

*Click the title to access the information directly*

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## BIDDERS QUICK REFERENCE ONLINE BID ID CODE

### YOU MUST CREATE YOUR 'ONLINE BID ID CODE' BEFORE ACCESSING ONLINE BIDDING.

Prior to participating in online bidding, be sure to set up your company's 'Online Bid ID Code'. Your 'Online Bid ID Code' is your digital signature.

**Creating an 'Online Bid ID Code' can only be done by the main account holder.**

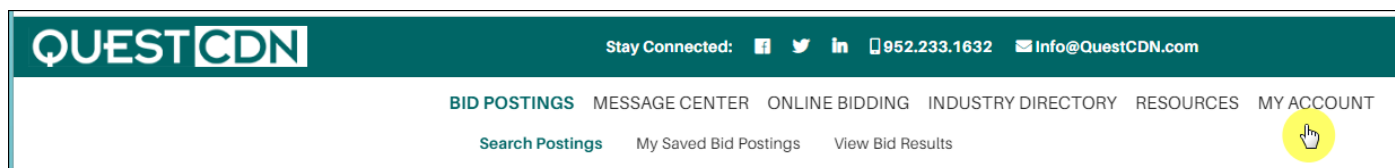
What is the 'Online Bid ID Code'?

The 'Online Bid ID Code' serves as a passcode required for bid submission and acts as the digital signature for your company. This code is generated by the main account holder before other users can access VirtuBid™ (online bidding). To view or update the code, simply log into QuestCDN using the main account holder's username and password and follow the instructions below to access the code.

### ACCESS THE ONLINE BID ID CODE

1. Sign In: Make sure you are logged into QuestCDN with the main account holder's username and password.
2. Click 'My Account' at the top of the page to view your account details.

*(If you are not the main account holder, the system will display the main account holder's information, including their name and contact details. Reach out to the person whose information is shown; they can provide you with the Online Bid ID Code or assist with any related inquiries.) **QuestCDN does not have access to the Online Bid ID Code.***




3. Once logged in as the main account holder, click 'My Account' at the top of the page. This will take you to the account settings. The system will first display the 'Company Info' tab, which **does not** include the Online Bid ID Code.
4. Click the second tab labeled 'User Info & Online Bid ID Code' to find the code.

**Please note that the Member Number is not the same as the Online Bid ID Code.**

The image shows the 'User Info & Online Bid ID Code' tab selected in the account settings. The 'Company Info' tab is also visible. A red box highlights the 'User Info & Online Bid ID Code' tab. A red arrow points to the 'Member Number' field, which contains the value '7688183'. A red 'X' is drawn over this number, and a red arrow points to it with the text 'This is NOT the Online Bid ID Code'. The form includes fields for 'Company Name' (RRP LLC - MN), 'Contact Person' (Main Account Holders Name), 'Email Address' (Success@QuestCDN.com), 'Confirm Email' (Confirm email), and 'Time Zone' (US/Central). Each field has a red asterisk icon to its right, indicating required information.

5. Scroll to the bottom of the page to find the “**Online Bid ID Code**” box. Look for the eye icon (👁) next to the red asterisks. Clicking this icon will enable you to view or edit the existing code. If no code is displayed, enter a new code and confirm it by retyping it in the ‘Confirm Online bid ID Code’ field. **Remember to click the ‘Save’ button at the bottom of the page to finalize the code.**

### Online Bid ID Code (This code is used to publish or submit a vBid)

Online Bid ID Code	:	<input type="password" value="....."/>	*	
Minimum eight characters including one uppercase, one lowercase, and one number.				
<div><div></div>Meets Quest requirements</div>				
Confirm On-line Bid ID Code	:	<input type="text" value="Confirm Online Bid Id Code"/>		

### Change the Online Bid ID Code

1. Enter a new Online Bid ID Code: Type the new code you want to use into the first box. Confirm the code in the second box, retype the same code exactly as you entered it in the first box. This step ensures that there are no mistakes and that the code you entered is correct.
2. Click the ‘Save’ bottom to finalize the change. This will update the system with your new ‘Online Bid ID Code’.

# Complete Online Bidding Users Guide

## Create an Online Bid ID Code

Log into QuestCDN at [QuestCDN Login Page](#). Click 'My Account' at the top of the page, then select the 'User Info & Online Bid ID Code' tab. Here, you can add or update your 'Online Bid ID Code.' If you see black dots in the fields, click the eye icon to view the code.

Ignore the Username and Password fields located at the top. This is the QuestCDN sign in credentials.

(Please note that only the QuestCDN main account holder can access 'My Account' and update or view the code.)

The screenshot shows the 'User Info & Online Bid ID Code' tab in the QuestCDN account management interface. The form includes the following fields and elements:

- Company Info** (selected tab)
- User Info & Online Bid ID Code** (active tab)
- Membership** (tab)
- Profile** (tab)
- Payment** (tab)
- Transactions & Receipts** (tab)
- Username**: Shelly Kahl
- Password**: [Redacted] (with a red asterisk icon)
- Confirm Password**: Confirm password
- Online Bid ID Code (This code is used to publish or submit a vBid)**: [Redacted] (with a red asterisk icon and an eye icon labeled 'Display Code')
- Confirm On-line Bid ID Code**: Confirm Online Bid Id Code
- Account Users** (button)

## Online Bid ID Code Explanation

The 'Online Bid ID Code' is a passcode and acts as your digital signature. It is required to submit an online bid through the QuestCDN online bidding system, VirtuBid™.

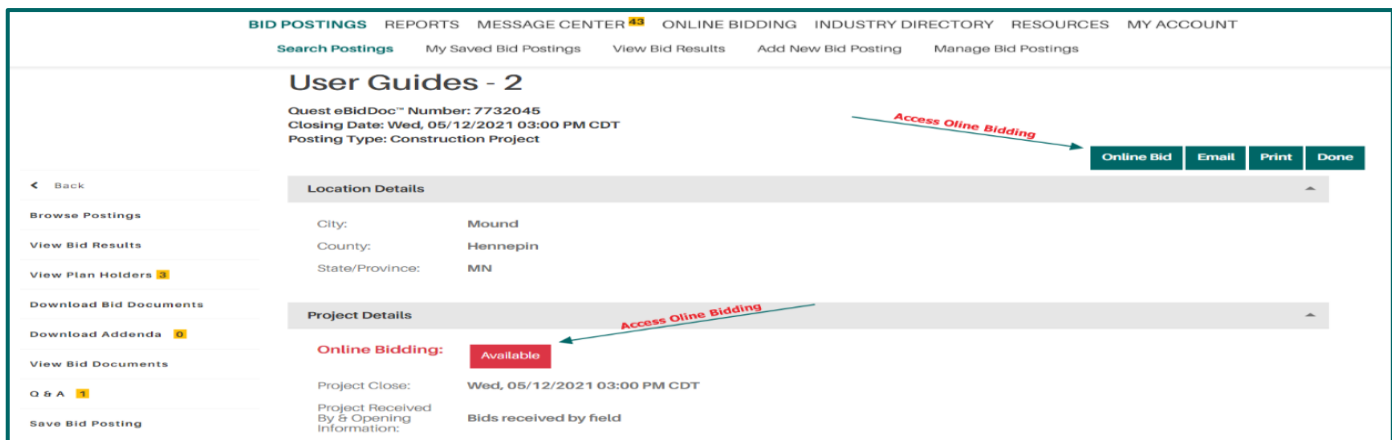
- An 'Online Bid ID Code' must be created before users can access online bidding. The code is established, modified and viewable by the QuestCDN main account holder.
- This code is the digital signature that allows submission of a bid on behalf of the company. QuestCDN does not have access to codes for security purposes.
- The code is found in 'My Account,' in the 'User Info & Online Bid ID Code' tab.

