



CHI | DPS

Department of Procurement Services

DPS WORKSHOP



DPS PR Team for Today's Workshop
Jackie Umbles – Host
Rodney LaBauex – Chat Facilitator

Welcome

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 on our website www.chicago.gov/dps for the latest news, updates, and our calendar of events. Go online and sign up for our Email Newsletter: DPS Alerts full of news that you can use. Follow us on social media to stay informed:

- o Facebook: www.facebook.com/ChicagoDPS
- o Twitter: @ChicagoDPS
- o Youtube: www.YouTube.com/ChicagoDPS
- o DPS Alerts: www.chicago.gov/DPS and click on the letter icon and sign-up

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.



CHI | DPS

Department of Procurement Services

DPS WORKSHOP



eProcurement 101

Today's Speaker: Pamela Walker-Smith
Pamela.Walker-Smith@cityofchicago.org

Agenda

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

Welcome to the Department of Procurement Services

Overview of eProcurement

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

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

To date fully committed eProcurement contract types are Commodities, Construction and Small Orders. Coming on board now are Professional Services and Aviation. In the fall of 2020 we expect the rollout for contract types Work Services, Vehicles & Heavy Equipment.

Overview of iSupplier

- The City of Chicago has implemented 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**

iSupplier Portal / Microsite /Security

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. We use the same security that is used for banking log-ins.
- Bids solicitations are not visible to employees or other vendors prior to Bid Opening. Your Bid is secure.

First Time Vendor Registration

Log in and registration:

- Existing Vendors with a City vendor number: Click on the request an iSupplier invitation button
- 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.

eProcurement Site/iSupplier Portal Home Page



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](#)

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

Announcements

Introduction to eProcurement Vendor Workshops:

*****2020 eProcurement Vendor Workshops are listed below. *****

DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online reducing the time it takes to complete procurements. We invite you to attend a demonstration to learn about iSupplier registration, how vendors will submit bids, proposals, how to view contracts and payments online all via the eProcurement process.

To Register for upcoming Workshops & Events: www.cityofchicago.org/dpsevents

Please be advised that, due to the closure of City hall to reduce the spread of COVID-19, all in-person eProcurement Training sessions have been cancelled until further notice. We will be scheduling online training sessions soon. Please watch this page for further details.

Current Vendor Registration

[Home](#) [Login and Registration](#) [Current Bids and Solicitation Opportunities](#)

[Online Training Materials](#)

[Delegates](#)

[Help](#)

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](#)

New 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.

Current Bid Opportunities Overview

[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](#).

***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!

Paper Bid Solicitations/Non-eProcurements

Current Bid Opportunities

DPS is transitioning from paper bids to eProcurement online bids. Upon completion of the transition, all bids will be advertised through eProcurement. During this transition, you MUST check both the eProcurement and paper bid opportunities section below for a complete list of bid opportunities.

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

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

Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to online, but available for downloading, with the exception of construction documents that the City is unable to post due to size of documents. Those documents will be available on CD for pick up at the City's Bid & Bond Room, City Hall Room 103. During a transition period, the City will begin with few eProcurement bid opportunities and move towards more and more eProcurement bid opportunities until all bid opportunities are eProcurement ones.

*******As part of an effort to ensure the health and safety of Chicago's residents and City employees, and to prevent the further spread of the COVID-19 virus, effective Thursday, March 19, 2020, City Hall and all Department of Procurement Services (DPS) locations are closed to the public until further notice. During this closure, paper bids and RFPs are being converted via addendum to eProcurement. This allows vendors to submit bid/proposal responses electronically despite the closure of the Bid & Bond room. Paper bids and proposals will not be accepted until further notice. All bid/proposal responses must be submitted electronically through eProcurement.*******

Pre-Bid Conference Attendees

[Home](#) / [Departments](#) / [Procurement Services](#) / [Contract Administration](#) / [Services](#) / [Current Bid Opportunities](#)

Current Bid Opportunities

DPS is transitioning from paper bids to eProcurement online bids. Upon completion of the transition, all bids will be advertised through eProcurement. During this transition, you MUST check both the eProcurement and paper bid opportunities section below for a complete list of bid opportunities.

