

Contractors Online Bidding Submission Instructions

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Accessing the Opportunity

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

[Log In](#)[Register](#)

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

If this is your first time, select Register. A popup window opens “**Register as a Vendor**” 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

Email

Email (Again)

[Create account](#)



[Need Help?](#)



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Success!

You'll receive an email with further instructions.

Have a question or need help using Bonfire? Email us at
support.bonfire@eunasolutions.com

[Back to Login](#) [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.



Bonfire

Log in to your Bonfire account

Email Address

Password

[Log In](#)

[Forgot password?](#)



Bonfire

Recover your account

Email Address

[Submit](#)

Remember your credentials? [Log In](#)



Bonfire Account Created

You've signed up to be a Bonfire Vendor and need to finish registering. To complete your registration, click below and create your account.

[Complete your registration](#)

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:

Join or create your company account

Search for your company

[Learn more about joining a company](#)

[Join company](#)

Didn't find your company? Use the button below to create it

[Create my company](#)

Business Information

This will help agencies find you and learn more about your business.

You can always change your answers later.

Business Name *

Abbo LLC

Business Description *

I own a small landscaping business.

Business Email *

abbrollo@gmail.com

Phone Number *

123.456.8579

How many employees at your company? *

Fewer than 11

What is your role? *

Business Owner

Contact First Name *

George

Contact Last Name *

Abbo

Address Line 1 *

123 Market Place

Address Line 2

Country *

US

State / Province *

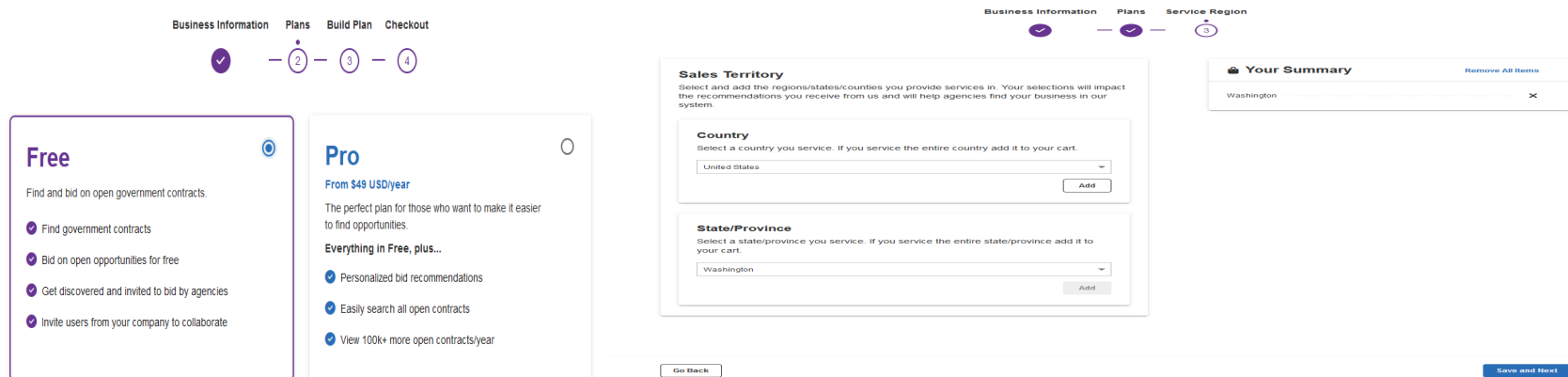
Washington

City *

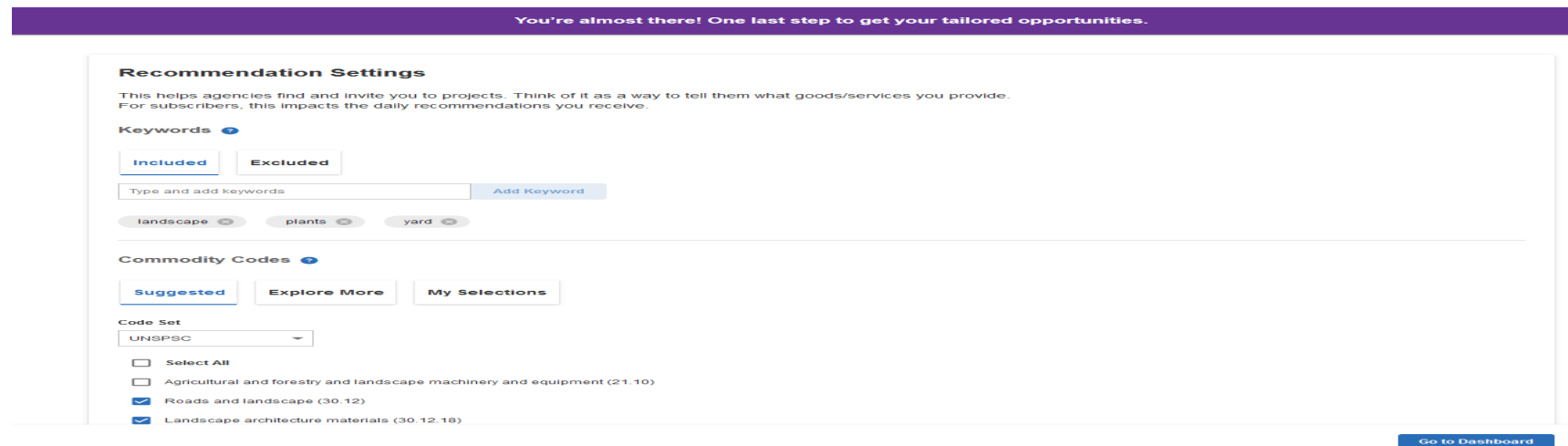
Postal / Zip Code *

[Save and Next](#)

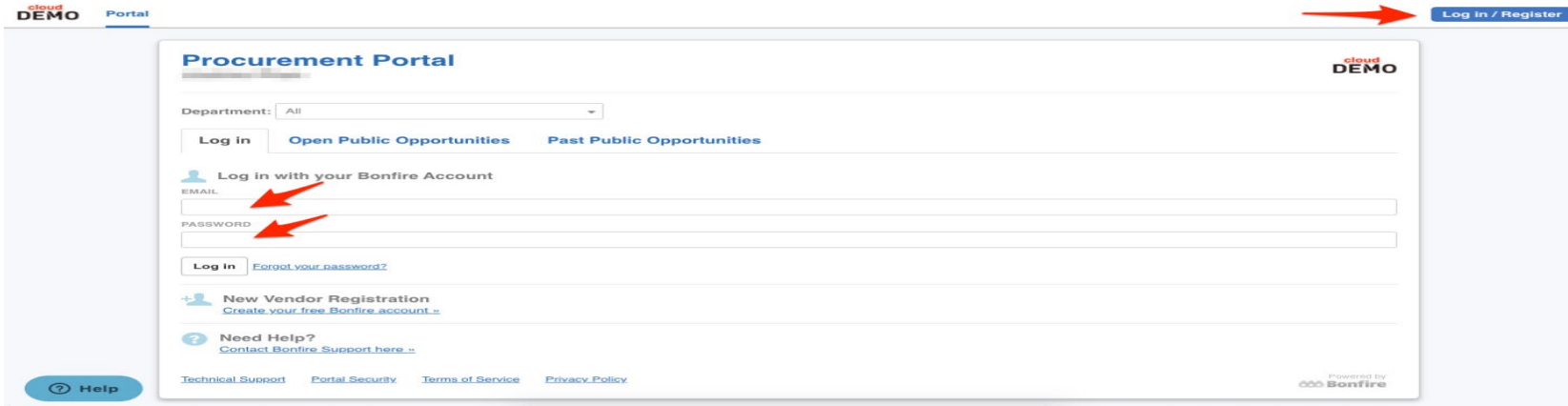
Select the choice for bidding as **Free** OR also Subscribe & final Sales Territory -add to cart* **View Summary*** is shown hit **Save-Next** button:



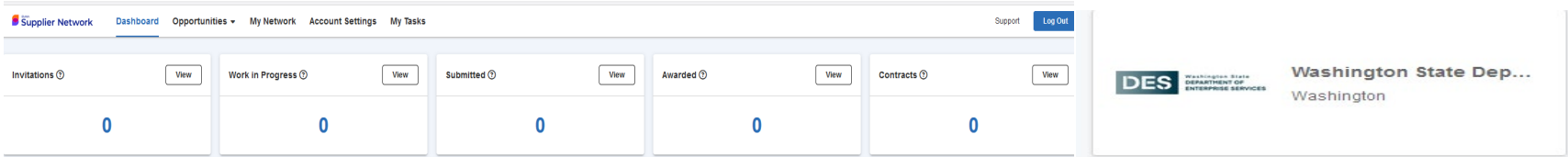
Final Step- Add Keywords-about business- **Add button** & also the select **Commodity codes** for location- hit **Go to Dashboard**



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



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



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

Are you an OMWBE Certified Business?*

Yes

Business Established Date*

09-25-2024

Address*

123 Market Place,Seattle WA

If you indicated "Yes" to OMWBE certified, then please indicate your certification number (if no, then please indicate "0")*

01234569B

Select Your Vendor Types*

Contractor

Contractor

Consultant

Next → Save

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Commodity Codes
- Registration Complete

Profile* Additional Information

Vendor Name* Address Line 1 Address Line 2

Abbo LLC 123 Market Place

Contact First Name Contact Last Name Address Line 3 Address Line 4

George Abbo

Contact Email City State / Province

abbolc@gmail.com Seattle Washington

Phone Number Postal / Zip Code Country

123 456 8579 98115 US

Enter Contractor Commodity codes:

Profile* Additional Information

Based on your selected Vendor Type, please complete the following sections

Contractor Complete

You are editing the Contractor section

Save

Continue to Commodity Codes »

Commodity Codes help match you to future bid opportunities in your Service Region, with Washington State Department of Enterprise Services and other organizations. You can always go back and change them later. **You must select at least one Commodity Code.**

3912 X 391218 X 72102906 X 81071 X 90656 X

Code Set: NIGP Code: Keyword: landscape Q Reset

Code	Title	Description	Add
81071	Spray Equipment, Landscape, Machine Powered		+
90656	Landscape, Architectural Services		+

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

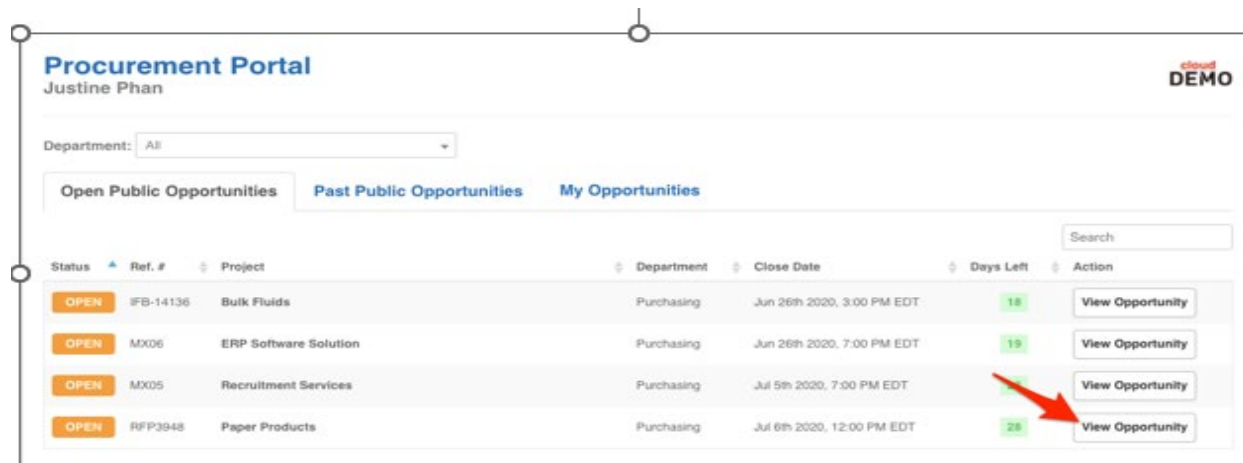
 **Success!**

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**.