## Accessing Online Bidding

There are two ways to access QuestCDN online bidding:

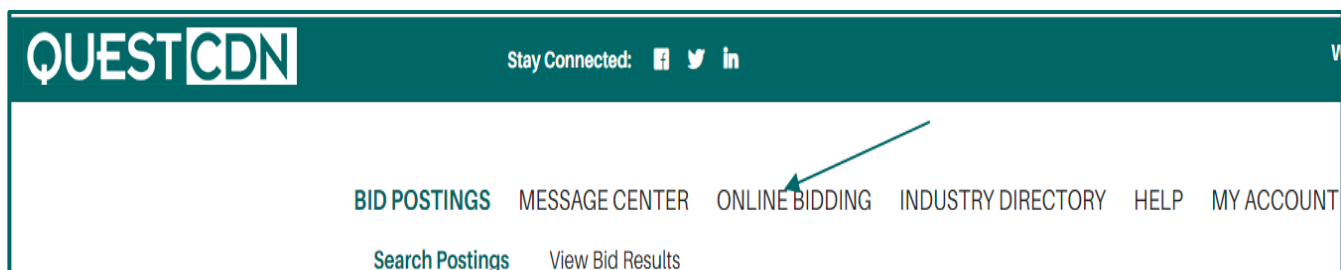
### Online bidding through the bid posting page

1. Enter the QuestCDN project number and click the search button. To submit an electronic bid and access the VirtuBid™ system, companies must be QuestCDN plan holders. To become a plan holder for a project, you must download the bid documents before trying to access online bidding.
2. After downloading the bid documents, click the 'Online Bidding' 'Available' button located on the bid project page, or select the 'Online Bid' button at the top of the page.



### Online bidding through the VirtuBid Bid List

1. Current and past electronic bid postings that have been downloaded will be shown on the 'Bid List' page. To access this page, click 'Online Bidding' in the main navigation options.



## Bid List

The VirtuBid™ (vBid) Bid List page is organized into searchable sections. You can find both current and past bid opportunities here. Each bids qualification, bid worksheet and bid tabulation information is categorized and saved by section for easy reference in the future.

The Bid List page is divided into five sections to help you navigate through the bidding process more efficiently:

1. **Bids Started:** This section includes all bids that you have downloaded but not yet submitted.
2. **Bids Available:** Here, you'll find active bids that have been opened and are ready for submission.

Bid List

Bids Started

Name	City	County	State	Bid Closing Date	Solicitor	Owner
Chaska Regional <del>Trial</del> rehabilitation	Chaska	Carver	MN	10/16/2024 04:49 PM CDT	Test 2.0 Provider	Shelly Kahl
TEST vBid	TEST vBid	TEST vBid	MN	09/27/2024 02:45 PM CDT	Test 2.0 Provider	Test 2.0 Provider
RFP Web Hosting Software	Watertown	Carver	MN	09/21/2024 06:01 PM CDT	Test 2.0 Provider	Shelly Kahl

Showing 1 to 3 of 3 entries

Previous1Next

Bids Available

Name	City	County	State	Bid Closing Date	Solicitor	Owner
------	------	--------	-------	------------------	-----------	-------

No postings found matching the search entered

Showing 0 to 0 of 0 entries

PreviousNext

3. **Bids Submitted:** This section contains all bids that are successfully submitted but have not closed.

Bids Submitted

Name	City	County	State	Bid Closing Date	Solicitor	Owner	Last Submitted	User
Watershed Protection and shore Riorap	Town Hall	West	MN	11/08/2024 09:34 AM CST	QuestCDN	QuestCDN	2024-09-10 18:53:44	John Smith
Bridge Demo	TEST vBid	TEST vBid	MN	09/27/2024 02:45 PM CDT	Test 2.0 Provider	Test 2.0 Provider	2024-09-17 15:23:23	John Smith

Showing 1 to 2 of 2 entries

4. **Bids Closed (Bid Submitted):** This includes bids that are now closed, and a bid is submitted.

Bids Closed (Bid submitted)

Name	City	County	State	Bid Closing Date	Solicitor	Owner	Last Submitted	User
Underwater Construction Main Bridge	Hester	Lord	OH	09/09/2024 05:35 PM CDT	Smith Engineering	Quest Construction Data Network	2024-09-09 22:33:37	Sally Fields
New Age Living Center	Testing	Testing	MN	08/09/2024 11:15 AM CDT	Home Studio	QuestCDN DEV Demo	2024-08-08 19:41:51	Sally Fields
New Penny East Sidewalk and Street	Test	Test	MN	09/30/2024 02:15 PM CDT	Smith Engineering	Quest Construction Data Network	2024-08-26 21:03:13	Sally Fields
Henning and 5th Street Resurfacing	mound	Hennipen	MN	10/12/2023 10:10 PM CDT	Liberty Engineers	Quest Construction Data Network	2023-10-12 15:02:27	Sally Fields
Times Part Lake Improvements	Jersey	hennepin	ND	08/07/2023 02:20 PM CDT	Kahl Design	QuestCDN	2023-08-07 19:11:12	Sally Fields

**5. Bids Closed (No Bid Submitted):** This section shows bids that are closed where you did not submit a bid.

Bids Closed (Bid submitted)									
Name	City	County	State	Bid Closing Date	Solicitor	Owner	Last Submitted	User	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Underwater Construction Main Bridge	Hester	Lord	OH	08/09/2024 05:35 PM CDT	Smith Engineering	Quest Construction Data Network	2024-09-09 22:33:37	Sally Fields	
New Age Living Center PHASE 2	Testing	Testing	MN	08/09/2024 11:15 AM CDT	Home Studio	QuestCDN DEV Demo	2024-08-08 19:41:51	Sally Fields	
Main Street and Sidewalk	Test	Test	MN	06/30/2024 02:15 PM CDT	Smith Engineering	Quest Construction Data Network	2024-06-26 21:03:13	Sally Fields	
Lester Street Resurfacing	mound	Hennipen	MN	10/12/2023 10:10 PM CDT	Liberty Engineers	Quest Construction Data Network	2023-10-12 15:02:27	Sally Fields	
Park Lake Improvements	Jerry	hennepin	ND	08/07/2023 02:20 PM CDT	Kahl Design	QuestCDN	2023-08-07 19:11:12	Sally Fields	

## Main Online Bidding Page

Bid List

Bid Not Submitted

54 days 15:50:29

Submit

Bid Requirements

Bid Worksheet

Save

Bowling Alley Demolition

Quest Number: 8152370

Owner Number: BDG2046

Closing Date: 11/15/2024 12:18 AM CST

Posting Type: Construction Project

Owner: Quest testing 9.12.24

Solicitor: Quest Testing - Shelly

Bid Not Submitted

Sign & Submit

Save

At the top of the Main Bidding Page you will find important information displayed for the bid, including:

- **Bid Name:** The title of the bid opportunity.
- **QuestCDN Number:** A unique identifier for the bid within the QuestCDN system.
- **Owner Number:** The identification number assigned to the owner or solicitor of the project.
- **Closing Date/Time/Time Zone:** The specific date/time and time zone when the bid will close.
- **Posting Type:** Indicates the type of posting (e.g., Construction, Request or Goods and Services).
- **Owner:** The name of the entity or organization that owns the project.
- **Solicitor:** The contact person or company responsible for managing the bid process.
- **Running Bid Countdown Clock:** A timer that counts down to the closing time of the bid.
- **Bid Submitted/Bid Not Submitted Status:** An indicator showing whether you have submitted a bid for this opportunity or not.
- **Save Button:** This button allows you to save your progress while filling out the bid forms and refreshes the page, ensuring that no information is lost. Allowing you to return to complete information at a later time.
- **Sign & Submit Button:** This button takes you to the submission page, where you will agree to the bidders terms and conditions and enter the company's 'Online Bid ID Code', which serves as your digital signature. Clicking the 'Submit' button on this page finalizes your bid submission and submits it.
- **Bid List:** Click 'Bid List' from the top navigation to take you back to the 'Bid List' page.



## Bid Requirements

### Bid Qualifications and Bidder Certifications

#### Bid Bond

Upload a completed bid bond file or enter the Surety2000 'Bond ID' number to finalize the bid bond information, based on the solicitor's requirements. If both options are available, you only need to submit one.

**NOTE:** There is no red "X" or green '✓' checkmark to indicate whether the bond field is complete. Instead, the completion of this field is signified by the successful upload of your bid bond file or entry of the Surety2000 'Bond ID'. Once a document is uploaded or a Bond ID is entered, it serves as confirmation that the bond information is complete. Be sure to check that the file is properly uploaded to avoid any issues with your bid submission.

#### **Electronic Bid Bond**

Upload a file containing signed bid bond information

#### **Surety2000 Bid Bond**

Provide the 'Contract number' and 'Contractor id' to the insurance agency. The agent must use these two numbers when requesting a Surety2000 bond with 'Bond Id' validation number.

#### **Contract Number**

The 'Contract number' will change with each project and is always the Quest Number for the bid. The '**Contract number**' is displayed in the 'Bid Bond' field. The '**Contract number**' can also be found on the bid posting page, and the top of the online bidding page.

