



## **GUILFORD COUNTY VENDOR SELF SERVICE**

*Submitting Your Bid*

*And*

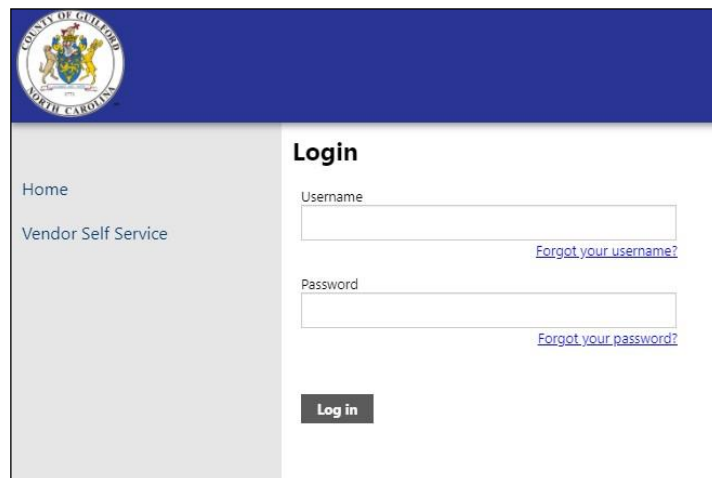
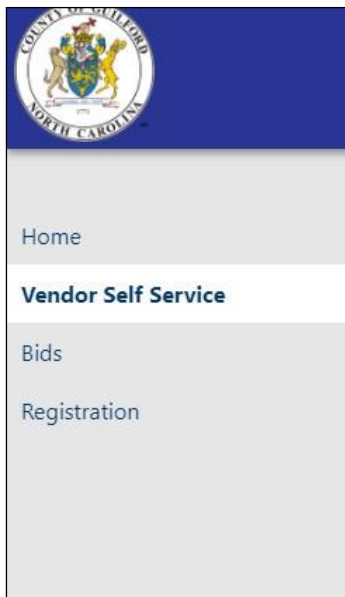
*Checking Your Bid Submittal*

# Submitting Your Bid

1. All Respondents who plan to submit a proposal must register in the Guilford County's Vendor Self (VSS) System. Instructions to register, update registration and submit bids are available at <https://www.guilfordcountync.gov/our-county/purchasing/vendor-self-service-vss-program>



2. Electronic responses should be made through Guilford County's Vendor Self Service automated bidding system at: <https://guilfordcountync.munisselfservice.com>



3. You may search for bids using the bid number, bid description or bid status. Search results will include all bids that match the entered criteria.

### Bids Search

[Vendor Self Service](#) | [Return to My Bids](#)

Type

Number  (other search criteria will be ignored)

Description

Status  Open Bids only

### Bids Search Results

[Vendor Self Service](#) | [Modify Search](#) | [New Search](#)

All times reflect (UTC-05:00) Eastern Time (US & Canada)

9 Found 1-9

| Type | Number                 | Description           | Due By            | Opening ^         | Status              |
|------|------------------------|-----------------------|-------------------|-------------------|---------------------|
| Open | <a href="#">100067</a> | Light fixtures        | 02/02/18 12:00 AM | 02/06/18 11:00 AM | Accepting Proposals |
| Open | <a href="#">100069</a> | Steel shelving units  | 02/09/18 12:00 AM | 02/12/18 02:00 PM | Accepting Proposals |
| Open | <a href="#">100052</a> | LIGHTING FIXTURES     | 02/09/18 12:00 AM | 02/13/18 11:00 AM | Accepting Proposals |
| Open | <a href="#">100042</a> | Sandblasting supplies | 02/16/18 12:00 AM | 02/21/18 10:00 PM | Accepting Proposals |
| Open | <a href="#">100045</a> | Office Equipment      | 02/23/18 12:00 AM | 03/05/18 11:00 PM | Accepting Proposals |

- Once you have opened the bid, click on **Create Bid** and follow the instructions for each tab. Be sure and click on the attachments tab to review and/or download

**Request for Bids**  
Status: Open

[Return to Search Results](#)

Information | **Items** | Evaluations

**Type**  
Number: REQUEST FOR PROPOSAL 20039

**Description**  
TESTING - Request for Proposal (RFP) for qualified firms to provide janitorial and floor maintenance services for two (2) Guilford County locations to include: Department of Health and Human Services and the Old Courthouse.

