

eProcurement 101

DPS Workshop Series | Hosted by: Jackie Umbles

The Department of Procurement Services is committed to Communications and Outreach, which is key to keeping citizens informed of bid opportunities, new programs, and innovations.

Also, ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies. To download, go to: **www.chicago.gov/dps**.

We encourage you to follow us on our website **www.chicago.gov/dps** for the latest news, updates, and our calendar of events. Go online, www.chicago.gov/DPS and click on the letter icon and sign-up for our **Email Newsletter: DPS Alerts** full of news that you can use.

Follow us on social media to stay informed:

- **Facebook:** www.facebook.com/ChicagoDPS
 - **Twitter:** www.twitter.com/ChicagoDPS
 - **LinkedIn:** www.linkedin.com/company/chicagodps
 - **Youtube:** www.YouTube.com/ChicagoDPS
-
- NOTE: Legal advertisements for the City of Chicago Department of Procurement Services (DPS) appear in the Chicago Tribune. Information about DPS contracting opportunities will be available at www.chicago.gov/bids.

Welcome

RESOURCE GUIDES

- DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.
- The Resource Guides were divided into key areas of the procurement process:
 - Contract Administration
 - Incentives and Programs
 - Certification
 - Compliance
- Download now at www.chicago.gov/dpsguides



Today's Workshop

- Everyone is muted upon entry for the presentation portion of the workshop
- We ask that you hold your questions to the end of the presentation. You can use the chat feature to type out your question and the speaker will answer the questions at the end of the presentation.
- To Send a Question: **Use only the Q & A panel to ask your question. Do not use the chat panel**
 - Use the **Q & A panel** on the right side of your screen.
 - In the Send to or To drop-down list, select the recipient of the message.
 - Enter your message in the chat text box, then press Enter on your keyboard.

Note: If you join a meeting, session, or event in progress, you can see only the Q & A that participants send after you join.

eProcurement 101

Today's Workshop | Presented by: Pamela Walker Smith

- What is eProcurement – overview
- Accessing iSupplier Portal / Online Bidding
- How to register
- View Bids / Solicitations
- How to respond to Bid/Solicitation
- Questions

OUR GOALS AT A GLANCE

DPS Mission Statement

DPS is the contracting authority for the procurement of goods and services for the City of Chicago. We work together as a team and with our customers to guarantee an open, fair, and timely process by establishing, communicating and enforcing superior business practices.

eProcurement established in 2017, is the City's Financial Management Procurement System aka (FMPS) in Oracle that applies web technology to the acquisition of goods and services.

The iSupplier Portal is the full-service resource for vendors doing business with the City of Chicago.

All DPS bids, RFPs, and RFQs are electronic and are advertised through eProcurement.

Overview of eProcurement

You must be a registered Vendor to access the “iSupplier” Portal Online eProcurement System for all purchasing activities.

As a registered Vendor in the iSupplier Portal you will be able to:

- View and Respond to Bids / Solicitations online
- View Orders, Payments, Invoices past and present
- Update Your Company Information – contacts, address, phone, email

To assist vendors with the transition to the iSupplier Portal and Online Bidding process, the City developed the eProcurement microsite, a website “How To” manual for eProcurement. The web address www.chicago.gov/eprocurement

Overview of eProcurement (cont'd)

www.chicago.gov/eprocurement

- Your information is secure, the City takes security seriously and ensures all information is encrypted.
- The City uses the ***https:*** protocol for secure communication.
- Bids solicitations are not visible to employees or other vendors prior to Bid Opening. Your Active Bid is secure.

SECURITY

iSupplier Portal/Abstract

First Time Vendor Registration

Log in and registration

11

Existing Vendors with a City vendor number: Click on the request an iSupplier invitation button to direct your request to CustomerSupport.

New Vendors without an existing City vendor number: Click on the New Vendor Registration button.

What is needed at New Vendor Registration?

W9/FEIN/Tax ID attached as PDF. If not attached your registration request will be returned.

The legal business name of the company must match the company name on the W9/FEIN/Tax ID form, or your registration request will be returned.

Procurement Services iSupplier Portal



[Home](#) [Login and Registration](#) [Current Bids and Solicitation Opportunities](#) [Online Training Materials](#) [Delegates](#) [Help](#)

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

Announcements

NOTICE: As a requirement of Executive Order 2021-2, contractors that have agreements with the City (including redevelopment agreements) are required to submit annual reports about their Business Diversity Program (BDP) and utilization of diverse firms. Reporting Deadline: July 1, 2021. For more information, visit: www.chicago.gov/bdp

Introduction to eProcurement Vendor Workshops:

****2021 eProcurement Vendor Workshops are listed below. ****

DPS is using eProcurement for all solicitations. We invite you to attend a demonstration to learn about iSupplier registration, how to submit bids and proposals, and how to view contracts and payments online via the eProcurement system.

