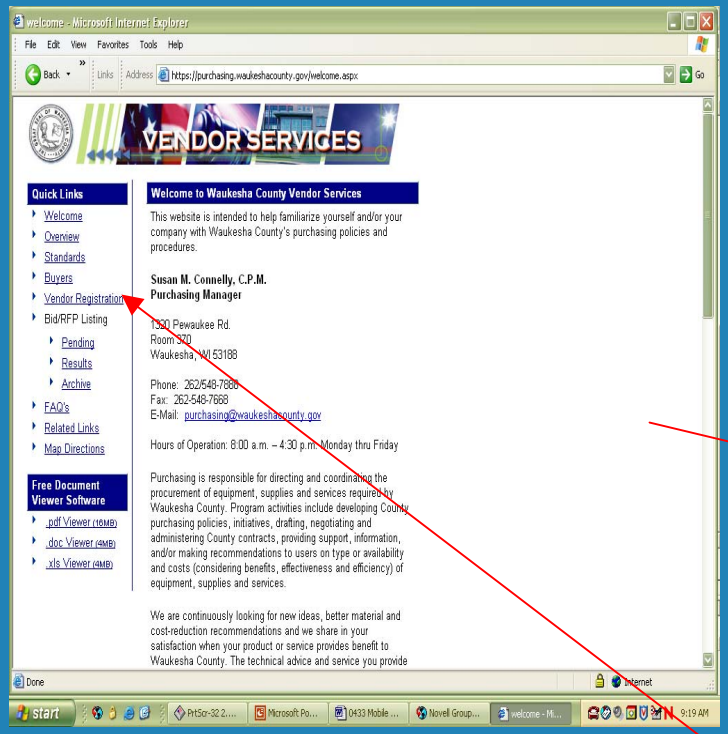
Waukesha County Purchasing

Online Bid Response Instructions

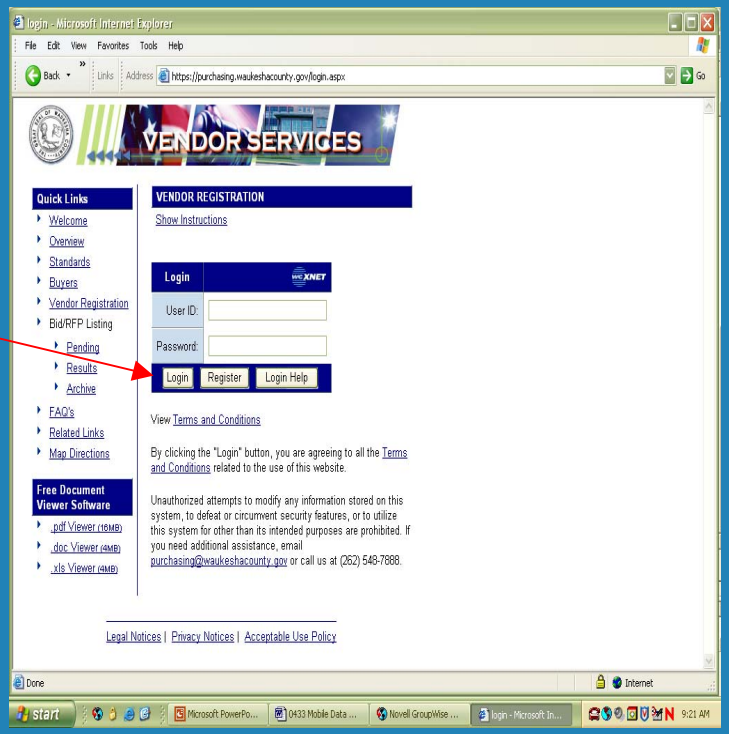
Go to: https://purchasing.waukeshacounty.gov



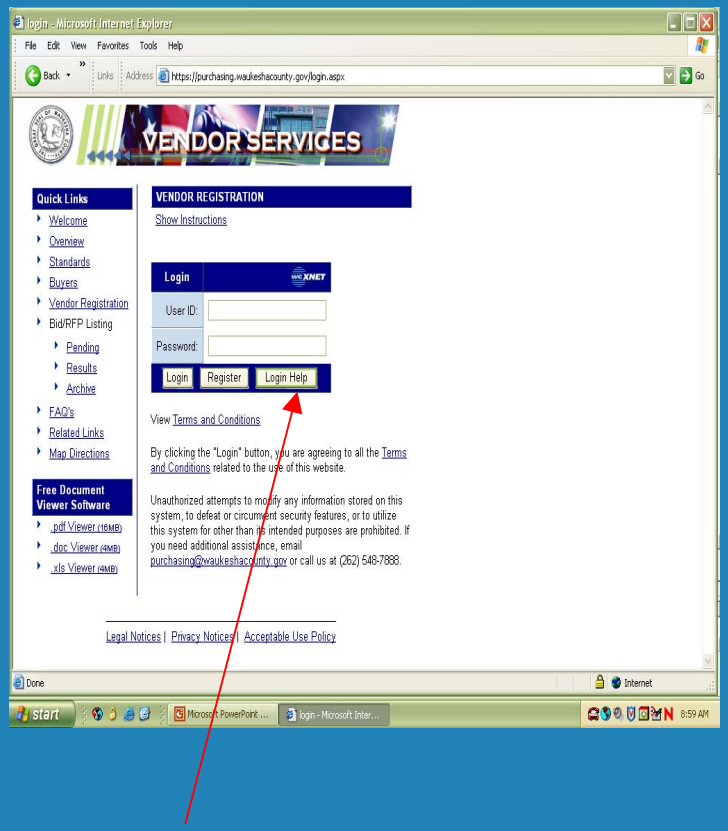
Click on “Vendor Registration”

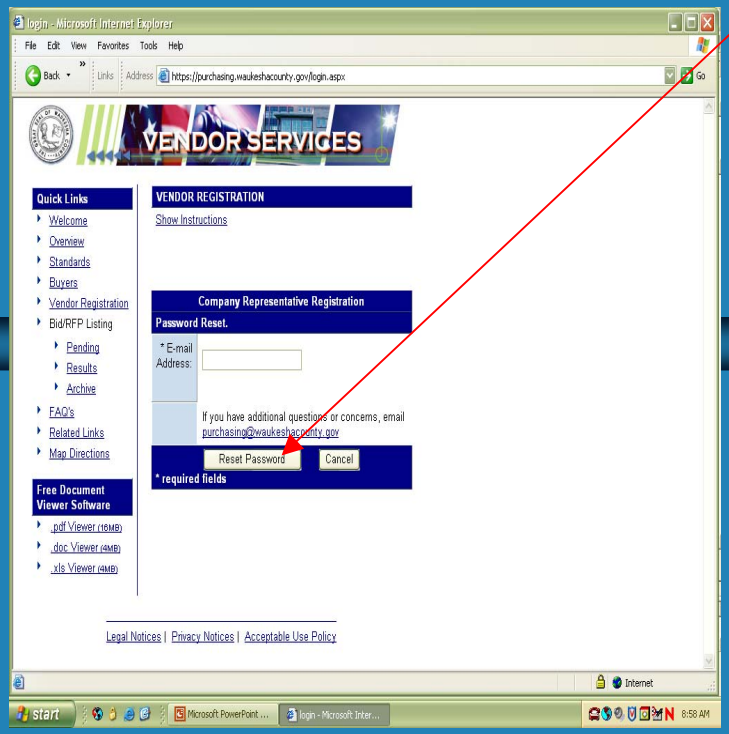
You must be a registered vendor to respond online.

Enter your username and password. Click on “Login.”

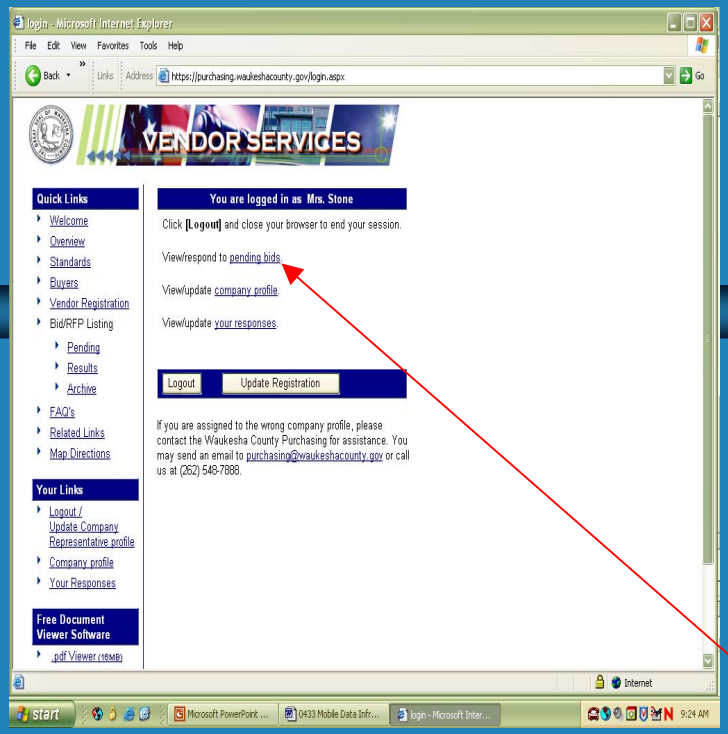


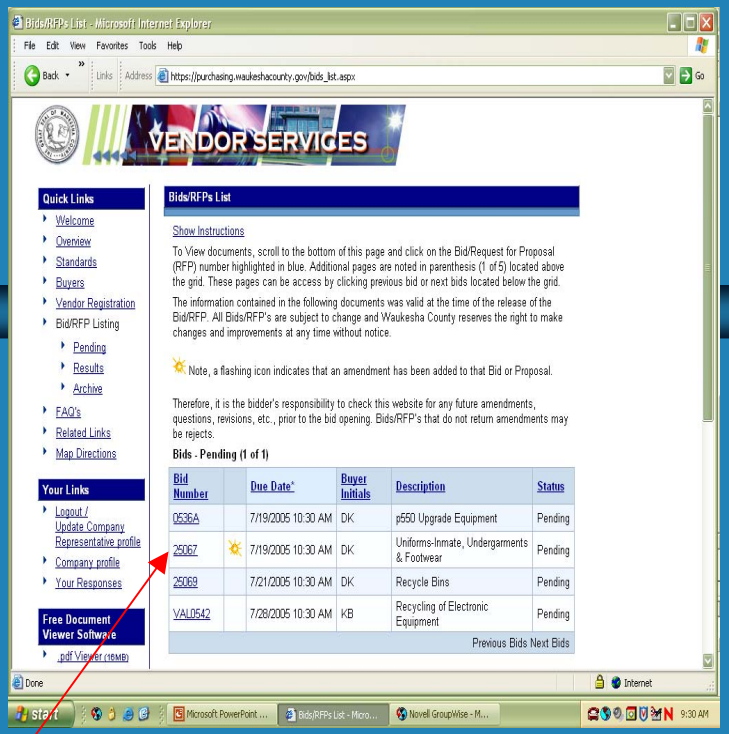
If you have forgotten your password click on the button that says “Login Help.”





