

# Bidding with eProcurement and iSupplier

The Department of Procurement Services is committed to Communications and Outreach, which is key to keeping citizens informed of bid opportunities, new programs, and innovations.

Also, ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies. To download, go to: [www.chicago.gov/dps](http://www.chicago.gov/dps).

We encourage you to follow us on our website [www.chicago.gov/dps](http://www.chicago.gov/dps) for the latest news, updates, and our calendar of events. Go online, [www.chicago.gov/DPS](http://www.chicago.gov/DPS) and click on the letter icon and sign-up for our **Email Newsletter: DPS Alerts** full of news that you can use.

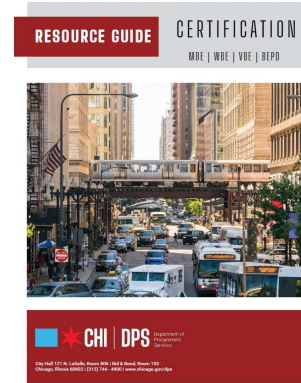
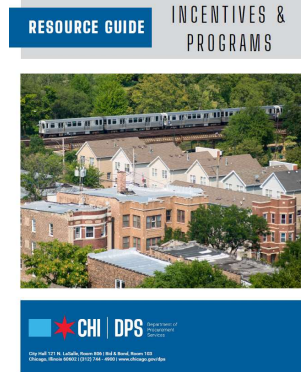
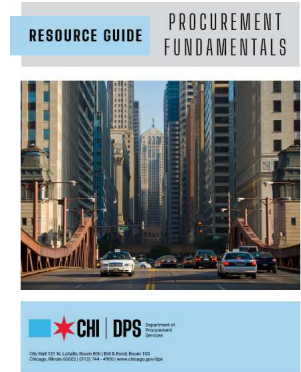
**Follow us on social media to stay informed:**

- **Facebook:** [www.facebook.com/ChicagoDPS](http://www.facebook.com/ChicagoDPS)
  - **Twitter:** [www.twitter.com/ChicagoDPS](http://www.twitter.com/ChicagoDPS)
  - **LinkedIn:** [www.linkedin.com/company/chicagodps](http://www.linkedin.com/company/chicagodps)
  - **Youtube:** [www.YouTube.com/ChicagoDPS](http://www.YouTube.com/ChicagoDPS)
- 
- NOTE: Legal advertisements for the City of Chicago Department of Procurement Services (DPS) appear in the Chicago Tribune. Information about DPS contracting opportunities will be available at [www.chicago.gov/bids](http://www.chicago.gov/bids).

# Welcome

# RESOURCE GUIDES

- DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.
- The Resource Guides were divided into key areas of the procurement process:
  - Contract Administration
  - Incentives and Programs
  - Certification
  - Compliance
- Download now at [www.chicago.gov/dpsguides](http://www.chicago.gov/dpsguides)



- What is eProcurement – overview
- Accessing iSupplier Portal / Online Bidding
- How to register
- View Bids / Solicitations
- How to respond to Bids/Solicitations
- Questions

# OUR GOALS AT A GLANCE

eProcurement, established in 2017, is part of the City's Oracle Financial Management Procurement System aka (FMPS) that applies web technology to the acquisition of goods and services.

The iSupplier Portal is the full-service resource for vendors doing business with the City of Chicago.

All DPS bids, RFPs, and RFQs are electronic and are advertised through eProcurement.

# Overview of eProcurement



You must be a registered Vendor to access the “iSupplier” Portal Online eProcurement System for all purchasing activities.

As a registered Vendor in the iSupplier Portal you will be able to:

- View and Respond to Bids / Solicitations online
- View Orders, Payments, Invoices past and present
- Update Your Company Information – contacts, address, phone, email

To assist vendors with the transition to the iSupplier Portal and Online Bidding process, the City developed the eProcurement microsite, a website “How To” manual for eProcurement. Web address: [www.chicago.gov/eprocurement](http://www.chicago.gov/eprocurement)

## Overview of eProcurement (cont'd)

[www.chicago.gov/eprocurement](http://www.chicago.gov/eprocurement)

- Your information is secure, the City takes security seriously and ensures all information is encrypted.
- The City uses the **https:** protocol for secure communication.
- Bids solicitations are not visible to employees or other vendors prior to Bid Opening. Your Active Bid is secure.

**SECURITY**

# First Time Vendor Registration

## Log in and registration

Existing Vendors with a City vendor number: Click on the request an iSupplier invitation button to direct your request to Customer Support.

New Vendors without an existing City vendor number: Click on the New Vendor Registration button.