Please be advised that eProcurement Training sessions have gone virtual. The next training session dates are 01/20, 02/17, 03/31, 04/21, 05/19, 06/16, 07/21, 08/18, 10/28, 11/17 and 12/01/2022 at 2 pm. Please register at: www.cityofchicago.org/dpsevents

Microsite



Vendor Registration

There are TWO separate processes for registration as a vendor in the City's iSupplier Portal. It is important that your firm determines which process you should follow and that you read all the instructions below.

Existing City of Chicago Vendors

If your business has previously registered with the City, had a contract (excluding subcontracts) or received a payment from the City, your firm should follow the process directly below. The following are **NOT** included in this group:

- Vendors who have only had contracts with Sister Agencies, as opposed to with the City of Chicago. Contracts with the following Sister Agencies would not qualify for previous registration with the City of Chicago:
 - Chicago City Colleges
 - Chicago Housing Authority
 - Chicago Park District
 - Chicago Public Schools
 - Chicago Transit Authority
 - Metropolitan Pier & Exposition Authority (MPEA)
 - Public Building Commission
- Vendors who have done business only with Cook County, but not with the City.

In order to register your business in the City of Chicago iSupplier Portal, you will need to send an email to CustomerSupport@cityofchicago.org with the subject "**Request an iSupplier Invitation**", or click on the button below. Within two business days, you will receive an e-mail invitation from the City that provides a link to the iSupplier website and instructions for filling out and submitting your registration.

[REQUEST ISUPPLIER INVITATION](#)

[How to register after receiving registration invitation](#)

A background image of a construction site. A yellow excavator is lifting a large metal beam. Two construction workers in safety vests and hard hats are standing nearby. The scene is outdoors with trees and a clear sky.

Existing Vendor Registration

Required: Full Name, Email Address, Phone Number and FEIN/Tax ID/EIN 9 digit number

Procurement Services iSupplier Portal

[Home](#) [Login and Registration](#) [Current Bids and Solicitation Opportunities](#) [Online Training Materials](#) [Delegates](#) [Help](#)

Vendor Registration

New Vendors with the City of Chicago

Vendors who have never previously registered with the City of Chicago, never received a payment from the City of Chicago or never had a contract with the City of Chicago should follow this process. Click the New Vendor Registration button below; it will take you to the registration page in the iSupplier Portal where you can complete the process.

*If during registration you receive an error message stating that a supplier with the same name or the same FEIN number already exists, your business already has a City vendor number and you should follow the above “**Registration for Existing City of Chicago Vendors**” process.*

NEW VENDOR REGISTRATION

[How to Register](#)

In either case, if more than one person at your business will use iSupplier, please add them as “contacts” and check “Create User Account For The Contact” next to each contact. This will create separate iSupplier login accounts for each user.



New Vendor Registration

Current Bids and Solicitation Opportunities

eProcurement Bid and Solicitation Opportunities **

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

***Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.**

To View PreBid Attendee List click link below:

[PreBid and PreSubmittal Conference Attendees](#)

Non-eProcurement Bid and Solicitation Opportunities

Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to using iSupplier, but available for downloading. Some documents listed on the Website are not available for downloading due to size restrictions. All non-eProcurement documents are available in the Bid and Bond Room at 121 N. LaSalle St, Room 103, Chicago, IL.

**** For companies who are NOT registered in iSupplier and wish to download and review bid solicitations:**

1) We encourage you to register in iSupplier (link to vendor registration page <https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>); Viewing or downloading the solicitation after logging into iSupplier will add you to the Specification Take-Out List. NOTE: Viewing the solicitation without logging in does not register you as a bid document holder!

A photograph of a construction site. In the foreground, a large pile of grey gravel or crushed stone is visible. Two construction workers wearing high-visibility yellow safety vests and blue jeans are standing near a piece of heavy machinery, possibly a scale or a small platform. In the background, there are trees with some autumn-colored leaves and a clear blue sky. The overall scene is bright and sunny.

Current Bid & Solicitations Opportunities & Other Accessibles

Current Bid Opportunities

Bid Openings are live-streamed and recorded on YouTube and may be viewed at <https://youtube.com/chicagodps>. Search for the Specification Number.
NOTICE: As a requirement of Executive Order 2021-2, contractors that have agreements with the City (including redevelopment agreements) are required to submit annual reports about their Business Diversity Program (BDP) and utilization of diverse firms. Annual reports are due every July 1st for the previous filing period. For more information, visit: www.chicago.gov/bdp

[DOWNLOAD THE BID OPPORTUNITY LIST \(PDF\)](#)

eProcurement Bid Opportunities

These solicitations require an online response, are available only online, and not available for pick up in our Bid and Bond Room. Suppliers/Vendors who would like to respond to an eProcurement solicitation/bid opportunity must be registered with the City of Chicago, please visit the eProcurement [Registration Page](#). Notifications of addenda are automatically sent to respondents to eProcurement Solicitations.

You may view and respond to eProcurement solicitations at the [eProcurement Bid Opportunities Page](#).

