



**Purchasing**  
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### IMMEDIATE ATTENTION

TO: ALL INTERESTED BIDDERS/OFFERORS

RE: POSTED INVITATION FOR BIDS/REQUESTS FOR PROPOSALS

Due to the COVID-19 National Emergency declaration, James City County will now only accept **electronic copies** of posted IFB's/RFP's.

To maintain the integrity of the sealed bid/proposal process; vendors must sign up and register with Demand Star, (Attachments 1-3, Registration Forms and instructions) prior to the due date and time specified in the RFP documents including any addenda issued, in order to submit their bids/proposals.

The date/time stamp when submitted with the proposal attachment is considered the delivered due date and time.

James City County personnel will not be able to access the electronic lockbox until after the due date and time specified on the IFB/RFP as amended.

Do not send routine correspondence to Demand Star, only the bid/proposal files. Do not send hard copies of the proposal. James City County buildings remain closed to the public.

### **ATTACHMENTS:**

1. Registering for Demand Star
2. Responding to an Electronic Bid
3. How to: Search for Bids

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:

<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

<b>State</b>	<b>County</b>
Select State ▼	Select County ▼

- City of Metropolis – Board of Commisioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.  
Add additional government agencies below for \$25 per County,  
Statewide and National subscriptions available.

My Subscriptions  [0]

**Nation (0)**

**States (0)**

**Counties (0)**

		Your Current Rate
<b>Total</b>	(0 subscriptions)	<b>\$0/year</b>

Proceed to Checkout

Skip for Now



**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)



# Responding to an Electronic Bid

5 Step Instructions

# Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a procurement portal interface. At the top, there are navigation tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there is a yellow arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. Below the 'Bids' button is a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. Each item has an 'Active' status button on the right. The first item details include: 'City of Fort Pierce - Purchasing Department, Fort Pierce, AZ', 'ID: BID-TSEBIDVINO24JAN01-0-2020/al', 'Broadcast: 1/24/2020', 'Due: 3/1/2020', 'Planholders: 3', and a 'Watch' button. The second item is 'AA-BB-CC-DD-EE' with details: 'agency2.0, Texas, FL', 'ID: EBID-001-946-00-0-2020/AD', 'Broadcast: 2/4/2020', 'Due: 2/29/2020', 'Planholders: 0', and a 'Watch' button. The third item is 'TESTBID' with details: 'agency2.0, Texas, FL'.

Bid Name	Status	Agency	ID	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	Active	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	BID-TSEBIDVINO24JAN01-0-2020/al	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	Active	agency2.0, Texas, FL	EBID-001-946-00-0-2020/AD	2/4/2020	2/29/2020	0	Watch
TESTBID	Active	agency2.0, Texas, FL					

# Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID Active

### Bid Details

Agency Name agency2.0  
Bid Writer agency2.0 d  
Bid ID EBID-123456-0-2020/AD  
Bid Type EBID - E-BID  
Broadcast Date 02/06/2020 9:40 AM Eastern  
Fiscal Year 2020  
Due 02/29/2020 11:00 PM Eastern  
Bid Status Text BID STATUS

### Scope of Work

Scope to Work

### Documents

Filename	Type	Date Modified	Status
ferc	Attachment	02/06/2020	Complete

### Distribution Info

Bid Bond None  
Plan (blueprint) None  
E-Bidding Submit  
Distributed By DemandStar  
Distribution Method Download and Mail  
Distribution Options Bid has no blueprints associated with it  
Project Estimated Budget \$120,000.00  
Distribution Notes None