You will be prompted to enter your email address. After you have entered your email address click on “Reset Password.” At this point our system will generate a new password for you and it will be emailed to you shortly. Use this new password in conjunction with your email address to login again.

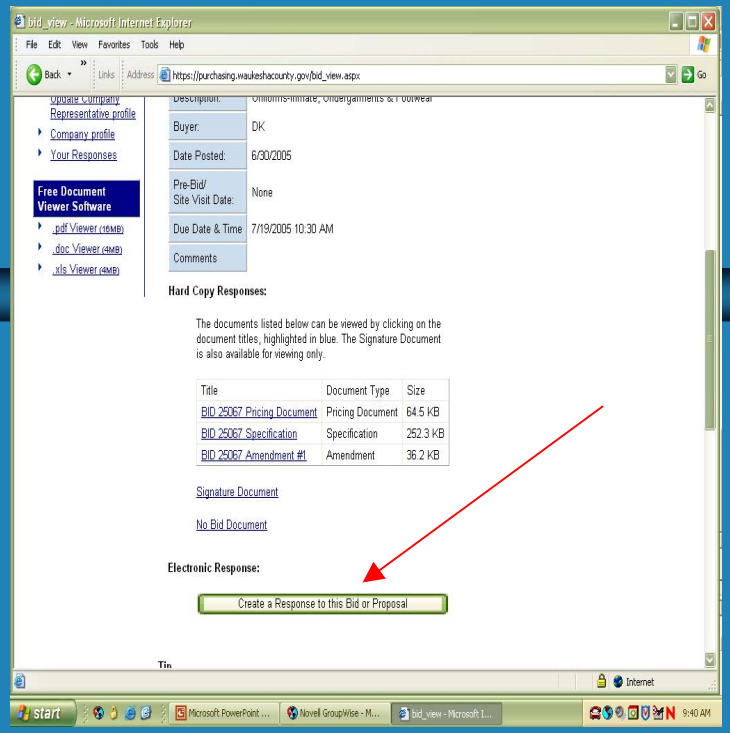


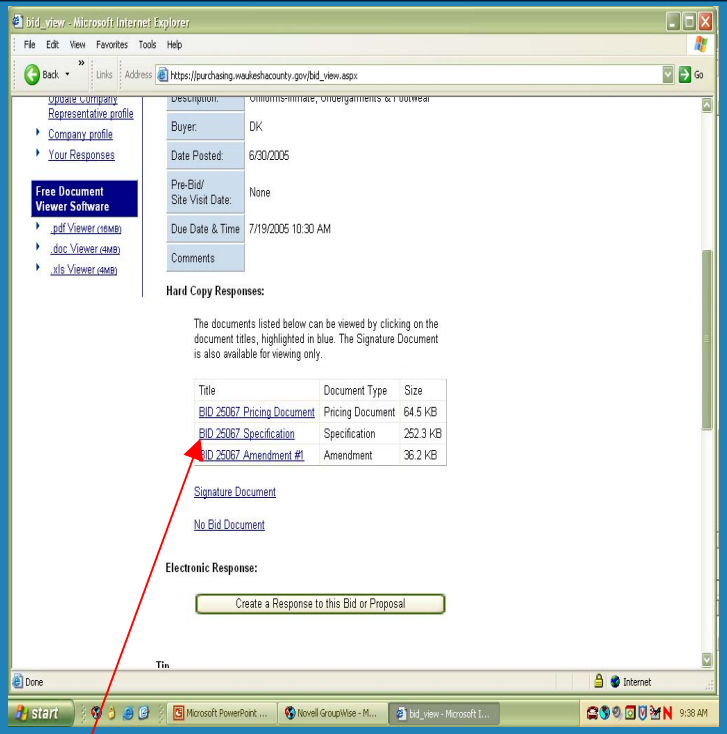


Click on “View/Respond to Pending Bids.”

All of the pending bids/RFPS will be listed. Click on the underlined bid number in order to view bid documents or to respond electronically.

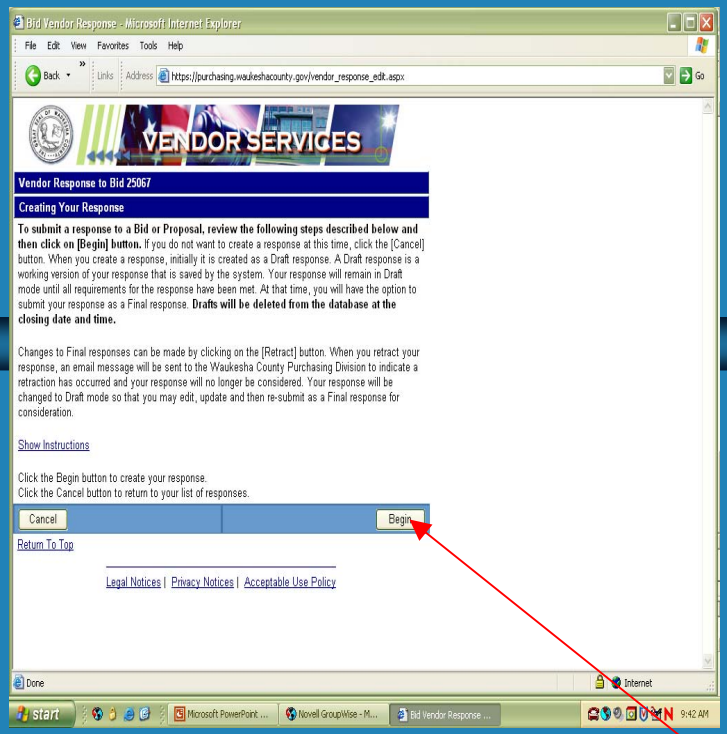
If you would like to view the bid documents without responding, you may click on the links listed below the bid information.



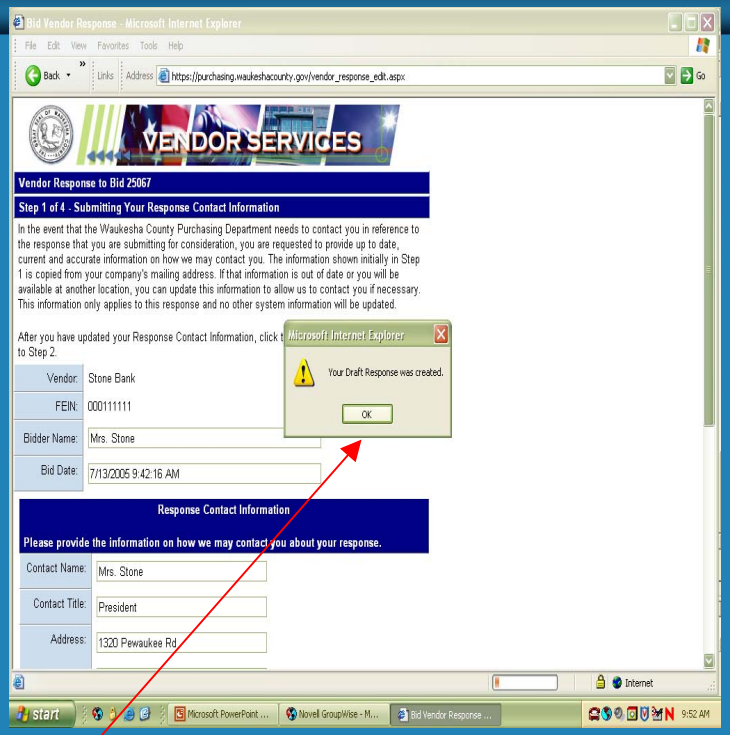


If you would like to respond online, click on the button that says "Create a Response to this Bid or Proposal." Note: You must be logged in in order to respond electronically.

If you would like to respond via hard copy, simply print out the documents from this screen, including the signature page.