Paper Bid Opportunities

📌 Service Facts

Department:

Procurement Services

Contract Administration

People We Serve:

Businesses & Professionals

Contractors

Existing Businesses

MBE/WBE/DBE


New Businesses

🔗 Related Links

[Download Bid Opportunity List \(PDF\)](#)

[PreBid and PreSubmittal Conference Attendees](#)

[Get Started DPS Overview](#)



Current Bid Opportunities & Bid Opening Listing

Home / Departments / Procurement Services

The Department of Procurement Services (DPS) is the contracting, certification, commitment to diversity, transparency, and innovation while continuously expanding contracting opportunities available at the City.

Featured Services and Programs

- Get Started**
Doing Business with the City
- Bid Opportunities**
View Current Bid Opportunities
- Awarded Contracts**
Contract Award & Vendor Database
- Chicago Certification Directory**
MBE / WBE / BEPD / ACDBE

What We Do

- Auctions - Surplus Equipment and Materials
- Contract Administration
- Debarred Firms and Individuals
- Diversity Credit/Capacity Building/Small Business Programs
- Events & Outreach
- M/W/VBE Program - Certification (DBE/ACDBE/BEPD) / IL UCP Directory
- Procurement Reform Task Force (PRTF)
- Rules, Regulations and Ordinances
- eProcurement
- Awarded Contracts
- Bid and Bond Bid Tabulations (Bid Tabs)
- Bid and Bond Room
- City of Chicago Consolidated Buying Plan
- Contract Information Search
- Current Bid Opportunities
- Doing Business with the City of Chicago
- Emergency Contracts
- Job Order Contracts (JOC) Sub-Order Releases
- Non-competitive Procurement, Sole Source
- Payment Information Search
- Pre-Bid and Pre-Submittal Conference Attendees
- Solicitation and Contracting Protest Procedures
- Standard Forms and Agreements
- Take Out List
- Vendor Information Search

Leadership

Our Structure

Connect With Us





 **City of Chicago** The City of Chicago's Official Site


Procurement Services
iSupplier Portal

Home Login and Registration **Current Bids and Solicitation Opportunities** Online Training Materials Delegates Help

Current Bids and Solicitation Opportunities

eProcurement Bid and Solicitation Opportunities **

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).



Current Bids &
Solicitation
Opportunities
Click the orange
button

Current Bids and Solicitation Opportunities

eProcurement Bid and Solicitation Opportunities **

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

***Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.**

City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Abstracts

Status

Previous 1-10 Next 10

Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
CHICAGO DEPARTMENT OF TRANSPORTATION	Commodities		8332	1229849	1229849: ASPHALT PRIMERS, HOT/WARM MIX ASPHALT, HIGH PERFORMANCE/STANDARD COLD P	10-JAN-2022 08:00:00	10-JAN-2022 08:00:00	17-FEB-2022 11:00:00		18-JAN-2022 12:00:00	🔍
DEPT OF AVIATION	Construction		8413	1231615	1231615: Northeast Cargo Taxilane NN Completion Phase 3		28-DEC-2021 09:30:47	04-FEB-2022 11:00:00		12-JAN-2022 17:00:00	🔍
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		8367,1	1199412	1199412: E-2-514 Pin and Link Assembly Expansion Joint Retrofits #2	15-NOV-2021 08:00:00	15-NOV-2021 08:00:00	31-JAN-2022 11:00:00		17-DEC-2021 16:00:00	🔍
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		8366,1	1199444	1199444: E-9-300 Pin and Link Assembly Expansion Joint Retrofit # 4	15-NOV-2021 08:00:00	15-NOV-2021 08:05:00	31-JAN-2022 11:00:00		17-DEC-2021 16:00:00	🔍
DEPARTMENT OF HOUSING	Delegate Agency		6459,3	697255	Community Housing Development Organization (CHDO) Certification		17-AUG-2020 11:01:54	31-DEC-2023 12:00:00			🔍
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YSYEP	8375,2	1235846	DFSS Youth Services - Summer Youth Employment Program (SYEP)		12-JAN-2022 12:36:29	24-FEB-2022 12:00:00			🔍

The Abstract Page of Active Bids/Solicitations



DEPT OF AVIATION	Work Service		7778,4	1213294	1213294: Shuttle Bus Service for Midway International Airport	11-AUG-2021 08:00:00	11-AUG-2021 08:00:00	16-FEB-2022 11:00:00		25-AUG-2021 16:00:00	00
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City of Chicago eProcurement Solicitations



To view or download solicitations without logging in, click the [Details](#) icon at the Online Bid link, then click the [Document PDF File](#) icon to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Form Details (Abstract): RFQ 7778,4

Status **Active**

Document [PDF File](#)

Abstract

Event

Program/Model

Solicitation Number

Specification Number

Solicitation Title

Work Service

7778,4

1213294

1213294: Shuttle Bus Service for Midway International Airport

Advertisement Date

Supplier Response Start Date

Supplier Response Due Date

Protected Markets

11-AUG-2021 08:00:00

11-AUG-2021 08:00:00

16-FEB-2022 11:00:00

Other Details Section

Other Details

Pre-Solicitation Meeting

*Type	Attendance	Pre-Solicitation Conference Date & Time	Pre-Solicitation Conference Location
Pre-Solicitation Conference	Strongly Suggested	18-Aug-2021 10:00:00	The Pre-Bid Conference will be held via Conference Call. All attendees must pre-register to participate on the conference call. Interested Attendees must email Lisa L. Jones at lisa.jones@cityofchicago.org . Email Subject Must Read: Specification 1213294, Shuttle Bus Service for Midway International Airport Pre-Bid Conference. Conference call confirmation and instructions will be emailed to attendees.

