

City of Sioux Falls

# VENDOR

# REGISTRATION AND BIDDING INSTRUCTION MANUAL

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#### **Account Setup**

To set up your account for the first time, go to www.esmsolutions.com. Hover over the "Suppliers" tab and select "supplier portal." Under Supplier Registration, on the left side of the screen, click Mercury Version to begin the registration process. The following instructions will go through step-by-step registration. You can also view the "How to Register as a Supplier" video at the bottom of the supplier portal page.

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home products	why esm customers suppliers resources support
supplier porta	Click here to How to Register register Video
Supplier Registration	ESM Solutions has highly trained staff ready to assis you.
eschoolmali version Sapplier Login	<ul> <li>Call us at 877.989.7246 between the hours of B-OD a.m. and B-OD p.m. Eastern time.</li> <li>Or anytime via email, <u>support/livermsolutions.com</u> Email requests will be responded to within 24 hours.</li> </ul>
mercury version	How-To Video on Registering as a Supplier
eschoolmall version contact support Vision Business with endowed	-esm
version if you support K-12 institution All other supplies register for the we wersion. Register for both versions if support multiple customer segments.	Normany How to Register as a Supplier

After selecting Mercury Version under Supplier Registration fill in your company name, address, contact information, time zone and password and click "Continue."

	-esm solution:
Vendor Registration	
Welcome to the Damo Marcury Commerce V Registration Wizard will allow you to specify a Commerce!	endor Registration process. All Dears Marcury Commerce customers have the ability to index registered vectors to sourcing events they conduct through this application. The ampany and contact information as well as uptioned Buartess Dears(Buartess Dears(Buartess)). There is for registering with Dears Mercury
Instructions: Fill out the fields below and o	lick Continue,
If your contact email address is a generic add	iress for event notifications, select the Shared Mailtox checktox.
Vendor Corporate Info:	
Vendor Name:	ABC Company
Employer Identification Number (EIN):	99-9999999 Example: 100-0000000 more info
Address Line 1:	123 Main Avenue
Address Line 2:	
City:	Sioux Fells
State/Province:	South Dakota
Zip/Postal Code:	57104
Country	United States
Time Zone:	(GMT-06.00) Central Time (US & Canada)
Your Identifying Contact Info:	
Email Address:	kgratz@biouxfalls.org
First Name:	Ken
Middle Initial:	J
Lest Neme:	Gratz
Phonei	605-367-8839
Fex:	
Time Zone:	(GMT-06.00) Central Time (US & Canada)
Password:	
Confirm Password:	
Question	What was your childhood nickname?
Arsweri	Kanl

Fill in your location address on the following page (check the box if it is the same as your corporate info) and click "Continue."

				-esm
				solutions
				Home
Vendor Registration				
Instructions: Review your contact information for acc	curacy.			
Vendor Corporate Info:		Your Identifyin	ng Contact Info:	
Vendor Name:	ABC Company	Email Address:	ken.gratz@gmail.com	
Employer Identification Number (EIN):	99-9999999	Shared Mailbox:		
Address Line 1:	123 Main Avenue	First Name:	Ken	
Address Line 2:		Middle Initial:	1	
Cityi	Sioux Falls	Last Name:	Gratz	
state/Province:	50	Phone	(602)361-8833	
C AD C AD D AD A L AD AD A				
Country:	154	Fax: Time Zone:	(GHT-06:00) Central Time (US & Canada)	
Zerrosse Lodel Country: Time Zone:	USA (GMT-06:00) Central Time (US & Canada)	Paki Time Zone:	(GHT-06:00) Central Time (US & Canada)	
Country: Country: Time Zone: Instructions: Scroll down and enter your specific loca Your Location Address:	USA USA (GHT-06100) Central Time (US & Canada) ation address. If it is the same as the Corporate Address simply d	Paxi Time Zone: *Same as Corporate Address* checkbox. Click the Continue button to pro	(GHT-06:00) Central Time (US & Canada)	
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Caprovant Josei Country: Time Correi: Instructions: Soroil down and enter your specific loss Your Location Address: Some as Corporate Address above Address Line 11 Address Line 12	USA (GHT-06-00) Central Time (US & Canada) ation address. If it is the same as the Curporate Address simply d	P Fine Zone: Time Zone: * Same as Corporate Address* theobox. Click the Centinue button to pro	(GMT-06:00) Central Time (US & Canado) useed	
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Caproval Losse Country) Time Zore: Extructiones Social down and enter your specific loss Your Location Address:	usa (007-64:00) Control Time (US & Creado) ation address. If it is the same as the Corporate Address simply of Abbeama (x)	Time Zone:	(0917-06-00) Central Time (US & Canada)	
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Lannamente Tenne Zone: Instructions: Sorth down and enter your specific loss Your Location Addressive Address Line 11: Address Line 12: Ohr Enter/Nervous: Zahrbatt Lobel: Country	usa (007 66/00) Central Time (US & Create) ation address. If it is the same as the Corporate Address amply of Abbaana a Canada a	Time Zone:	(0917-06-00) Central Time (US & Canada)	
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La construite Ten 2001: Construite autorise de la construite de la cons	usa COLT-56-00 Central Time (US & Creada) ation address. If it is the same as the Croporale Address aimply of Address Address Canada	The Zone The Zone The Zone Contribute Back Contribute Contribute Min W- Contribute Min W- Co	(001 <sup>-</sup> 04.00) Central Time (US & Canada) cored.	