### Publications

View Legal Ad

### Pre-Bid Conference

No Pre-Bid Conference Date Found

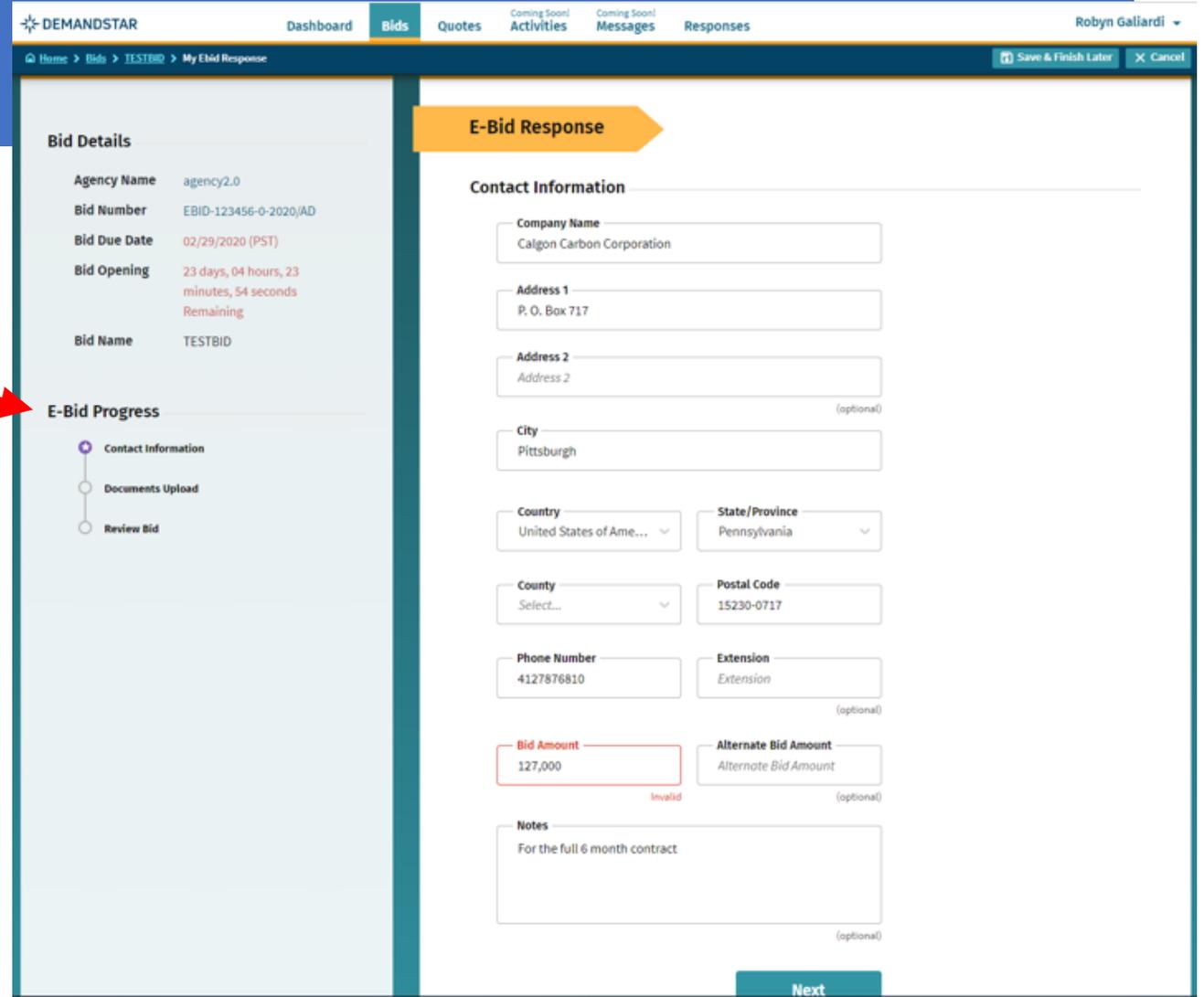
### Commodity Code

[001-946-00] FINANCIAL SERVICES

 [Submit E-Bid Proposal](#)

# Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”



**DEMANDSTAR** Dashboard **Bids** Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020/AD  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### E-Bid Response

#### Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (Invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

**Next**

# Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

**TIP:**

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot shows the DEMANDSTAR web application interface for an E-Bid Response. The user is logged in as Robyn Gallardi. The breadcrumb trail is Home > Bids > TESTBID > My Ebid Response. The page is titled "E-Bid Response" and contains the following sections:

- Bid Details:**
  - Agency Name: agency2.0
  - Bid Number: EBID-123456-0-2020(AD)
  - Bid Due Date: 02/29/2020 (PST)
  - Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining
  - Bid Name: TESTBID
- E-Bid Progress:** A vertical progress bar with three steps: Contact Information (completed), Documents Upload (current step), and Review Bid (pending).
- Required Documents:** A section with a heading "Required Documents" and a sub-heading "Agency Accepted File Formats". Below the sub-heading is a list of file formats: Adobe Acrobat (\*.PDF), AutoCAD Drawing (\*.DWG), AutoCAD Drawing Web Format (\*.DWF), GIF Image (\*.GIF), JPEG Image (\*.JPG), Microsoft Excel (\*.XLS), Microsoft Excel (\*.XLSX), Microsoft PowerPoint (\*.PPT), Microsoft Word (\*.DOC), Microsoft Word (\*.DOCK), Plain Text (\*.TXT), Plot file (\*.PLT), Rich Text Format (\*.RTF), TIFF Image (\*.TIF), WordPerfect (\*.WPD), and ZIP Compressed Archive (\*.ZIP). Below this list is a table with three columns: "Required Document", "Submission Option", and "Uploaded Document". The table contains one row: "Service Doc agency2.0" with a "None" dropdown menu and a "Choose a file" button.
- Supplemental Documents:** A section with a heading "Supplemental Documents" and a sub-heading "You can upload additional documents here.". It contains a text input field labeled "Document Title" with the placeholder text "Document Title" and an "Add Document" button.