Deadline for Questions **25-Aug-2021 16:00:00**

[Return to Abstracts](#)
[Login](#)



Abstract
cont'd

City Of Chicago

Solicitation #7778,4



Work Service Solicitation #7778,4 (BID)



Shuttle Bus Service for Midway International Airport

Specification Number:1213294

Required for use by: DEPT OF AVIATION

Bid/Proposal Submittal Date and Time: 11:00 AM Central Time, 16-FEB-2022

CITY OF CHICAGO

After entering your temporary password you will be directed to change to permanent password. Login.

* User Name

* Password

[Login Assistance](#)

CITY OF CHICAGO E-Business Suite: APSPROD

Logout Preferences Help

Enterprise Search Search Results Display Preference

Logged In As PAMELA.WALKER-SMITH@CITYOFCHICAGO.ORG

[Oracle Applications Home Page](#)

Main Menu

Personalize

[City of Chicago iSupplier Portal with Invoice Creation](#)
[City of Chicago Online Bidding](#)

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
<input checked="" type="checkbox"/> TIP Vacation Rules - Redirect or auto-respond to notifications.				
<input checked="" type="checkbox"/> TIP Worklist Access - Specify which users can view and act upon your notifications.				

Home Orders Shipments Admin Finance

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications

General

Organization Name **KWM DIVINE** DUNS Number
Supplier Number **10191315** FEIN **99-1234567**
Alias
Parent Supplier Name
Parent Supplier Number
Country of Tax Registration

Attachments

Search

Note that the search is case insensitive
Title
[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Log In/1st Folder –
iSupplier Portal
<https://chicago.gov/eprocurement>



Main Menu

- City of Chicago iSupplier Portal with Invoice Creation
- City of Chicago Online Bidding

Worklist

From

There are no notifications in this view.

- TIP Vacation Rules - Redirect or auto-respond to notifications.
- TIP Worklist Access - Specify which users can view and act upon your notifications.

After entering your temporary, password you will be directed to change to permanent password. Login.

Main Menu

- City of Chicago iSupplier Portal with Invoice Creation
 - Home Page
- City of Chicago Online Bidding
 - Sourcing
 - Sourcing Home Page
 - Worklist

Worklist

From

There are no notifications in this view.

- TIP Vacation Rules - Redirect or auto-respond to notifications.
- TIP Worklist Access - Specify which users can view and act upon your notifications.

The Worklist is currently empty, as you bid or have question your conversation will appear here. Click on Sourcing Home Page.

Negotiations

Search Open Solicitations Title

Welcome, Pam Smith.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
No results found.								

Your Company's Open Invitations

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				



Log In/2nd Folder – Online Bidding
<https://chicago.gov/eprocurement>

Table Legend

Response Number: is the number received when a solicitation has been saved. It's your # for the specific solicitation write it down.

Response Status: Occurs with an action: Active bid submitted; Draft began and saved not submitted; and Resubmission Required: an addendum has been issued that you must acknowledge receipt of.

Supplier Site: Not used by DPS.

Solicitation Number: The number for the RFQ.

Title: Precedes with the Specification Number, colon and Title/Subject of RFQ.

Type: Terminology for eProcurement Solicitations is RFQ.

Time Left: Number of days remaining before the due date (bid/proposal opening).





Monitor: Can be used to see the activity for the RFQ.

Unread Messages: Messages are sent via the Online Discussions by the DPS Procurement Specialist conducting the RFQ.

Requisitions
Negotiations

Search Published Solicitations
Number
Go
Advanced Search

Published Solicitations

						Full List
Number	Title	Type	Time Left	Role	Responses	Monitor
6443,1	231230: Bridge & Viaduct Painting - Contract #8 - ADDENDUM NO. 1	RFQ	0 seconds	Member	4	
6532	839817: Purchase, Maintenance and Certification of Truck Scales	RFQ	0 seconds	Member	0	
6568,2	852200: TARGET MARKET PURCHASE OF VARIOUS FUEL/HEATING OIL GRADES	RFQ	0 seconds	Member	1	
6605	567037: Forest Preserve Sewer Improvement Project	RFQ	0 seconds	Member	0	

Log In/2nd Folder –
Online Bidding
<https://chicago.gov/eprocurement>



City of Chicago Intranet :: Home Negotiations Home

File Edit View Favorites Tools Help

Login Abstracts City of Chicago - Online E... Current Bid Opportunities DPS SharePoint FMPS Issues - All Active Is... FMPS-CHIPPS Access Lin... Home - EDS Online iSupplier Vendor User Loo... ITIL Homepage SMART Microsite - iSupplier

CITY OF CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help Diagnostics

Negotiations

Search Open Solicitations

Welcome, KIM MOORE.