Fill in the fee billing information (check the box if it is the same as your corporate info). Select your time zone and click "Continue."

					solutions
					Home
Instructions: An award fee may be assessed by contact is the same as the contact information ab-	an entity to an awarded vendor. If an award fee apples ve, cick "Seme as my Contact Info" and cick Continue.	, this fee will be clearly described in the so	Location Addr2: City: Bate/Province: Zig/Postal Code: Country: anong event's Terms and Conditions. Please enter	Siour Falls SD 57:04 USA the contact information for fee billing. If this	
Fee billing should be sent to this Co	ntact and Address:				
Same as My Contact Info above right.					
Email Address:					
First Name:					
Niddle Initial:					
Last Name:					
Phones					
Fexi					
Time Zone:	(GMT-06:00) Central Time (US & Canada)				
Same as My Contact Address above right.					
Address Line 1:					
Address Line 2:					
City:					
State/Province:	South Dakota				
Zip/Postal Code:					
Country:	United States				
		Back	Continue		
-esm		easyTouch Navigation*** - Customer Support at	1 (877) 988-7246 or mapped@corcarcoommeconoldarin.co		
Toology II II II.					

\*Please note that there will be no fees associated with City of Sioux Falls bids.

Fill in where you would like PO's to be sent (check the box if it is the same as your corporate info). Select your time zone and click "Continue."

						-esn
						solutio
						Н
<form><form>Method with the second se</form></form>	Vendor Registration					
	Instructions: Scroll down to the PO section below.					
	Vendor Corporate Info:			Your Identifying Co	ontact Info and Address:	
<pre>read a read a read</pre>	Vendor Name:	ABC Company		Email Address:	ken.gratz@gmail.com	
	Employer Identification Number (EIN): Address Line 1	123 Nam Avenue		Shared Marbox)	Fer.	
	Address Line 2:			Middle Initiali	3	
	State/Province:	SO SO		Phonei	(605)367-8839	
	Zip/Postal Code:	57104		Fax:	(2017, 04-02), Cambrel Time (117, 5, Camada)	
	fime Zone:	(GHT-05:00) Central Tir	ne (US & Cenede)	Location Addr11	123 Main Avenue	
				Location Addr2: City:	Since fails	
				State/Province:	50	
				Country:	5/104 USA	
	Instructions: Please enter the location that you will the Continue button to proceed.	sh to have Purchase Orders sent to if you are	awarded a sourcing event. If the location is the sa	ne as your contact information simply click the "Sam	e as My Contact Information" checkbox. Click	
	PO's should be sent to this Contact a	and Address for fulfilment:				
	Same as Hy Contact Info above right.					
Type Single	Email Address:					
	First Namei					
Laid Mark	Hiddle Initial:					
The Same	Last Name:					
Text         (ddf 00 00) Centre Time (10 8 Centre)           Text and To Catera Aleman alema alema alema alema alema alema Aleman alema alem	Phone:					
Tota Sano         (AUT 00 00) Const Time (D 8 Constit)         •           Sano as to Const Time (D 8 Constit)         •         •           Attent to to I         •         •           One         •         •           One         •         •           One         •         •           Outry to Construct         •         •	Fax:					
	Time Zone:	(GMT-06.00) Central Time (US & Cana	da) 💌			
Attension 2:	Same as Ny Contact Address above right.					
Allem to 22 Contract	Address Line 1:					
Or monome Sector	Address Line 2:					
South Young Canada Cana	Cityi					
	State/Province:	South Dekote				
	Zip/Postal Code:					
	Country	United States				
			Back	Continue		
wer by PCTM sear from the value ** - Control 5 accord at 107 300 724 or according to provide the same						
www.thy California and Antonia and						
			easyTouth Nevigation** - Customer Support	e (877) 965-7246 or supportilimerourycommercesolydors.com		