**Due by**: 11/09/2020 02:00 PM  
**Opening date**: 11/09/2020 02:01 PM  
**Approximate award date**: 01/27/2021 05:00 PM

[Attachments: \(6\)](#)

[Create Bid](#)

- To complete the items portion of a submittal, open the items tab to enter pricing for each line. Use the provided line description, unit of measure and quantity to complete the entries for each line.

**Bid Verification**  
Step 1 2 3 4

[Vendor Self Service](#) | [Return to Search Results](#)

Proposal Status: **Pending**

Information | **Items** | Evaluations | Attachments (1)

[Modify](#) (5) - Substitute

**TESTING - Janitorial & Floor Maintenance (All items require responses)**

**Description**  
Commodity: 95863  
Monthly Routine Janitorial @ Department of Health and Human Services

| Attachment | Quantity | UOM  | Bid/Unit   | Total       |
|------------|----------|------|------------|-------------|
| (0)        | 12.00    | EACH | \$2,500.00 | \$30,000.00 |

Commodity: 95863  
Semi-Annual Carpet Cleaning @ Department of Health and Human Services

| Attachment | Quantity | UOM  | Bid/Unit   | Total      |
|------------|----------|------|------------|------------|
| (0)        | 1.00     | EACH | \$1,000.00 | \$1,000.00 |

Commodity: 95863  
Semi Annual Hard Floor Maintenance @ Department of Health and Human Services

6. To upload an attachment to your bid, go to the attachment tab and select the attachment by using the browse button to select the file you want to upload.

**Bid Attachments**

Step 1 2 **3** 4

[Vendor Self Service](#) | [Return to My Bids](#)

| Attachment Type | Description    | Required | Attachments |
|-----------------|----------------|----------|-------------|
| PDF             | Certifications | ✓        | (0)         |

**Attach** **Cancel** **Save and Continue** **Continue**

Browse... Type: PDF

**Bid Verification**

Step 1 2 3 **4**

[Vendor Self Service](#) | [Return to My Bids](#)

Proposal Status: **New**

Information | Items | Evaluations | **Attachments**

[Modify](#)

| Attachment Type | Description    | Required | Attachments |
|-----------------|----------------|----------|-------------|
| PDF             | Certifications | ✓        | <b>(1)</b>  |

**Cancel** **Save and Continue**

7. To complete an electronic submittal, be sure to click the “Submit Bid” button. Your response will not be part of the submitted responses until submitted via the “Submit Bid” button.

**Bid Verification**

Step 1 2 3 **4**

[Vendor Self Service](#) | [Return to Search Results](#)

Proposal Status: **Pending**

Information | Items | Evaluations | **Attachments 1**

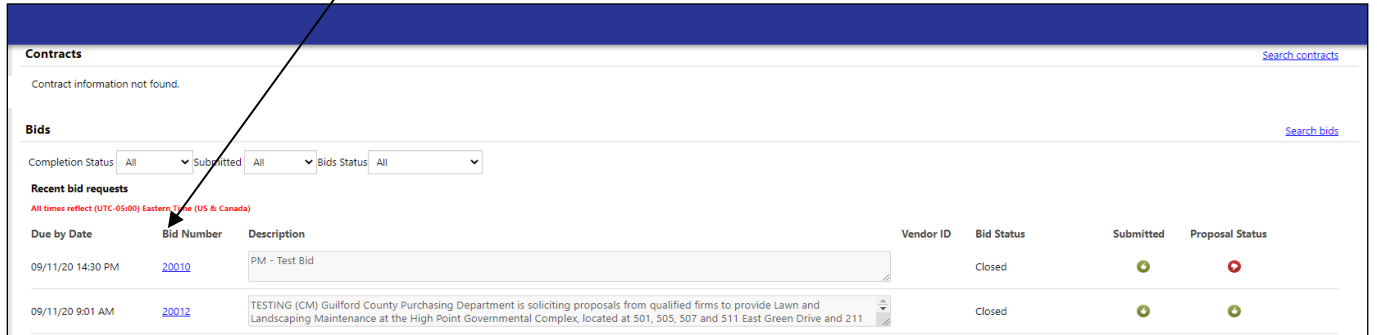
[Modify](#)