The screenshot shows the 'Procurement Portal' for Justine Phan. It features a 'Department' dropdown menu set to 'All'. Below the menu are three tabs: 'Open Public Opportunities' (selected), 'Past Public Opportunities', and 'My Opportunities'. A search bar is located to the right of the tabs. The main content area displays a table of opportunities with columns for Status, Ref. #, Project, Department, Close Date, Days Left, and Action. A red arrow points to the 'View Opportunity' button for the 'Paper Products' project.

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	MX06	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	20	View Opportunity
OPEN	RFP3948	Paper Products	Purchasing	Jul 6th 2020, 12:00 PM EDT	26	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.

RFP3948 - Paper Products
[Back to list](#)

cloud DEMO

Project Details

Project: Paper Products

Ref. #: RFP3948

Department: Purchasing

Type: RFP

Status: **OPEN**

Open Date: Jun 8th 2020, 12:00 PM EDT

Questions Due Date: Jul 6th 2020, 12:00 PM EDT

Close Date: Jul 6th 2020, 12:00 PM EDT

Days Left: 28

Project Description:
CloudDemo is soliciting bids for a variety of paper products. Please refer to the attached RFP documentation for the full scope of work.

June 2020

prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
	12p OPEN					
14	15	16	17	18	19	20
	OPEN					
21	22	23	24	25	26	27
	OPEN					
28	29	30	1	2	3	4
	OPEN					

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	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 10th 2025, 6:00 AM PDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 8th 2025, 1:00 PM PDT	N/A
UPCOMING	Public Bid Opening	Teams			

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 <input type="text" value="Search"/>
File	Type	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.

Requested Information:

Listed below are the documents and information needed to complete your submission:

Documents

Name	Type	# Files	Requirement	Instructions	Actions
Wage Theft Prevention Form	File Type: PDF (.pdf)	1	REQUIRED		
Bid Guarantee	File Type: PDF (.pdf)	1	REQUIRED		

Pricing

Name	Type	# Files	Requirement	Instructions	Actions
Bid Form (BT-17NX)	BidTable: Datable	N/A	REQUIRED	You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission. Please note that BidTables may take a significant amount of time to prepare.	

Compliance

Name	Type	# Files	Requirement	Instructions	Actions
Receipt of the following number of addenda is acknowledged:	Data Type: Number	N/A	REQUIRED		
Bidder Questionnaire (Q-69SU)	Questionnaire: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this Questionnaire.	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.

Submissions and Subcontracting

Prepare

Interest in Subcontracting

You can mark yourself as an interested Subcontractor and will be added to a publicly available contact list. This list will include your contact information so that other vendors can connect with you as needed. You will not be able to edit your contact information once submitted.

The following fields are pulled from your vendor profile and will be displayed for the public 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 *

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.

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 Messages

Public Notices (1)

Vendor Discussions (0)

Search

Search...

Katelyn Shantz

Addendum #1 has been posted

Addendum #1 has now been posted. Please download it... 2:53 PM

Addendum #1 has been posted


Katelyn Shantz, Kris Smith

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](#)

Prepare Your Submission

Prepare as:

Nancy's General Contractor

Prepare Your Submission

New to Bonfire? Here's a quick overview of the submission process.



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**.

