



STPAUL.GOV



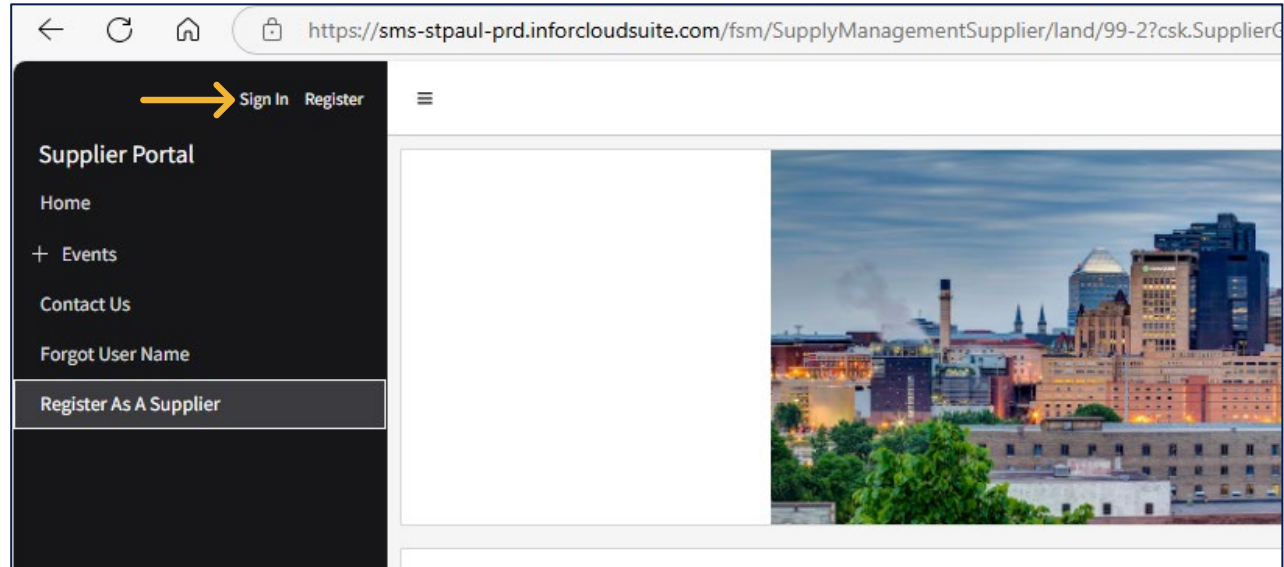
CITY OF SAINT PAUL

How to Respond to an Event



Step 1. Log In to Your Supplier Account

- a) Using Google Chrome, go to www.stpaulbids.com and click “Sign In” to your supplier account
- b) If you aren’t registered, please see the instructions on registering an account in the supplier portal. You must be registered **and** logged in to submit a response.





Step 2. Browsing Events

- On the left-hand side, click “Events”
- “Browse Open Events” tab will allow you to view all events that are currently open

The screenshot shows a web application interface for browsing events. The left sidebar contains a navigation menu with the following items: Home, Contact Us, Events (highlighted with an orange arrow), My Responses, + Contracts, + Performance, My Account, Update Security Answers, and Messages And Dialog. The main content area is titled 'Events' and has a sub-navigation bar with 'Browse Open Events' (highlighted with an orange arrow), 'Search All Events', 'Events With Plan Holders', and 'Bid Tabulations'. Below this, there is a table of 'Open Events'.

Category	Sub Category	Type	Open Date
TEST/TRAINING EVENT FOR SUPPLIER TRAINING Event: 731-0 Reference: TEST TRAINING EVENT FOR SUPPLIERS A bid bond must be provided when responding		REQUEST FOR BID	
RFP-FED-SPPD-BOMB SQUAD BOAT Event: 1498-0 Reference: RFP-FED-SPPD-BOMB SQUAD BOAT		REQUEST FOR PROPOSALS	1/6/2025 7:00:00 PM
RFB-HRA-WORLD TRADE CENTER PARKING RAMP ELEVATOR # 364 Event: 1501-1 Reference: RFB-HRA-WORLD TRADE CENTER PARKING RAMP ELEVATOR # 364 A bid bond must be provided when responding		REQUEST FOR BID	12/16/2024 7:00:00 PM
RFB-PW-MC-PAINTING OF STREET LIGHT POLES & SIGNAL POLES Event: 1506-0 Reference: RFB-PW-MC-PAINTING OF STREET LIGHT POLES & SIGNAL POLES		REQUEST FOR BID	1/6/2025 7:00:00 PM
RFP-PW-MC-STORMWATER RUNOFF MONITORING AND ANALYSIS SERVICES Event: 1507-0 Reference: RFP-PW-MC-STORMWATER RUNOFF MONITORING AND ANALYSIS SERVICES		REQUEST FOR PROPOSALS	1/6/2025 7:00:00 PM
RFI-ONS-YOUTH SERVICE PROVIDERS Event: 1510-0 Reference: RFI-ONS-YOUTH SERVICE PROVIDERS		REQUEST FOR INFORMATION	1/9/2025 2:00:00 PM