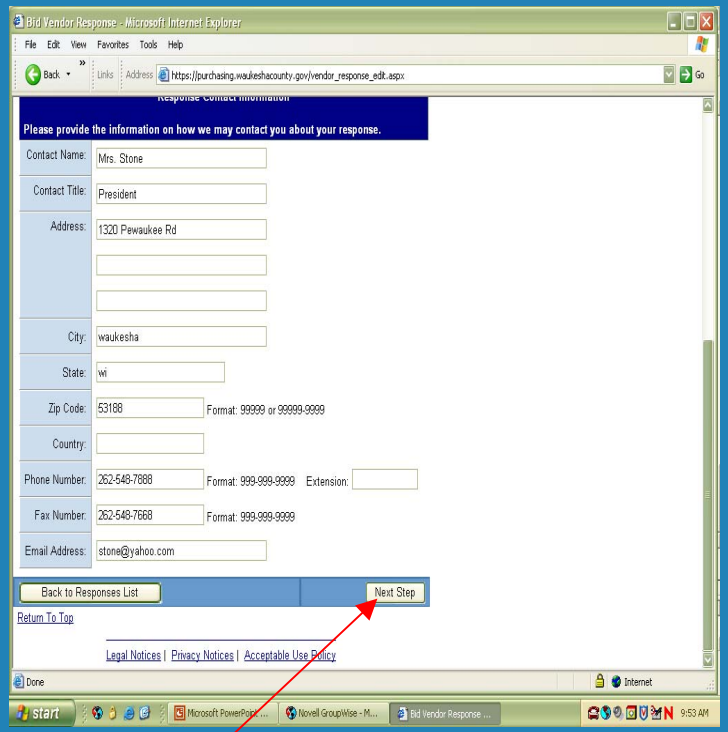


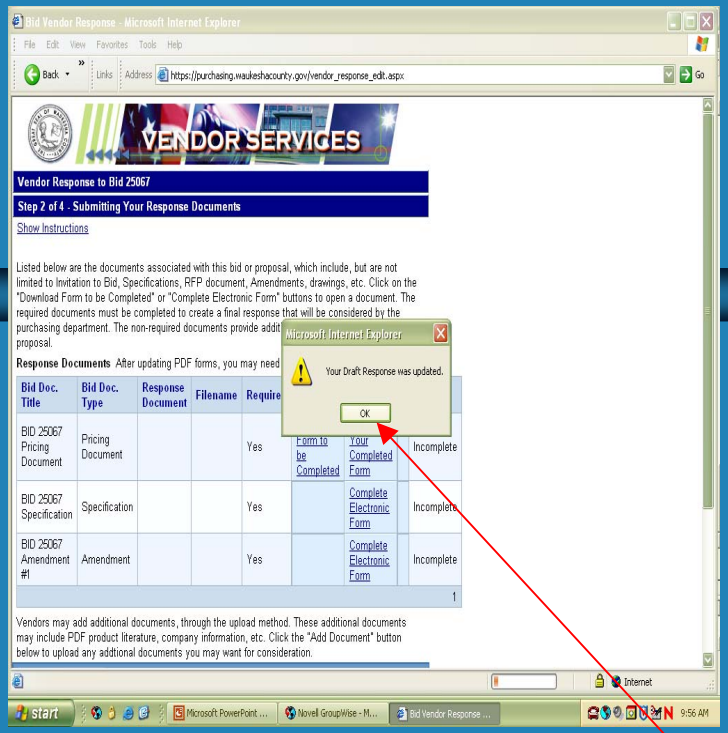
A message will appear that “Your Draft Response was Created.” Click on the “OK” button.



Read the instructions, scroll down and click on the button that says “Begin.”

Review the auto-populated information and make changes if necessary. Once completed, or if no changes are required, scroll down and click “Next Step.”



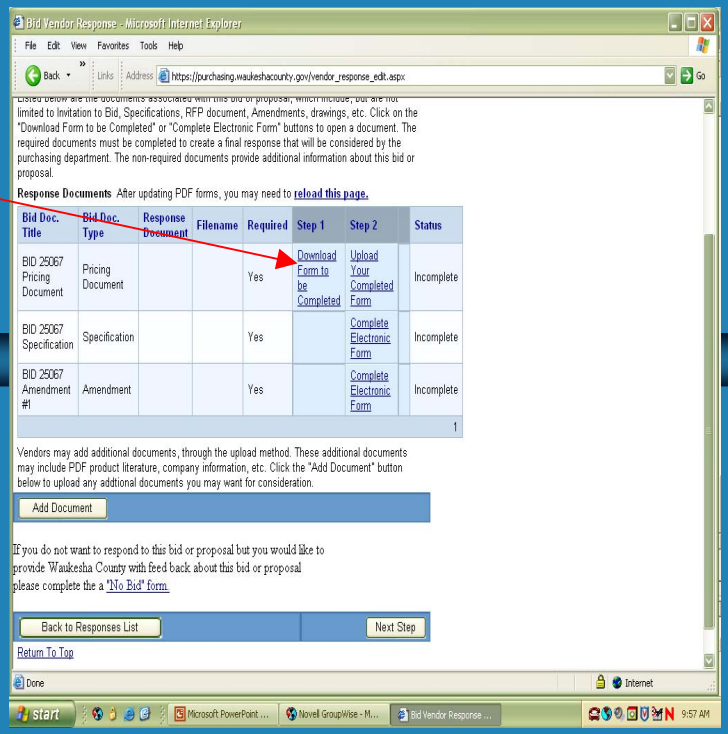


A message will appear stating that “Your Draft Response was Updated.” Click the “OK” button.

There are typically four standard documents that are associated with a bid.

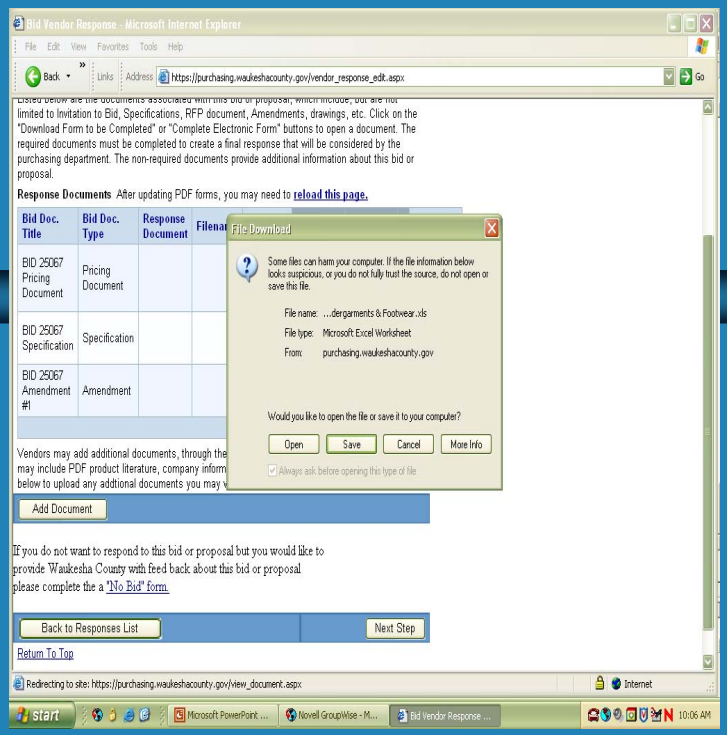
1. Pricing Document
2. Specifications (if applicable)
3. Signature Page
4. Amendment (if applicable)

This page will list all of the bid documents except the signature page.

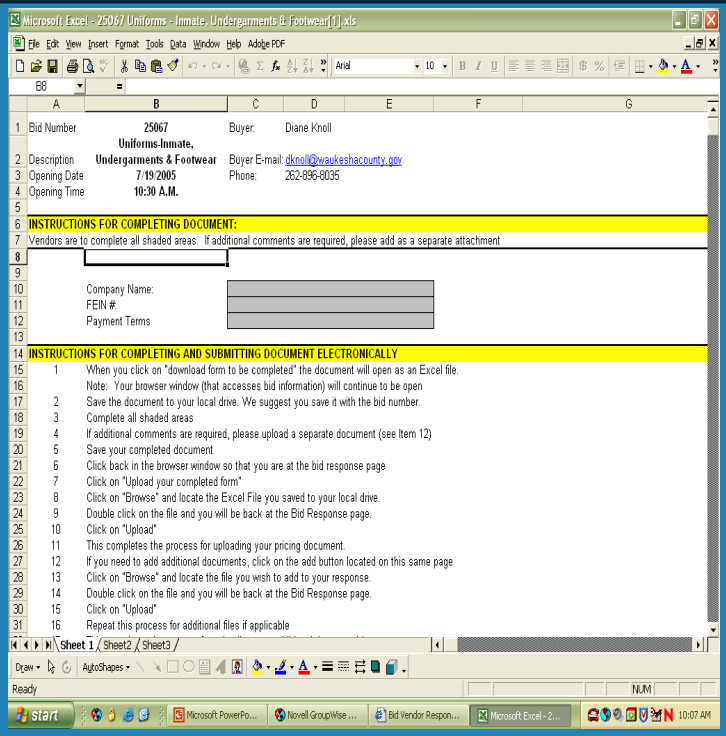


Begin with the pricing document. Click on the link under Step 1 that says "Download Form to be Completed."

The pricing document will then open in Microsoft Excel. Fill in all of the gray shaded areas. When you are finished – save the document to your local hard drive.