### **What is needed at New Vendor Registration?**

W9/FEIN/Tax ID attached as PDF. If not attached, your registration request will be returned.

The legal business name of the company must match the company name on the W9/FEIN/Tax ID form, or your registration request will be returned.



# Procurement Services iSupplier Portal



iSupplier Home Page

[Home](#) [Login and Registration](#) [Current Bids and Solicitation Opportunities](#) [Online Training Materials](#) [Delegates](#) [Help](#)

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

## Announcements

### REMINDER: Business Diversity Program and Utilization Report

Last year, Mayor Lightfoot issued Executive Order 2021-2 (EO), which requires all contractors with City agreements to submit an annual report about their company's Business Diversity Program. As a result, the Business Diversity Program and Utilization Report (BDPR) is due on July 1st of each calendar year from all contractors, with limited exceptions. A dedicated microsite with reporting forms and FAQs can be found at <http://www.chicago.gov/bdp>. Vendors who have not completed their report should do so without delay. Thank you for your cooperation and assurance that your company is an equal and accountable partner in building a more diverse Chicago.

### Introduction to eProcurement Vendor Workshops:

**\*\*2022 eProcurement Vendor Workshops are listed below. \*\***

DPS is using eProcurement for all solicitations. We invite you to attend a demonstration to learn about iSupplier registration, how to submit bids and proposals, and how to view contracts and payments online via the eProcurement system.

Please be advised that eProcurement Training sessions have gone virtual. The next training session dates are 01/20, 02/17, 03/31, 04/21, 05/19, 06/16, 07/21, 10/28, 11/17 and 12/01/2022 at 2 pm. Please register at: [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents)



# Microsite

[Chicago.gov/eprocurement](http://Chicago.gov/eprocurement)

## Vendor Registration

There are TWO separate processes for registration as a vendor in the City's iSupplier Portal. It is important that your firm determines which process you should follow and that you read all the instructions below.

### Existing City of Chicago Vendors

If your business has previously registered with the City, had a contract (excluding subcontracts) or received a payment from the City, your firm should follow the process directly below. The following are **NOT** included in this group:

- Vendors who have only had contracts with Sister Agencies, as opposed to with the City of Chicago. Contracts with the following Sister Agencies would not qualify for previous registration with the City of Chicago:
  - Chicago City Colleges
  - Chicago Housing Authority
  - Chicago Park District
  - Chicago Public Schools
  - Chicago Transit Authority
  - Metropolitan Pier & Exposition Authority (MPEA)
  - Public Building Commission
- Vendors who have done business only with Cook County, but not with the City.

In order to register your business in the City of Chicago iSupplier Portal, you will need to send an email to [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) with the subject "**Request an iSupplier Invitation**", or click on the button below. Within two business days, you will receive an e-mail invitation from the City that provides a link to the iSupplier website and instructions for filling out and submitting your registration.

[REQUEST ISUPPLIER INVITATION](#)

[How to register after receiving registration invitation](#)





## Vendor Registration

### New Vendors with the City of Chicago

Vendors who have never previously registered with the City of Chicago, never received a payment from the City of Chicago or never had a contract with the City of Chicago should follow this process. Click the New Vendor Registration button below; it will take you to the registration page in the iSupplier Portal where you can complete the process.

*If during registration you receive an error message stating that a supplier with the same name or the same FEIN number already exists, your business already has a City vendor number and you should follow the above **“Registration for Existing City of Chicago Vendors”** process.*

[NEW VENDOR REGISTRATION](#)

[How to Register](#)

In either case, if more than one person at your business will use iSupplier, please add them as “contacts” and check “Create User Account For The Contact” next to each contact. This will create separate iSupplier login accounts for each user.





**City of Chicago** The City of Chicago's Official Site

Procurement Services  
**iSupplier Portal**

Home Login and Registration **Current Bids and Solicitation Opportunities** Online Training Materials Delegates Help

## Current Bids and Solicitation Opportunities

**eProcurement Bid and Solicitation Opportunities \*\***

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).