#### **Contractor ID**

(Surety2000 refers to this as the "State vendor ID number") is the QuestCDN member number and will always stay the same for each bid. The member number used for the '**Contractor id**' can also be found in 'My Account' in the 'Company Info' tab, listed in **Red** at the top of the page.

**Bid Qualifications and Bidder Certifications**

**Bid Bond**  
This project requires a bid bond of 5% of the value of the submitted bid.  
**Attach electronic bid bond**  

---

Enter your Surety2000 bid bond information

Contract number8152369

Contractor id7688183

Bond id

Validate

Save

BID POSTINGSMESSAGE CENTERONLINE BIDDINGINDUSTRY DIRECTORYRESOURCESMY ACCOUNT

ur changes  
id ID Code tab under Account Users button

Company Info

User Info & Online Bid ID CodeMembershipProfilePaymentTransactions & Receipts

Member Number: 7688183

**Contract Number (QuestCDN Number):** is automatically populated by the system and is essential for validating your bid with Surety2000, as it links your bid to the specific project.

The screenshot shows a web form titled "Bid Qualifications and Bidder Certifications". Under the "Bid Bond" section, it states: "This project requires a bid bond of 5% of the value of the submitted bid." Below this, there is a red line with the word "or" in the center. To the left of the red line, it says "Attach electronic bid bond". To the right of the red line, there is a table with the following information:

Contract number	8152369
Contractor id	7688183
Bond id	<input type="text"/>

Below the table, there are two buttons: "Validate" (in blue) and "Save" (in green). To the left of the table, it says "Enter your Surety2000 bid bond information".

- a. It is important to note that this number must be updated by the surety agent for each new bid bond request. Each new bid requires a unique QuestCDN Number to ensure that the bond corresponds correctly to that specific bid. Always verify that the number is correct before submission to ensure a smooth validation process.
- b. Clicking '**Validate**' checks the entered bond id number with the Surety2000 system. If the bond id cannot be validated a prompt will open displaying the below message.

The screenshot shows a white box with a black border containing the following text:

**Contract Number:** 8152363  
**Contractor ID:** 7688183  
**Bond ID:** undefined  
**ErrorCode:** BOND\_NOT\_FOUND  
**Message:** Bond not found  
**Description:** None

- c. The Quest online bidding system will **NOT** prevent your bid from being submitted due to this error message, as all processing done by the agent and Surety2000 is outside our control. It is important to check with your agent to ensure they have the correct Contract Number and Contractor ID listed on each requested bond for the Surety2000 validation. If these details are incorrect, the bond id will not validate. To validate the number, your agent should resubmit the correct information to Surety2000 and provide you with a new Bond ID.
- d. Keep in mind that if time is running short and the issue cannot be resolved, you are still allowed to submit your bid without validation. If a bond was issued, the owner should be able to access the information from Surety2000, but it is the bidders responsibility to ensure the bond information is correct and is issued correctly.
- e. If electronic bond entry is available as an option, it is advisable to upload your Surety2000 bond document instead of relying on the unvalidated bond id number. This ensures that your bid is submitted, even if there are issues with the bond id validation process.

The image below displays an uploaded bid bond document for the 'Attach Electronic Bid Bond' option, and 'Enter your Surety2000 bid bond information' section highlights the fields for the Contract Number, Contractor ID, and Surety2000 Bond ID.

**Bid Qualifications and Bidder Certifications**

**Bid Bond**  
This project requires a bid bond of 5% of the value of the submitted bid.

Upload either a Bid Bond or enter your Surety2000 Bond ID

Attach electronic bid bond  No file chosen  [Bidbond.pdf](#)

or

Enter your Surety2000 bid bond information

Contract number: 8152366  
Contractor id: 7688183  
Bond id:

Contract number: QuestCDN number  
Contractor id: Your QuestCDN member number (will not change)

## Addenda

Bids will **NOT** be successfully submitted if all addenda are not downloaded from the bid posting page. The 'Addenda' qualification field will indicate if all addenda have been downloaded or if there are addenda not downloaded.

1. All addenda not downloaded message

**Addenda**

✖ There is 1 unread addendum for this project. Follow [this link](#) to download.

**"There are (#) unread addenda for this project. Follow this link to download."**

Clicking the link will open a new browser window that directs you to the bid postings addenda download page. From there, click the **'Download'** link for each addendum to fulfill the requirement. After downloading, close the browser window to return to the online bidding page. Be sure to click the **'Save'** button to refresh the page. Once refreshed, the addenda message will update with a green checkmark and message that indicates the requirement has been completed.

**"All Addenda have been downloaded message"**

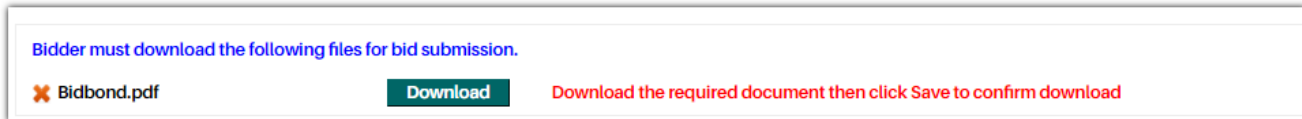
**Addenda**

✓ All addenda have been downloaded.

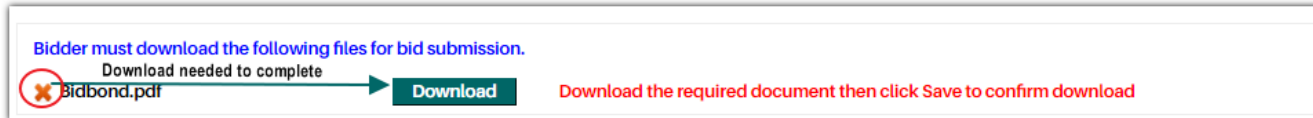
## Downloading Documents

'Bidder must download the following files for bid submission'

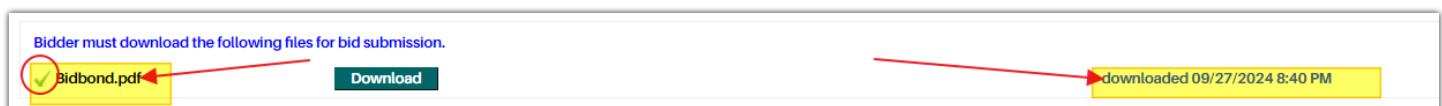
1. Each required document download includes a file name and a corresponding '**Download**' button. A red **X** indicates that the requirement is not complete. Remember, you can download and save the files multiple times if needed.



2. To fulfill the requirements, click the '**Download**' button for each document listed and save the files to your device.
3. After downloading, make sure to click the '**Save**' button located at the top of the page or in the left navigation. This action will update, refresh and save the information on the page.
4. If you see a red '**X**,' it indicates that the requirement is not yet complete and you may have missed downloading the indicated document.



5. After downloading the documents and refreshing the page, the downloaded date and time of each file will be displayed. If you have downloaded the same document multiple times, only the original download date and time will be shown.
6. Once the requirement is fulfilled, a green checkmark '**✓**' will replace the previous red '**X**'. This green checkmark indicates that the requirement has been successfully completed. This visual confirmation helps you easily track which requirements are met.




## Download, Complete, Upload Documents

'Bidder must download, complete, and submit upload (or replace) the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)'


1. Each required document includes a file name and a corresponding 'Download' button. A red **X** indicates that the requirement is not complete. Remember, you can download and save the files multiple times if needed.

Bidder must download, complete, and submit upload (or replace) the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)

 Responsible Contractor.pdf	<a href="#">Download</a>	Download the required document then click Save to choose a file to upload
 Additional Required Bid Forms.pdf	<a href="#">Download</a>	Download the required document then click Save to choose a file to upload



2. To fulfill the requirements, click the '**Download**' button for each document listed and save the files to your device.
3. If you see a red '**X**,' it indicates that the requirement is not yet complete.
4. After downloading, be sure to click the '**Save**' button located at the top of the page or in the left navigation.
  - a. This action will update, refresh and save the information in the system, allowing the '**Upload**' button to appear.
  - b. The downloaded date and time of each file will be displayed to the right of the 'upload' button.
  - c. If you have downloaded the same document multiple times, only the original download date and time will be shown.

