

GSFIC Procurement e-Builder Registration & Bid Submittal User Guide

Overview

GSFIC will be using the e-Builder Project Management System to accept, review and store vendor bids and supporting documentation. The e-Builder system is a web-based software solution which allows a user to access, submit and review documents from anywhere there is internet connectivity.

GSFIC will continue to advertise construction bid opportunities on the Georgia Procurement Registry. All **Bid** questions and answers will be handled within the e-Builder system. Vendors who anticipate submitting their bids will have to register through e-Builder prior to submitting bids and documents.

Below you will find instructions on how to register and submit your bids with supporting documentation.

When a bid advertisement is posted to the Georgia Procurement Registry for a project, the documentation will contain a link to e-Builder's Bid Portal, which the vendor will use to access e-Builder and submit bids and any appropriate documents. **Each link is project specific.**

Questions regarding the e-Builder system can be sent to: support@e-builder.net or call 888-288-5717.

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Registration and Login

The advertisement package posted on the Georgia Procurement Registry will contain a link to the e-Builder Bidding Portal. You can click on the link or copy and paste the link in your internet browser.

NOTE: Internet Explorer browser is highly recommended.

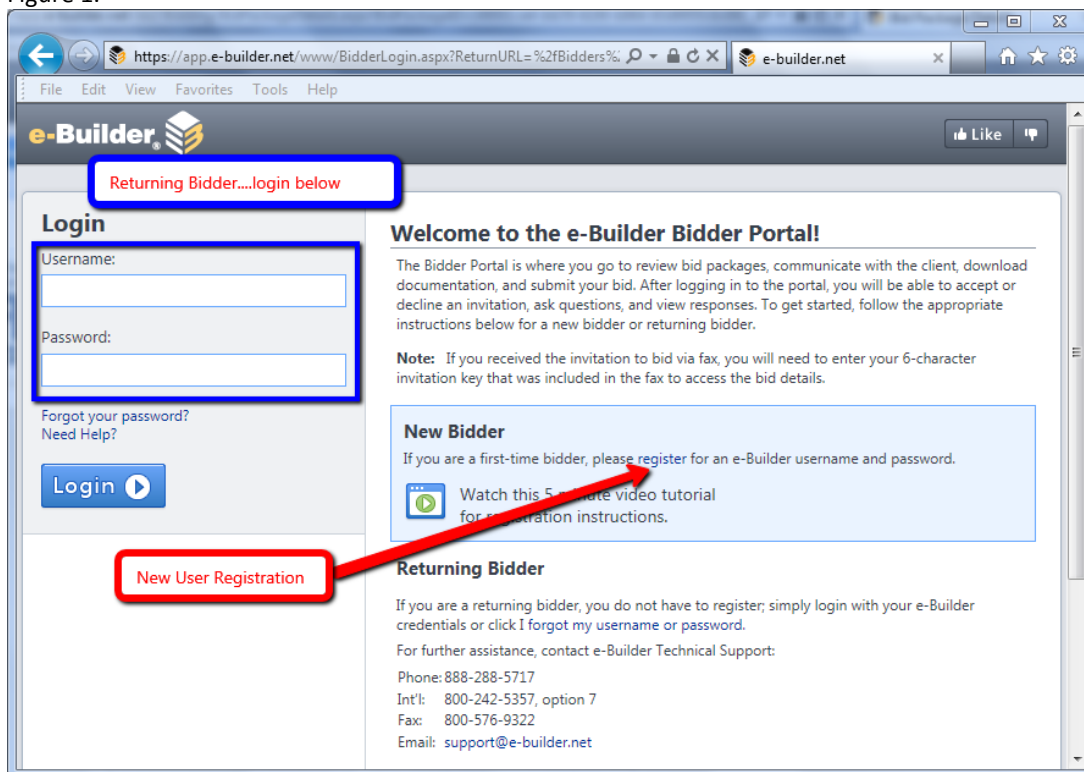
Existing e-Builder Users (Registered Users)

1. Enter Username and Password.
2. Skip to Step 7 below.

New e-Builder Users (First time using e-Builder)

1. If you are a first time e-Builder user, click the “[register](#)” link.

Figure 1.



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New e-Builder Users (cont.)