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](#).

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Pre-Bid and Pre-Submittal Conference Attendees

[2020 PreBid and Presubmittal Conference Attendees](#)

[2019 PreBid and PreSubmittal Conference Attendees](#)

[2018 PreBid and PreSubmittal Conference Attendees](#)

[2017 PreBid and PreSubmittal Conference Attendees](#)

Take Out List

Mail - Pamela Walker-Smith - Ou x Mail - DPSVendorCoding - Outlo x Current Bids and Solicitation Opp x City of Chicago :: Procurement Se x

chicago.gov/city/en/depts/dps.html

Apps Managed bookmarks City of Chicago Pub... AEM City of Chicago :: Pr... City of Chicago Intr... FORMS.com iSupplier Vendor Us... Welcome to eSMAR... Edit & Time Off Re... BO new Online EDS Vendor... Contact us

Quick Links Contract Administration Certification & Compliance News What We Do

Home / Departments / Procurement Services

*****ALEI**

As part of an effort to ensure the health and safety of Chicago's residents and City employees, starting March 19, 2020, all Department of Procurement Services (DPS) locations will be closed to the public.

- DPS Administrative Offices, 121 N. LaSalle St. Room 806
- City of Chicago Bid & Bond Room, 121 N. LaSalle St. Room 103
- City of Chicago Surplus Auction Yard, 10101 S. Stony Island Avenue

The Department of Procurement Services (DPS) is the contracting, certification and compliance department of the City of Chicago. We are committed to providing the highest quality of service, diversity, transparency, and innovation while continuously expanding the resources and opportunities available at the City.

Featured Services and Programs

- Bid Opportunities**
View Current Bid Opportunities
- Awarded Contracts**
Contract Award & Vendor Database
- Chicago Certified Firms Directory**
MBE / WBE / BEPD VBE / DBE / ACDBE
- DPS Alerts**
Email Newsletter Updates

Contract Administration

- 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

Current Bid Opportunities

- Awarded Contracts
- Bid and Bond Bid Tabulations (Bid Tabs)
- Bid and Bond Room
- Contract Information Search
- 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

Our Structure

Chicago Department of Procurement Services

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Chicago Department of Procurement Services

3 hours ago

New #Addendum for #TargetMarket Request for Proposal #RFP for Landside (Non-Secure) Custodial Services at O'Hare International

https://www.chicago.gov/content/city/en/depts/dps/provdrs/contract/svcs/opportunity_takeourlist.html


Take Out List

[Home](#) / [Departments](#) / [Procurement Services](#) / [Contract Administration](#) / [Services](#) / [Take Out List](#)

Take Out List

When picking up specifications from the Bid and Bond Room, you will be asked to leave a business card or to fill out the specification take-out list. A record of all prospective bidders is kept to allow the Department of Procurement Services to inform you if any addenda are issued and for prospective subcontractors to inquire who may be bidding on that particular job.

Copies of all take-out lists are available for pickup in the Bid & Bond Room, or may be sent out at the expense of the requesting party. Sorry, we cannot fax take-out lists. Take out list are also made available online.

 [Get Started Online](#)

Take Out List

How to Search: Enter one or more criteria in the form below. If you do not know the exact name or number, enter a partial string. For example, ABC in Vendor Name will return ABC Company, ABC Chicago, and Chicago ABC Corporation.

Your search returned a large number of results. The results page displays only the first 500 of those results. Please refine your search and try again. For example, instead of C for vendor, try Chicago. Or use multiple search criteria, such as Department Name + Vendor Name.

Vendor name Specification # Agency

[Search](#)

Search Results:

Showing 1 to 25 of 500 entries

[CSV](#)

[PDF](#)

[Print](#)

Agency/Specification Number	Name of Firm	Address	Telephone	Email
CITY - 100390	CHICAGO UNITED INDUSTRIES, LTD.	53 W. JACKSON BLVD. STE. 1450	3127861471	

eProcurement/eSolicitation Abstract View

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.**

[Login](#)

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 www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids 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](#).