# Current Bids and Solicitation Opportunities

## eProcurement Bid and Solicitation Opportunities \*\*

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

**\*Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.**

### City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit [www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement). For non-eProcurement bids, visit [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

Abstracts

Status: Active

Previous 1-10 Next 10

Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
CHICAGO DEPARTMENT OF TRANSPORTATION	Commodities		8332	1229849	1229849: ASPHALT PRIMERS, HOT/WARM MIX ASPHALT, HIGH PERFORMANCE/STANDARD COLD P	10-JAN-2022 08:00:00	10-JAN-2022 08:00:00	17-FEB-2022 11:00:00		18-JAN-2022 12:00:00	∞
DEPT OF AVIATION	Construction		8413	1231615	1231615: Northeast Cargo Taxilane NN Completion Phase 3		28-DEC-2021 09:30:47	04-FEB-2022 11:00:00		12-JAN-2022 17:00:00	∞
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		8367,1	1199412	1199412: E-2-514 Pin and Link Assembly Expansion Joint Retrofits #2	15-NOV-2021 08:00:00	15-NOV-2021 08:00:00	31-JAN-2022 11:00:00		17-DEC-2021 16:00:00	∞
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		8366,1	1199444	1199444: E-9-300 Pin and Link Assembly Expansion Joint Retrofit # 4	15-NOV-2021 08:00:00	15-NOV-2021 08:05:00	31-JAN-2022 11:00:00		17-DEC-2021 16:00:00	∞
DEPARTMENT OF HOUSING	Delegate Agency		6459,3	697255	Community Housing Development Organization (CHDO) Certification		17-AUG-2020 11:01:54	31-DEC-2023 12:00:00			∞
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-SYEP	8375,2	1235846	DFSS Youth Services - Summer Youth Employment Program (SYEP)		12-JAN-2022 12:36:29	24-FEB-2022 12:00:00			∞



# Abstract Page of Active Bids/Solicitations

DEPT OF AVIATION	Work Service	7778,4	1213294	1213294: Shuttle Bus Service for Midway International Airport	11-AUG-2021 08:00:00	11-AUG-2021 08:00:00	16-FEB-2022 11:00:00	25-AUG-2021 16:00:00	
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[Login](#)

**City of Chicago eProcurement Solicitations**



[Details](#)

[Document](#) [PDF File](#)

To view or download solicitations without logging in, click the [icon](#) at the Online Bid link, then click [to open](#). To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit [www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement). For non-eProcurement bids, visit [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

**Form Details (Abstract): RFQ 7778,4**

Status **Active**

[Document](#) [PDF File](#)

<b>Abstract</b>	Event Program/Model	<b>Work Service</b>	Advertisement Date	<b>11-AUG-2021 08:00:00</b>
	Solicitation Number	<b>7778,4</b>	Supplier Response Start Date	<b>11-AUG-2021 08:00:00</b>
	Specification Number	<b>1213294</b>	Supplier Response Due Date	<b>16-FEB-2022 11:00:00</b>
	Solicitation Title	<b>1213294: Shuttle Bus Service for Midway International Airport</b>		

**Other Details Section**  
Other Details

**Pre-Solicitation Meeting**

*Type	Attendance	Pre-Solicitation Conference Date & Time	Pre-Solicitation Conference Location
Pre-Solicitation Conference	Strongly Suggested	18-Aug-2021 10:00:00	The Pre-Bid Conference will be held via Conference Call. All attendees must pre-register to participate on the conference call. Interested Attendees must email Lisa L. Jones at <a href="mailto:lisa.jones@cityofchicago.org">lisa.jones@cityofchicago.org</a> . Email Subject Must Read: Specification 1213294, Shuttle Bus Service for Midway International Airport Pre-Bid Conference. Conference call confirmation and instructions will be emailed to attendees.

Deadline for Questions **25-Aug-2021 16:00:00**

[Return to Abstracts](#)

[Login](#)

City Of Chicago

Solicitation #7778,4



Work Service Solicitation #7778,4 (BID)

**Shuttle Bus Service for Midway International Airport**

**Specification Number: 1213294**

**Required for use by: DEPT OF AVIATION**

**Bid/Proposal Submittal Date and Time: 11:00 AM Central Time, 16-FEB-2022**



**Main Menu** Personalize

-  City of Chicago iSupplier Portal with Invoice Creation
-  City of Chicago Online Bidding

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.				

After entering your temporary password you will be directed to change to permanent password. Login and click “City of Chicago Online Bidding”



Log In – Online Bidding  
<https://chicago.gov/eprocurement>

**Main Menu** Personalize

- City of Chicago (Supplier Portal with Invoice Creation)
  - Home Page
- City of Chicago Online Bidding
  - Sourcing
    - Sourcing Home Page
    - Worklist

**Worklist** Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
TIP	Vacation Rules	Redirect or auto-respond to notifications.		
TIP	Worklist Access	Specify which users can view and act upon your notifications.		

The Worklist is currently empty. As you bid this will fill up. Click on Sourcing Home Page. You will see the below.



# Navigating Online Bidding

Navigator Favorites Home Logout Preferences Help

**Negotiations**

Search Open Solicitations:  Title

Welcome, Pam Smith.