2. A new registration screen will appear (Figure 2). Fill in all the required fields (**red asterisks**).
3. Click the **Save** button

Figure 2.

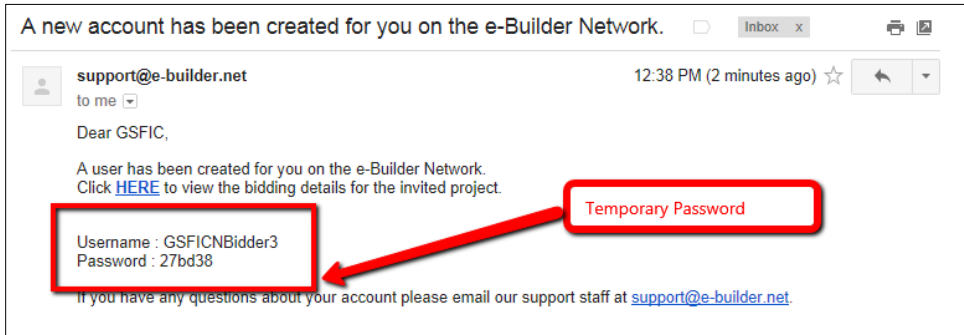
Once you've registered a dialog box will appear, with instructions to check your email for the new e-Builder Username and Password (Figure 3).

Figure 3.

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4. You will receive an email similar to the one found below (Figure 4).

Figure 4. **e-Builder Temporary Password & User Account Notification**



Create a Permanent Password

5. From the email, click on the “[HERE](#)” link (figure 4).
 - a. Enter Username and the current password from the email (password is case sensitive). You will be taken to the Change Password window (figure 5).
 - b. Next create a new permanent password.
6. Confirm or change the Security Questions and click the **Save Changes** button.

Figure 5.

1 of 1 Steps

You are required to change your password at this time.



Change Password

- Cannot be the same as your user name, first name, last name, or company name.

* Current:

* New:

* Confirm New:

Security Questions

* Question 1: Which city were you born in?

* Answer:

* Question 2: What was the color of your first car?

* Answer:

* Question 3: What is your favorite vacation spot?

* Answer:

Save Changes

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7. Each time you log in to e-Builder you will be prompted to confirm Company and Contact information (figure 6) before going on to the Invitation to Bid screen (Figure 7).
 - a. Confirm or Change the information below and click the **Save** button.

Note: The confirmation screen (figure 6) will appear each time you log in regardless if you are a new registration or existing user.

Figure 6.

e-Builder GSFICNBidder3 Like ?

Bidding Status ×
You must supply/validate additional information before you can bid on the project.

Company Information Save Cancel

★ Company Name: Company Address:

Company City:

Company Custom Fields

★ Vendor Type:

★ Federal Employer Identification:

Employer E-Verify Number:

Contact Information

★ Contact First Name: ★ Contact Last Name:

Contact Email: Contact Fax:

→ Save Cancel

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Submitting a Bid (Bid Screen)

Now that you are in the Invitation to Bid window, there are some items we would like to point out.

Figure 7. Invitation to Bid Screen Overview

The screenshot shows the 'Invitation to Bid' screen in the e-Builder system. The interface includes a header with the e-Builder logo and user information (GSFICPM, Like, ?). The main content area is titled 'Invitation to Bid' and contains a 'Bidding Status' section with a progress bar and a 'Bidding Information' section with a table of details. At the bottom, there are tabs for 'Bid Submission', 'Bid Documents', 'Addenda (1)', and 'Questions/Responses', along with 'Save Draft' and 'Submit Bid' buttons.

Project:		Bid Package:	
* DEMO Technical College JROTC Facility		DEMO Bid Package	
Pre-Bid Meeting Date/Time:		Pre-Bid Meeting Location:	
Bid Package Status: Open		Bid Contact: Georgia State Financing & Investment Commission (GSFIC)	
Bid Start Date/Time: 03.14.2013 1:00 PM		Bid Submitted: No	
Bid Due Date/Time: 03.18.2013 5:00 PM		Bidding Status: Pending	
Bid Time Zone: (GMT-05:00) Eastern Time (US & Canada)			

Callouts in the image:

- 1: Bidding Status (Bidding time remaining: 4 Days 2 Hours 1 Minutes)
- 2: Bid Package Status: Open
- 3: Bid Due Date/Time: 03.18.2013 5:00 PM
- 4: Bid Submitted: No
- 5: Bidding Status: Pending
- 6: Accept / Decline button
- 7: Bid Submission tab
- 8: Bid Documents tab
- 9: Addenda (1) tab
- 10: Questions/Responses tab

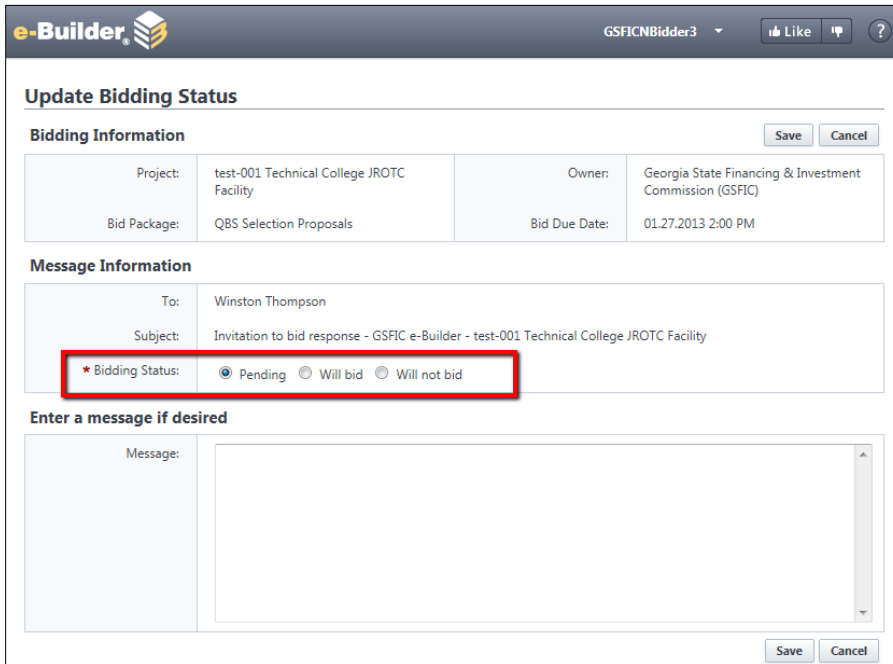
- (1) **Bidding Status:** Bidding Time Remaining; Indicates the number of days, hours or minutes left before a bid closes.
- (2) **Bid Package Status:** Indicates the current bid is open or closed. **If the due date and time have passed the status will show closed and you will NOT be able to submit.**
- (3) **Bid Due Date/Time:** The date and time the bid is due.
- (4) **Bid Submitted:** When the bidder submits bid the status changes to "Yes" automatically.
- (5) **Bidding Status:** Changes from "Pending" to "Will Bid" once a bidder clicks the
- (6) **Accept/Decline** button. This is simply informational, indicating to GSFIC who will or will not participate. If you select "Decline" it does NOT prevent you from submitting bid.
- (8) **Bid Documents:** This section is where you can find all documents pertaining to the procurement. These files can be downloaded by clicking the check box next to the file and clicking the **Download** button
- (9) **Addenda:** If an addendum is added to the project, the details will show on the Addenda tab. You are able to view the addendum number, description, when it was created and any documents made available. After reviewing the addendum details, you will need to [view/download bid documentation](#).
- (10) **Questions and Responses:** You can pose questions here for the bid manager to see and respond to. All bidders will be able to view the questions and responses. Click "Questions/Responses" to submit a question and see figure 9 for instructions on how to enter or post a question.

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(6) Accept/Decline -Screen

If you click on the **Accept/Decline** button, in figure 7, the following screen will open (figure 8). This feature is simply a way of indicating to GSFIC your intention to bid. Changing the status from “Pending” to “Will bid” or “Will not bid” does not affect your ability to submit a bid.

Figure 8.



e-Builder GSFICNBidder3 Like ?