Abstracts


Status [Previous](#) 1-10


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
FIRE DEPARTMENT	Commodities		6909	994831	994831: SAFETY AND TECHNICAL RESCUE EQUIPMENT	15-APR-2020 09:00:00	15-APR-2020 09:00:00	06-MAY-2020 11:00:00		22-APR-2020 16:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7390	1192197	1192197: Sewer Structure Rehabilitation North Area	13-APR-2020 12:00:00	13-APR-2020 12:00:00	20-MAY-2020 11:00:00		08-MAY-2020 16:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7391	1192198	1192198: Sewer Structure Rehabilitation Central Area	13-APR-2020 12:30:00	13-APR-2020 12:30:00	20-MAY-2020 11:00:00		08-MAY-2020 16:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7392	1192200	1192200: Sewer Structure Rehabilitation South Area	13-APR-2020 12:00:00	13-APR-2020 12:00:00	20-MAY-2020 11:00:00		08-MAY-2020 16:00:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7387	1183155	1183155: SEWER MAIN LINING PROGRAM - SOUTH AREA (Project#7511D)	10-APR-2020 08:30:00	10-APR-2020 08:30:00	19-MAY-2020 11:00:00		30-APR-2020 16:30:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7388	1183156	1183156: SEWER MAIN LINING PROGRAM - FAR SOUTH AREA (Project#7511E)	10-APR-2020 08:30:00	10-APR-2020 08:30:00	19-MAY-2020 11:00:00		30-APR-2020 16:30:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7386	1183154	1183154: SEWER MAIN LINING PROGRAM - CENTRAL AREA (Project#7511C)	10-APR-2020 08:30:00	10-APR-2020 08:30:00	18-MAY-2020 11:00:00		30-APR-2020 16:30:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7384	1183148	1183148: SEWER MAIN LINING PROGRAM - FAR NORTH AREA (Project#7511A)	10-APR-2020 08:30:00	10-APR-2020 08:30:00	15-MAY-2020 11:00:00		30-APR-2020 16:30:00	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		7385	1183152	1183152: SEWER MAIN LINING PROGRAM - NORTH AREA (Project#7511B)	10-APR-2020 08:30:00	10-APR-2020 08:30:00	15-MAY-2020 11:00:00		30-APR-2020 16:30:00	Details
DEPT OF ASSETS INFORMATION AND SERVICES	Construction		7113	1080188NW	1080188NW: General Construction, Northwest Side, Zone 1	09-APR-2020 08:30:00	09-APR-2020 08:30:00	14-MAY-2020 16:00:00		17-APR-2020 16:00:00	Details

[Previous](#) 1-10


Abstract cont'd

To view or download solicitations without logging in, click the  icon at the Online Bid link, then click www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids 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.

Abstracts												
						Status	Active	<input type="button" value="Go"/>				
										Previous	1-10	<input type="button" value="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	
FIRE DEPARTMENT	Commodities		6909	994831	994831: SAFETY AND TECHNICAL RESCUE EQUIPMENT	15-APR-2020 09:00:00	15-APR-2020 09:00:00	06-MAY-2020 11:00:00		22-APR-2020 16:00:00		

To view or download solicitations without logging in, click the  icon at the Online Bid link, then click www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids 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.

Form Details (Abstract): RFQ 6909																							
				Status	Active		Document PDF File																
Abstract																							
				Event	Commodities		Advertisement Date 15-APR-2020 09:00:00																
				Program/Model			Supplier Response Start Date 15-APR-2020 09:00:00																
				Solicitation Number	6909		Supplier Response Due Date 06-MAY-2020 11:00:00																
				Specification Number	994831		Protected Markets																
				Solicitation Title	994831: SAFETY AND TECHNICAL RESCUE EQUIPMENT																		
Other Details Section																							
Other Details																							
Pre-Solicitation Meeting																							
*Type	Attendance		Pre-Solicitation Conference Date & Time				Pre-Solicitation Conference Location																
No results found.																							
Deadline for Questions 22-Apr-2020 16:00:00																							

To view or download solicitations without logging in, click the  icon at the Online Bid link, then click www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids 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.