**Your Active and Draft Responses** Full List

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

**Your Company's Open Invitations** Full List

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				



### Table Legend

- Response Number:** is the number received when a solicitation has been saved. It's your # for the specific solicitation write it down.
- Response Status:** Occurs with an action: Active bid submitted; Draft began and saved not submitted; and Resubmission Required: an addendum has been issued that you must acknowledge receipt of.
- Supplier Site:** Not used by DPS.
- Solicitation Number:** The number for the RFQ.
- Title:** Precedes with the Specification Number, colon and Title/Subject of RFQ.
- Type:** Terminology for eProcurement Solicitations is RFQ.
- Time Left:** Number of days remaining before the due date (bid/proposal opening).
- Monitor:** Can be used to see the activity for the RFQ.
- Unread Messages:** Messages are sent via the Online Discussions by the DPS Procurement Specialist conducting the RFQ.

**Negotiations**

Search Open Solicitations

Welcome, KIM MOORE.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">1001</a>	Active		<a href="#">Z</a>	191733: Post Production Validation Phase 2 Go Live	RFQ	0 seconds		<a href="#">0</a>
<a href="#">23003</a>	Active	HEADQTRS	<a href="#">5049</a>	7617: Construction Testing	RFQ	0 seconds		<a href="#">0</a>
<a href="#">23002</a>	Active		<a href="#">5048</a>	12345:Construction Testing	RFQ	0 seconds		<a href="#">0</a>
<a href="#">119113</a>	Resubmission Required		<a href="#">6187.2</a>	547589: AUTOMATED EXTERNAL DEFIBRILLATORS AND ASSOCIATED SUPPORT MATERIALS	RFQ	0 seconds		<a href="#">0</a>
<a href="#">157119</a>	Active		<a href="#">6312.2</a>	685972: MOBILE CARTS AND PARTS	RFQ	0 seconds		<a href="#">2</a>

**Your Company's Open Invitations**



Search Open Solicitations

Welcome, KIM MOORE.

**Your Active and Draft**

Press Full List to view all your responses.

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">1001</a>	Active		<a href="#">Z</a>	191733: Post Production Validation Phase 2 Go Live	RFQ	0 seconds		0
<a href="#">23003</a>	Active	HEADQTRS	<a href="#">5049</a>	7617: Construction Testing	RFQ	0 seconds		0
<a href="#">23002</a>	Active		<a href="#">5048</a>	12345:Construction Testing	RFQ	0 seconds		0
<a href="#">119113</a>	Resubmission Required		<a href="#">6187,2</a>	547589: AUTOMATED EXTERNAL DEFIBRILLATORS AND ASSOCIATED SUPPORT MATERIALS	RFQ	0 seconds		0
<a href="#">157119</a>	Active		<a href="#">6312,2</a>	685972: MOBILE CARTS AND PARTS	RFQ	0 seconds		2