Your Active and Draft

Press Full List to view all responses.

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
1001	Active		Z	191733: Post Production Validation Phase 2 Go Live	RFQ	0 seconds		0
23003	Active	HEADQTRS	5049	7617: Construction Testing	RFQ	0 seconds		0
23002	Active		5048	12345: Construction Testing	RFQ	0 seconds		0
119113	Resubmission Required		6187.2	547589: AUTOMATED EXTERNAL DEFIBRILLATORS AND ASSOCIATED SUPPORT MATERIALS	RFQ	0 seconds		0
157119	Active		6312.2	685972: MOBILE CARTS AND PARTS	RFQ	0 seconds		2

Your Company's Open Invitations

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified Awarded Rejected

About this Page

Negotiations Home Logout Preferences Help Diagnostics

Copyright (c) 2006. Oracle. All rights reserved.

Title: is the Specification #
 Number: is the RFQ #
 These are the primary methods to search for the RFQ of your interest.

Responding to a Solicitation Methods of Search for a RFQ or Specification

CITY OF CHICAGO Sourcing

Home Logout Help Preferences

Negotiations

Negotiations >

Active Solicitations

Search

Note that the search is case insensitive

Select & Respond

Number 8332

Title

Category

Go Clear

Contact

Line

Event

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor Unread Messages
<input type="radio"/>	8332	1229849: ASPHALT PRIMERS, HOT/WARM MIX ASPHALT, HIGH PERFORMANCE/STANDARD COLD P	VAZQUEZ, ELSIE	31 days 16 hours	17-Feb-2022 11:00:00	Sealed	0	0

RFQ (number)
Selected
Click Respond



Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

When you accept the terms and conditions your firm is added to the Take Out List

Title	Type	Description	Cat
No results found.			

* ☒ I have read and accepted the terms and conditions

Cancel

Accept

Terms & Conditions Acknowledgement



Header Tab Page

Title 488083: FLOW RESTRICTOR VALVES

Header **Lines**

Supplier **KWM PAINTS**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Attachments

Add Attachment...

Title	Add Attachment	Description	Category
4880	Attachment Type Title Category From Supplier File Browse...		From Supplier

Save **Add Another** **Cancel**

Focus Title

- ☐ Requirements
- ☒ KEY SOLICITATION PARAMETERS
 - CITY BUSINESS PREFERENCE: YES
 - LOCAL MANUFACTURE PREFERENCE: YES

Header Tab
Page/Upload
Attachments



CITY OF CHICAGO Sourcing

Negotiations > Active Solicitations >

Create Quote: 87026 (RFQ 6049)

Title 488083: FLOW RESTRICTOR VALVES

Time Left **25 days 22**
 Bid Opening Date/Supplier Response Due Date **27-Feb-201**

Header **Lines**

RFQ Currency **USD** Quote Currency **USD**
 Price Precision **Any**

Power Quote % **Recalculate**

Line	Update	Quote Price Unit	Estimated Quantity
1 VALVES - SEWER LI...		<input type="text" value="4"/> Each	1,000
2 VALVES - SEWER LI...		<input type="text" value="5"/> Each	60,000

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

**Lines Tab
Enter Pricing**



CITY OF CHICAGO Sourcing

Negotiations

Negotiations > Active Solicitations

Confirmation
Quote 87026 for RFQ 6049 (488083: FLOW RESTRICTOR VALVES) has been saved as a draft.
Create Quote: 87026 (RFQ 6049)

Title 488083: FLOW RESTRICTOR VALVES

Time Left 25 days 2
Bid Opening Date/Supplier Response Due Date 27-Feb-20

Header Lines

RFQ Currency USD
Price Precision Any
Quote Currency USD

Power Quote % Recalculate

Line	Update	Quote Price Unit	Estimated Quantity
1 VALVES - SEWER LI...		4 Each	1,000
2 VALVES - SEWER LI...		5 Each	60,000