Bidder must download, complete, and submit upload (or replace) the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)

 Responsible Contractor.pdf	<a href="#">Download</a>	<a href="#">Choose File</a>   No file chosen	<a href="#">Upload</a>	downloaded 09/21/2024 5:01 PM
 Additional Required Bid Forms.pdf	<a href="#">Download</a>	Download the required document then click Save to choose a file to upload		

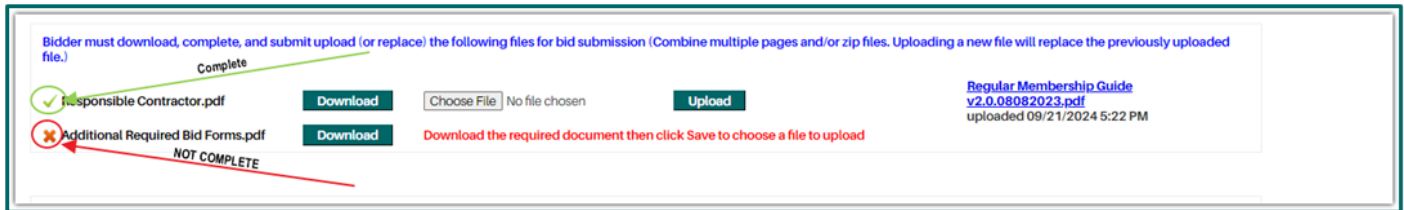
- d. If the downloaded file is in a fillable format, complete all information and save each document to your device. You can upload the documents when ready.
  - e. If the downloaded file is not in a fillable format, print the forms and complete them manually. After filling out the forms, scan and save the documents to your device for easy retrieval later. Click the 'Upload' button to upload the documents when ready.
5. Click the '**Choose File**' button to select each file or zip file from your computer. Once you've chosen the file, click the '**Upload**' button to upload it. Make sure to click '**Save**' from the navigation menu or the top of the page. After saving, if you log out of the online bidding system, all information is saved and will be available when you log back in. The red **X** is replaced by a green '**✓**' checkmark and indicates the requirement is completed.

Bidder must download, complete, and submit upload (or replace) the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)

 Responsible Contractor. (2).pdf	<a href="#">Download</a>	<a href="#">Choose File</a>   No file chosen	<a href="#">Upload</a>	Responsible Contractor.pdf uploaded 09/27/2024 8:57 PM
 Additional Required Bid Forms..pdf	<a href="#">Download</a>	Download the required document then click Save to choose a file to upload		

## Verification

- Click the underlined uploaded document name to review the uploaded documents for accuracy and completeness.
- If you need to replace an existing file, click **'Choose File'** to select a new file.
- After selecting the new file, click the **'Upload'** button to upload it.
- Remember to click **'Save'** to ensure the changes are recorded.

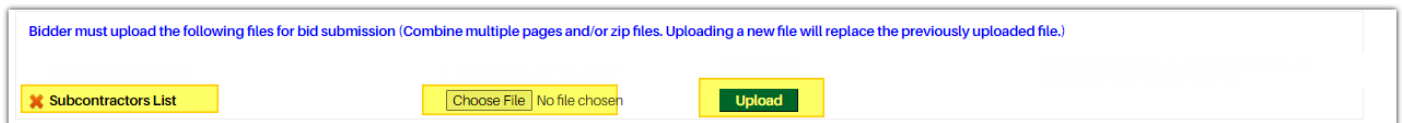


**NOTE:** When you select a new file and upload it, the existing file is REPLACED by the new one. The system **does not** retain the previous version or add it as an additional file; it only keeps the most recent upload. Be sure that the new file is correct and complete, as the old file will no longer be accessible after the replacement. The original download date and time will be shown if the file is replaced.

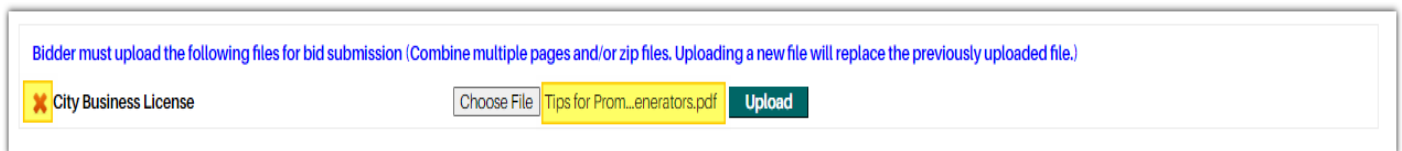
## Upload Bid Documents

**'Bidder must upload the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)'**

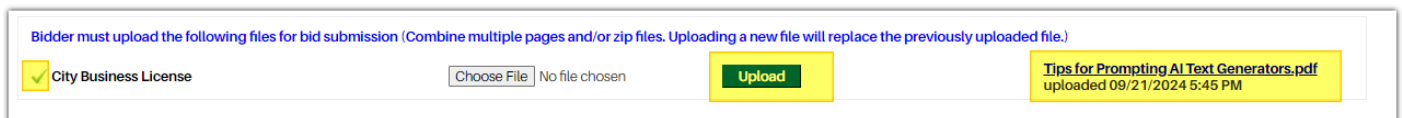
- Each required document includes a file name and a corresponding **'Choose File'** button. A red **X** indicates that the requirement is not complete.



- Select the **'Choose File'** button to retrieve and attach a required file from the device.



- After selecting the file, click the **'Upload'** button to upload it.
- The name of the uploaded document is displayed on the right side of the **'Upload'** button. A green checkmark '✓' indicates the process has been successfully completed.



5. **Verification:** Click the underlined document name to review the uploaded documents for accuracy and completeness.
- If you need to replace an existing file, click **'Choose File'** to select a new document.
  - After selecting the new file, click the **'Upload'** button to upload it.
  - Remember to click **'Save'** to ensure the changes are recorded.

**NOTE:** When you select a new file and upload it, the existing file is REPLACED by the new one. The system does not retain the previous version or add it as an additional file; it only keeps the most recent upload. Be sure that the new file is correct and complete, as the old file will no longer be accessible after the replacement.

### **Post Letting Information Submittals**

The Post Letting Information section enables the submission of documents requested after the bid has closed. This functionality is like the previous sections, allowing you to manage any additional documentation required post-bid.

- In this section, there may be a post letting 'Deadline' that specifies a date and time by which all documents must be uploaded.
- A red '**X**' indicates the requirement is not complete. A green checkmark '**✓**' indicates the requirement has been successfully completed.

Post letting information submittals Deadline: 28-Nov-2025 12:00 PM Deadline date and time to submit

This section is for documents that are to be submitted post bid closing time. Clicking Upload Saves the chosen document for Post Letting Submittals.

Documents in this section can be submitted before the bid closing time, or post bid closing time. When submitting post bid closing time, clicking Upload 'Saves' and automatically includes the uploaded documents with your submitted bid.

Bidder must download, complete, and submit upload (or replace) the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)

Not Submitted

✗ 04545-01V00-4545 Attachment E-- Veteran-Owned Preference Form.pdf Download Download the required document then click Save to choose a file to upload

Bidder must upload the following files for bid submission (Combine multiple pages and/or zip files. Uploading a new file will replace the previously uploaded file.)

Green Check - Complete

✓ DBE License Choose File No file chosen Upload

Submitted File

Language Examples Online Bidding: Advertisements, Project Document Information v2.0.10022023.pdf  
uploaded 09/21/2024 5:45 PM

Once you have completed the upload of post letting documents, there is no additional submission process required because the bid is already submitted. The documents become immediately available to the solicitor or owner, ensuring they can access them without delay. Once a document is uploaded it cannot be removed.

It is important to note that submitting post letting documents is only permitted if a successful bid was submitted first. If you did not submit a successful bid, you will not be able to upload additional documents after the bid closes. This policy ensures that only those who have participated in the bidding process can submit further documentation related to the project.

## Bid Worksheet

Click 'Bid Worksheet' from the left navigation to access the bid unit prices.

**Bid Not Submitted**

37 days 5:41:28

Submit ⓘ

Bid Requirements

**Bid Worksheet**

Save

### Worksheet Sections (Four types of sections)

#### 1. Base Bid Section

White colored sections are added to the base bid total, have a subsection total and require a unit price entry for each item before submitting.

#### 2. Mandatory Bid Section

Peach colored sections are mandatory, have a subsection total and completion is required to submit a bid. Items in this section will not be added to the base bid total.