**Your Company's Open Invitations**

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

**Quick Links**

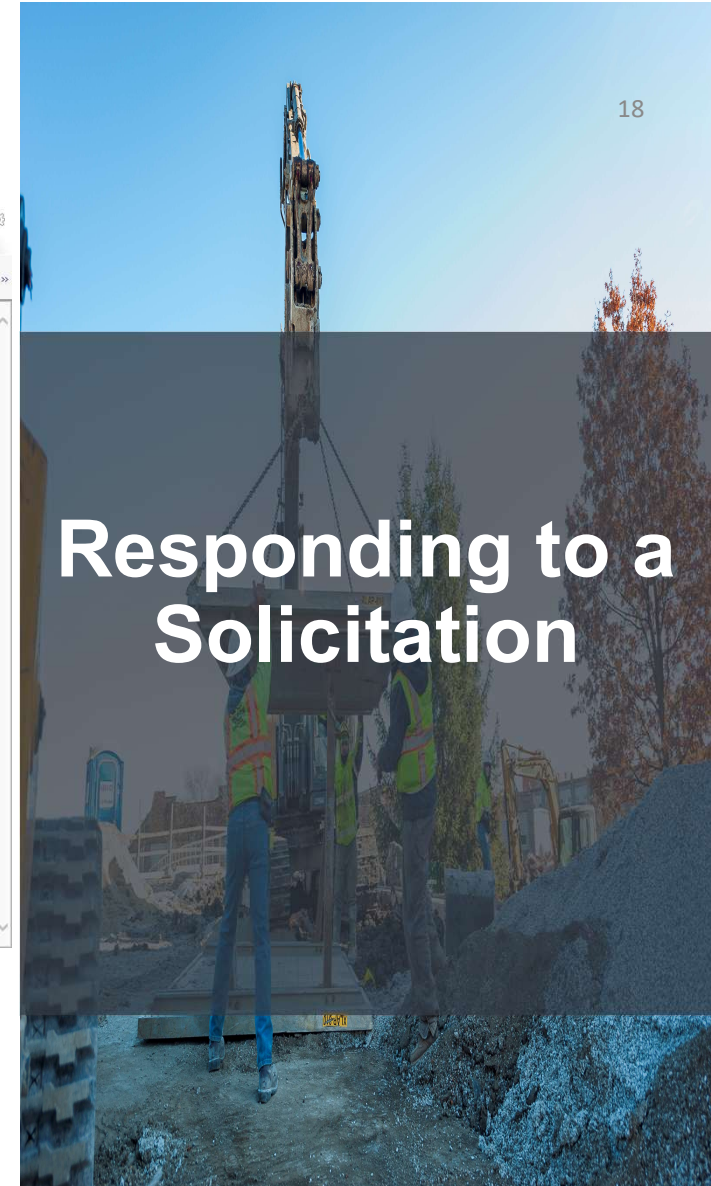
Manage	View Responses
<ul style="list-style-type: none"> <li><a href="#">Drafts</a></li> <li><a href="#">Deliverables</a></li> <li><a href="#">Personal Information</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Active</a></li> <li><a href="#">Disqualified</a></li> <li><a href="#">Awarded</a></li> <li><a href="#">Rejected</a></li> </ul>

About this Page

Negotiations Home Logout Preferences Help Diagnostics

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**Title:** is the Specification #  
**Number:** is the RFQ #



# Responding to a Solicitation

**CITY OF CHICAGO Sourcing** Navigator Favorites Home Logout Help Preferences

**Negotiations**  
 Negotiations >  
 Active Solicitations

**Search**  
 Note that the search is case insensitive

**Select & Respond**

Number: 8332  
 Title:   
 Category:   
 Contact:   
 Line:   
 Event:   
 Go Clear

Select Negotiation: **Respond**

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor Unread Messages
<input type="radio"/>	8332	1229849: ASPHALT PRIMERS, HOT/WARM MIX ASPHALT, HIGH PERFORMANCE/STANDARD COLD P	VAZQUEZ, ELSIE	31 days 16 hours	17-Feb-2022 11:00:00	Sealed	0	<input type="checkbox"/>



**RFQ (number)  
 # Selected  
 Click Respond**

### Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

When you accept the terms and conditions your firm is added to the Take Out List

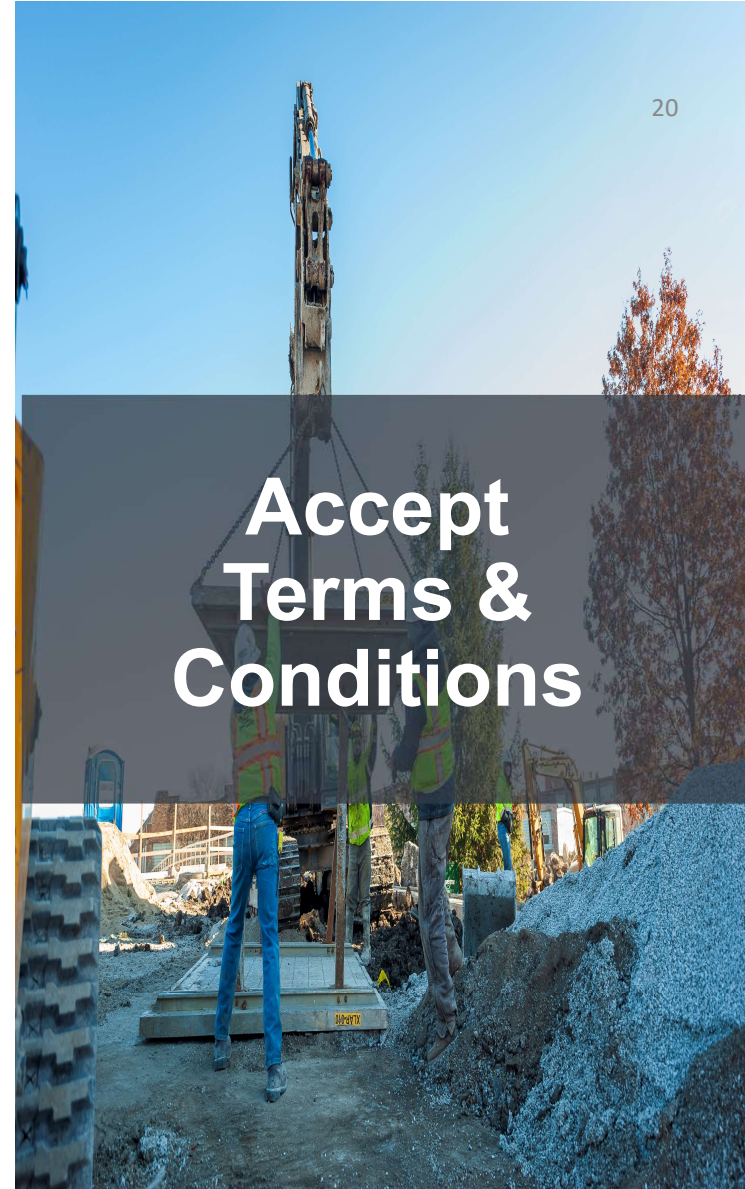
Title	Type	Description	Cat
No results found.			