A Summary of your information will appear. Please confirm, select your time zone and click "Continue" if all information is correct.

	-e	SM.
		Home
Vendor Registration		
Instructions: Please confirm that all contact information is correct. Click the Continue button to proceed	L .	
Fee billing should be sent to this Contact and Address:		
Email Address: ken.gratz@gmail.com		
First Name i Ken		
Niddle Initial: J		
Last Name: Gratz		
Prote: (605)367-8839		
Paki		
Tana Salari (Sana Sa		
Longing Addr.		
Coher Since Falls		
State/Province: SD		
Zin/Postal Code: 57104		
Country: USA		
PO's should be sent to this address for fulfillment:		
Ernail Address: ken.gratz@gmai.com		
Prat Name: Ken		
Nidde Initiali J		
Last Name: Grid		
Provide Council of America		
Take Control (Carton Control Time (US & Constant)		
Institute (ddd) (171 Main Autour)		
Location Added		
Char Since Falls		
State/Province: SD		
Zin/Postal Code: 57104		
Country: USA		
	Back Crontinue	
	CORT. C.	
powerd by	easyTouch Navigatios Te - Customer Support at (177) 969-7246 or support@mercurycommercesolutions.com	
SOLUTION		
	@ 2000 - 2813 ESM Solutions Corporation, A	I Rights Reserved.

Enter your Business Diversity Classifications, if applicable and click "Continue."

			-esm.
Vendor Registration	a colore to see the full last of weights actions. These solution to be actions	artërdin dave atter 1 Cetërdin Liboih Vena 1	Home
information below is optional and does not have to be filled out. Click the Continue button to save changes and proceed. Business Diversity Classifications:	n column to acc the net net of energies opports. In you and a similarly co		
Diversity Classification	Certification Authority Name	Certification Number	Certification Expiration Date
-	-		
	-		
	-		
	•		
	Back Continue		
powered by -esm. easyTouch Navigation** - C	Customer Support at (577) 965-7245 or support@mercurvcommercesolutions.com		
solutions		62	000 - 2013 ESW Solutions Corporation, All Rights Reserved.

Enter in your NIGP code. If you do not know your NIGP code, type a word that describes your product or service in the description box and click "Search." Please list all NIGP codes that apply to your business. This is how the City of Sioux Falls will notify businesses of a product or service that is going out for bid. Once you have selected all of the NIGP codes that apply to your business, click "Continue."