#### 3. Optional Bid Section

Blue colored sections are optional, have a subsection total and completion may or may not be mandatory to submit a bid (please follow the instructions specified by the solicitor/owner). Items in this section will not be added to the base bid total.

#### 4. Fixed Bid Section

Purple colored sections have a fixed unit price added by the solicitor/owner. Unit prices cannot be changed and are added to or subtracted from the base bid total.

Sections shown in this color are <b>Mandatory</b> and are not included in the Base Bid Total						
Sections shown in this color are <b>Optional</b> and are not included in the Base Bid Total						
Sections shown in this color are <b>Fixed</b> , are included in the Base Bid Total and cannot be edited by the bidder						
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension
SECTION A - Schedule A (STREET & UTILITY RECONSTRUCTION)						
3	3	CLEAR & GRUB TREE	EA	1	\$5,000.00	\$5,000.00
4	4	REMOVE CURB AND GUTTER	LF	2993	\$25.00	\$74,825.00
9	2105.501	COMMON EXCAVATION (P)	CU. YD.	14575	\$0.35	\$5,101.25
5	5	REMOVE CONCRETE DRIVEWAY / CONCRETE SIDEWALK	SF	18188	\$1.25	\$22,735.00
6	6	REMOVE BITUMINOUS PAVEMENT	SY	11346	\$1.45	\$16,451.70
7	7	REM & REPLACE SIGN & LANDSCAPING (206 3RD AVE NE)	LS	1	\$50.00	\$50.00
10	10	SUBGRADE EXCAVATION (EV)	CY	1300	\$65.00	\$84,500.00
11	11	TOPSOIL BORROW (LV)	CY	1100	\$75.00	\$82,500.00
12	12	STABILIZING AGGREGATE (CV)	CY	1300	\$85.00	\$110,500.00
13	13	AGGREGATE SURFACING, CLASS 5 (CV)	TON	500	\$95.00	\$47,500.00
SECTION A - Schedule A (STREET & UTILITY RECONSTRUCTION) Total:						<b>\$449,162.95</b>
Alternate Mandatory Entry						
23	2	Alternate 1 Bid Amount	Cu Yd	2000	\$4.35	\$8,700.00
Alternate Mandatory Entry Total:						<b>\$8,700.00</b>
Alternate Optional Entry						
24	3	Optional 2	LS	1	\$6.65	\$6.65
Alternate Optional Entry Total:						<b>\$6.65</b>
Allowance Section - Fixed						
25	12.234	Mobilization	LS	1	\$10,000.00	\$10,000.00
Allowance Section Total:						<b>\$10,000.00</b>
Base Bid Total:						<b>\$459,162.95</b>



## Manual Entry of Unit Prices

1. Click the appropriate unit price field within the line item to select it.
2. Enter the unit price, ensuring that you enter the amount without including the dollar sign.
  - a. After entering or moving to the next field, the 'Unit Price' field will display only two decimal places for clarity. However, when you click back into the unit price field the total number of digits entered after the decimal point will be revealed, allowing you to see the full precision of your entry.
  - b. Allowing more than two digits after the decimal point enables greater precision in calculations, which is crucial for some pricing in bids.
  - c. To navigate between unit price fields, you can use the enter key, the up/down arrows, or simply click on each unit price field to move to the next one.

## Replace the Unit Price

To replace a unit price, click the relevant unit price field, which will highlight the entire entered unit price within the field. You can then re-enter your unit price, or you can click at the beginning or end of the field to make edits as needed.

## Extension Field

The 'Extension' field is automatically calculated based on the value you enter. For example, if the quantity is 20 and the unit price is 2.558, the extension would be calculated as  $20 \times 2.558 = 51.16$ .

**The online bidding system will time out and log out after 60 minutes.  
Click the 'Save' button often to update and save the work.**

## Importing the Unit Prices

### Import & Export CSV

1. The 'Export to CSV' option allows you to export the bid worksheet into an Excel CSV spreadsheet. This feature is useful for sharing the spreadsheet and performing additional offline calculations, applying formulas, and adding percentage markups on unit prices, making it easier to analyze and manage your bid data.
2. The 'Import from CSV' button is used to import the Excel CSV spreadsheet into the bid worksheet.

**When importing the CSV file back to the bid worksheet, you are only permitted to make changes to the 'Unit Price' field. It is crucial not to modify the headers, descriptions, or to move, add, create formulas or delete any line items within the exported worksheet.**

**Making any unauthorized changes can result in upload errors, preventing the spreadsheet from being processed correctly by the system. To ensure a smooth submission process, stick strictly to modifying only the unit prices as specified.**

## Submitting the Bid

### Sign and Submit Page

1. Once you have thoroughly verified that both the qualification page and the bid worksheet are complete, you can proceed by clicking the **'Sign and Submit'** button. This action will take you to the signature and submit page.
2. On the signature and submit page you are required to enter your **'Online Bid ID Code'** (case sensitive). This code is your company's digital signature and a formal acknowledgment that you are authorized to submit the bid on behalf of your company and that all provided information is accurate.
3. After entering the code, click the **'I Agree'** checkbox to accept the bidders terms and conditions.
4. Clicking the 'Submit' button will officially submit your bid for consideration.
5. You maintain control of your bid until the closing time. Before the bid closes, you can Unsubmit or edit your bid worksheet at any time. This flexibility allows you to adjust, correct any errors, or refine your bid to ensure it meets your desired specifications before the deadline.

Click Wrap Agreement

Enter your Online Bid ID code: ..... This ID code is your electronic signature.

[FORGET YOUR ONLINE BID ID CODE?](#)

View or update your ONLINE BID ID CODE under "MY ACCOUNT" located at the top of this page.  
Note: Only the main Quest account administrator can access this section.

☐ I Agree  
By clicking the I Agree checkbox and entering your Online Bid ID code you are agreeing to the terms displayed below.

Cancel Submit

QUESTCDN'S TERMS OF USE FOR OWNERS

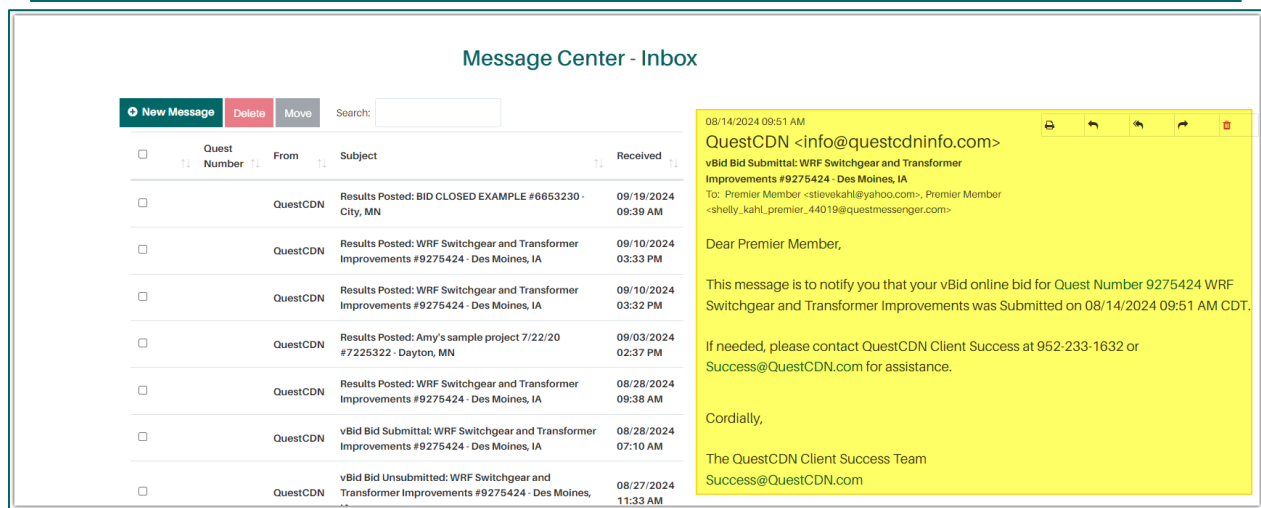
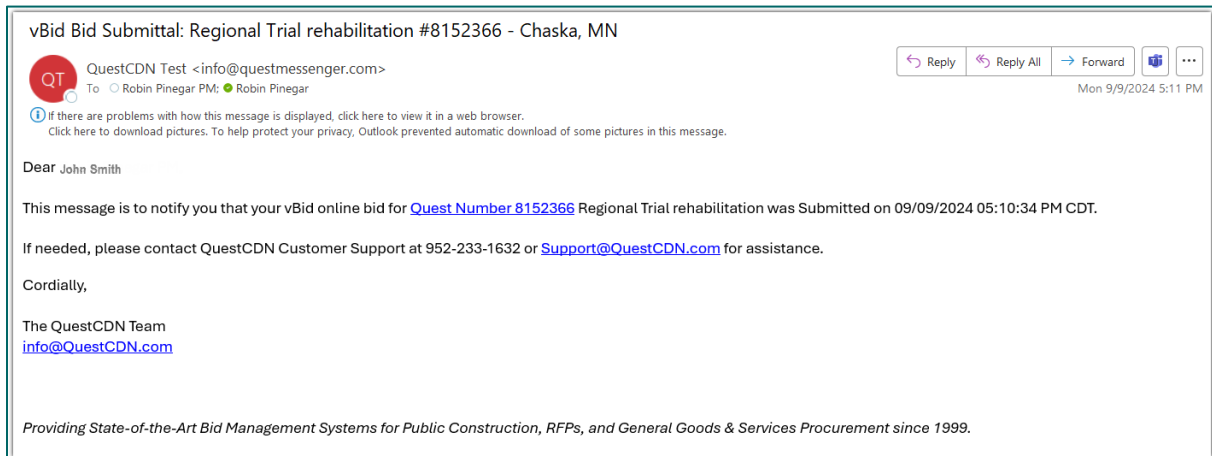
This Terms of Use for Owners Agreement ("Agreement") is between Quest Construction Data Network, LLC, P.O. Box 412, Spring Park, Minnesota 55384-0412 ("QUESTCDN") and you (which may be identified in this Agreement as "You," "Your," or "User"). By accepting this Agreement you are accepting its terms on behalf of you personally, any entity administering the project or bidding, any entity for which you are administering the project or bidding, and any entity for which you are an agent of or appear to represent as indicated.