Update Bidding Status

Bidding Information Save Cancel

Project:	test-001 Technical College JROTC Facility	Owner:	Georgia State Financing & Investment Commission (GSFIC)
Bid Package:	QBS Selection Proposals	Bid Due Date:	01.27.2013 2:00 PM

Message Information

To: Winston Thompson

Subject: Invitation to bid response - GSFIC e-Builder - test-001 Technical College JROTC Facility

* Bidding Status: ☒ Pending ☐ Will bid ☐ Will not bid

Enter a message if desired

Message:

Save Cancel

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Questions and Responses - Screen

1. To submit a question, click on the **Questions/Responses** button in figure 7 (9). The screen below will open. (Figure 9)
2. Click the **Submit Question** button. **NOTE: All questions MUST be submitted through e-Builder.**

Figure 9.

The screenshot shows the 'Questions/Responses' tab selected. At the top right, a 'Submit Question' button is highlighted with a red rectangular box. Below this, a light blue bar contains the text 'There are no questions for this bid package'. At the bottom right, another 'Submit Question' button is visible.

3. Enter the Subject and the Question and click the Save button (Figure 10). An email will be sent to the appropriate Procurement contact with your question(s). Once Procurement responds to the question(s) in e-Builder, an email will be sent to the initiator. All bidders will be able to see the Questions and Responses. Bidders will not be able to see who asked a question, however, you will see your own name on questions you submit. (Figure 11)

Figure 10.

The screenshot shows a 'Bidder Question' form. It has two text input fields: one for 'Subject' and a larger one for 'Question'. Below these fields are three buttons: 'Save', 'Clear', and 'Cancel'.

Figure 11.

The screenshot shows the 'Questions/Responses' tab with a list of questions. The second question in the list has its 'Response' field highlighted with a red rectangular box. The response text is 'Sample response to test questions'. The first question is partially visible below it.

Question ID	Subject	Question	Response	Timestamp
2	test	test	Sample response to test questions	01.27.2013 01:08 PM
1	test			01.27.2013 01:08 PM

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Submitting a BID

This portion of the instructions will guide you through how to submit a bid. **Figures 12, 13 and 14** below, are **ALL** a part of the **Bid Submission** section. In order to simplify the guide, we have broken the **Bid Submission** tab down into three sections.

Section 1: Bidding Information section is the top portion of the **Invitation to Bid** screen, details of this section can be found **page 6**, Figure 7.

Figure 12.

Invitation to Bid

Bidding Status
Bidding time remaining: 2 Days 7 Hours 23 Minutes

Bidding Information [Go To List of All Bids](#) [Accept / Decline](#)

Project:	* DEMO Technical College JROTC Facility	Bid Package:	DEMO Bid Package
Pre-Bid Meeting Date/Time:		Pre-Bid Meeting Location:	
Bid Package Status:	Open	Bid Contact:	Georgia State Financing & Investment Commission (GSFIC)
Bid Start Date/Time:	03.14.2013 1:00 PM	Bid Submitted:	No
Bid Due Date/Time:	03.22.2013 5:00 PM	Bidding Status:	Pending
Bid Time Zone:	(GMT-05:00) Eastern Time (US & Canada)		

[Bid Submission](#) [Bid Documents](#) [Addenda \(1\)](#) [Questions/Responses](#)

[Save Draft](#) [Submit Bid](#)

Base Bid

Number	Description	Spec Reference	Part Number	Total Cost
1	Fort State Park Renovation			
Base Bid Sub-Total				0.00

Section 2: Base Bid and Alternates is where you will enter the base bid and any alternate amounts, (if applicable) (Figure 13).

To submit a bid click on the Bid Submission tab (Figure12).

1. Enter the base bid amount in the **Total Cost** field
2. Enter the amount for Alternate(s) in the Total Cost field for alternates. **NOTE: If the alternate is titled deduction, bidder shall still enter a positive value; e-Builder will reduce the appropriate amount from the base bid based on a formula prepared by the procurement staff.** Not all bids will have an Alternate section. See Figure 13.
3. The Bid Summary section simply captures and amount entered for the base bid and any alternates.

Figure 13.