-esm. solutions
Vendor Registration - NIGP Business Classification Codes
Instructions: Search for the balance of Soverministal Functioning (btGP) Business Classification Code(s) that best describe the products and/or services you provide. From the search results select the Assign checkbox rest to the appropriate code(s) and click the Lipida buttow. To remove any provides selections, select the termines developes and click the Lipida buttow. To remove any provides selections, select the termines developes and click the Lipida buttow. To remove any provides selections, select the termines developes and click the Lipida buttow. To remove any provides selections, select the termines developed and click the Lipida buttow. To remove any provides and click the Lipida buttow. To remove any provides selections, select the termines developed and click the Lipida buttow. To remove any provides the termines developed and click the Lipida buttow. To remove any provides and click the Lipida buttow of the termines developed and click the Lipida buttow. To remove any provides and click the Lipida buttow. To remove any provides and click the Lipida buttow. To remove any provides and click the Lipida buttow. To remove any provides and click the Lipida buttow of the termines and click the Lipida buttow. To remove any provides and click the Lipida buttow. To remove any provides and click the Lipida buttow. To remove any provides and click the Lipida buttow of the termines and click the Lipida buttow.
NIGP Cade: Click here to learn more Description: Computers (Note: Enter a word describing your product or service.)  Search
Check the box next to the appropriate NIGP Code Search Results
A Style Code Computers and Related Equipment, Environmentally Certified Products
207-89 Testing-superient for Computers and Related Equipment
209-24 Emetric Authentication System Software for Mini/Mainframe Computers
209-54 Internet and Web Site Software for Main Frame Computers
655.3 Video Capturing Devices Connected to Computers or Co9mputer Networks, (Web Cameras)
Installation of Computers, Peripherais, and Related Equipment (Including Software)
💅 599-21 Computers, Deta Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair
967-37 Electrical and Electronic Products (Incl. Computers and Peripherals)
944-23 Computers, Nicro, Rental or Lease
984-25 Computers, Nini and Mainframe, Rental or Lease
998-29 Computers, Parts and Supplies, Sale of Surplus and Obsolete Items
After Selecting NIGP code, click "Update" to Update Continue Return assign NIGP Code to below table
Carrently Assigned NIGP Codes
Remove Code Description
No NIGP Codes currently assigned.
Update Continue Return
prevented by
Ramove All Selections:
Currently Assigned NIGP Codes
Remove Code Description
939-21 Computers, Data Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair
Once all applicable fields are saved, click Continue Continue
powwed by Costoner Support at (377) Mik-7248 or <u>supportScheresuscementsatabilities.com</u>

The following screen will appear. Click "Continue" and an automated email will be sent to the email address you provided.

		-esm. solutions
Vendor Registration Impertant Information: Your request to be registered as a Demo Mercury Commerce vendor has been su customer service team at 1-877-969-7246.	bmitted. You will soon receive an email providing you with login information for your account. If you have any questions please contact our Continue	
powerd by CONTRACT	easyTouch Navigation <sup>14</sup> - Customer Support at (877) 965-7246 or <u>support/Binterourscommerces/ultions.com</u>	© 2000 - 2013 ESM Solutions Corporation, All Rights Reserved.

The email you receive should look like the below. It may take up to 24 hours to process your registration.

*** MCS Demo Environment ***
Dear Ken J Gratz,
Demo Mercury Commerce has received your registration information.
You will receive a confirming email once your registration has been processed (which could take up to 24 hours to complete).
If you have any questions please contact Demo Mercury Commerce Customer Support at 1-877-969-7246. Thank you.
Sincerely,
Customer Support at Demo Mercury Commerce
Powered By eSchoolMall

Once your registration is processed, you should receive an email like the one below with your username. Once you receive this email you should be able to log into view and submit bids. If you forgot your password, please click "Forgot Password" on the login page.

-esm. solutions
*** MCS Demo Environment *** Dear Ken J Gratz,
Congratulations! Your registration as a vendor with ESM Solutions (Mercury Commerce) was successfully completed.
The bidding process is by invitation from the bidding organization only. Please contact the bidding organization directly to request an invitation to participate.
Once the bidding organization invites you to participate, you will receive a system-generated email with the specific bidding or quoting opportunity. At that time, you will be able to login to the ESM Solutions' Vendor Application at https://Sales.mercurycommerce.com/app/jumppage/esmsvendorlogin.aspx/ to create and submit a response.
Your login information:
User Name (email address): karatz@siousfalls.org
Password: Created during the registration process
NOTE: If you do not remember your password, select the "Forgot Password?" link on the Vendor Login Page.
Additional vendor instructions are available online in the Help Menu or by <u>dicking here</u> .
For questions concerning system functionality, please contact ESM Solutions Customer Support at <u>vendorsupport@esmsolutions.com</u> or 1-877-969-7246 Extension 3.
Sincerely,
ESM Solutions Bid Support Server
NOTE: This is a system-generated email. Please do not reply to this email.
🕲 2000 - 2013 ESM Solutions Corporation, All Rights Reserved.