Step 3. Viewing an Event

- Click on the event you wish to review - this will highlight the event to show it's been selected
- Click on "View Event"

[Browse Open Events](#)

[Search All Events](#)

[Events With Plan Holders](#)

[Bid Tabulations](#)

Open Events

Search Events

View Event

	Category	Sub Category	Type	Open Date	Close Date
TEST/TRAINING EVENT FOR SUPPLIER TRAINING Event: 731-0 Reference: TEST TRAINING EVENT FOR SUPPLIERS A bid bond must be provided when responding			REQUEST FOR BID		



Step 4. Viewing an Event (continued)

- The event summary page will open, where you can view important attachments and other information related to the event
- Relevant dates are listed on the left-hand side, such as the event closure and Q&A session
- In the “Attachments” tile, single-click on the paperclip icon to view the attachment and save every attachment for the event

Event 1498-0 Summary

RFP-FED-SPPD-BOMB SQUAD BOAT

The City of Saint Paul Fire Department is seeking proposals for the design and procurement of a 34-foot high-speed landing craft for rescue operations on the Mississippi River. Addenda, if...

Dates

Open
1/6/2025 7:00:00 PM

Q And A Open
1/6/2025 7:00:00 PM

Q And A Close
1/22/2025 3:00:00 PM

Close
2/5/2025 3:00:00 PM

Rules

Type	REQUEST FOR PROPOSALS	REQUEST FOR PROPOSALS
Currency	USD	Sealed Bid
All Lines Required	Yes	Yes

Response Progress

Respond Now

Question Responses
0 of 0

Event Lines
0 of 1

Contacts

Queenie Tran
BUYER

Attachments

- READ FIRST INSTRUCTIONS - TERMS.pdf
- Supplier Portal - How to Register on Supplier Port...
- HOW TO RESPOND TO AN EVENT.pdf
- HOW TO MODIFY AN EVENT RESPONSE.pdf

Q and A Forum

No questions at the moment

To ask a question, click the 'plus' in the top right.

Questions

- Provide the name, address, phone number and ...
Required
- The supplier has reviewed the insurance ...
Required
- ADDENDUM. Enter the Number of Addenda issued ...
Required
- Are any Officers of your business related to anyone...
Required
- I certify that I am an Authorized Representative of...

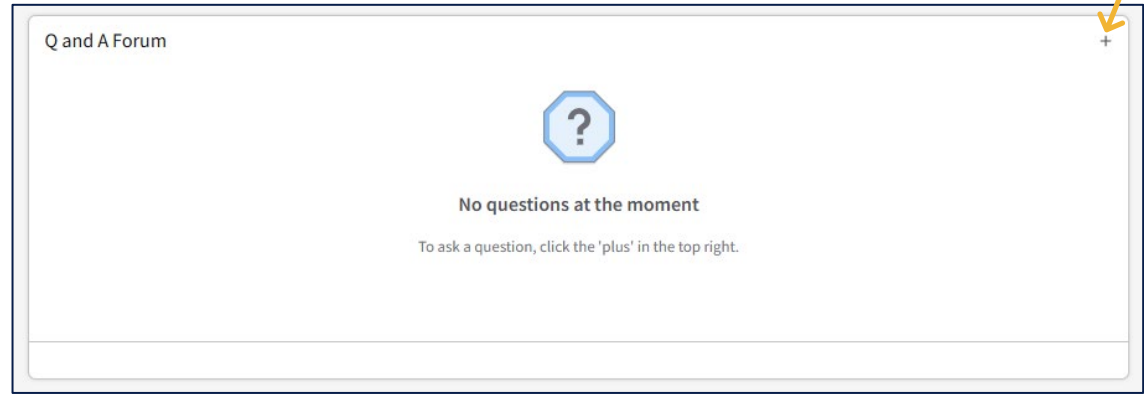
Plan Holders List

- Assoc of Women Contractors AWC
Barb Lau
- Falcon Communications Group
James Frisco
- Eden Builders Inc
Jason Anderson
- Northland Petroleum Service
Scott Olson