Form Details (Abstract): RFQ 6909											
				Status	Active		Document PDF File				
Return to Abstracts											

Login

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Do you want to open or save 6909.pdf from eprocurement.cityofchicago.org?

Open

Save

Cancel

×

Commodities Solicitation #6909 (BID)

994831: SAFETY AND TECHNICAL RESCUE EQUIPMENT

Specification Number: 994831

Required for use by: FIRE DEPARTMENT

Log In/1st Folder – iSupplier Portal

https://chicago.gov/eprocurement

CITY OF CHICAGO



* User Name
(example: michael.james.smith)
* Password
(example: 4u99v23)

[Login Assistance](#)

1st enter your temporary password you will be directed to change to permanent password.

CITY OF CHICAGO E-Business Suite:APSPROD

Favorites ▾

[Logout](#) [Preferences](#) [Help](#)

Enterprise Search

Search Results Display Preference ▾

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

[Oracle Applications Home Page](#)

Main Menu

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

Worklist

From Type Subject Sent Due
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.

[Home](#) [Orders](#) [Shipments](#) [Admin](#) [Finance](#)

Profile Management

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

General

Organization Name **KWM DIVINE**
Supplier Number **10191315**
Alias
Parent Supplier Name
Parent Supplier Number

DUNS Number
FEIN **99-1234567**
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/2nd Folder – Online Bidding

https://chicago.gov/eprocurement

CITY OF CHICAGO E-Business Suite:APSPROD

Favorites ▼

Logout Preferences Help

Enterprise Search All ▼ Go

Search Results Display Preference Standard ▼

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

1st enter your temporary password you will be directed to change to

Main Menu

Personalize

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

Worklist

Full List

From	Type	Subject	Sent	Due
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 ▼ Go

Welcome, Pam Smith.

Your Active and Draft Responses

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

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

Your Company's Open Invitations

Full List

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.

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
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

Responding to a Solicitation

The screenshot shows the City of Chicago Sourcing portal. The 'Negotiations' tab is active, displaying a table of open solicitations. An orange arrow points from the 'Title' column header to a text box on the right that explains its function.

Search Open Solicitations

Welcome, KIM MOORE.

Your Active and Draft

Press Full List to view all your 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">DraftsDeliverablesPersonal Information	<ul style="list-style-type: none">ActiveDisqualifiedAwardedRejected

About this Page

Negotiations Home Logout Preferences Help Diagnostics

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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

Negotiations

Negotiations >

Active Solicitations

Search

Note that the search is case insensitive

Number	<input type="text" value="7"/>
Title	<input type="text"/>
Category	<input type="text"/>
	<input type="button" value="Go"/> <input type="button" value="Clear"/>

Select Negotiation:

Active Solicitations

Search

Note that the search is case insensitive

Number	<input type="text" value="7"/>
Title	<input type="text"/>
Category	<input type="text"/>
	<input type="button" value="Go"/> <input type="button" value="Clear"/>

Contact	<input type="text"/>
Line	<input type="text"/>
Event	<input type="text"/>

Select Negotiation:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/>	7393	987012: LEGAL ADVERTISING SERVICES	KELLY, ROBERT	2 days 15 hours	30-Apr-2020 11:00:00	Sealed	0		0
<input type="radio"/>	7402	886127: PSYCHOLOGICAL TESTING FOR PRE-EMPLOYMENT FITNESS FOR DUTY & RE-EVALUATIO	ADAMS, RAYMOND	3 days 20 hours	01-May-2020 16:00:00	Sealed	0		0
<input type="radio"/>	7389,1	354609: TRADESMEN SERVICES	BELTRAN, MAURICIO	7 days 15 hours	05-May-2020 11:00:00	Sealed	0		0

You can do a fuzzy search if you don't know the exact number and it starts with a 7, put the number 7 in the search field and hit the Go button.