#### **Creating a Bid Response**

Each bid opportunity will be posted on <u>www.siouxfalls.org</u> as well as posted in the Argus Leader newspaper. When the purchasing staff publishes a bid, they will notify the vendors with the appropriate NIGP Codes listed in their profile on ESM. An email like the one below will be sent out to each of the appropriate vendors. If for any reason you find a bid opportunity posted on the City's website or in the Argus Leader that you were not invited to, please contact the purchasing department so you may bid on the opportunity.



Every time you log in to ESM you will see the below User Agreement. Please read through the agreement and click "Accept."

esm	login
Mercury (	Commerce Vendor Login
	System Status
You are logged in as Ken G	iratz for ABC Carpet Cleaning Logout
Bid Supplier User Agre	eement
User Agreement:	I accept that I am Ken Gratz representing ABC Carpet Cleaning. If this information is incorrect please contact Demo         Marcury Commerce immediately at <u>support@mercurycommerce.com</u> and click the Decline button to exit.         Salifying documents is a crime. It involves altering, changing or modifying a document for the purpose of deceiving and click the Decline button to exit.         Monterp person or organization. It can also involve passing along copies of documents known to be faise. Information califying a document is a crime punishable as a felony.         Monteary fines         • Nonetary fines         • Incarceration         Depending on the nature of the offense, as well as individual state laws, falsifying documents can result in a prison sentence of 5-10 years. Also, if government or educational institution documents or authorities were involved, the legal patients is may be more severe.         By clicking Accept you acknowledge having read the above statement.         Inceret         Inceret         Inceret         Inceret         Det licking Accept you acknowledge having read the above statement.         Inceret         Incer
	easyTouch Navigation™ - Customer Support at (877) 969-7246 or support@mercurycommercesolutions.com
solutions	© 2000 - 2013 ESM Solutions Corporation, All Rights Reserved.

On the next page you will see a list of items that you can bid on. To create a bid response, click the "Create" hyperlink on the left side of the page for the desired item bid.

MCS Demo Environment Ken Gratz for ABC Carpet Cleaning								-	esm.
easyBid Line Item - Demo Mercury Commerce Version	1								help logout
vendor response									
view   create   submit   awards   profile	subscription repor	ts							
Create or Modify a Response for the Se	elected Bid. Quote R	equest. or P	roiect Reques	t					
Instructions: To begin responding to a event or make	modifications to a response in	n progress, select	the link in the Respo	- onse Action column	next to the ev	vent of interest. For	additional assista	nce select the	Help link above.
							Demo I	Mercury Comm	erce Official Time
Response Bid / Action Planast ID Purchasing Entity	Description	Туре	Time Remaining	Response Due By	Response ID	Owner	Lot Status	Response Status	Event Status
Create 49 City of Sioux Falls	Carpet Cleaning (Facilities)	Bid	34m	11/03/2013 5:30 PM	New			New	Accepting Responses
(): Addendum exists for the Bid/Request									
powered by -esm.	easyTouch Navigation <sup>Th</sup>	All times displayed ir 4 - Customer Suppor	n <u>Central Standard Time</u> rt at (877) 969-7246 or <u>s</u>	e (click to change). support@mercurycom	nmercesolutions.	com			
solutions						© 200	) - 2013 ESM Solutio	ons Corporation, a	All Rights Reserved.

The next page will contain the terms and conditions, please read them over click "Accept" if you agree to them. A printable version is available by clicking the paper icon. The bid specifications can be viewed by clicking the disc icon. You can review both the specifications and terms and conditions in later steps before submitting your bid.