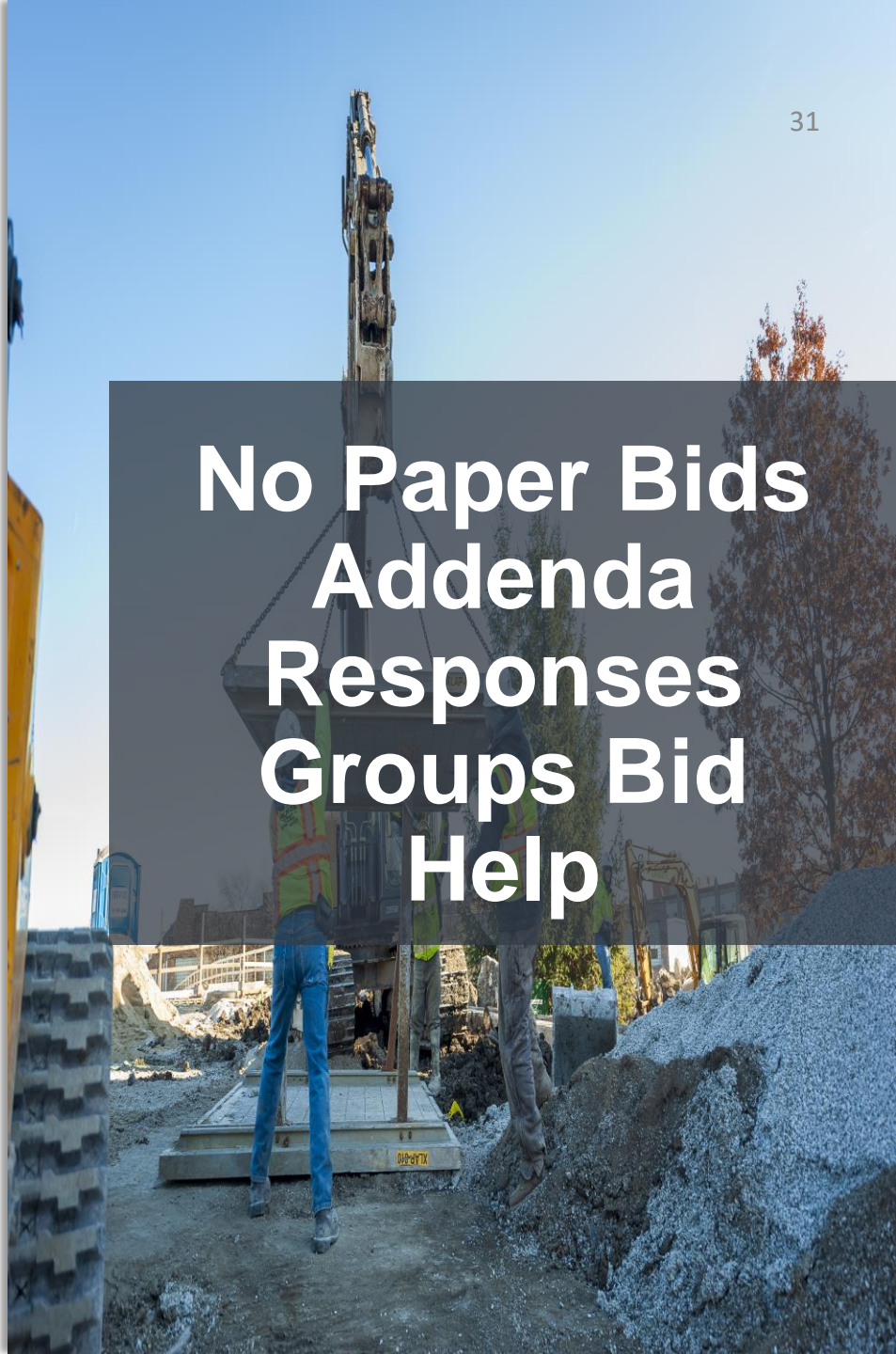
ⓘ Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.



Save & Save
Often / Draft

Items to Note:

- Responses must be submitted through eProcurement. Surrogate (paper) responses are not allowed.
- Addenda: Acknowledge in the system and on provided acknowledgement forms, if any.
- Responses: Fill out the PDF forms, scan and upload as an attachment. Also fill in the total price in the line provided. Submit detailed pricing on the sheets provided. For RFPs, enter 0.01 and enter pricing on the sheets provided.
- Groups: Some solicitations provide for bidding by groups, where a bidder can bid on one or more groups. To enter a “NO BID” for a group, enter 0.0000000001 for all lines in the group.
- Assistance: Contact the eProcurement Help Desk, 312-744-HELP, or customersupport@cityofchicago.org for assistance.



**No Paper Bids
Addenda
Responses
Groups Bid
Help**

City of Chicago Sourcing

RFQ: 6317

Warning
RFQ 6317 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ: 6317

Title: 738701: PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR CITYWIDE CDOT PROJ.
Status: Amended (Locked)
Time Left: N/A

Supplier Response Start Date: 20-Jul-2018 08:30:00
Bid Opening Date/Supplier Response Due Date: 30-Aug-2018 16:00:00

Header | **Lines** | **Controls** | **Contract Terms**

Buyer: HARGES, BERNIE
Quote Style: Sealed
Description: 738701: REQUEST FOR QUALIFICATION FOR PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR CITY WIDE CDOT PROJECTS (TARGET MARKET)

Outcome: A&E Blanket Agreement
Event: Request for Qualification

Terms

Effective Start Date:
Effective End Date:
Bill-To Address: 084- CDOT RM500
Ship-To Address: 084- CDOT RM500
FOB:

Total Agreement Amount:
Minimum Release Amount:
Payment Terms: IMMEDIATE
Carrier:
Freight Terms:

Currency

RFQ Currency: USD
Price Precision: Any

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

[Show](#) RFP / RFQ SUBMITTAL - CHECKLIST
[Show](#) EVALUATION CRITERIA

Notes and Attachments

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
ATTACHMENT 01: VENDOR LETTER	Web Page	VENDOR LETTER	To Supplier	PU00695	18-Jul-2018	One-Time		
ATTACHMENT 02: GENERAL INVITATION	Web Page	GENERAL INVITATION	To Supplier	PU00695	18-Jul-2018	One-Time		
ATTACHMENT 03: EXHIBIT 03-KEY-RECORDING FORM	Web Page	EXHIBIT 03-KEY-RECORDING FORM	To Supplier	PU00695	18-Jul-2018	One-Time		