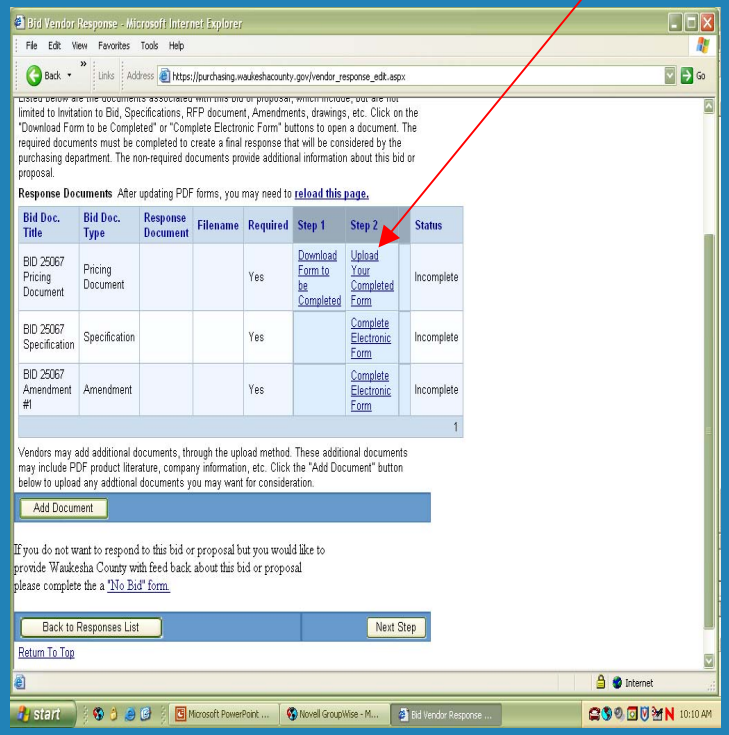


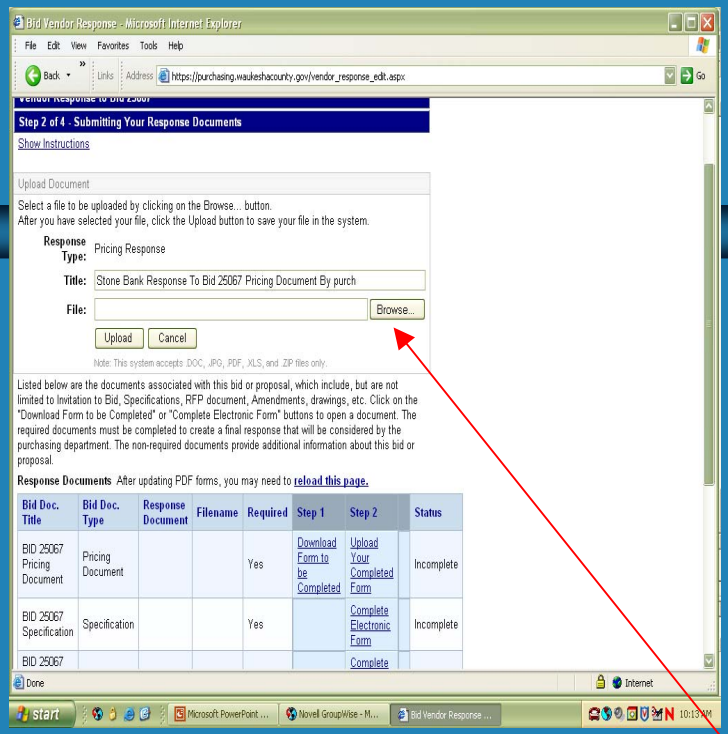
A box will appear asking if you would like to open the Microsoft Excel document. Click on the button that says "Open."



You may then close your saved document and you will automatically return to the online bidding system.

Click on the link under Step 2 that says “Upload Your Completed Form.” You will now be able to upload the Microsoft Excel document you just saved on your PC onto the online bidding system.

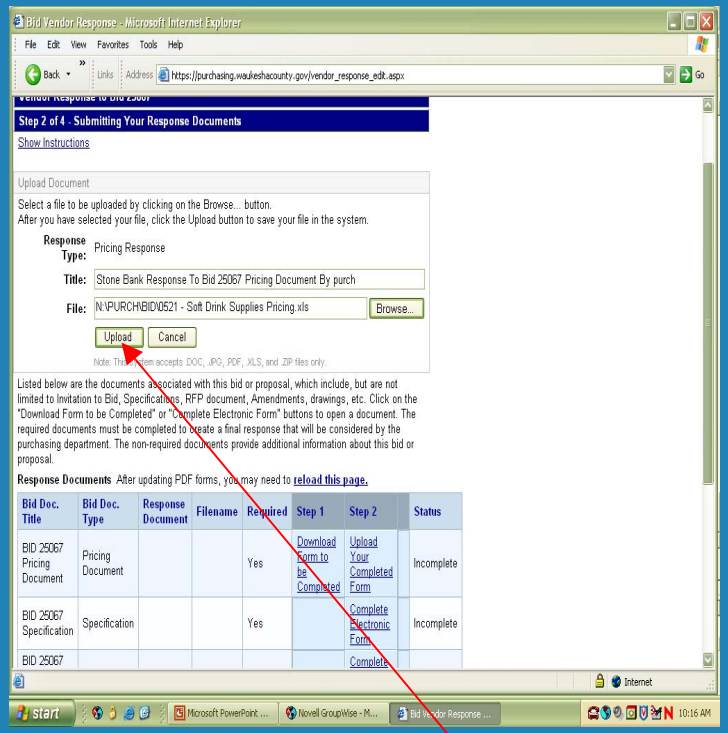


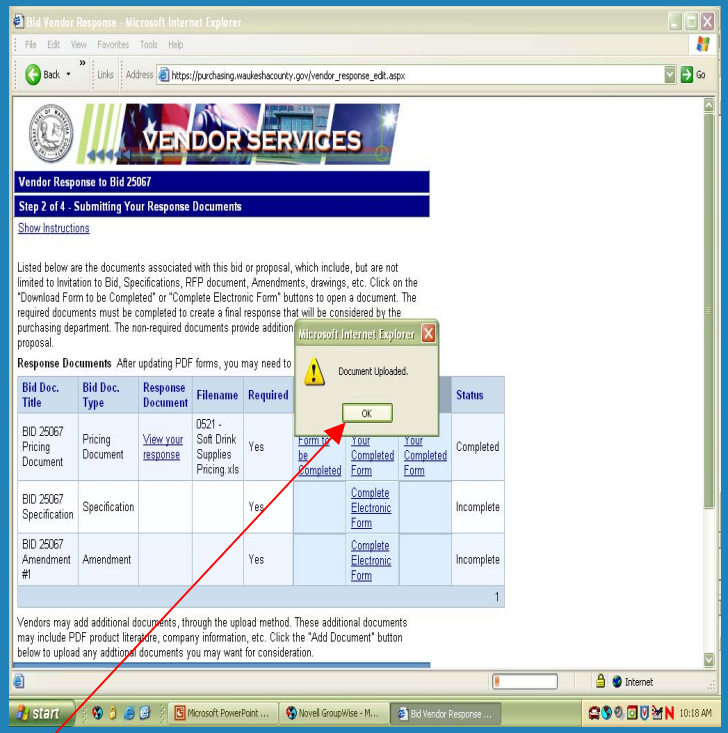


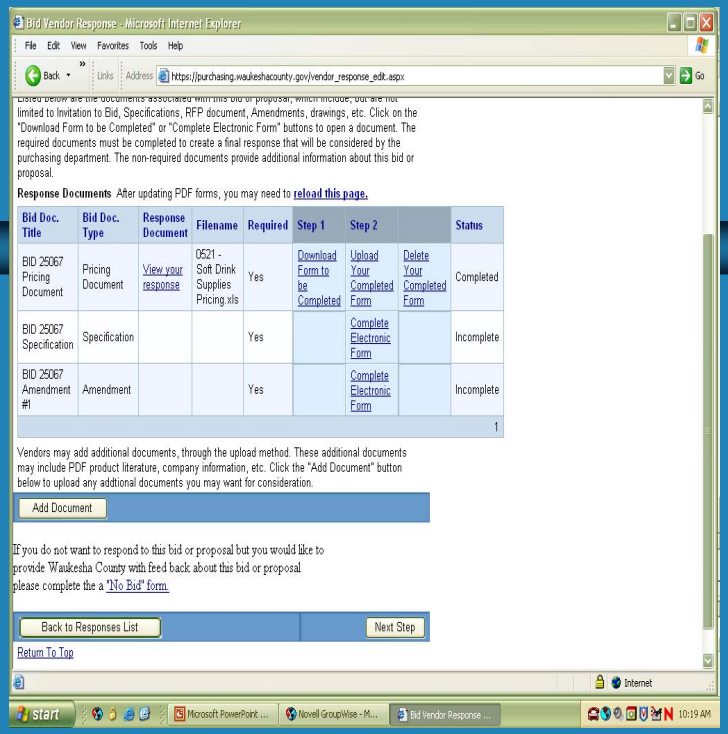
Click on the button that says “Browse.” Locate the saved document on your hard drive, click on it, then click on “Open.”

Click on the “Upload” button.

A message will appear that says “Document Uploaded.” Click on “OK.” This completes the process for submitting your pricing document.