MCS Demo Environment Ken Gratz for ABC Carpet Cleani	ng			-esm.
easyBid Line Item - Demo Mercury	Commerce Version			help logout
vendor response view   create   submit   a	wards   profile   subscription   reports			
Create Response - Accep Instructions: Review the following you Decline the Terms & Conditions	t Terms Terms & Conditions. Upon completing your review either click the Acco you can return at a later date and Accept them. The Bid/Request will c	ept button to accept the Terms & Condi display once the Terms & Conditions are	tions or click the Decline button to return e Accepted.	to the previous screen. Note - if
Purchasing Entity:	City of Sioux Falls	Response ID:	6674	
Bid ID:	49	Responses Due By:	11/03/2013 5:30 PM	
Description:	Carpet Cleaning (Facilities)	Time Remaining:	33 minutes	
Attachments:		Printable Terms:	(4)	Paper Icon
Disk Icon	Contracts will remain in force for the term ordered before the date of termination shal delivered and accepted unless: a. Terminated prior to the exp satisfactory delivery against orders of ent	a specified and all artic ll have been satisfactori piration date by cire quantities.	les 1 ly	
Bid Terms and Conditions:	<ul> <li>Extended upon written author accepted by vendor to permit ordering of un additional quantities at contract price and terms.</li> </ul>	prization of the City and mordered balances or d in accordance with cont	ract	

Each bid will require a bid form to be signed. This bid form will be on the last page of the specifications. Be sure to print this form, sign and upload to ESM before you submit your bid.

Once inside the bid you will notice there are 3 different sections.

• **Event Information** – this section has the details of the bid such as closing date/time, checklist of items needed to upload for the bid, terms and conditions and specifications.

MCS Demo Environmer Ken Gratz for ABC Carp	t vet Cleaning		-esm. solutions
easyBid Line Item - Dem	o Mercury Commerce Version		help logout
vendor response view   create   sut Event - Detail <u>City of Sioux Falls</u> 49 Carpet Cleaning ( Time Remaining:	mit   awards   profile   subscript Facilities) 32 minutes	ion   reports	
<b>Event Information</b>		Links:	
ID: Description: Status: Due By Date: Sealed Until: Effective Date Range: Type: Terms & Conditions:	49 Carpet Cleaning (Facilities) Accepting Responses 11/03/2013 5:30 PM 12/1/03/2013 5:30 PM 12/1/2013 - 12/31/2014 Bid	Checklist Items:     Back       Bid Bond     Insurance Certificate       Insurance Certificate     Insurance Certificate       Performance Bond     Image: Constrained Constrai	
	~~		

• **Response Information** – this section is where you would upload the items such as your bid form and anything else from the above checklist, as well as where to enter your response and payment terms. Be sure to click "Save" once you have updated each section.

Response Information	Save
Response Number: 6674 Status: <u>In Progress</u> Owner: <u>Gratz, Ken J.</u>	Response Terms:
	Response Payment Terms:
	Attachment Files:Attach File
	Save

• Items – this section is where you will respond to the bid item(s). To create a response, click "Create."

Items (	(All Items)					Without Responses	With Responses
Showing 1 t	to 1 of 1 Results						
Line ^	Description	Item Number	Manufacturer	Manufacturer Part Number	Purchase Unit	Quantity	Response Action
1	Carpet Cleaning at Various City Locations				1 - 1 Sq. Foot Supply	100000	Create
		All	times displayed in Central Sta	ndard Time (click to change)			
ered by 💻	esm	easyTouch Navigation <sup>™</sup> -	Customer Support at (877) 96	9-7246 or support@mercurycom	mercesolutions.com		
	solutions				© 2000	- 2013 ESM Solutions Corp	poration, All Rights Resei

A pop-up will appear with the fields needed to fulfill the bid response. A red asterisk "\*" will appear next to those fields that are required. You will not be allowed to create a bid response without filling in these fields. If there is not a specific Manufacturer, then please enter "Varies" or "N/A." The Product Number field is the alphanumeric code that your company would use to identify this item. This number may be used on a Purchase Order to help your staff identify the product being requested.

Description:	Carpet Cleaning at Various City	Locations		Response Item Notes:	
* Manufacturer:			_		<u>^</u>
Mfg Part Number:			_		+
* Product Number:			_	Response Item Payment Terms	
Unit Of Measure:	1 - 1.0000 Sq. Foot Supply				<b></b>
Quantity:	100000				-
* Price:					
Total Price:	0.00			Attachment Files: Attach File	

\*Please note that depending on the specific bid, the below screenshot may be slightly different then what you can see.

Be sure to enter only per unit pricing. After entering pricing, click "Save" and the bid total will automatically calculate for you. Be sure to confirm the pricing and select "Save and Close."