Complete Your Submission

[Back to Opportunity](#)

cloud
DEMO

Project Details

Official Time: Jun 8th 2020, 5:55 PM EDT

Closing Time: Jul 6th 2020, 12:00 PM EDT

a month
Remaining

Project: Paper Products

Ref. #: RFP3948

Organization: ABC Inc.

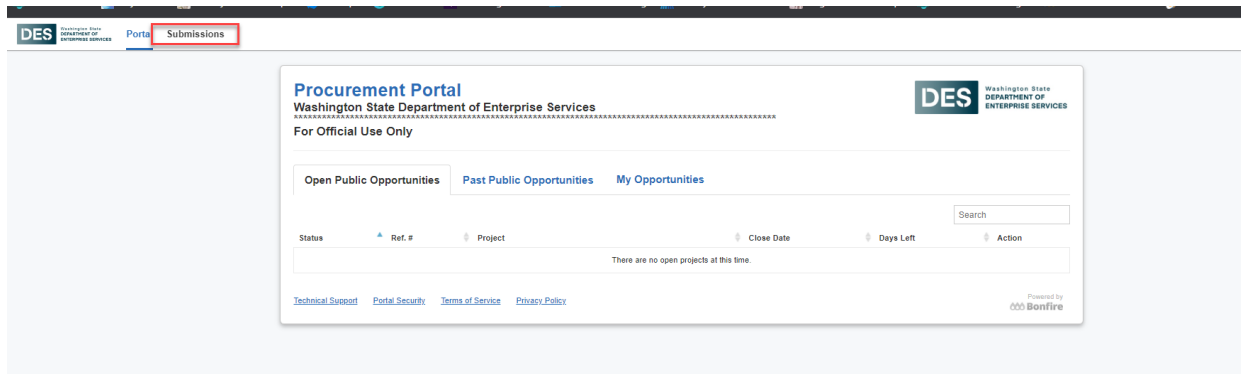
First Name: Angela

Last Name: Martin

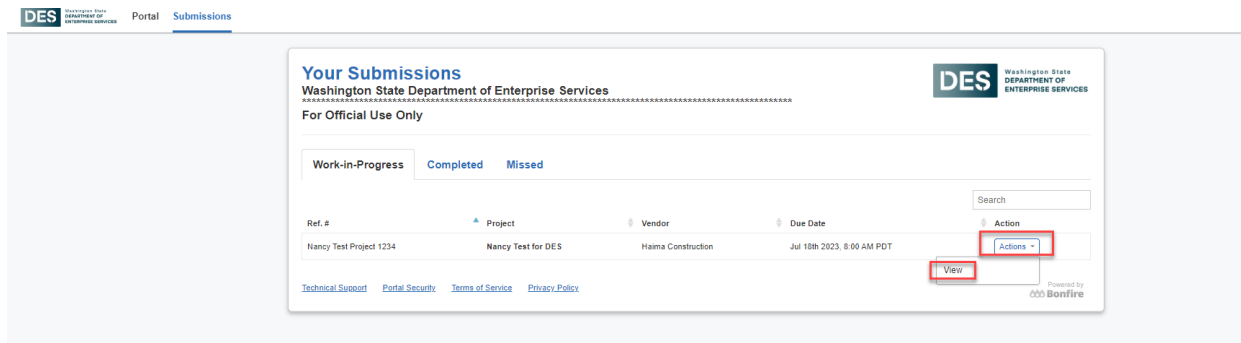
Email: example@gobonfire.com

Edit Contact Info

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.



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




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 Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Documents


 Wage Theft Prevention Form REQUIRED File Type: PDF (.pdf) # Files: 1	<input type="button" value="Upload File"/>
 Bid Guarantee REQUIRED File Type: PDF (.pdf) # Files: 1	<input type="button" value="Upload File..."/>

Pricing

 Bid Form (BT-17NX) REQUIRED	<input type="button" value="Confirm BidTable"/>		
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	#	Quantity Required	Price
Base Bid			
BASE BID (Including	#1-1	1	\$ _____
TRENCH EXCAVAT	#1-2	1	\$ _____
Alternates			
Alternate Bid No. 1 -	#2-1	1	\$ _____
Alternate Bid No. 2 -	#2-2	1	\$ _____

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.