[Save Draft](#) [Submit Bid](#)

Base Bid

Number	Description	Spec Reference	Part Number	Total Cost
1	Fort State Park Renovation			15,000.00
Base Bid Sub-Total				15,000.00

Deduction Alternate 1

Number	Description	Spec Reference	Part Number	Total Cost
1	All cost associated with the timber borders around the 'yard areas' at ground level.			5,000.00
Deduction Alternate 1 Sub-Total				5,000.00

Bid Summary

Description	Total Cost
Base Bid Total	15,000.00
Deduction Alternate 1 Total	5,000.00

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Additional Information (Figure 14)

The additional information feature is a reminder for bidders to upload any of the mandatory items listed.

NOTE: Not all bids will have an Additional Information

4. Bidder must enter YES or NO to the questions.
 - a. **Be sure to upload ALL of the documents listed in this section. (See also #6 below)**
5. If an Addendum has been added an Addenda section will be visible below. You must acknowledge the addenda by clicking the checkbox to the right of the addenda **Description**. You will NOT be allowed to submit a bid until this box has been checked.

Figure 14.

Bid Summary	
Description	Total Cost
Base Bid Total	0.00
Deduction Alternate 1 Total	0.00

Additional Information	
Prompt/Question	Answer
UPLOAD "STATEMENT OF BIDDER'S QUALIFICATIONS FORM" (YES/NO) *	
UPLOAD "GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT" (YES/NO) *	
UPLOAD "GEORGIA SALE AND USE TAX REGISTRATION FORM" (YES/NO) *	

* - An answer to this question is required

Addenda	
Description	
1 Sample Description "Change in Design Scope"	☐

Check all boxes below to acknowledge addenda

Bid Qualifications	
Qualifications:	

Supporting Documentation	
There is no supporting documentation attached to this bid.	

(Note: You are required to attach at least one supporting document before submitting the bid)

Attach Documents Remove

Save Draft Submit Bid

Attach Documents

6. To attach files to a bid, click the **Attach Documents** button. A new screen will open. (Figure 15)
 - a. Click the **Browse** button and locate your file(s).
 - b. Click the **Upload** button.

NOTE: You can upload three files at once. If you need to upload additional files after you have uploaded the first three, repeat steps a and b.

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Figure 15

Figure 16 shows the uploaded files

Figure 16.

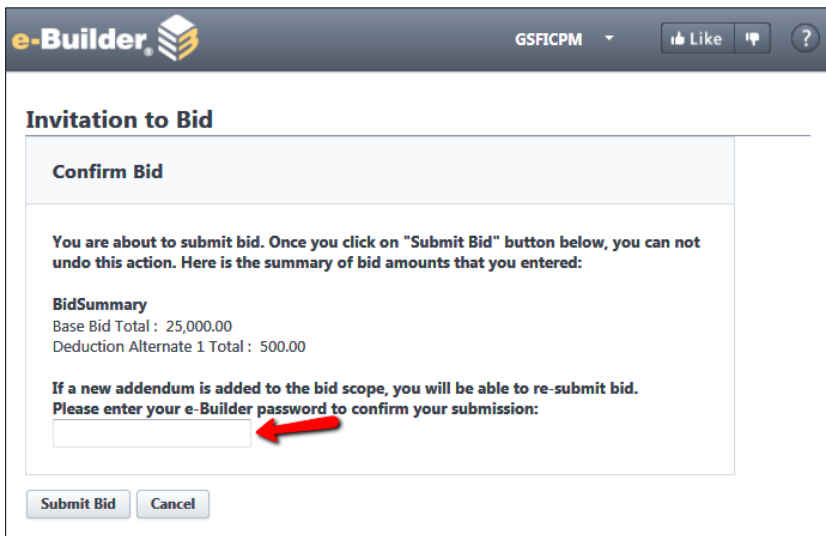
File Name	Date Attached
ASI - TG-01.pdf (version 1) Download	03.20.2013
Sole_Source_Form_Light_fixture.pdf (version 1) Download	03.20.2013

7 Save Draft 8 Submit Bid

7. If at any time you need to step away from entering the quote, click **Save Draft** button. This will allow you to save your changes and come back to it later.
8. Now that you have entered all the information and uploaded all the necessary documents. (Note: documents are not actually uploaded until you click on the "Submit Bid" button) Take a few minutes to review the information. **Once you submit your bid, you will NOT be able to resubmit or change or update your bid.**
 - a. Click the Submit Bid button, you will be prompted to enter your e-Builder user password. (Figure 17)
 - b. Enter the password and click the **Submit Bid** button.