Print

Once the bid is submitted you will receive an email confirmation of your submission and a confirmation message to your Message Center.

You can unsubmit or remove the entire bid (all data will be saved) and, if necessary, resubmit the bid before the bid closing time.

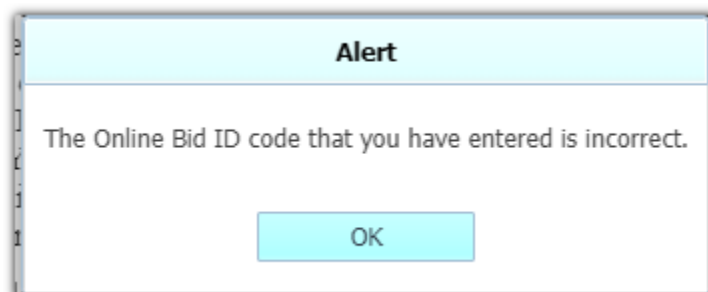
## Email Confirmation and Message Center Example



### Incorrect Online Bid ID Code

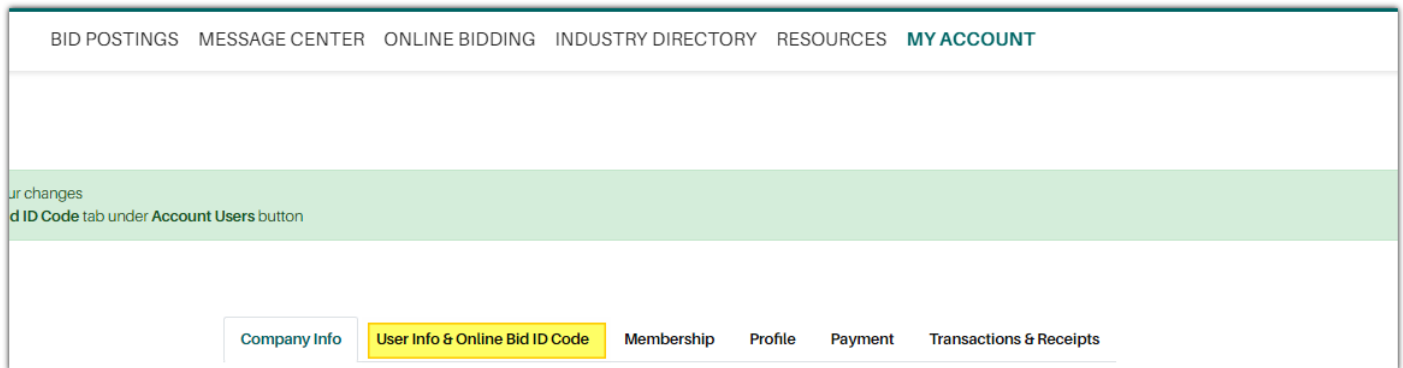
A correct 'Online Bid ID Code' must be entered before the online bidding system can verify completion of requirements. When a correct code is entered and required fields are complete, the bid will be submitted to the owner/solicitor. If an incorrect code is entered, the page will display an error alert message "The Online Bid ID Code that you have entered is incorrect". Click the OK button and retype a correct code, click 'I Agree' and click 'Submit'.

**NOTE: The online bid id code is case sensitive.**

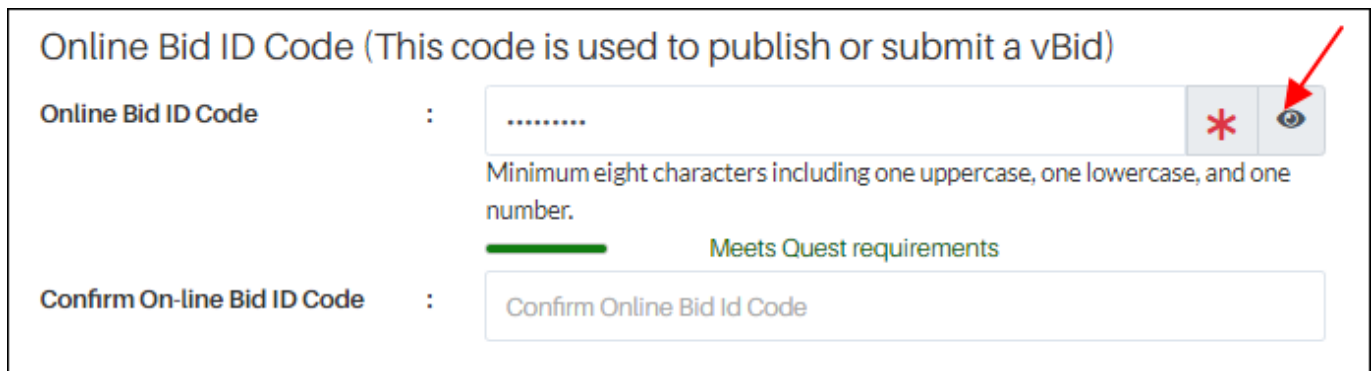


To retrieve the code, click **'My Account'** at the top of the page. Sign into QuestCDN using the main account holder username and password.

Under the **'User Info & Online Bid ID Code'** tab, scroll to the bottom of the page and click the eye icon to view an existing code. Use the browsers back arrow to go back to the vBid.



The screenshot shows the top navigation bar of the QuestCDN website with links: BID POSTINGS, MESSAGE CENTER, ONLINE BIDDING, INDUSTRY DIRECTORY, RESOURCES, and MY ACCOUNT. Below this is a green banner with the text: "Your changes will be saved. Click the 'View' button to view your changes. Click the 'ID Code' tab under Account Users button". At the bottom, there is a row of tabs: Company Info, User Info & Online Bid ID Code (highlighted in yellow), Membership, Profile, Payment, and Transactions & Receipts.



The screenshot shows the 'Online Bid ID Code' form. The title is 'Online Bid ID Code (This code is used to publish or submit a vBid)'. The form has two main sections. The first section is labeled 'Online Bid ID Code' and contains a text input field with a red asterisk icon and an eye icon (highlighted by a red arrow). Below the input field is a message: 'Minimum eight characters including one uppercase, one lowercase, and one number.' and a green progress bar with the text 'Meets Quest requirements'. The second section is labeled 'Confirm On-line Bid ID Code' and contains a text input field with the placeholder text 'Confirm Online Bid Id Code'.

### Unsuccessful Bid Submission Error Messages

1. After the 'Online Bid ID Code' is accepted, the online bidding system will then verify the completion of bid requirements and worksheet entries.
2. **'Bid Not Submitted'** with **Error messages** will display if information is missing or incomplete.