Edit Response It	em ID 1 For Line 1			Save & Close	Save	Close
Description:	Carpet Cleaning at Various City Locations		Response Item Notes:	1		
* Manufacturer:	N/A					_
Mfg Part Number:						Ŧ
* Product Number:	12345		Response Item Payme	ent Terms:		
Unit Of Measure:	1 - 1.0000 Sq. Foot Supply					<b>^</b>
Quantity:	100000					+
* Price:	0.8900		Attack work fillers	ttach File		
Total Price:	89,000.00		Attachment riles:	Attach File		
	Save & C	ose Save	Close			

Repeat these steps for each line item that you wish to bid on. If you wish to change your responses before you submit, you can do so by selecting "Modify" in the Items section of the create tab.

MCS Demo Environment Ken Gratz for ABC Carpet Cleaning						-esm.
easyBid Line Item - Demo Mercury Commerce Version						help logout
vendor response view   create   submit   awards   profile	subscription   reports					
		Sav	e			
Items (All Items)					Without Responses	With Responses
Showing 1 to 1 of 1 Results           Line         Description	Item Number	Manufacturer	<u>Manufacturer Part</u> <u>Number</u>	Purchase Unit	Quantity	Response Action
1 Carpet Cleaning at Various City Locations				1 - 1 Sq. Foot Supply	10000	Modify (1)
powered by -CSM	All ti easyTouch Navigation™ - C	mes displayed in <u>Central St</u> Customer Support at (877) 9	andard Time (click to change). 69-7246 or <u>support@mercury.co</u>	nmercesolutions.com		

### Submitting a Bid Response

Once you are finished with creating your bid response(s), click the "Submit" tab at the top of the screen and then select the bid you wish to submit.

MCS Demo Environment Ken Gratz for ABC Carpet Clear	ning						-esm.
easyBid Line Item - Demo Mercur	y Commerce Version						help logout
vendor response view   create   submit	awards   profile   subscription	reports					
Select a Bid, Quote Req	uest, or Project Request to S	ubmit					
Instructions: To Submit a respon	se, select the Response ID of interest and t	hen follow the in	structions on the next screen to cor	mplete the process.			
						Demo Mercu	ry Commerce Official Time
Response ID Type	Purchasing Entity	Bid / Request ID	Description	Response Due By	Time Remaining	Owner	Response Status
6674 Bid	City of Sioux Falls	49	Carpet Cleaning (Facilities)	11/03/2013 5:30 PM	23m	Gratz, Ken J.	In Progress
(): Addendum exists for the Bid/R	Request						
	easyTouch Na	All times o vigation™ - Custor	displayed in <u>Central Standard Time</u> (click mer Support at (877) 969-7246 or suppor	to change). t@mercurvcommercesolutions.c	:om		
solutions	,				© 2000 -	2013 ESM Solutions Co	rporation, All Rights Reserved.

Select who within your organization would be the PO and Fee Billing Contacts. Please remember, there are not charges for any bids submitted to the City of Sioux Falls. If you choose to submit bids to a different entity, this same screen will appear before that bid is submitted and a fee may apply. Then check the boxes next to each item on the checklist and be sure that they are uploaded to the bid. Then click "Submit."

MCS Demo Environment Ken Gratz for ABC Carpet Cleaning	-esm.
easyBid Line Item - Demo Mercury Commerce Version	help logout
vendor response           view   create   submit   awards   profile   subscription   reports	
PO Contact: Ken Gratz (kgratz@siouxfalls.org) 💌	
Fee Billing Contact: Ken Gratz (kgratz@siouxfalls.org)	
Notice: Check the check boxes below to indicate that you agree to complete the items listed. Please consult either the Terms & Conditions for this Bid or contact the purchasing entity facilitating the life requirements. If required, these items must be sent under separate cover directly to the purchasing entity facilitating the Bid not to Demo Mercury Commerce.	3id for specific
<ul> <li>✓ Bid Bond</li> <li>✓ Insurance Certificate</li> <li>✓ Bid Form</li> <li>✓ References</li> </ul>	
If you need additional information or customer support please contact the purchasing entity facilitating the Bid or Demo Mercury Commerce.	
Cancel Submit View	
All times displayed in <u>Central Standard Time</u> (click to change). easyTouch Navigation <sup>™</sup> - Customer Support at (877) 969-7246 or <u>support@mercurycommercesolutions.com</u>	
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You will then see the below Confirmation of your bid submission.