Figure 17.

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Invitation to Bid

Confirm Bid

You are about to submit bid. Once you click on "Submit Bid" button below, you can not undo this action. Here is the summary of bid amounts that you entered:

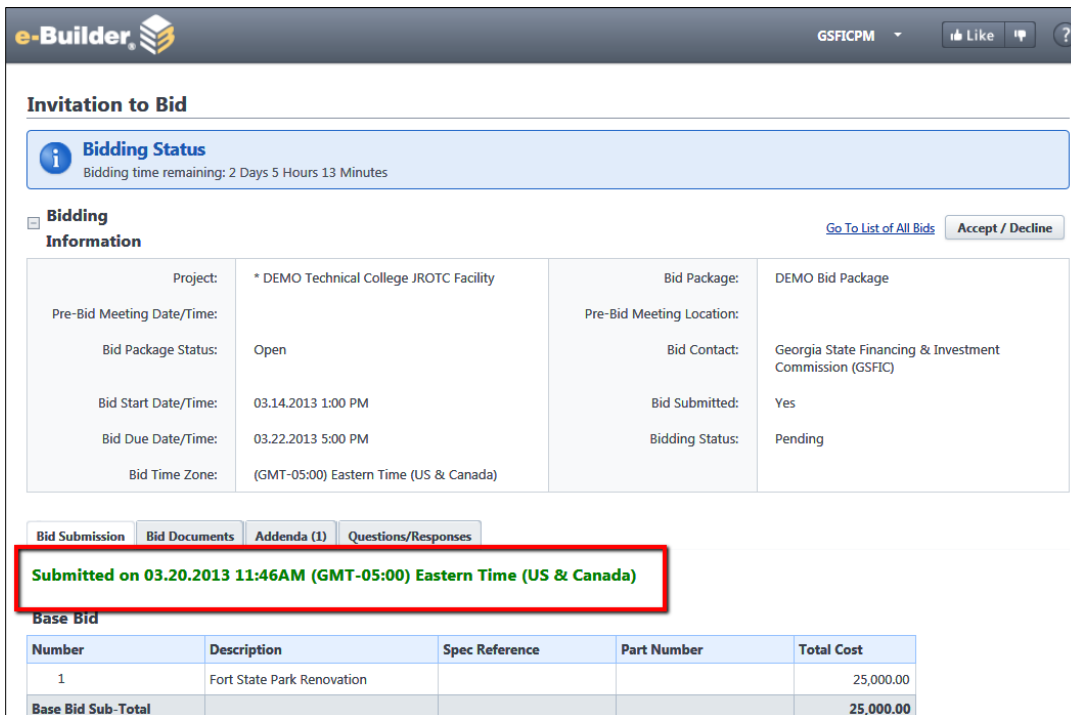
BidSummary
Base Bid Total : 25,000.00
Deduction Alternate 1 Total : 500.00

If a new addendum is added to the bid scope, you will be able to re-submit bid.
Please enter your e-Builder password to confirm your submission:

Bid Submittal Confirmation

After you have submitted your bid, you will be taken back to the **Invitation to Bid** screen. A green text will appear indicating you have successfully submitted your bid, see Figure 18.

Figure 18.



Invitation to Bid

Bidding Status
Bidding time remaining: 2 Days 5 Hours 13 Minutes

Bidding Information [Go To List of All Bids](#)

Project:	* DEMO Technical College JROTC Facility	Bid Package:	DEMO Bid Package
Pre-Bid Meeting Date/Time:		Pre-Bid Meeting Location:	
Bid Package Status:	Open	Bid Contact:	Georgia State Financing & Investment Commission (GSFIC)
Bid Start Date/Time:	03.14.2013 1:00 PM	Bid Submitted:	Yes
Bid Due Date/Time:	03.22.2013 5:00 PM	Bidding Status:	Pending
Bid Time Zone:	(GMT-05:00) Eastern Time (US & Canada)		

Submitted on 03.20.2013 11:46AM (GMT-05:00) Eastern Time (US & Canada)

Base Bid

Number	Description	Spec Reference	Part Number	Total Cost
1	Fort State Park Renovation			25,000.00
Base Bid Sub-Total				25,000.00

The bidding process is now complete.