Actions: Online Discussions **Go**

2 Unread Messages

Online Discussions w/ DPS Specialist



City of Chicago Sourcing

Negotiations > RFQ: 6317 > Online Discussions (RFQ 6317)

Title: 738701: PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES FOR CITYWIDE CDOT PROJ.
Status: Amended (Locked)
Time Left: N/A

Supplier Response Start Date: 20-Jul-2018 08:30:00
Bid Opening Date/Supplier Response Due Date: 30-Aug-2018 16:00:00

Messages

New Message

Subject	Message	Status	Sender	Date	Reply
Addendum #1	Original Message - Addendum #1 Attache...	Unread	A respondent	24-Aug-2018 12:28:25	
Addendum #1	Addendum #1 Attached is Addendum No. 1 that was a...	Unread	The City of Chicago	22-Aug-2018 11:47:43	

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Online Discussions (cont'd)



negotiations

 **Warning**

Negotiation 6196 has amendments that require your acknowledgement. Do you want to proceed?

Please review and acknowledge all amendments of this negotiation prior to submitting a response.

WHEN YOU
ACKNOWLEDGE YOU
ARE ADDED TO THE
TAKE OUT LIST FOR
THIS SOLICITATION

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Amendment Acknowledgement



- Make sure you completed electronic signature – if you didn't do this, your submission is still “Draft” and is not valid.
- Look for Quote status of “Active”
- You will receive a confirmation email the next day at 7:30 AM.
- You still must check for addenda that may be issued after you receive your confirmation – Quote status will change to “Resubmission Required.”



Confirmation of Quote submission

11-MAR-2020

Dear **[REDACTED]**

Your Quote# **[REDACTED]**

for RFQ# 7241

(1121263: MORSE LUNT SEWER IMPROVEMENT PROJECT, released
by the DEPARTMENT OF WATER MANAGEMENT)

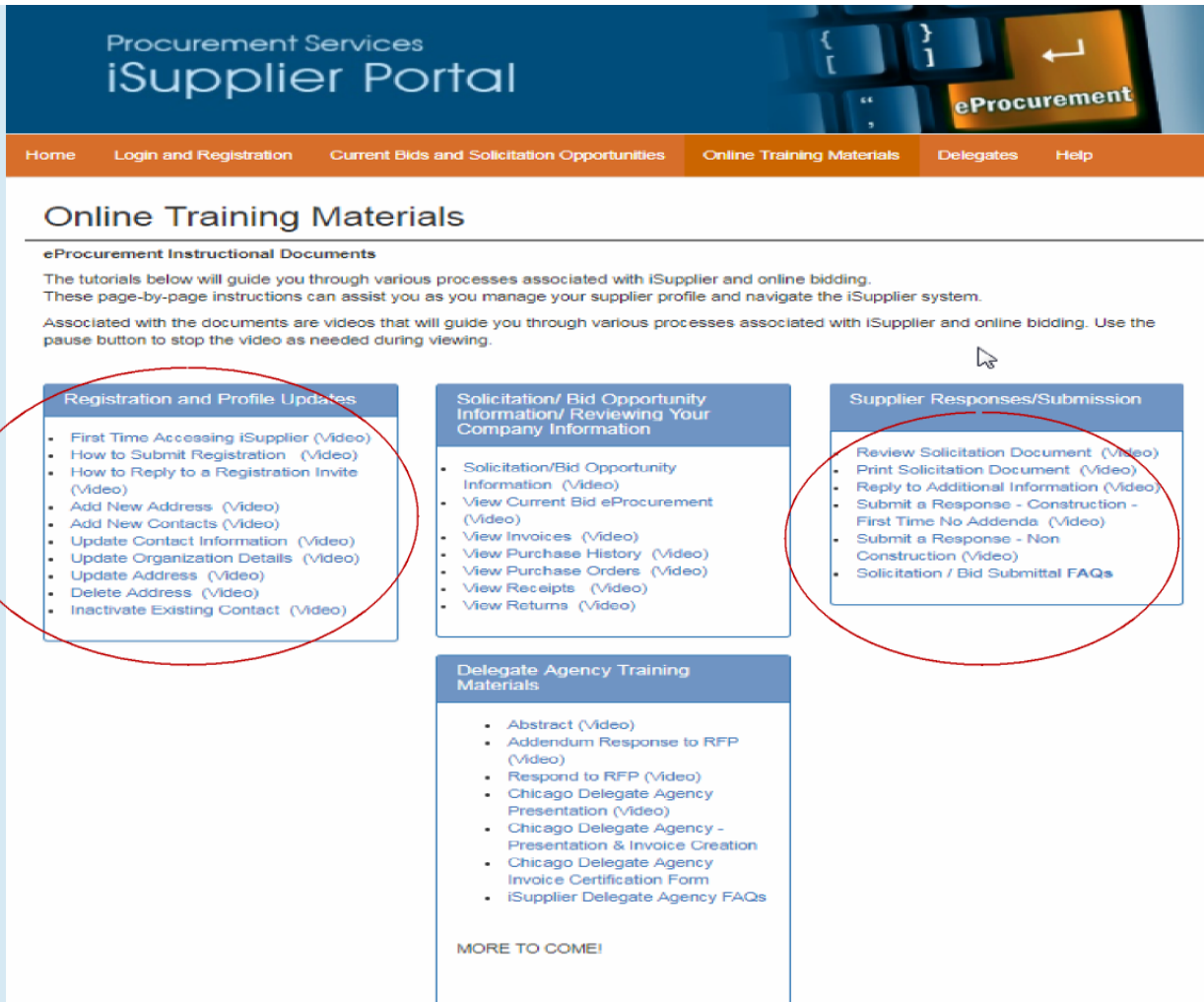
has been submitted on Wednesday, March 11, 2020 at 07:40:52 AM
by **[REDACTED]**

