portal Security	Terms of Service		Powered by		

After you un-submit you will have the opportunity to make edits to any current files/submission data and upload additional files (if required).

NOTE: When re-submitting, you **do not** have to re-upload ALL files. You will only have to upload for the files/data you wish to change.



Once you're finished revising your submission, click **Submit & Finalize** again before the project deadline or else your submission will remain as a Work-In-Progress. When you submit again, you will receive a new email confirmation receipt with a new confirmation number.

TIP for submitting a Cashier Check for Bid Bond after the Bid Opening:

After 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 one of the 3 lowest, responsive bidders, you will need to submit the original/valid cashier's check within 48 hours of DES notifying you that you are one of the 3 lowest responsive bidders.

As applicable, when mailing original check, mail to the following address:

- ATTN: FPS Contracts
- 1500 Jefferson SE Olympia, WA 98501