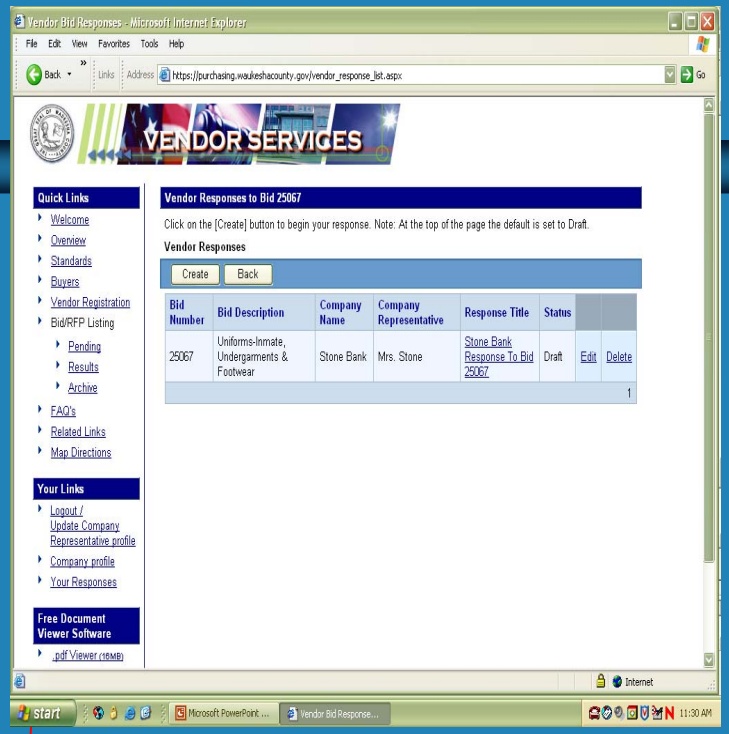


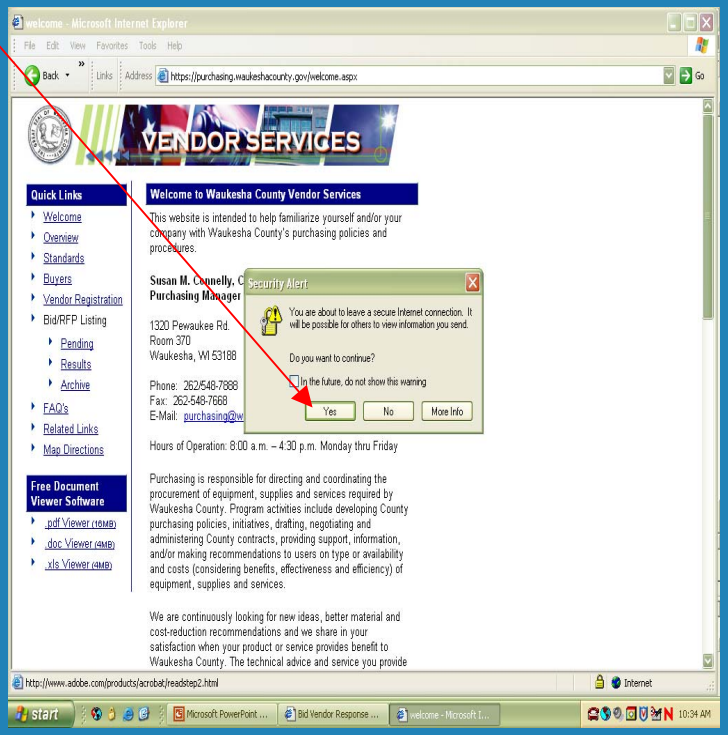
Next, complete the specification document as required.

Note: All specification documents require Adobe Acrobat 6.0 in order to open properly.

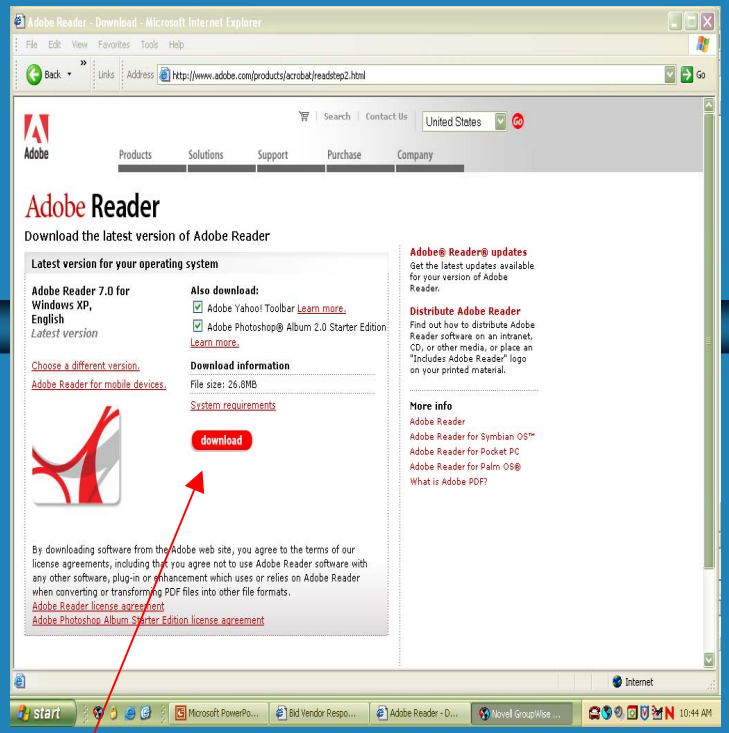
If you do not have Adobe Acrobat 6.0 on your system, the next steps will inform you how to download it from our website. You must click on the button that says “Back to Responses List.”

A message will appear stating that you are leaving the Waukesha County website. Click “OK.”





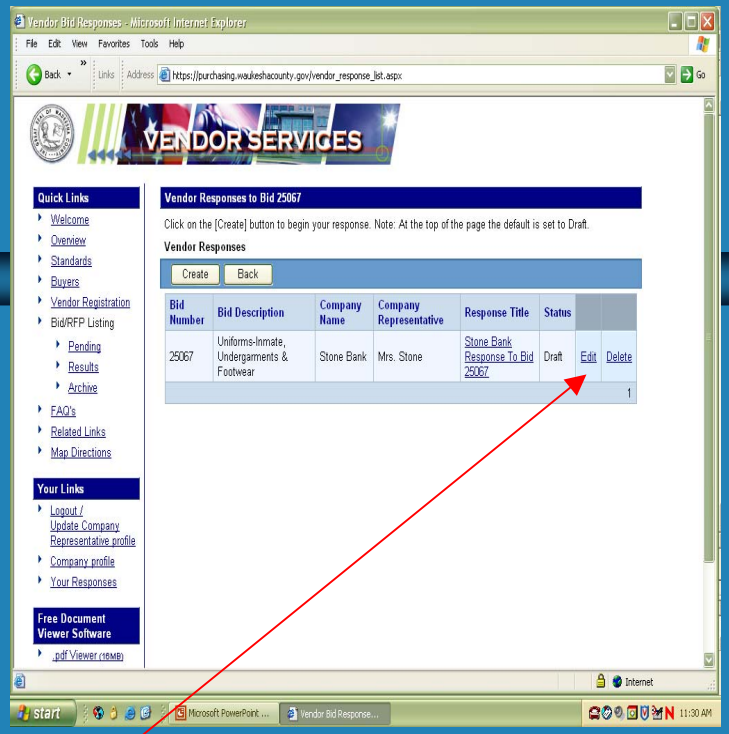
Click on the link under “Free Document Software” that says .pdf Viewer (16MB)



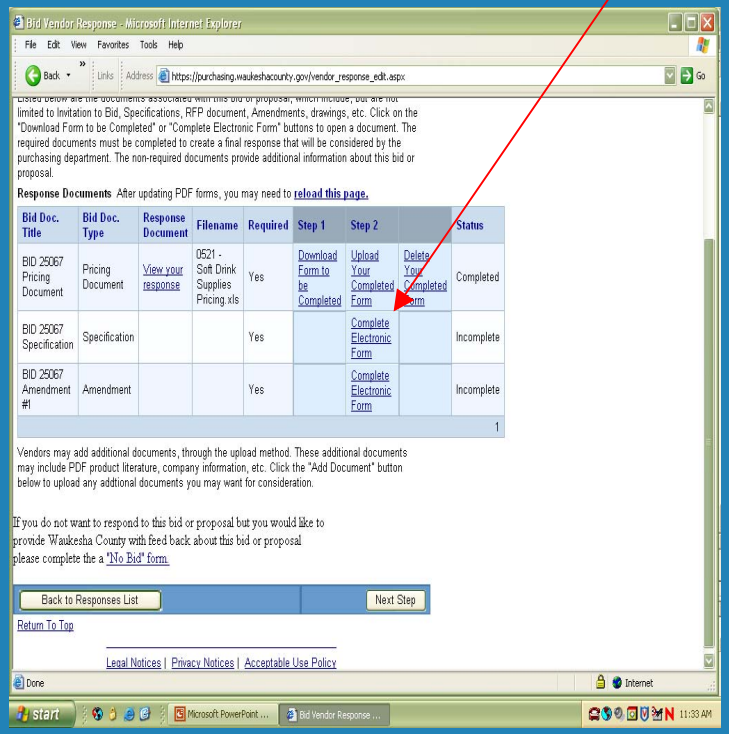
Once the download is complete you will be able to view Adobe documents from our system.

You will now be at the Adobe website. Click on the button that says “Download.” Follow the instructions for completing the download.

You will be taken back to the document submission screen. Click on “Complete Electronic Form” located under Step 2 for the Specification document.