Step 5. Submitting a Question (OPTIONAL)

- To submit a question for the event, proceed to the “Q and A Forum” tile and click on the + icon at the top of the tile
- Input your question into the Question text box and click “Save” when completed
- Answers to all questions will be posted on the portal as an Addendum
Note: Keep track of each addendum; you will need to fill in the number of Addenda when you respond to the event





Step 5. Responding to an Event

- In the “Response Progress” tile, click “Respond Now”
- Review the terms and conditions, then select “I accept the terms and conditions...” box
- Click the “Save” Icon

Event # 1498-0

Print Response

Click Save icon in the upper right after providing necessary information

Click the following link to review all terms and conditions [Terms and conditions](#)

Terms and conditions have attachments; to view attachments click View Event Details; click Terms And Conditions; view Term And Condition Attachments

☒ I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

[View Event Details](#) [View Attachments](#)

No Bid Selection

☐ I do not want to bid on this event



Step 6. Responding to an Event – Question Responses

- Click on the “Respond to Questions” Button
- Provide a response for every question in this section, and follow the listed instructions for each question
Note: please do not include special characters in documents/file names
- Once you have completed the responses for all questions in this section, click “Save and Close” in the top right corner

Event # 1498-0

Must answer all required questions for this event

Respond to Questions

To be eligible for award, your response must b

Line Responses Response Attachments Event Response

Event # 1498-0

2 The supplier has reviewed the insurance requirements for this event and understands that they must meet the insurance requirements upon award. Does the supplier have or will the supplier be able to obtain upon award the proper insurance as defined in the terms and conditions? Please attach a Certificate of Insurance in the types and amounts required by the solicitation.

* Answer

Yes

3 ADDENDUM. Enter the Number of Addenda issued under this Bid, Proposal or Quote. You MUST answer this question in order for your response to be accepted and evaluated.

* Answer

\$

4 Are any Officers of your business related to anyone who currently works for the City of Saint Paul? Please select yes or no. If yes, please provide their name(s) below.

* Answer

No

Attach document



Step 7. Responding to an Event – Line Response

- a) Fill in the Response Quantity and the Unit Price fields
 - a) RFP/RFQu: enter 1 under Quantity response and 1.00 for Unit price
 - b) RFB/RFQ: enter 1 under Quantity response and unit price will be based on the price from Excel Bid Form
- b) Click “Save” icon

Line Responses

Response Attachments

Event Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses

☒	Line #	Item	Description	Vendor Item	Line Quantity	Response Quantity	Unit of Measure	Unit Price
☒	*1	PROPOSAL	PROPOSAL		1.0000	1.0000	8P	1.00000



Step 8. Responding to an Event – Bid Bonds

- a) If the event you're responding to requires a bid bond, click on the "Bid Bond Information" tab
 - **Note:** not all events will require a bid bond
- b) Attach your paper bid bond, or enter your bid bond ID and click "Save and Close"

You must respond to all required lines for this event

Must answer all required questions for this event [Respond to Questions](#)

To be eligible for award, your response must be submitted by January 23, 2025 2:00:00 PM CST

Line Responses Bid Bond Information Response Attachments Event Response

Please attach a copy of your bid bond.

Enter Bid Bond Id Or Attach Paper Bid Bond

Click link to go to Surety 2000 and get a bid bond id to enter
[Surety 2000](#)



Step 9. Responding to an Event – Response Attachments

- a) If you have any extra attachments to include with your response, you can add them here.

Note: Feel free to re-upload anything you already attached in earlier answers, too.

- b) Click on the “Response Attachments” tab

- c) Click “Create,” upload your file and click “Submit”; title will auto-populate

Note: please do not include special characters in documents/file names

Line Responses Response Attachments Event Response

Remember to attach any required documents for this bid. Please refer to the Read First Instructions document.

Attachments

Attachment Title	Attachment
------------------	------------

Create

Attachments

* Title
HG W9 TEST Supplier Portal.pdf

* File
HG W9 TEST Supplier Portal.pdf x

* = Required

Cancel Submit



Step 10. Responding to an Event – Submission

- a) Before submitting, you may print your response using the “Print Response” button
- b) Submit your response by selecting the “Submit” option

 Submit

 Print Response







12:00 PM CST

 View Or Maintain Details

	Line Quantity	Response Quantity	Unit of Measure	Unit Price	Extended Amount
	1.0000	1.0000	8P	1.00000	1.00