MCS Demo Environment Ken Gratz for ABC Carpet Cleaning
easyBid Line Item - Demo Mercury Commerce Version help logout
vendor response view   create   submit   awards   profile   subscription   reports
Event Submission Confirmation
Congratulations! You have successfully submitted your response for event 49 Carpet Cleaning (Facilities) on 11/3/2013 5:10:25 PM . City of Sioux Falls would like to thank you for participating in this event. Please note the response Due By Date of this event is 11/3/2013 5:30:00 PM .
Prior to navigating away from this screen you may want to print the contents of this page for your records. You can all also view your response and the status of this event from within the View submenu option. If you need additional assistance please contact ESM Solutions at support@mercurycommerce.com.
Please select the Continue button below to navigate back to the Submit submenu summary screen.
Continue
powwid by easyTouch Navigation™ - Customer Support at (877) 969-7246 or <u>support@mercurvcommercesolutions.com</u>
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All Sealed bids will remain sealed until 2:15 PM on the date of bid closing. At that time the Purchasing staff will open the bids electronically in City Hall. Anyone who wishes to attend the bid opening may do so, but this opening can also be viewed on your computer through ESM. Bid Tabulations will be made available online through ESM as well as on the City's website.

The apparent low bidder will be shown through bid tabulations. Bid award and non-award emails will be sent out to all participants after a bid is officially awarded. Please note that City Counsel and Mayor's approval may be needed, and can take up to 30 days from the bid opening to process.

#### Addendums

**If an Addendum is published, every bid that has been submitted prior must be resubmitted.** Each vendor will be notified via email and will be worded as the below. Please read the Addendum Notes carefully as they will notify of what changes have been made. Please log in to ESM, modify your bid accordingly and resubmit.

Demo Mercury Commerce - City of Sloux Falls, HD LED IV (Facilities) Electronic Big Invitation Addendum - Message (HIML)
File Message ESET
If there are problems with how this message is displayed, click here to view it in a web browser.
From: On Behalf of Ken Gratz <noreply@mercurycommerce.com> Sent: Sun 11/3/2013 6:45 PW</noreply@mercurycommerce.com>
To: Gratz, Kerneth
Lo: Subject: Demo Mercury Commerce - City of Sioux Falls. HD LED TV (Facilities) Electronic Bid Invitation Addendum
solutions A
*** MCS Demo Environment *** Dear Ken J. Gratz,
I am writing to notify you that the City of Sioux Falls has made an addendum to the bid for HD LED TV (Facilities). The following changes have been made:
Addendum Version: 1 Addendum Notes: There has been a change made to bid #50. Additional specifications exist. Please check additional specifications and resubmit bid. Thank you.
Terms and Conditions: Modifications have been made, please review and accept.
If you have any questions relating to the addendum, please contact Ken Gratz from City of Sioux Falls at (605)367-8839. Your bid response must be submitted before 11/04/2013 08:00 AM (Central Standard Time) to be considered. When you log in please make sure you review the Terms & Conditions in detail, as there will be instructions explaining the requirements for participating in this bid.
For instructions on how to access the system please <u>click here</u> . To log in <u>click here</u> .
If you have additional questions please contact MCS toll free at 1-877-969-7246, thank you.
Sincerely,
Ken Gratz, City of Sioux Falls
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### **Contact Information**

Mercury Commerce Customer Support support@mercurycommercesolutions.com (877) 969-7246

City of Sioux Falls Purchasing Department <u>purchasing@siouxfalls.org</u> (605) 367-8013

Scott Rust - Purchasing Manager srust@siouxfalls.org 605-367-8836

Kara Scherbring - Business Analyst kscherbring@siouxfalls.org 605-367-8832

Ken Gratz – Business Analyst kgratz@siouxfalls.org 605-367-8839

Walker Carmon - Business Specialist wcarmon@siouxfalls.org 605-367-8833

Becki Plueger - Business Specialist bplueger@siouxfalls.org 605-367-8874

Susan Ullom - Purchasing Assistant sullom@siouxfalls.org 605-367-8835