MINNESOTA STATE

FAQ: On-Line Bidding – Bidder Information

BACKGROUND

Since 2018, Minnesota State has successful used On-Line Bidding utilizing the QuestCDN VirtuBid™ (vBid™) electronic bidding system for Design/Bid/Build projects. On-Line Bidding is used for all publicly bid Design/Bid/Build constructions projects that exceed a construction cost in excess of $100,000.

For New Users to QuestCDN vBId

Prior to starting use of the Quest CDN vBid™, be sure to set up your firm's On-Line Bid ID Code and update your password to higher security if required. You can do this by logging in at www.QuestCDN.com and going to the My Account page. If you do not have a My Account page, please contact the administrator at your firm.

What is my On-Line Bid ID Code?

Your On-Line Bid ID code is your digital signature used in On-Line Bidding. The Online Bid ID Code is **REQUIRED** at time of bid submittal.

I don't know my On-Line Bid ID Code?

You must set up your company's On-Line Bid ID Code prior to participating in On-Line Bidding. Creating an On-line Bid ID code can only be done by your System Administrator. Log into your QuestCDN account. Click on **My Account** – Located in the Green Title Bar in the functional menu. Select User Info – Enter On-line Bid ID code (minimum of 8 characters with one uppercase, one lowercase and one numeral). Confirm On-line Bid ID code – Re-type your Bid ID code to confirm Save – Click Save to update and save your code.

Submitting electronic bids:

A summary of steps for using www.QuestCDN.com for submitting electronic bids are as followings:
1. From QuestCDN, download the project documents;
2. Click on On-Line Bid button to go to Quest vBid™ (may need to refresh after download);
3. Fill out the Qualification Tab and download the required documents – Save;
4. Upload any required completed documents – Save;
5. Go to the Worksheet Tab and fill out all required fields or use the export and import to complete – Save;
6. Be sure to download any issued addenda(s); and
7. When finished with both Qualification and Worksheet Tabs, click Submit – You will need the company "On-Line Bid ID Code". This is a special pass code required only at bid submittal – it can be added or change at QuestCDN.com on the My Account page.

It is recommended that you submit your bid a minimum of two hours prior to deadline to allow time to resolve any issues. In order for the bid submittal to be accepted, all addendum must be downloaded, ALL required Qualification documents must be uploaded, and bid amounts entered on the Bid Worksheet. Bidders can withdraw a bid, make changes and resubmit a bid as many times they wish, until the bid opening time has occurred. No one including the Owner and QuestCDN can see bidding information until after the bid opening time.

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BID OPENINGS

The bid time on the QuestCDN server screen is the official time of the bid opening. At the time of bid opening, Minnesota State will open and review all electronic bids received. Base bid results will be shared with all bidders on the project once Minnesota State has reviewed and accepted all the electronic bids. This information will be shared via email from QuestCDN.

FAQ

Why has Minnesota State decided to go with On-line Bidding?

- Bids are electronically submitted and computed, eliminating the possibility of mathematical errors.

- QuestCDN's online bidding facility allows efficient bid submittal from the comfort of your home or office.

- QuestCDN's bidding facility allows uploading and submitting bid forms and worksheet online, while a bid clock notifies time left to submit bids.

- All required bid documents are included in submittals, as well as checks and balances to assure Bidder has submitted all required documents.

- It also allows bidders to make changes closer to bid opening.

- Preliminary bid results can be posted immediately following acceptance of the bids.

What other benefits are there to On-line Bidding?

The VirtuBid clock is the official time. No late bids can be submitted once the clock counts down to zero, ensuring all bids are delivered on time. There is no subjectivity by the Owner. During times of inclement weather, bidders do not have to send a person to deliver the bid or have the bid couriered to the campus and hope that the proposal make it in time and to the correct location. The preliminary bid results will be posted immediately to the QuestCDN website for all to see, once bids are accepted and preliminary review is completed.

What if I don't know if I want to be a bidder?

Bid documents can be previewed at no cost. Preview plan drawings and specifications before deciding whether to download and pay for bid documents. Only pay for documents when you download and become a plan holder.

Why should I submit my bid early?

Submitting your bid early is the best way to ensure a successful bid on-line. Just as you would leave for a bid opening early, if traffic was heavy, is the same reasoning as to why you want to submit your bid on-line as early as possible. You can always edit or un-submit your bid before the bid closes.

Do we need special software to download and save the documents?

Bid documents delivered in Adobe PDF format. No software investment required, only the free Adobe Acrobat Reader program.

What kind of equipment and software do I need?

It is required to have Internet capabilities on a computer running operating systems required by QuestCDN. A scanner will be required to electronically submit scanned copies of required documents for bid submission. No software needs to be downloaded to submit electronic bids.

As a sub-contractor, will I be able to see plan holders lists and download plans for free.

Sub-contractors can see a list of Prime Contractors who have downloaded plans and can view plans for free to see if they are interested on bidding the project. You will have to pay to download plans.

How do I ensure that my bids are secure?

The software program uses an encryption code and other security methods which prohibit anyone, including Minnesota State and the service provider from reading your bid. Once the bid opening time is reached, Minnesota State has the ability to read bids, but cannot alter the bid in anyway. Bidders do not have the ability to see other bids until Minnesota State chooses to share the bids. Minnesota State will share preliminary base bid results with all bidders on the project immediately following the bid opening.

Can I make changes to my bid and submit a bid more than once?

Yes. Bidders can withdraw a bid, make changes and resubmit a bid as many times they wish, until the bid opening time has occurred.

Will I know if my bid changes are accepted?

Yes. Each time a bid is withdrawn and resubmitted, the bidder will receive an email from QuestCDN confirming that they have successfully submitted a bid.

Can I withdraw a Bid?

Yes. Bidders may withdraw a bid prior to the bid opening time. If a bidder withdraws a bid prior to the bid opening time, Minnesota State will not see the bid.

What occurs when an addendum is posted for the project?

All plan holders, including subcontractors, will be notified by email from QuestCDN of an addendum. If a bidder already submitted a bid, QuestCDN will withdraw the bid and email the bidder. The bidder will need to sign into QuestCDN, download the addendum, make changes to the bid as applicable, and resubmit the bid.

If the bidder has not already submitted a bid, the bidder will need to sign into QuestCDN and download the addendum prior to submitting a bid. If you don't download the addendum, your bid will not be accepted.

How do I submit a Bid Bond electronically?

All bids must be accompanied by a Bid Bond as required by the project bid documents. Bid Bonds ensure that only legitimate bids are submitted. A scanned copy of the Bid Bond must be uploaded prior to submitting a bid.

Can a negotiable bid security be submitted in lieu of a bid bond?

Yes. Contact the campus Project Manager and request a Certified Check Submittal form. Additional instruction can be found in Section 00 21 14 Instructions to Bidders in the Project Manual, under Preparation of Bid for Contract Work.

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Who do we contact with questions about the bidding documents?

If you have questions about the bidding documents, contact the campus Project Manager listed under "Owner: Soliciting Agent" in the advertisement.

What is the difference between the QuestCDN Basic and Premier Membership?

Basic Membership is for those who occasionally download documents for a project. There is no annual fee for basic membership, only the download fee.

Premier Membership allows search of all projects nationwide, multiple users, manage your own in-progress projects, email plan holders through the Plan Holders list. There is an annual fee of $299 in addition to the download/bid fee per project.

Who do we contact with questions about QuestCDN?

Contact QuestCDN at 952-233-1632 or info@questcdn.com with questions regarding free membership registration, downloading, online bidding, billing, or working with digital bid documents.