| Attachment Type     | Description                                | Required | Attachments |
|---------------------|--|----------|-------------|
| MIWBE AFFIDAVITS    | MIWBE AFFIDAVITS                           | ✓        | (0)         |
| W-9 FORM            | W-9 FORM                                   | ✓        | (0)         |
| OTHER BID DOCUMENTS | References, Providers Qualifications Form, | ✓        | (0)         |
| PRICE LIST          | Cost Proposal Form                         | ✓        | (0)         |

**Submit Bid**

# Checking Your Bid Submittal

1. Under Bids, click on the bid number



**Contracts** [Search contracts](#)

Contract information not found.

**Bids** [Search bids](#)

Completion Status: All Submitted All Bids Status: All

**Recent bid requests**  
All times reflect (UTC-05:00) Eastern Time (US & Canada)

| Due by Date       | Bid Number            | Description   | Vendor ID | Bid Status | Submitted | Proposal Status |
|-------------------|-----------------------|---|-----------|------------|-----------|-----------------|
| 09/11/20 14:30 PM | <a href="#">20010</a> | PM - Test Bid   |           | Closed     | +         | -               |
| 09/11/20 9:01 AM  | <a href="#">20012</a> | TESTING (CM) Guilford County Purchasing Department is soliciting proposals from qualified firms to provide Lawn and Landscaping Maintenance at the High Point Governmental Complex, located at 501, 505, 507 and 511 East Green Drive and 211 |           | Closed     | +         | +               |

2. Beside "Proposal Status" your status should show Submitted. **Submitted** in the status line indicates valid bid response has been entered and is valid for consideration in the bid process.



**Bid Review**

[Vendor Self Service](#) | [Return to My Bids](#)

**Proposal Status: Submitted**

Information | Events | Addenda | Items | Evaluations | Attachments

**Bid Number**  
**Description**

**Proposals due by**  
**Bid opening date**  
**Approximate award date**

3. Other Status such as **Pending**, are not viewable by the buyer at award time. Those responses cannot and will not be awarded to. **The only valid awardable status on a response is submitted.** Make sure all your bid responses you want considered for an award are **submitted**.

The screenshot shows a 'Bid Verification' page. On the left is a sidebar with 'Vendor Self Service', 'Vendor Information', and 'Bids'. The main content area has a header 'Bid Verification' with links for 'Vendor Self Service' and 'Return to My Bids'. Below this, the 'Proposal Status' is 'Pending'. There are tabs for 'Information', 'Events', 'Addenda', and 'Items'. The main content area contains fields for 'Bid Number', 'Description', 'Proposals due by', 'Bid opening date', and 'Approximate award date'.

4. You may "Search bid Results", to view information to include Due Date, Opening and Status

The screenshot shows a 'Bids Search Results' page. It includes a header with 'Vendor Self Service', 'Modify Search', and 'New Search'. Below the header, it says 'All times reflect (UTC-05:00) Eastern Time (US & Canada)' and '25 Found 1-10 | 11:20 | 21:25'. The main content is a table with columns for 'Type', 'Number', 'Description', 'Due By', 'Opening', and 'Status'.

| Type                 | Number | Description            | Due By                  | Opening                 | Status |
|----------------------|--------|------------------------|-------------------------|-------------------------|--------|
| REQUEST FOR PROPOSAL | 20002  | Janitorial Maintenance | 09/02/20<br>02:30<br>PM | 09/02/20<br>02:31<br>PM | Closed |
| REQUEST FOR PROPOSAL | 20003  | Janitorial Maintenance | 09/01/20<br>11:03<br>PM | 09/01/20<br>11:04<br>PM | Closed |