\*  I have read and accepted the terms and conditions

Cancel

Accept

# Accept Terms & Conditions



**Negotiations**  
 Negotiations > Active Solicitations >  
 Create Quote: 382990 (RFQ 8332)

Title: 1229849: ASPHALT PRIMERS, HOT/WARM MIX ASPHALT, HIGH PERFORMANCE/STANDARD COLD P

Time Left: 31 days 15 hours  
 Bid Opening Date/Supplier Response Due Date: 17-Feb-2022 11:00:00

Supplier: **KWM DIVINE**  
 RFQ Currency: **USD**  
 Quote Currency: **USD**  
 Price Precision: **Any**

Quote Valid Until: [ ]  
 Reference Number: [ ]  
 Note to Buyer: [ ]

**Attachments**  
 Add Attachment...  
 No results found.

**Requirements**  
 Expand All | Collapse All

Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements FUND NUMBER: 017-0314-088-2025-0340 DPS UNIT: COMMODITIES DRAWINGS: ONE (1) EXHIBITS: CONTRACT TERM: NUMBER MONTHS: 60 PRE-BID CONFERENCE: YES <input type="checkbox"/> BIDDER QUESTIONS Requirements table Any deviations from or exceptions to any provisions or requirements of the bidding documents, including but not limited to the specifications of the goods and/or services to be provided, must be noted here or in an attachment, with the exact nature of the change outlined in sufficient detail, and as provided in the contract terms and conditions "Trade Names and Substitutions," as applicable. Bidder must provide the reason for which deviations were made. Failure of a bidder to comply with the terms of this paragraph may be cause for rejection of its bid. Enter the EDS number from your EDS Certificate and attach the certificate.	None (Numeric Value only)	None
<input type="checkbox"/> COMMODITIES This is a checklist of all supporting documents that must be attached to your bid response. Attach all documents specified below. After attaching, click "YES" to indicate that the attachment was completed. - Proposal Page completed, signed and notarized - (ALL) - Proposal To Be Completed by a Corporation - (ALL) - Proposal To Be Completed by a Partnership - (ALL) - Proposal To Be Completed by a Joint Venture - (ALL) - Proposal To Be Completed by a Sole Proprietor - (ALL) - Bid Execution Page - (ALL) - Request for a reduction or waiver of MBE/WBE goals - (ALL) - Certificate of Filing of Economic Disclosure Statement and Affidavit (EDS) - (ALL) - Certificate of Insurance Bid incentive/preference affidavit(s) - Local Manufacture Affidavit - (ALL) - Chicago Business Affidavit - (ALL) - Small Business/Veterans Preference Joint Venture - (ALL) - Alternatively Powered Vehicles affidavit - (ALL) - Bidder Contact Information - (ALL) - Bidder qualifications and/or certifications, permits, licenses, vehicle stickers, etc. (if required)	YES NO	YES NO

**Contract Terms**

•Provide a Yes' or 'No' for each requirement



# Complete Requirements on Header Tab Page

Title 488083: FLOW RESTRICTOR VALVES

**Header** | **Lines**

Supplier **KWM PAINTS**  
RFQ Currency **USD**  
Quote Currency **USD**  
Price Precision **Any**

**Attachments**

**Add Attachment...**

Title	Add Attachment	Description	Category
4880	Attachment Type File		From Supplier

Attachment Type: **File** (circled in red)

Title:

Category: From Supplier

File:  **Browse...**

**Save** **Add Another** **Cancel**

**Focus Title**

- Requirements
- KEY SOLICITATION PARAMETERS
  - CITY BUSINESS PREFERENCE: YES
  - LOCAL MANUFACTURE PREFERENCE: YES



CITY OF CHICAGO Sourcing

Negotiations

Negotiations > Active Solicitations >

Create Quote: 87026 (RFQ 6049)

Title: 488083: FLOW RESTRICTOR VALVES

Time Left: 25 days 22

Bid Opening Date/Supplier Response Due Date: 27-Feb-201

Header **Lines**

RFQ Currency: USD  
Quote Currency: USD  
Price Precision: Any

Power Quote:  %

Line	Update	Quote Price Unit	Estimated Quantity
1 VALVES - SEWER LI..		<input type="text" value="4"/> Each	1,000
2 VALVES - SEWER LI..		<input type="text" value="5"/> Each	60,000

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.



Lines Tab  
Enter Pricing

**CITY OF CHICAGO Sourcing**

Negotiations > Active Solicitations

**Confirmation**  
Quote 87026 for RFQ 6049 (488083: FLOW RESTRICTOR VALVES) has been saved as a draft.

Create Quote: 87026 (RFQ 6049)

Title: 488083: FLOW RESTRICTOR VALVES

Time Left: **25 days 2**  
Bid Opening Date/Supplier Response Due Date: **27-Feb-20**

Header Lines

RFQ Currency: **USD**  
Price Precision: **Any**  
Quote Currency: **USD**

Power Quote:  %

Line	Update	Quote Price Unit	Estimated Quantity
1 VALVES - SEWER LI...		<input type="text" value="4"/> Each	1,000
2 VALVES - SEWER LI...		<input type="text" value="5"/> Each	60,000

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.





### Items to Note:

- Responses must be submitted through eProcurement. Paper responses are not allowed.
- Do not wait until the last minute! Start the previous day and allow time to contact support if needed.
- Addenda: Acknowledge in the system and on provided acknowledgement forms, if any.
- Responses: Fill out the PDF forms, scan and upload as an attachment. Also fill in the total price in the line provided. Submit detailed pricing on the sheets provided. For RFPs, enter 0.01 and enter pricing on the sheets provided.
- Groups: Some solicitations provide for bidding by groups, where a bidder can bid on one or more groups. To enter a “NO BID” for a group, enter 0.0000000001 for all lines in the group.
- Assistance: Contact the eProcurement Help Desk, 312-744-HELP, or [customersupport@cityofchicago.org](mailto:customersupport@cityofchicago.org) for assistance.



**Warning**  
RFQ 6317 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.  
[View Amendment History](#)

RFQ: 6317

Title: 738701: PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR CITYWIDE CDOT PROJ.  
Status: Amended (Locked)  
Time Left: N/A

Supplier Response Start Date: 20-Jul-2018 08:30:00  
Bid Opening Date/Supplier Response Due Date: 30-Aug-2018 16:00:00

Buyer: HARGES, BERIIE  
Quote Style: Sealed  
Description: 738701: REQUEST FOR QUALIFICATION FOR PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR CITY WIDE CDOT PROJECTS (TARGET MARKET)

Outcome: A&E Blanket Agreement  
Event: Request for Qualification

Effective Start Date  
Effective End Date  
Bill-To Address: 084-CDOT RM600  
Ship-To Address: 084-CDOT RM600  
FOB

Total Agreement Amount  
Minimum Release Amount  
Payment Terms: IMMEDIATE  
Carrier  
Freight Terms

RFQ Currency: USD  
Price Precision: Any

**Requirements**  
[Show All Details](#) | [Hide All Details](#)  
**Details Section**  
[Show](#) RFP / RFP SUBMITTAL - CHECKLIST  
[Show](#) EVALUATION CRITERIA

**Notes and Attachments**  
Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">ATTACHMENT 01: VENDOR LETTER</a>	Web Page	VENDOR LETTER	To Supplier	PJ00695	18-Jul-2018	One-Time		
<a href="#">ATTACHMENT 02: GENERAL INVITATION</a>	Web Page	GENERAL INVITATION	To Supplier	PJ00695	18-Jul-2018	One-Time		
<a href="#">ATTACHMENT 03: CDOT RFP FOR CDOT...</a>	Web Page	SOURCE 03-VEHICLE COMMERCIAL...	To Supplier	PJ00695	18-Jul-2018	One-Time		



# Online Discussions w/ DPS Specialist

**CITY OF CHICAGO Sourcing**

Online Discussions (RFQ 6317)

Title: 738201: PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR CITYWIDE CDOT PBD1  
 Status: **Amended (locked)**  
 Time Left: N/A