At the bottom of the page, there are two buttons: "Previous" and "Next".

# Step 4 continued

**TIP:**  
There is a place for you to add “Supplemental”, i.e. non-required, documents.

**E-Bid Response**

**Bid Details**

- Agency Name: agency2.0
- Bid Number: EBID-123456-0-2020/KD
- Bid Due Date: 02/25/2020 (PST)
- Bid Opening: 19 days, 13 hours, 28 minutes, 21 seconds Remaining
- Bid Name: TESTBID

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**Required Documents**

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

**Agency Accepted File Formats**

- Adobe Acrobat (\*.PDF)
- AutoCAD Drawing (Web Format) (\*.DWG)
- JPEG Image (\*.JPG)
- Microsoft Excel (\*.XLSX)
- Microsoft Word (\*.DOC)
- Plain Text (\*.TXT)
- Rich Text Format (\*.RTF)
- WordPerfect (\*.WPO)
- AutoCAD Drawing (\*.DWG)
- GIF Image (\*.GIF)
- Microsoft Excel (\*.XLS)
- Microsoft PowerPoint (\*.PPT)
- Microsoft Word (\*.DOCX)
- Plot File (\*.PLOT)
- TIFF Image (\*.TIFF)
- ZIP Compressed Archive (\*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.TXT

**Supplemental Documents**

You can upload additional documents here.

Document Title:  Add Document

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	Electronic/Online	Service Doc agency2.0.PDF
References	Electronic/Online	References.PDF
Plans	<input type="text" value="Online/Electronic"/>	<input type="button" value="Choose a file"/>

Previous Upload

# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user's name, 'Robyn Gallardi', is visible in the top right corner. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: EBID-123456-0-2020AD; Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TESTBID.
- E-Bid Progress:** A vertical progress bar with three steps: 'Contact Information' (completed), 'Documents Upload' (in progress), and 'Review Bid' (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 717; Address 2: ; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15200-0717; Phone Number: 4127876810; Tax: ; Bid Amount: 3127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0(Electronic/Online) (checked).
- Supplemental Documents:** References(Electronic/Online) (checked).

At the bottom of the page, there is a 'Previous' button and a 'Submit Response' button. A red arrow points to the 'Submit Response' button. Below the 'Submit Response' button, there is a text box containing the following instructions:

After clicking "Submit Response" the following process will begin:

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a successful response submittal.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (202) 940-0005.

## Searching for Bids

We recommend using the following steps to create a broad search in DemandStar. This will allow you to “see” how our government partners classify and name the types of projects you are most interested in.

After doing a few broad searches, you may want to try using the additional filters beyond these mentioned below:

Included in the instructions are how to search for bids published by a specific agency.

1. Log In
2. Once your logged in and on your Dashboard Homepage - Click on “Bids” at the top of the screen

The screenshot displays the DemandStar dashboard interface. At the top, there is a navigation bar with the DemandStar logo and several menu items: Dashboard, Bids, Quotes, Activities (marked as 'Coming Soon'), Messages (marked as 'Coming Soon'), and Responses. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with 'My Bids' and 'My Quotes' sections, each containing sub-categories and counts. The main content area features a header for 'Calgon Carbon Corporation' and several metric cards: 'My Bid Notifications' (16), 'My Quote Notifications' (3), 'Bids I Am Watching' (3), and 'Responded Bids' (3). Below these, there is a 'DemandStar Network' section with 'New Governments This Year' (97) and 'No New Governments Near Me'. On the right side, there is a 'Notifications (1)' section with an 'Account' warning and a 'My Commodity Codes (11)' section listing various codes and their descriptions.

Category	Count
My Bid Notifications	16
My Quote Notifications	3
Bids I Am Watching	3
Responded Bids	3
New Governments This Year	97
No New Governments Near Me	0

- On the left side of the screen use the filter “Show bids” and select “All bids in the system” from the drop-down options

The screenshot shows the DEMANDSTAR Bids Search interface. The left sidebar contains several filter sections: Location, Industry, Show bids... (set to 'All bids in the system'), Bids I have been notified, Bids I have ordered, All bids in the system (checked), E-Bids only, Fiscal Year, Bid Name, and Agency. The main content area displays a list of bids with columns for Vendor Database Update, RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final, TSBDIVINO24JAN03, TESTEBID322, and TESTBID. Each bid entry includes details like location, ID, broadcast date, due date, planholders, and watchers.

- On the left side of the screen use the filter “Bid Name” to enter in a keyword and click “Search”

The screenshot shows the DEMANDSTAR Bids Search interface with the 'Bid Name' filter set to 'technology'. The search results are displayed in the main content area, showing a list of bids including Vendor Database Update, RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final, TSBDIVINO24JAN03, TESTEBID322, TESTBID, TSBDIVINO3FEB01, and BidTest007. The left sidebar shows the 'Bid Name' filter with the keyword 'technology' entered and the 'Search' button highlighted.