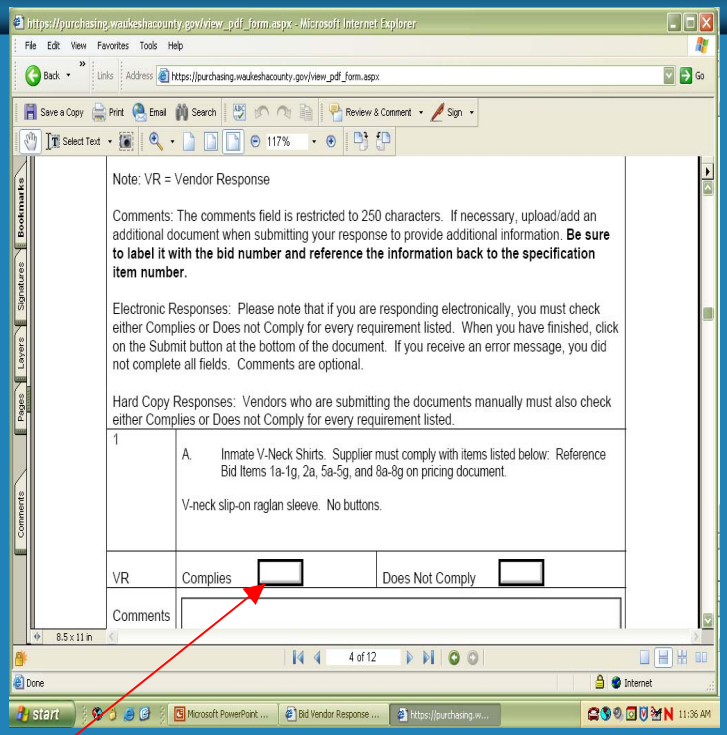


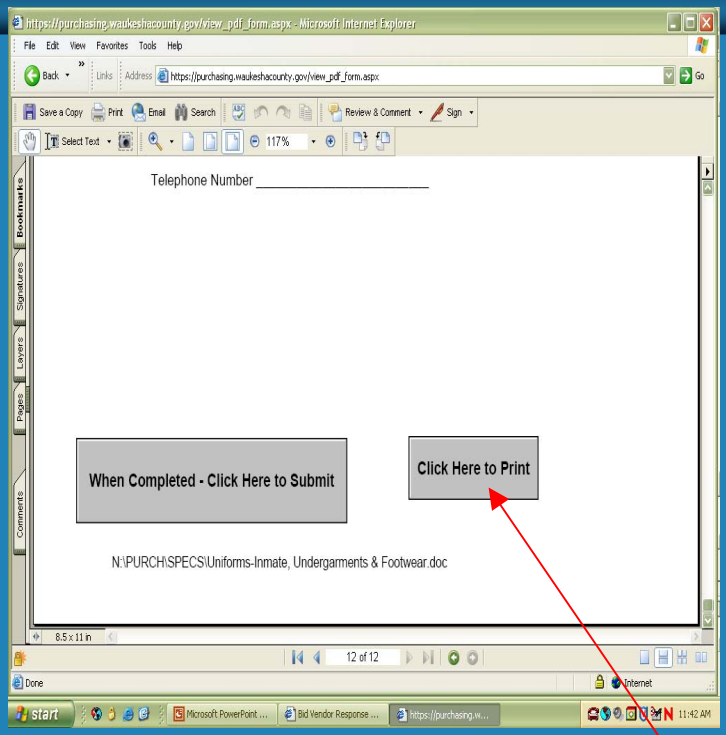
After closing Adobe you will end up at the “Vendor Response” screen. You may now return to your response submission process by clicking on the “Edit” button next to your draft response.



Be sure to read the specification document in it's entirety. Read the technical requirements and click on the box that says "Comply" or "Does Not Comply" for each requirement.

Note: If there is a business reference section, you must fill this section out completely.

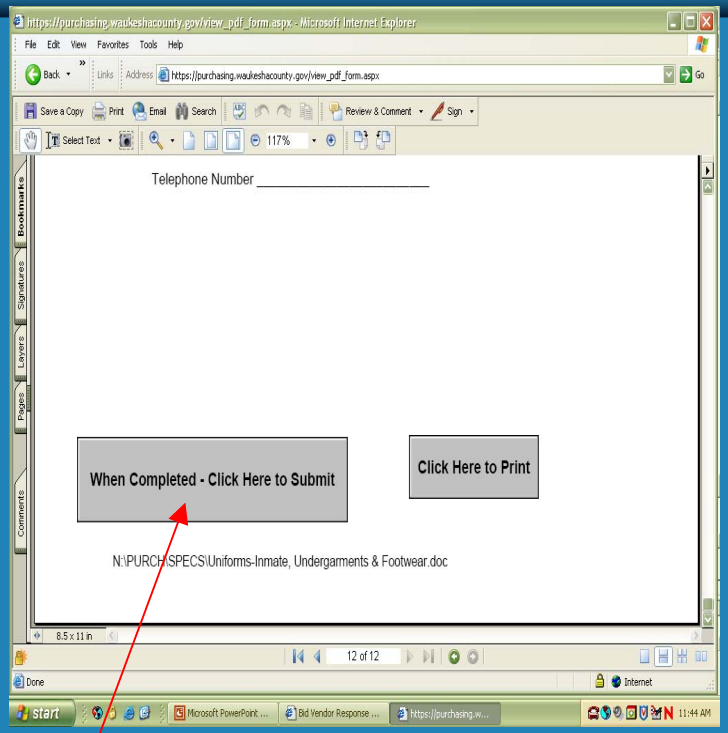


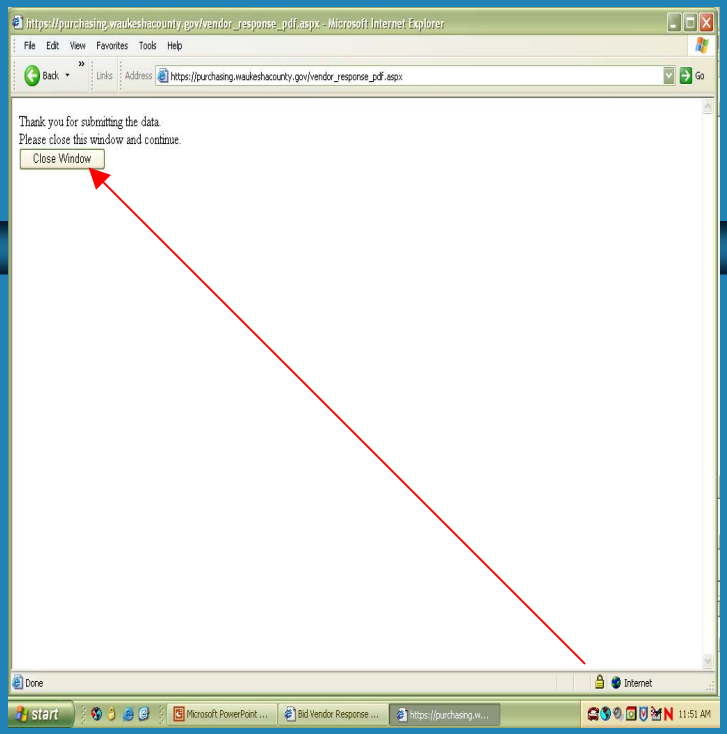


If necessary, a space is provided below each requirement to write a brief comment.

When finished, you may click on the button that says "Click here to Print" to print a copy for your own records.

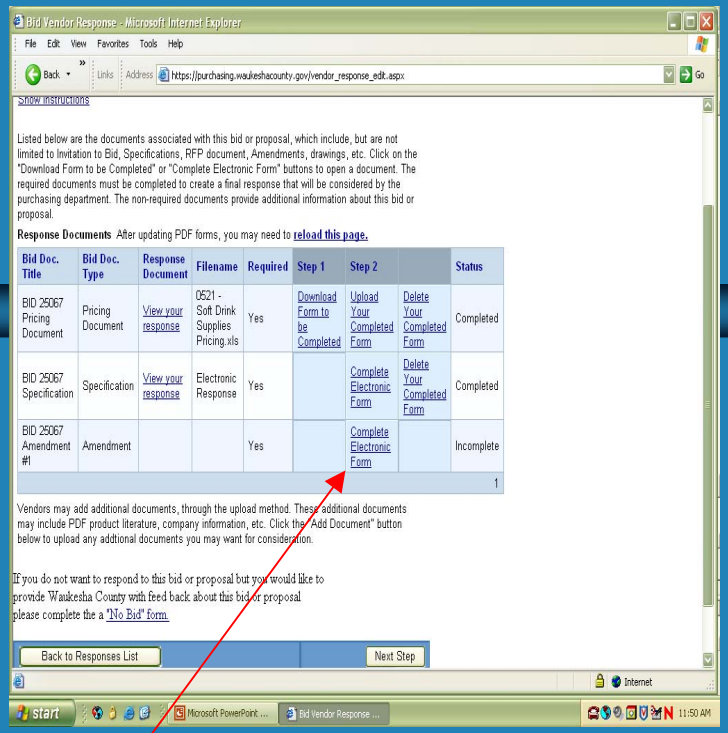
Click on “When Completed – Click Here To Submit”

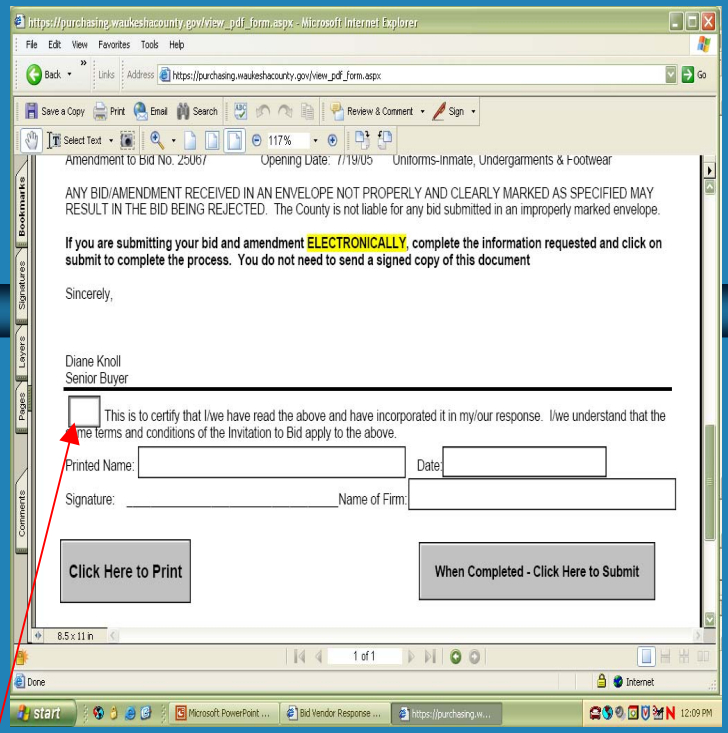




Note: Every required field must be completed for the online bidding system to accept your completed specification document.