Supplier Response Start Date: 20-Jul-2018 08:30:00  
 Bid Opening Date/Supplier Response Due Date: 30-Aug-2018 16:00:00

**Messages**

Subject	Message	Status	Sender	Date	Reply
Addendum #1	Original Message - Addendum #1 Attache...	Unread	A respondent	24-Aug-2018 12:28:25	
Addendum #1	Addendum #1 Attached is Addendum No. 1 that was su...	Unread	The City of Chicago	22-Aug-2018 11:47:43	



# Online Discussions (cont'd)

negotiations

**Warning**

Negotiation 6196 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

WHEN YOU ACKNOWLEDGE YOU ARE ADDED TO THE TAKE OUT LIST FOR THIS SOLICITATION

**No**  **Yes**

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**Electronic Signature**

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

\* Name:

\* Title:

\* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Follow this order to sign your bid:

1. Enter Name
2. Enter Title
3. Select the Box

If you do not follow the order the submit will not highlight.

**Electronic Signature**

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

\* Name:

\* Title:

\* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)



- Make sure you completed electronic signature – if you didn't do this, your submission is still "Draft" and is not valid.
- Look for **Quote status of "Active"**
- You will receive a confirmation email the next day at 7:30 AM.
- You still must check for addenda that may be issued after you receive your confirmation – Quote status will change to "Resubmission Required."



### Confirmation of Quote submission

11-MAR-2020

Dear **[REDACTED]**

Your Quote# **[REDACTED]**

for RFQ# 7241

(1121263: MORSE LUNT SEWER IMPROVEMENT PROJECT, released by the DEPARTMENT OF WATER MANAGEMENT )

has been submitted on Wednesday, March 11, 2020 at 07:40:52 AM by **[REDACTED]**

Please keep this confirmation for your records.

If you have any questions or require additional assistance, please contact [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org).



**Procurement Services  
iSupplier Portal**

Home Login and Registration Current Bids and Solicitation Opportunities Online Training Materials Delegates Help

### Online Training Materials

**eProcurement Instructional Documents**

The tutorials below will guide you through various processes associated with iSupplier and online bidding. These page-by-page instructions can assist you as you manage your supplier profile and navigate the iSupplier system.

Associated with the documents are videos that will guide you through various processes associated with iSupplier and online bidding. Use the pause button to stop the video as needed during viewing.

- Registration and Profile Updates**
  - First Time Accessing iSupplier (Video)
  - How to Submit Registration (Video)
  - How to Reply to a Registration Invite (Video)
  - Add New Address (Video)
  - Add New Contacts (Video)
  - Update Contact Information (Video)
  - Update Organization Details (Video)
  - Update Address (Video)
  - Delete Address (Video)
  - Inactivate Existing Contact (Video)
- Solicitation/ Bid Opportunity Information/ Reviewing Your Company Information**
  - Solicitation/Bid Opportunity Information (Video)
  - View Current Bid eProcurement (Video)
  - View Invoices (Video)
  - View Purchase History (Video)
  - View Purchase Orders (Video)
  - View Receipts (Video)
  - View Returns (Video)
- Supplier Responses/ Submission**
  - Review Solicitation Document (Video)
  - Print Solicitation Document (Video)
  - Reply to Additional Information (Video)
  - Submit a Response - Construction (Video)
  - Submit a Response - Non Construction (Video)
  - First Time No Addenda (Video)
  - Submit a Response - Non Construction (Video)
  - Solicitation / Bid Submittal FAQs
- Delegate Agency Training Materials**
  - Abstract (Video)
  - Addendum Response to RFP (Video)
  - Respond to RFP (Video)
  - Chicago Delegate Agency Presentation (Video)
  - Chicago Delegate Agency - Presentation & Invoice Creation
  - Chicago Delegate Agency Invoice Certification Form
  - iSupplier Delegate Agency FAQs

MORE TO COME!



- Access Help Page on the iSupplier Portal – information on this page
- Questions on Registration: Contact 312-744-HELP or email to [customersupport@chicago.gov](mailto:customersupport@chicago.gov) (Mon. – Fri., 8:30 a.m. to 4:30 p.m.)
- Training Materials (Documents and Videos):

<https://www.chicago.gov/city/en/depts/dps/isupplier/online-training-materials.html>



**Who to Contact  
for Assistance**





# QUESTIONS?

Do you have a question? Please use the WebEx Q&A feature as shown.



**@CHICAGODPS**

Did you find this workshop helpful? Share it on social media using **#DPSWorkshops** and spread the word to help the City business community learn about the programs and initiatives available at the City of Chicago.