Bid Not Submitted

34 days 23:09:18

Submit

Bid Requirements

Bid Worksheet

Submit Errors 44

Save

Waterline Pipe Replacement

Quest Number: 8152373

Owner Number: W65845

Closing Date: 11/01/2024 03:32 PM CDT

Posting Type: Construction Project

Owner: Shelly Kahl

Solicitor: Test 2.0 Provider

Bid Not Submitted

Errors:

Bid Requirement - Bid Bond has not been uploaded. (1)

Bid Requirement - All Addenda have not been downloaded. (1) indicated with red x

Bid Requirement - File has not been downloaded. (1) indicated with red x

Bid Worksheet - Item Unit price is missing. (41) indicated in red on Unit Price field

## Examples of Error Messages

(#) indicates the number of errors

- Bid Requirement – Bid Bond has not been uploaded (#)
- Bid Requirement – All Addenda have not been downloaded. (#) indicated with red X
- Bid Worksheet – Item Unit price is missing (##) indicated in red on unit price field
- Bid Not Submitted

## Bid Submitted

### Successfully Submitted Bid

A message displaying '**Bid Submitted by**' (with date/ time and username stamp (shown in red)) will display.

Bid Submitted

37 days 4:50:48

Unsubmit

Bid Requirements

Bid Worksheet

Regional Trial rehabilitation

Quest Number: 8152366

Owner Number: CH-236

Closing Date: 10/16/2024 04:49 PM CDT

Posting Type: Construction Project

Bid Submitted by QuestCDN PM 09/09/2024 11:58:07 AM CDT

Unsubmit Save

A bid submitted confirmation message receipt is sent to the individual's 'Message Center' and email on record.

New Message Delete Move

Search:

	Quest Number	From	Subject	Received
<input type="checkbox"/>		QuestCDN	Results Posted: BID CLOSED EXAMPLE #6653230 - City, MN	08/19/2024 09:39 AM
<input type="checkbox"/>		QuestCDN	Results Posted: WRF Switchgear and Transformer Improvements #9275424 - Des Moines, IA	09/10/2024 03:33 PM
<input type="checkbox"/>		QuestCDN	Results Posted: WRF Switchgear and Transformer Improvements #9275424 - Des Moines, IA	09/10/2024 03:32 PM
<input type="checkbox"/>		QuestCDN	Results Posted: Amy's sample project 7/22/20 #7225322 - Dayton, MN	09/03/2024 02:37 PM
<input type="checkbox"/>		QuestCDN	Results Posted: WRF Switchgear and Transformer Improvements #9275424 - Des Moines, IA	08/28/2024 09:36 AM
<input type="checkbox"/>		QuestCDN	vBid Bid Submittal: WRF Switchgear and Transformer Improvements #9275424 - Des Moines, IA	08/28/2024 07:10 AM
<input type="checkbox"/>		QuestCDN	vBid Bid Unsubmitted: WRF Switchgear and Transformer Improvements #9275424 - Des Moines, IA	08/27/2024 11:33 AM

08/14/2024 09:51 AM

QuestCDN <info@questcdninfo.com>

vBid Bid Submittal: WRF Switchgear and Transformer Improvements #9275424 - Des Moines, IA

To: Premier Member <stevakahl@yahoo.com>, Premier Member <shelly\_kahl\_premier\_44019@questmessenger.com>

Dear Premier Member,

This message is to notify you that your vBid online bid for Quest Number 9275424 WRF Switchgear and Transformer Improvements was Submitted on 08/14/2024 09:51 AM CDT.

If needed, please contact QuestCDN Client Success at 952-233-1632 or Success@QuestCDN.com for assistance.

Cordially,

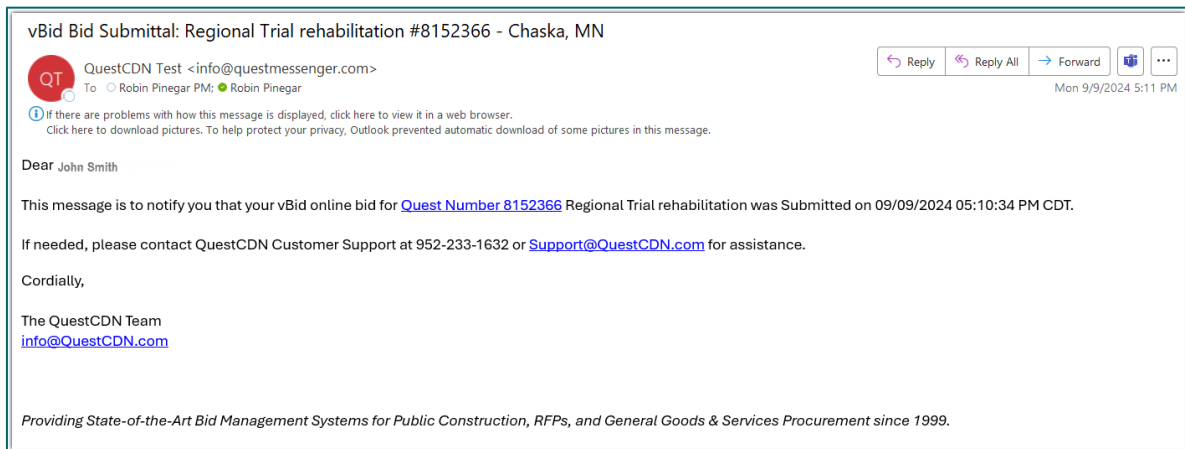
The QuestCDN Client Success Team

Success@QuestCDN.com

## Making Changes to the Bid Worksheet After Successful Bid Submission

- The owner or solicitor cannot access the bid information until after the bidding period has closed.
- You have the flexibility to revise your bid worksheet at any time before the bid clock expires, even after submitting your bid.
- This feature enables you to make necessary adjustments to your bid prices, ensuring they reflect the latest revisions.

•This

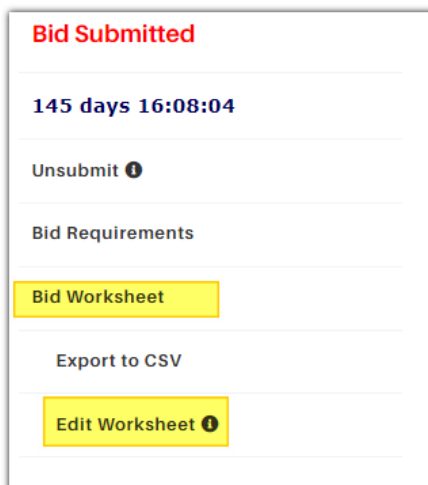


flexibility helps you keep your bid aligned with your current pricing strategy and project requirements, allowing for more accurate and competitive submissions.

\*\*\*By submitting your bid early and taking advantage of the system's allowance for revisions up until the closing time, you reduce the risk of missing the bid due to last-minute changes. This approach ensures that your final submission reflects your desired pricing, giving you peace of mind that you can make necessary adjustments without the stress of potentially not being able to resubmit before the deadline.\*\*\*

### Edit Worksheet

1. Click **'Bid Worksheet'** from the left navigation.
2. Click **'Edit Worksheet'** to revise unit prices.



3. Enter the revised unit prices in the populated **'Edited'** column. Once you've made all necessary changes, select **'Submit Changes'** from the left navigation.
4. Enter the Online Bid ID code, check the box indicating **'I agree'**, and then click **'Submit'**.
5. The owner or solicitor of the project will receive your latest bid submission with the revised unit prices.
6. The Base Bid total will show the new bid total with the revised unit prices.

Please note that if you do not click 'Submit Changes', enter the 'Online Bid ID Code', click 'I Agree' and click 'Submit' the changes will not be updated in the system and the solicitor will not receive new unit prices. It is crucial to complete this step to ensure your revised information is submitted.

Example of 'Edited' column and revised unit price lines. Shows both the original unit price submitted and the edited proposed revised unit price.