When the results appear, select the RFQ number and select the Respond button. By Responding result notifications of Addenda

Table left to right: Select the RFQ number, view the title, the Procurement Specialist Contact Name, Time Left in days & hours of Bid Opens and closes when Responses are due, all Bids are sealed, No responses or a Response number will be present when one is submitted, No messages

Terms & Conditions Acknowledgement

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

Header Page (Cover Page)

Negotiations

Negotiations > Active Solicitations >

Create Quote: 87026 (RFQ 6049)

Title

488083: FLOW RESTRICTOR VALVES

Time Left

25 d

Bid Opening Date/Supplier Response Due Date

27-F

Header

Lines

Header

Supplier

KWM PAINTS

RFQ Currency

USD

Quote Currency

USD

Price Precision

Any

Quote Valid Until

Reference Number

Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	
488083: Insurance	Web Page		From Supplier	KWOODFORKMOORE@CITYOFCHICAGO.ORG	03

Requirements

Expand All

Collapse All

Focus Title	Target Value	Quote Value
<div><div></div> Requirements</div>		
<div><div></div> KEY SOLICITATION PARAMETERS</div>		
CITY BUSINESS PREFERENCE: YES		
LOCAL MANUFACTURE PREFERENCE: YES		
ALTERNATIVE FUEL VEHICLE PREFERENCE: YES		
BID SPECIFIC GOALS: NO STATED GOALS		
FUNDING SOURCE: CITY		
FUND NUMBER: 017-0314-088-2025-0340		
DPS UNIT: COMMODITIES		
DRAWINGS: ONE (1)		
EXHIBITS:		
CONTRACT TERM: NUMBER MONTHS: 60		
PRE-BID CONFERENCE: YES		
<div><div></div> BIDDER QUESTIONS</div>		

List of Requirements

FUND NUMBER: 017-0314-088-2025-0340		
DPS UNIT: COMMODITIES		
DRAWINGS: ONE (1)		
EXHIBITS:		
CONTRACT TERM: NUMBER MONTHS: 60		
PRE-BID CONFERENCE: YES		
BIDDER QUESTIONS		
<p>Any deviations from or exceptions to any provisions or requirements of the bidding documents, including but not limited to the specifications of the goods and/or services to be provided, must be noted here or in an attachment, with the exact nature of the change outlined in sufficient detail, and as provided in the contract terms and conditions "Trade Names and Substitutions," as applicable. Bidder must provide the reason for which deviations were made. Failure of a bidder to comply with the terms of this paragraph may be cause for rejection of its bid.</p>		None
Enter the EDS number from your EDS Certificate and attach the certificate.		(Numeric Value only)
COMMODITIES		
This is a checklist of all supporting documents that must be attached to your bid response. Attach all documents specified below. After attaching, click "YES" to indicate that the attachment was completed.		
- Proposal Page completed, signed and notarized - (ALL)		YES
- Proposal To Be Completed By a Corporation - (ALL)		NO
- Proposal To Be Completed By a Partnership - (ALL)		YES
- Proposal To Be Completed By a Joint Venture - (ALL)		NO
- Proposal To Be Completed By a Sole Proprietor - (ALL)		YES
- Bid Execution Page - (ALL)		NO
- Request for a reduction or waiver of MBE/WBE goals - (ALL)		NO
- Certificate of Filing of Economic Disclosure Statement and Affidavit (EDS) - (ALL)		YES
- Certificate of Insurance		Yes
Bid incentive/preference affidavit(s)		
- Local Manufacture Affidavit - (ALL)		YES
- Chicago Business Affidavit - (ALL)		NO
- Small Business/Veterans Preference Joint Venture - (ALL)		No
- Alternately Powered Vehicles affidavit - (ALL)		YES
- Bidder Contact Information - (ALL)		No
- Bidder qualifications and/or certifications, permits, licenses, vehicle stickers, etc. (if required)		YES

Contract Terms

• Provide a Yes' or 'No' for each requirement

Adding Attachments

Title 488083: FLOW RESTRICTOR VALVES

Header **Lines**


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

Attachments

Add Attachment...