Please keep this confirmation for your records.

If you have any questions or require additional assistance, please contact
CustomerSupport@cityofchicago.org.

A background image of a construction site. In the foreground, a large pile of grey gravel or crushed stone is visible. Two construction workers wearing high-visibility yellow vests and blue jeans are standing near a piece of heavy machinery, possibly a crane or excavator, which is lifting a large, dark, rectangular object. The background shows trees with some autumn-colored leaves and a clear blue sky.

Confirmation of Submission



Procurement Services
iSupplier Portal

Home Login and Registration Current Bids and Solicitation Opportunities Online Training Materials Delegates Help

Online Training Materials

eProcurement Instructional Documents

The tutorials below will guide you through various processes associated with iSupplier and online bidding. These page-by-page instructions can assist you as you manage your supplier profile and navigate the iSupplier system.

Associated with the documents are videos that will guide you through various processes associated with iSupplier and online bidding. Use the pause button to stop the video as needed during viewing.

Registration and Profile Updates

- First Time Accessing iSupplier (Video)
- How to Submit Registration (Video)
- How to Reply to a Registration Invite (Video)
- Add New Address (Video)
- Add New Contacts (Video)
- Update Contact Information (Video)
- Update Organization Details (Video)
- Update Address (Video)
- Delete Address (Video)
- Inactivate Existing Contact (Video)

Solicitation/ Bid Opportunity Information/ Reviewing Your Company Information

- Solicitation/Bid Opportunity Information (Video)
- View Current Bid eProcurement (Video)
- View Invoices (Video)
- View Purchase History (Video)
- View Purchase Orders (Video)
- View Receipts (Video)
- View Returns (Video)

Supplier Responses/Submission

- Review Solicitation Document (Video)
- Print Solicitation Document (Video)
- Reply to Additional Information (Video)
- Submit a Response - Construction - First Time No Addenda (Video)
- Submit a Response - Non Construction (Video)
- Solicitation / Bid Submittal FAQs

Delegate Agency Training Materials

- Abstract (Video)
- Addendum Response to RFP (Video)
- Respond to RFP (Video)
- Chicago Delegate Agency Presentation (Video)
- Chicago Delegate Agency - Presentation & Invoice Creation
- Chicago Delegate Agency Invoice Certification Form
- iSupplier Delegate Agency FAQs

MORE TO COME!

Training Materials



- Access Help Page on the iSupplier Portal – information on this page
- Questions on Registration: Contact 312-744-HELP or email to customersupport@chicago.gov (Mon. – Fri., 8:30 a.m. to 4:30 p.m.)
- Training Materials (Documents and Videos):

<https://www.chicago.gov/city/en/depts/dps/isupplier/online-training-materials.html>



**Who to Contact
for Assistance**

Q & A

All (0)

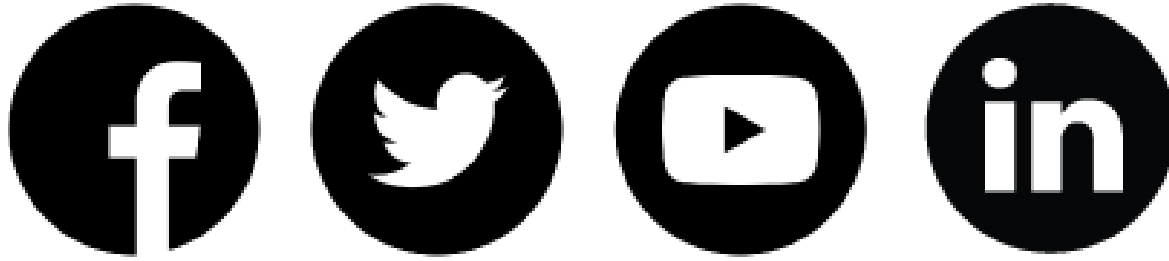
Select a question and then type your answer here.
There's a 512-character limit.

Send Send Privately



QUESTIONS?

Do you have a question? Please use the WebEx Q&A feature as shown.



@CHICAGODPS

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SOCIAL MEDIA**