# ELECTRONIC BID INSTRUCTIONS

PlanetBids registration is your first step to participating in Santa Monica opportunities. The City has prepared a [PlanetBids User Guide](#) with step-by-step instructions for registration [here](#). Register; then follow the steps below to successfully submit an electronic bid (ebid).

1. Go to https://www.planetbids.com/portal/portal.cfm?CompanyID=15167


2. You must log-in to view or download the bid documents.
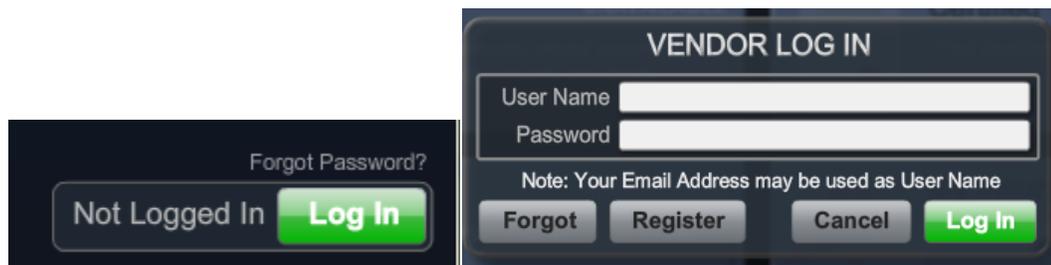
If you need assistance with your vendor log-in, you may click forgot password to have an email sent to you with your user name and password. If you still require log-in assistance, please contact PlanetBids Support team by calling (818) 992-1771 and clicking "0" for the operator.

3. After you are logged in, click on Bid Opportunities.
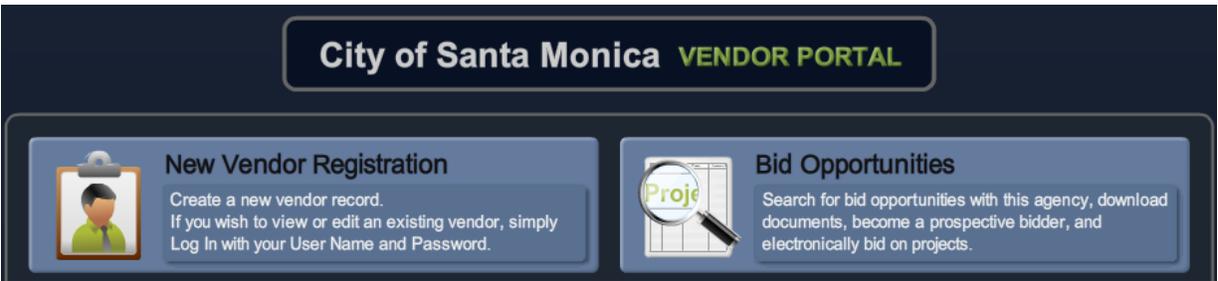
4. In Bid Opportunities, you can search for bids using the search fields at the top, left corner of the page. Find and select the bid of your choice.

5. Click on the "Documents & Attachments" tab to download all documents for the bid.
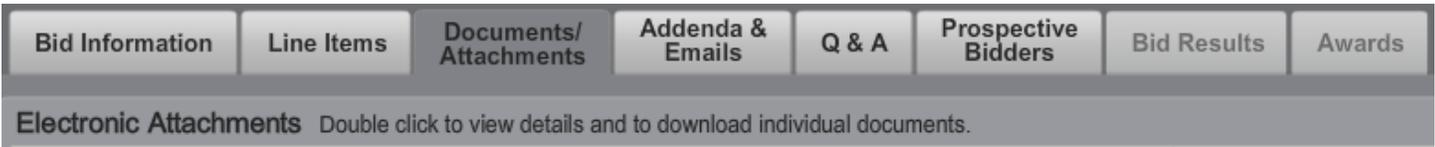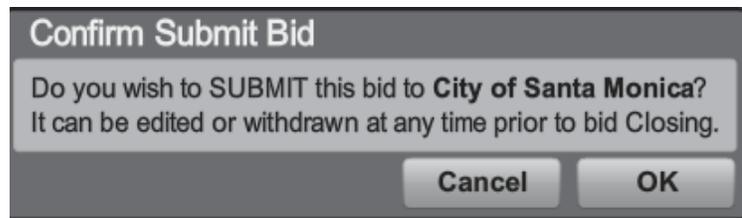

6. If applicable, the system will validate that all documents have been downloaded from this site prior to beginning the eBid process and it will prompt you to do so if you have not already.

7. The system will also prompt you to acknowledge all addenda before you can proceed to the bid.

   - Acknowledge addenda by going to the Addenda & Emails tab.

   - Double-click an addendum.

   - Click Acknowledge at the bottom, left corner of the pop-up.

   - Click Done to close the pop-up.

   - Do this for every addendum listed. In the column for the file Status for each of the addenda, there should be a Yes.