**Bid Submitted**

145 days 16:01:53

Unsubmit

Bid Requirements

Bid Worksheet

Submit Changes

### Demolition of Building

**Quest Number: 8152372**

Owner Number: DM3125  
Closing Date: 02/14/2025 11:00 AM CST  
Posting Type: Construction Project  
Owner: QuestCDN Provider Guide  
Solicitor: QuestCDN  
**Bid Submitted by Robin Pinegar, PM 09/21/2024 07:48:39 PM CDT**

■ Sections shown in this color are *Mandatory* and are not included in the Base Bid Total  
■ Sections shown in this color are *Optional* and are not included in the Base Bid Total  
■ Sections shown in this color are *Fixed*, are included in the Base Bid Total and cannot be edited by the bidder

Line Item	Item Code	Item Description	UoM	Quantity	Edited		Submitted	
					Unit Price	Extension	Unit Price	Extension
<b>SECTION A - Schedule A (STREET &amp; UTILITY RECONSTRUCTION)</b>								
3	3	CLEAR & GRUB TREE	EA	1	\$600.00	\$600.00	\$500.00	\$500.00
4	4	REMOVE CURB AND GUTTER	LF	2993	\$600.00	\$1,795,800.00	\$600.00	\$1,795,800.00
9	2105.501	COMMON EXCAVATION (P)	CU YD.	14575	\$7.00	\$102,025.00	\$7.00	\$102,025.00
5	5	REMOVE CONCRETE DRIVEWAY / CONCRETE SIDEWALK	SF	18188	\$1,500.00	\$27,282.00	\$1,000.00	\$18,188.00
6	6	REMOVE BITUMINOUS PAVEMENT	SY	11346	\$2,500.00	\$28,365.00	\$1,321.00	\$14,988.00
7	7	REM & REPLACE SIGN & LANDSCAPING (206 3RD AVE NE)	LS	1	\$134.00	\$134.00	\$134.00	\$134.00
10	10	SUBGRADE EXCAVATION (EV)	CY	1300	\$567.00	\$737,100.00	\$567.00	\$737,100.00
11	11	TOPSOIL BORROW (LV)	CY	1100	\$50.00	\$55,000.00	\$13.00	\$14,300.00
12	12	STABILIZING AGGREGATE (CV)	CY	1300	\$47.00	\$61,100.00	\$47.00	\$61,100.00
13	13	AGGREGATE SURFACING, CLASS 5 (CV)	TON	500	\$253.00	\$126,500.00	\$253.00	\$126,500.00
<b>SECTION A - Schedule A (STREET &amp; UTILITY RECONSTRUCTION) Total:</b>						<b>\$58,525,259.00</b>		<b>\$36,013,525.00</b>
<b>Alternate Required</b>								
23	2	Alternate 1 Bid Amount	Cu Yd	2000	\$13.00	\$26,000.00	\$13.00	\$26,000.00
<b>Alternate Required Total:</b>						<b>\$26,000.00</b>		<b>\$26,000.00</b>
<b>Alternate Optional</b>								
24	3	Optional 2	LS	1	\$23.00	\$23.00	\$23.00	\$23.00

## Example of the Edited Base Bid Total compared to the original base bid total submitted.

Sections shown in this color are **Mandatory** and are not included in the Base Bid Total

Sections shown in this color are **Optional** and are not included in the Base Bid Total

Sections shown in this color are **Fixed**, are included in the Base Bid Total and cannot be edited by the bidder

Line Item	Item Code	Item Description	UofM	Quantity	Edited		Submitted	
					Unit Price	Extension	Unit Price	Extension
SECTION A - Schedule A (STREET & UTILITY RECONSTRUCTION)								
3	3	CLEAR & GRUB TREE	EA	1	\$600.00	\$600.00	\$500.00	\$500.00
4	4	REMOVE CURB AND GUTTER	LF	2993	\$600.00	\$1,795,800.00	\$600.00	\$1,795,800.00
9	2105.501	COMMON EXCAVATION (P)	CU. YD.	14575	\$7.00	\$102,025.00	\$7.00	\$102,025.00
5	5	REMOVE CONCRETE DRIVEWAY / CONCRETE SIDEWALK	SF	18188	\$1,500.00	\$27,282,000.00	\$1,000.00	\$18,188,000.00
6	6	REMOVE BITUMINOUS PAVEMENT	SY	11346	\$2,500.00	\$28,365,000.00	\$1,321.00	\$14,988,000.00
7	7	REM & REPLACE SIGN & LANDSCAPING (206 3RD AVE NE)	LS	1	\$134.00	\$134.00	\$134.00	\$134.00
10	10	SUBGRADE EXCAVATION (EV)	CY	1300	\$567.00	\$737,100.00	\$567.00	\$737,100.00
11	11	TOPSOIL BORROW (LV)	CY	1100	\$50.00	\$55,000.00	\$13.00	\$14,300.00
12	12	STABILIZING AGGREGATE (CV)	CY	1300	\$47.00	\$61,100.00	\$47.00	\$61,100.00
13	13	AGGREGATE SURFACING, CLASS 5 (CV)	TON	500	\$253.00	\$126,500.00	\$253.00	\$126,500.00
SECTION A - Schedule A (STREET & UTILITY RECONSTRUCTION) Total:						\$58,525,259.00		\$36,013,525.00
Alternate Required								
23	2	Alternate 1 Bid Amount	Cu Yd	2000	\$13.00	\$26,000.00	\$13.00	\$26,000.00
Alternate Required Total:						\$26,000.00		\$26,000.00
Alternate Optional								
24	3	Optional 2	LS	1	\$23.00	\$23.00	\$23.00	\$23.00
Alternate Optional Total:						\$23.00		\$23.00
Allowance Section								
25	12.234	Mobilization	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Allowance Section Total:						\$10,000.00		\$10,000.00
Base Bid Total:						\$58,535,259.00		\$36,023,525.00

NEW BASE BID TOTAL

ORIGINAL BASE BID TOTAL

Terms of Use Privacy Contact

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## Unsubmit Bid


To remove your bid or to modify the Bid Requirements.

1. Click the **'Unsubmit Bid'** button to completely remove your bid. While all the data you entered will remain saved in the system, please note that the bid will not be submitted to the solicitor. This option allows you to make further edits or revisions without losing any of your previously entered information. Remember, until resubmitted, your bid is removed in its entirety.
2. Make changes to the qualification and/or bid worksheet page. Re-submit bid before the end of the bid closing. The bid will not be received by the owner/solicitor if the bid is not resubmitted.



A 'Bid Unsubmitted' email is sent to the individual's email address and a confirmation message is sent to the individual 'Message Center'.

vBid Bid Unsubmitted: Regional Trial rehabilitation #8152366 - Chaska, MN





QuestCDN Test <info@questmessenger.com>  
To: Robin Pinegar PM: Robin Pinegar

Reply


Reply All

Forward





Mon 9/9/2024 5:30 PM

 This message was sent with High importance.  
If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear JONH SMITH

This message is to notify you that you **UNSUBMITTED** your bid for [Quest Number 8152366](#) Regional Trial rehabilitation at 09/09/2024 05:30:17 PM CDT.  
You must resubmit your bid before the bid close date for it to be available at the bid letting.

Cordially,

The QuestCDN Team  
[info@QuestCDN.com](mailto:info@QuestCDN.com)

Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999.

pg. 25

v2.0.10.03.2024

## Transactions & Receipts

The 'Transactions & Receipts' section provides a comprehensive record of all downloaded transactions and receipts. You can click on the highlighted column names to sort the information. Searchable fields include 'Date,' 'Amount,' 'Reason,' 'Quest eBidDoc™ No,' 'Created By User,' 'Status,' 'Type,' and 'Receipt.'

To narrow down your search, you can adjust the 'Beginning Date' and 'Ending Date' in the calendar to specify a particular date range. If you wish to print the information, simply click the 'Print Page' button to generate a PDF or save the document to your device.

For more detailed information, click on the highlighted transaction number to access and print a detailed receipt along with bid posting information. This feature ensures that you have easy access to all necessary documentation related to your transactions.

Date	Amount	Reason	Quest eBidDoc™ No	Created By User	Status	Type	Receipt
05/13/2021 08:57 AM	15.00	eBidDoc download fee 7732066.pdf	7732066	Robin Pinegar	auto void	download	63034332736

## Resources

The 'Resources' tab is a valuable section that includes frequently asked questions (FAQs) and their corresponding answers, user guides, and instructional videos to help you navigate the system effectively.

To view answers to specific questions, simply click on the question name, which will expand the field to display the response. If you need additional assistance, click the 'info@QuestCDN.com' link to send our Client Success team a direct email for personalized help regarding any issues or inquiry we can help to resolve.

Additionally, you can click on any guide or video link to access informative materials that can be downloaded for your reference. These resources are designed to enhance your understanding of the platform and improve your overall experience with the bidding process.

### Resources from the main navigation

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