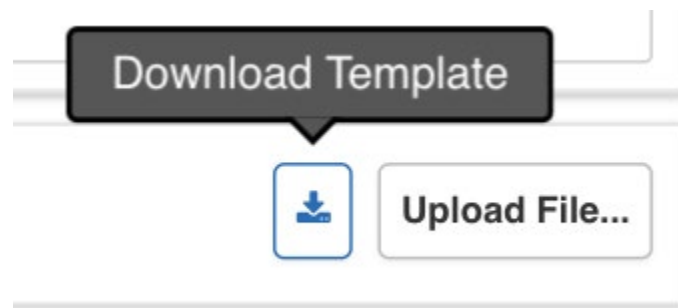
 Bid Form (BT-17NX) REQUIRED	<input type="button" value="Confirm BidTable"/>		
Description --			
Instructions Fill out the form below. All changes are saved automatically. Click 'Confirm BidTable' when you are complete. Please fill out the required information for each item. You are required to bid on every item.			
Item	#	Quantity Required	Price
Base Bid			
BASE BID (Including	#1-1	1	\$ _____
TRENCH EXCAVAT	#1-2	1	\$ _____
Alternates			
Alternate Bid No. 1 -	#2-1	1	\$ _____
Alternate Bid No. 2 -	#2-2	1	\$ _____

Compliance Form

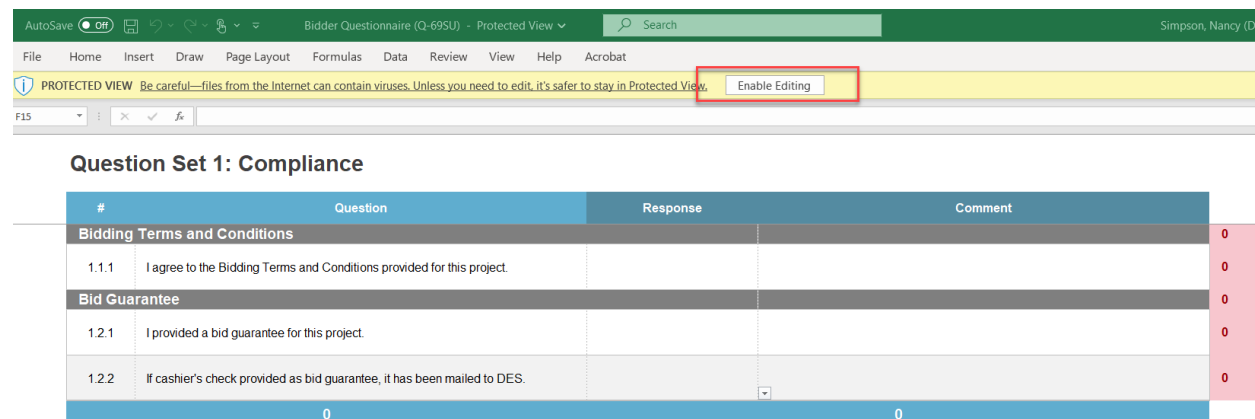
You can download Compliance Form template and save it your computer at this stage by clicking on the download icon.

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.



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

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



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

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%	<input type="text"/>	No errors
2	13	0.00%	<input type="text"/>	No errors
Total	28	0.00%	<input type="text"/>	

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 and Conditions				
1.1.1	I agree to the Bidding Terms and Conditions provided for this project.			Incomplete
Time for Completion				

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.

Response
<div></div>

I agree.

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

Comment

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.

Status
Complete

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 Information			
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

Compliance

Receipt of the following number of addenda is acknowledged:

REQUIRED Data Type: Number

Save Cancel

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%	<div></div>	Complete: no errors
2	13	100.00%	<div></div>	Complete: no errors
Total	28	100.00%	<div></div>	

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Documents

Wage Theft Prevention Form
REQUIRED File Type: PDF (.pdf) # Files: 1
Upload File...