## 5. Review your results

**DEMANDSTAR** Dashboard **Bids** Coming Soon! Coming Soon! **Quotes** **Activities** **Messages** **Responses**

Home > Bids Search

**Bids** Sort By **Due Date** ▾

<b>Maintenance, Repair and Equipment of Huber Technology and Kubota Membranes</b>	<b>Under Evaluation</b>
Town of Davie, Davie, FL ID: NTSS-NTSS-2020-21-0-2020/EL <b>Broadcast:</b> 12/17/2019 <b>Due:</b> 12/26/2019 <b>Planholders:</b> 1 <b>Watchers:</b> 0	
<b>Gravity Sanitary Sewer Lateral Lining Technology Selection</b>	<b>Under Evaluation</b>
City of Sarasota - Purchasing Division, Sarasota, FL ID: RFI-20-09CM-0-2020/CM <b>Broadcast:</b> 10/21/2019 <b>Due:</b> 11/6/2019 <b>Planholders:</b> 11 <b>Watchers:</b> 0	
<b>Reduced Bleed Technology System Installation</b>	<b>Under Evaluation</b>
Clark County School District - Purchasing/Warehousing Department, Las Vegas, NV ID: FQ-5C3807427CHP-0-2019/CW <b>Broadcast:</b> 4/11/2019 <b>Due:</b> 4/15/2019 <b>Planholders:</b> 3 <b>Watchers:</b> 0	
<b>PROJECTS 4-5-6-8-9-14&amp;15 / PUMP STATION IMPROVEMENTS / REFURBISHMENT / SCADA TECHNOLOGY / VALVE REPLAC...</b>	<b>Under Evaluation</b>
City of Florida City, Florida City, FL ID: ITB-ITB-2018-004-0-2018/JW <b>Broadcast:</b> 6/20/2018 <b>Due:</b> 8/7/2018 <b>Planholders:</b> 14 <b>Watchers:</b> 0	

### Or search by specific government “Agency” instead of “Bid Name”

After step 3 instead of using the “Bid Name” Filter use the “Agency” Filter to type the name of the government you are looking for then click “Search”

**DEMANDSTAR** Dashboard **Bids** Coming Soon! Coming Soon! **Quotes** **Activities** **Messages** **Responses**

Home > Bids Search

**Bids** Sort By **Broadcast Date** ▾

<b>Food and Supply Provider for Ironwood Concessions</b>	<b>Active</b>
City of Gainesville - Procurement Division, Gainesville, FL ID: ITB-RECI-200019-DM-0-2020/DM <b>Broadcast:</b> 2/24/2020 <b>Due:</b> 3/24/2020 <b>Planholders:</b> 5 <b>Watchers:</b> 1	
<b>Forum to seek ideas to develop affordable housing on city owned lots</b>	<b>Under Evaluation</b>
City of Gainesville - Procurement Division, Gainesville, FL ID: NTCE-0-0-2020/MT <b>Broadcast:</b> 2/19/2020 <b>Due:</b> 2/24/2020 <b>Planholders:</b> 4 <b>Watchers:</b> 0	
<b>ITN for Old Fire Station #1, 427 S Main St. Gainesville, FL 32601, Rental &amp; Adaptive Reuse Opportunity</b>	<b>Active</b>
City of Gainesville - Procurement Division, Gainesville, FL ID: ITN-CMGR-200006-DH-0-2020/DH <b>Broadcast:</b> 2/12/2020 <b>Due:</b> 3/12/2020 <b>Planholders:</b> 8 <b>Watchers:</b> 0	
<b>Installation of Reinforced PVC Swimming Pool Membrane at Andrew R. Mickie Pool</b>	<b>Active</b>
City of Gainesville - Procurement Division, Gainesville, FL ID: RFP-PRCA-200021-DM-0-2020/DM <b>Broadcast:</b> 2/12/2020 <b>Due:</b> 3/19/2020 <b>Planholders:</b> 14 <b>Watchers:</b> 0	
<b>Gainesville Fire Rescue Ballistic Protection Equipment</b>	<b>Active</b>
City of Gainesville - Procurement Division, Gainesville, FL ID: RFP-GFDX-200023-DH-0-2020/DH <b>Broadcast:</b> 2/11/2020 <b>Due:</b> 3/10/2020 <b>Planholders:</b> 11 <b>Watchers:</b> 1	
<b>Crill Hintermister's Residential Rehabilitation Re-bid</b>	<b>Awarded</b>
City of Gainesville - Procurement Division, Gainesville, FL ID: ITB-2020-015-1-2020/MT <b>Broadcast:</b> 2/4/2020 <b>Due:</b> 2/20/2020 <b>Planholders:</b> 6 <b>Watchers:</b> 0	