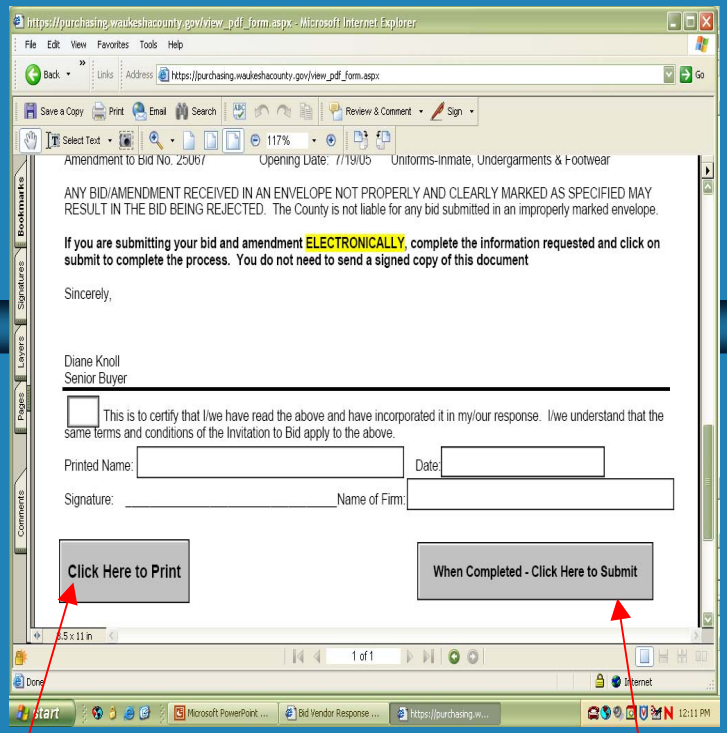
A box will appear thanking you for submitting your data. When you click on the button that says “Close Window” you will automatically return to the online bidding system at the “Response Documents” screen.



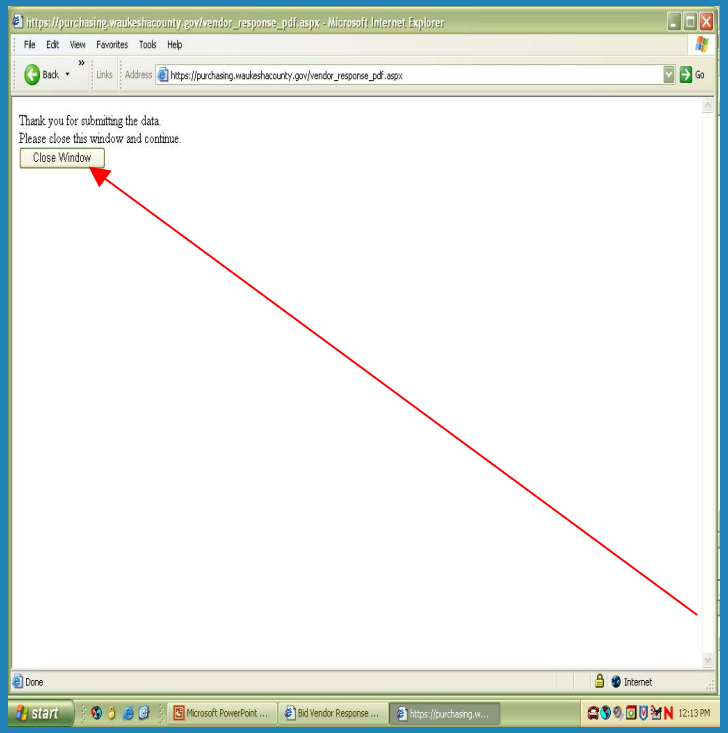


If an Amendment has been posted for the bid you are trying to respond to – it must be completed in order to make your response final. Click on "Complete Electronic Form" under Step 2 of the Amendment section.

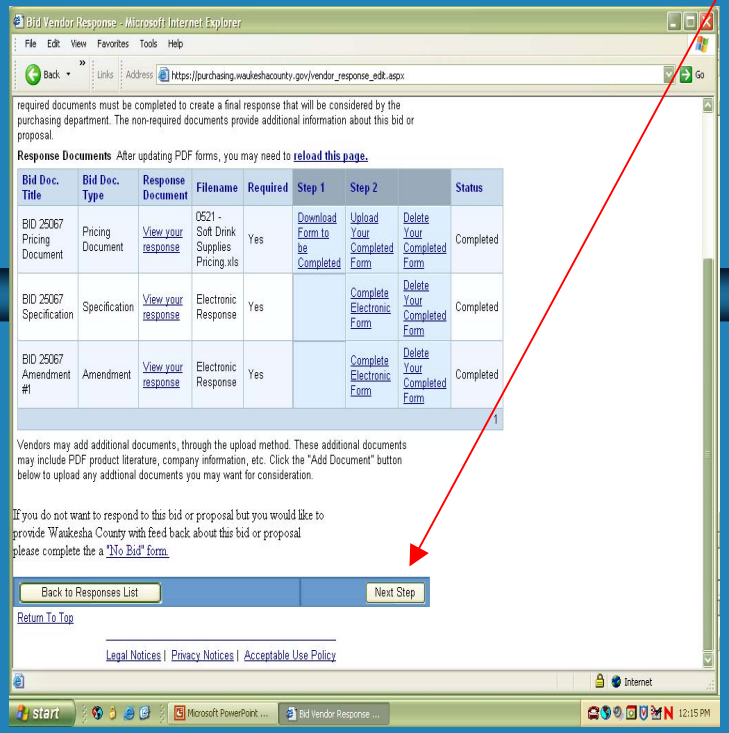
The document will automatically open in Adobe. Fill in all of the shaded gray areas. Fill in your name, company name and date. Check the box that certifies you understand the document.

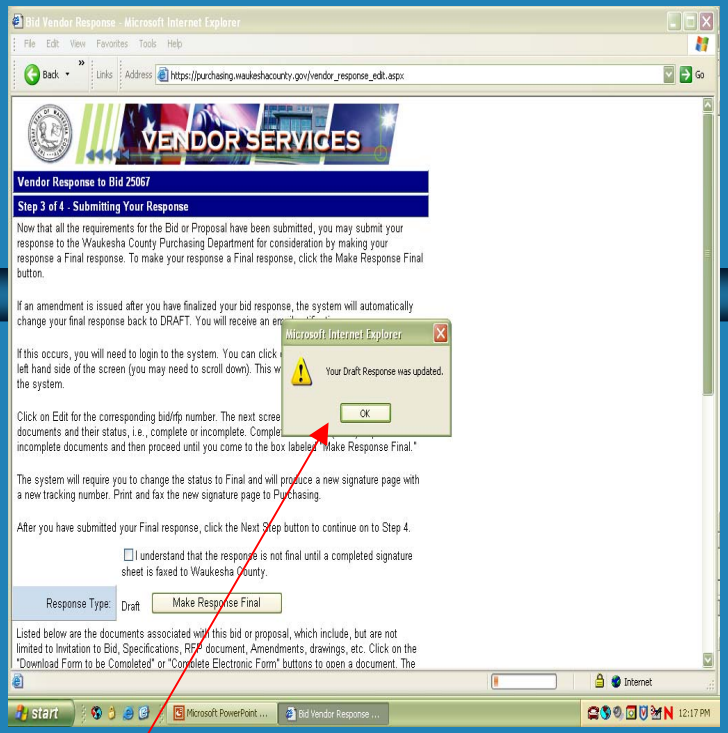


A message will appear thanking you for submitting your data. Click on “Close Window” to automatically return to the online bidding system.



You may click on “Click Here to Print” to print a copy for your own records. Click on the button that says “When Completed – Click Here to Submit.”



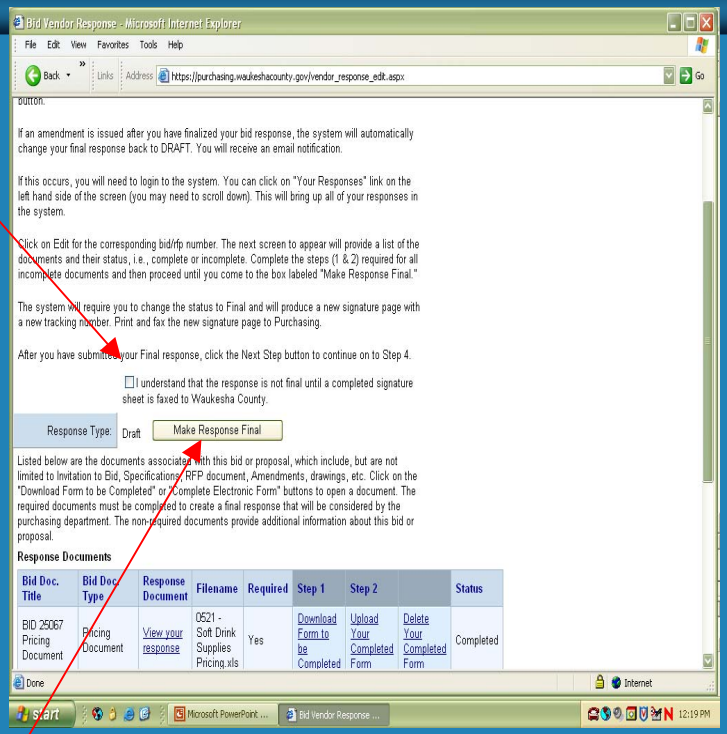


You will be at the “Response Documents” screen. Once all of the required documents are completed – the status column will have the word “Completed” in each box for each document.