✓ Project_Go-Live_Checklist_Interactive_(Training).pdf
Upload File...

Bid Guarantee
REQUIRED File Type: PDF (.pdf) # Files: 1
Upload File...

✓ Reviewer_-_Process_Overview_-_FAQ_(Evaluating_Projects).pdf
Upload File...

Pricing

Bid Form (BT-17NX)
REQUIRED Edit BidTable

Description

Instructions
BidTable is confirmed. Click 'Edit BidTable' to make changes.

Item	#	Quantity Required	Price
Base Bid			
BASE BID (Including)	#1-1	1	\$50,000.00
TRENCH EXCAVAT	#1-2	1	\$0.00
Alternates			
Alternate Bid No. 1 -	#2-1	1	\$2,500.00
Alternate Bid No. 2 -	#2-2	1	\$1,500.00

Compliance

Receipt of the following number of addenda is acknowledged:
REQUIRED Data Type: Number
Exit Delete

✓ 2

Bidder Questionnaire (Q-65 SU)
REQUIRED Questionnaire # Files: 1
Upload File...

✓ Bidder_Questionnaire_(Q-65 SU).xlsx
Upload File...

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...

✓ Test_Document_-_Assignment.pdf
Upload File...

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

☒ I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

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 finalized. Please see below for your confirmation details.

Confirmation Details

Project:	Nancy Test for DES
Ref. #:	Nancy Test Project 1234
Submission Time:	Jul 17, 2023 11:20 AM PDT
Name:	L H
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 Reviewer_-_Process_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	<input type="button" value="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 [revise your submission](#) to go back and make changes.

Return to Portal Listing

If you need to access the project details you can find them on the Portal Listing.

[Return to Portal Listing »](#)

We Need Your Feedback!

We are continually improving the digital submission process at **Justine Phan**, but we need feedback from suppliers like you.

[Provide Feedback »](#)

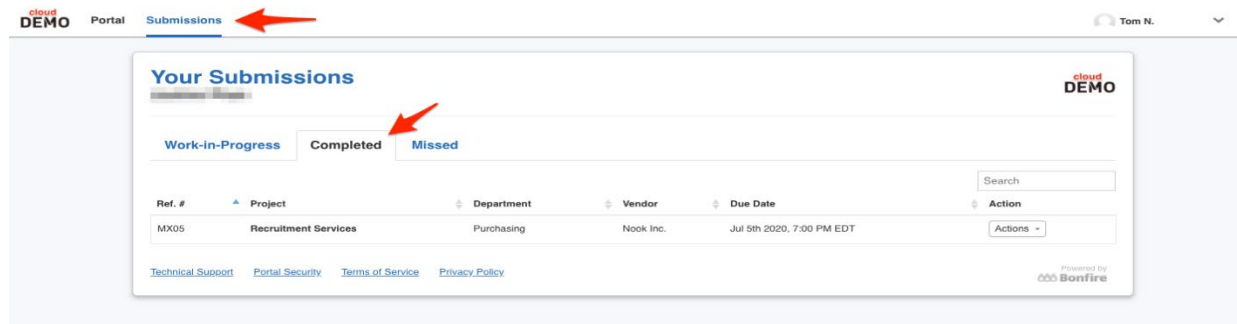
Need to Revise Your Submission?

[Click here to un-submit your submission.](#) Note that only submissions that have been finalized and submitted will be considered.

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.



- 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.

cloud DEMO

Your Submissions

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	<div>Actions</div> <div>View</div>

[Technical Support](#)
[Portal Security](#)
[Terms of Service](#)
[Privacy Policy](#)

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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 un-submit with enough time to finalize your re-submission.

Need to Revise Your Submission?

[Click here to un-submit your submission.](#)

Note that only submissions that have been finalized and submitted will be considered.

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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*