   - At any time during the bidding process an addendum could be posted, lookout for emails indicating posting of an addendum, if such an email is received, your bid will be invalidated until the addendum is acknowledged.

8. To place an electronic bid, click "Place eBid" at the lower, right of the page.
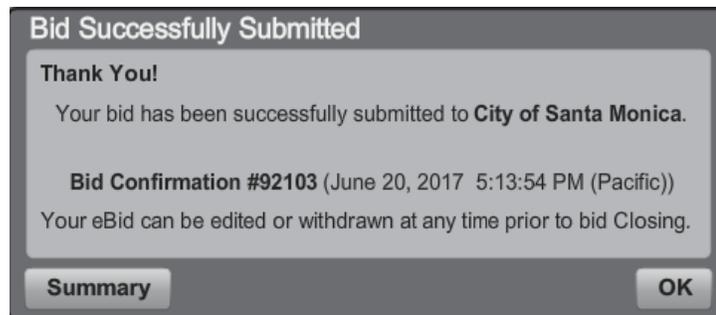
   - This button will be available from all tabs.
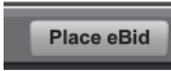
9. After clicking Place eBid (bottom right of the screen), you must **accept** the agency's Terms and Conditions in order to continue the eBid process.

10. The system will take you through the ebidding process. The first tab is the "Detail" tab, the second tab is the "Attachment" tab, and the third tab is the "Line Items" tab.

11. Complete the information requested on all the tabs shown in the eBid process. At any time you may click Save, to save a Draft of your eBid and then click Edit to continue the bid.

12. Go to the "Detail" tab to confirm your company's information.

13. Go to the "Attachment" tab and upload any required documents for the bid, such as non-collusion declaration, Oaks Initiatives Disclosure Form, Living Wage Ordinance, Prevailing Wage Job Notice and Acknowledgment Form, Certificate of Compliance, Non-Discrimination Policy Acknowledgment. It is the Bidder's responsibility to upload required documents. Note: Please allow ample time for file upload.

14. Go to the "Line Items" tab and enter your unit prices and comments on each line. Do not include sales tax in your unit prices

   - Note that line items often include questions that need responses. If a dollar value is $0 either a question or notation is being identified, please respond appropriately.

15. The system will calculate the extended costs and grand total. The City will add the applicable sales tax to the Purchase Order.

16. When done, click Submit. Do not close your browser during the submission process. A pop-up will then appear in which you can select Cancel to return to the bid to make changes or select OK to submit the bid.

> **Confirm Submit Bid**
>
> Do you wish to SUBMIT this bid to **City of Santa Monica**?
> It can be edited or withdrawn at any time prior to bid Closing.
>
> Cancel   OK

17. Once the bid has been successfully submitted, a confirmation box will appear with a confirmation number and eBid date/time stamp.

> **Bid Successfully Submitted**
>
> **Thank You!**
> Your bid has been successfully submitted to **City of Santa Monica**.
>
> **Bid Confirmation #92103** (June 20, 2017 5:13:54 PM (Pacific))
> Your eBid can be edited or withdrawn at any time prior to bid Closing.
>
> Summary   OK

18. Click Summary to review and print a copy of your submission.

19. eBids submitted successfully cannot be viewed by the City until the bid closing date and time. If you need to edit or withdraw your bid, you may do so any time prior to bid closing by going back into the system.

Make sure to follow all bid instructions and include all required forms. Submitting an ebid can take more time than anticipated depending on the scope of the bid and the amount of information the bid is requesting, so please allow enough time to submit your bid by the stated deadline. **Bids in progress and not submitted by the deadline will automatically be rejected by the system since it will not allow any bid submissions once the bid closes.**

The instructions above guide you through the eBid process. For additional assistance with eBidding, please send in a support request by clicking the "**?**" (red question mark) located at the upper, right corner of the Bid Opportunities page to access the PlanetBids Support Page http://home.planetbids.com/tech-support. Here you can view Frequently Asked Questions or open a support ticket for further assistance. You may also contact the PlanetBids Support team by calling (818) 992-1771 and clicking "0" for the operator; or contact the Procurement Division.

Bid Status Definitions

Bid Status Draft: the bid has not been submitted to the agency but the information has been saved into the system. The vendor may edit the bid as often as needed, but must submit prior to bid closing for consideration.

Submitted: the bid has been officially submitted and the vendor has received a confirmation. They may edit and resubmit their bid as often as they need, up until bid closing.

Invalidated: an addendum has been issued after the vendor's eBid submittal. The eBid has been saved, but the vendor must acknowledge all new addenda and resubmit their bid for it to be considered.

Withdrawn: the bid has been officially withdrawn. The vendor may resubmit their bid up until bid closing, if they decide to rebid.

No Bids: Pease go into the bid and click on the "Prospective Bidders" tab to update your status from "bidder" to "non-bidder" and type in the reason for your No Bid or you can complete the "No-Bid" form found in the bid documents and email it to procurement@smgov.net.