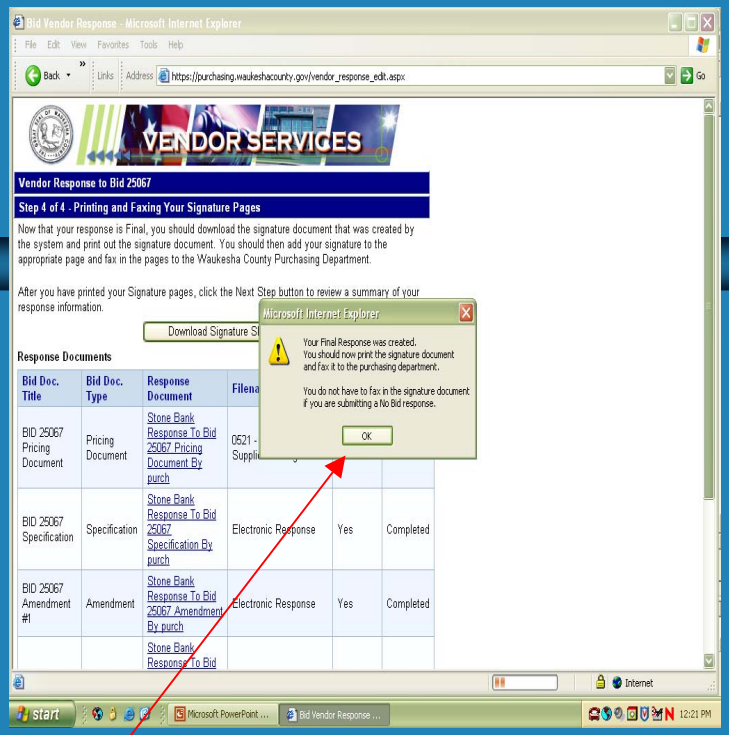
Click on the button that says “Next Step.”

A message will appear that your draft response was update. Click on the “OK” button to proceed.

The last document that must be completed is the signature page. Click on the box stating that you understand you must FAX your signed signature page to Waukesha County in order to have the bid accepted.

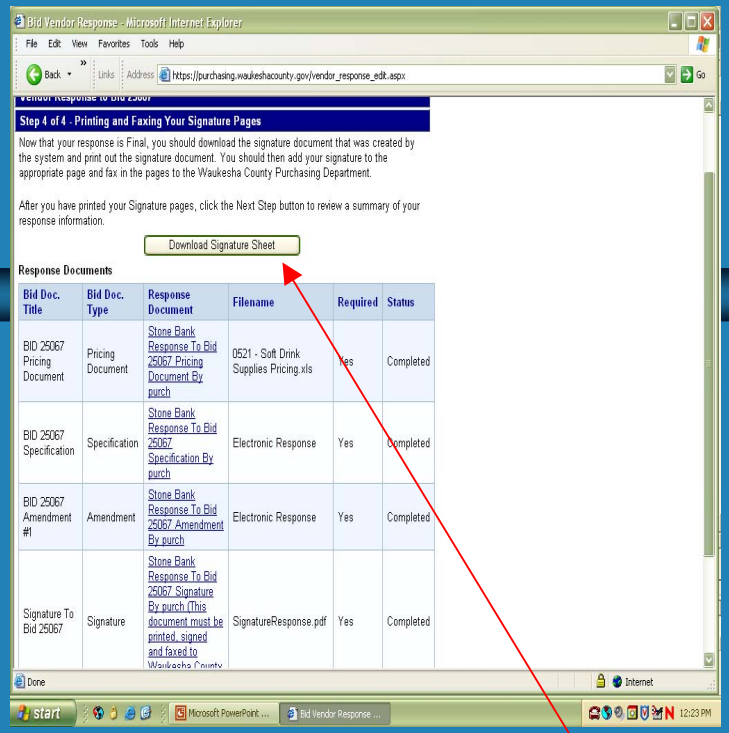


Click on the button that says "Make Response Final."



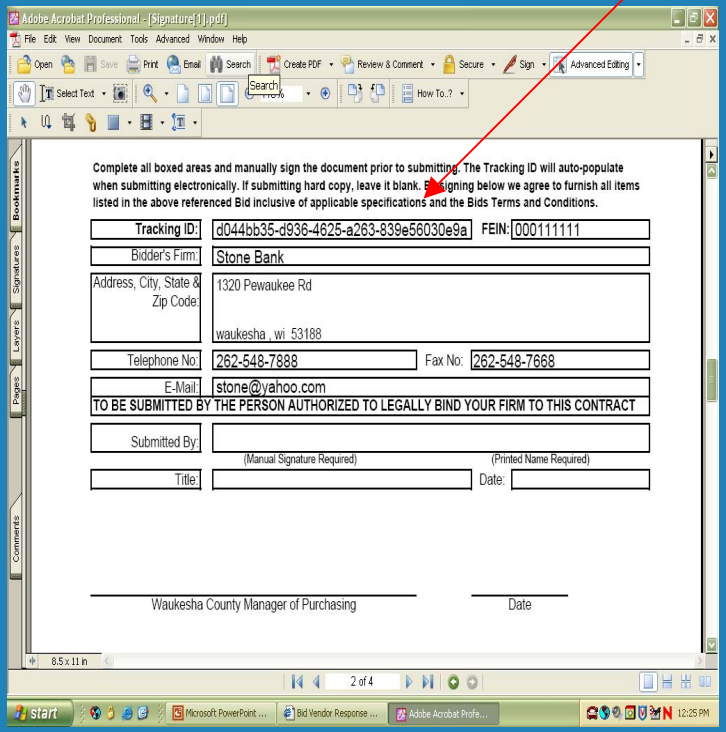
A message will appear telling you to print the signature document and fax it to Waukesha County. Click "OK."

Note: The signature page CANNOT be submitted electronically. It must be faxed.

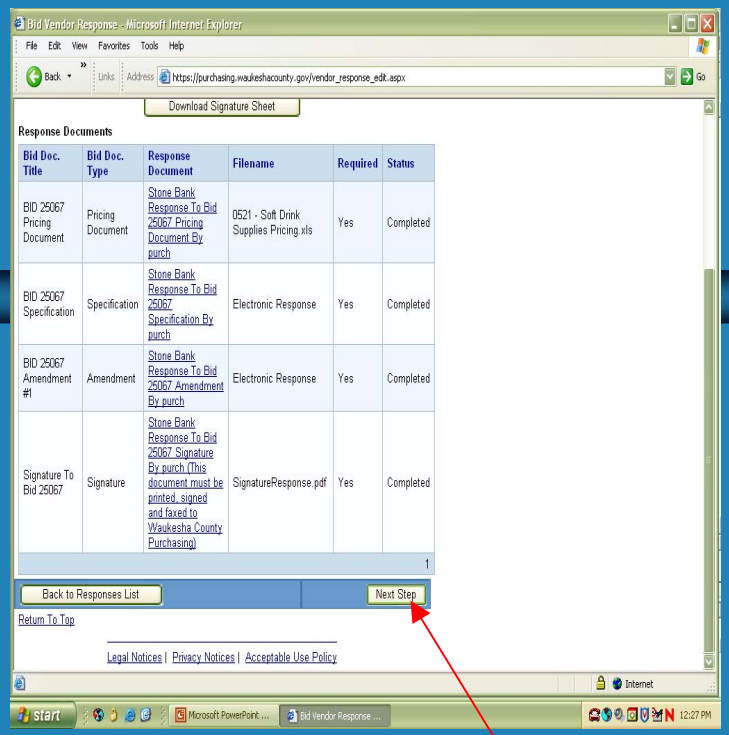


Note: The tracking ID on the signature sheet will be automatically populated by the system.

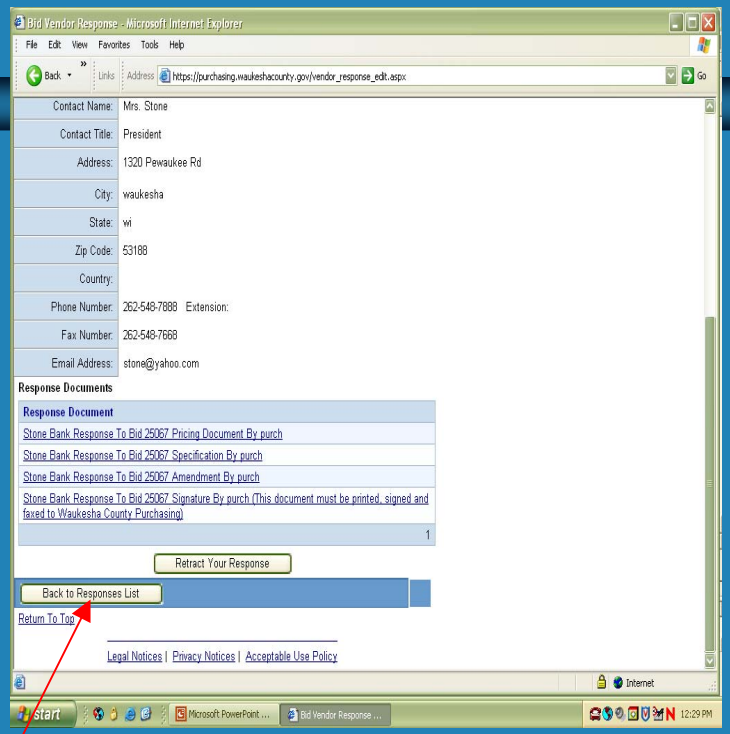
You may now download the signature document by clicking on "Download Signature Sheet."



At this point you have finalized your bid response and you are finished.



Once you have faxed the completed signature sheet to Waukesha County, click the “Next Step” button.



If you wish to retract your response, click on the button that says “Retract your Response.” This will change your response back to draft form – allowing you to make changes.

Helpful Hint:

If an Amendment has been posted to the bid after you have completed your response and made it final – your response will automatically be changed back to Draft Form. Below are the steps to follow to complete the Amendment:

Go to: https://purchasing.waukeshacounty.gov/

Click on “Vendor Registration”

Login

Click on “My Responses”

Click on Edit

Complete the Amendment

Go through the finalization process again (listed on pages 20-23

Fax your revised signature page to Purchasing