Title	Description	Category
4880		From Supplier

Add Attachment

Attachment Type **File** 

Title

Category **From Supplier**

File **Browse...**

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

Focus Title

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

Lines

Negotiations

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**
Price Precision **Any**

Quote Currency **USD**

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.

Save Draft – Save Early, Save Often

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...		<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.

Converted solicitations

These are solicitations which were originally advertised in paper format. Due to the closure of City Hall to reduce the spread of COVID-19, these solicitations were converted through addenda to eProcurement to allow vendors to respond despite the closure.

Items to Note:

- Responses must be submitted through eProcurement. Surrogate (paper) responses are not allowed.
- Addenda: addenda before the conversion must be acknowledged through the acknowledgement of addenda form. Addenda issued after the conversion are e-Procurement addenda. These must be acknowledged in the system, and on provided acknowledgement forms, if any.
- Responses: Fill out the paper solicitation 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.
- Assistance: Converted solicitations did not have the benefit of an eProcurement overview during a pre-submittal or pre-bid conference. Contact the eProcurement Help Desk for assistance.

Online Discussions

Browser address bar: http://dc01fmp4.cityofchicago.org:8000/OA_HTML/OA.jsp?OAFunction=PON_NEG_SUMM RFQ: 6317

City of Chicago Sourcing

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

Actions Online Discussions 2 Unread Messages Go

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 BM600
Ship-To Address: 084- CDOT BM600
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	PU00696	18-Jul-2018	One-Time		
ATTACHMENT 02: GENERAL INVITATION	Web Page	GENERAL INVITATION	To Supplier	PU00696	18-Jul-2018	One-Time		
ATTACHMENT 04: EXHIBIT 03 KEY PERSONNEL FORM	Web Page	EXHIBIT 03 KEY PERSONNEL FORM	To Supplier	PU00696	18-Jul-2018	One-Time		

Online Discussions - Continued

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	

[Cancel](#) [Printable Page](#)

Negotiations Home Logout Preferences Help

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Online Discussions - Continued

City of Chicago Sourcing

Negotiations > RFQ: 6317 > Online Discussions (RFQ 6317) >
Create New Message (RFQ 6317)
* Indicates required field

Send To: The City of Chicago
* Subject: Spec XXXXXX: Subject
* Message: Put your Message here

Attachments

Add Attachment...

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

Cancel Send

Negotiations Home Logout Preferences Help

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Amendment Acknowledgement

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

2006, Oracle. All rights reserved.

Electronic Signature

Attachments

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

Electronic Signature

☐ * By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

* Name:

* Title:

* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Confirmation of Submission

- 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 **PHALOCORNIC ENGINEERING CO INC**

Your Quote# **2794178**

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 **mrp@phalocornic.com**

Please keep this confirmation for your records.

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

Training Materials

**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!

eProcurement Workshops

DPS WORKSHOPS HAVE GONE VIRTUAL!

We are now offering our workshops virtually. Pre-registration is required **24 hours** in advance to receive the link to the workshop.

ePROCUREMENT 101

May 21

Workshop Time: 2:00 PM – 3:00 PM | Online

DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online, greatly reducing the time it takes to complete procurements. Come watch a demonstration and learn about iSupplier registration, how vendors will submit bids and proposals online, and how to view contracts and payments.

Who to Contact for Assistance

- 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>



Questions?

TRAINING • OUTREACH • COMMUNICATIONS



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[@ChicagoDPS](https://twitter.com/ChicagoDPS)



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION

Department of Procurement Services
121 North LaSalle, City Hall Room 806, Chicago, IL
60602
City Hall Bid & Bond Room 103 • 11th Floor Room 1103
www.chicago.gov/dps • dpsevents@chicago.gov
facebook.com/ChicagoDPS • [@ChicagoDPS](https://twitter.com/ChicagoDPS) •
youtube.com/ChicagoDPS