QUEST CONSTRUCTION DATA NETWORK

Registration and User Guide – Regular Member

Welcome to Quest Construction Data Network

We are pleased you have elected to join us as a member of QuestCDN, the leading provider of public construction bid opportunities and information. We have designed our website's functionality to be intuitive and easy to use.

Registration for Regular Membership:

Register with QuestCDN:

To register with QuestCDN, please go to https://www.questcdn.com/questcdn/action/questLogin and click the 'Join' button (located below the login area) or visit our home page at https://www.questcdn.com and click 'Join' located in the upper right corner. Click the 'Next' link or each section tab and fill out the 'Company Info', 'User Info', 'Select Membership', 'Payment Info' and 'Profile' tabs. Click the 'Register' button once all sections are complete. Your membership will be active immediately. The 'Regular Membership' is a **free** membership to QuestCDN. There is no charge for this type of membership, there is a cost to download project documents.

Downloading the Project PDF documents and becoming a plan holder

Log into your QuestCDN account with your username and password. Enter the QuestCDN project number in the empty search box and click the 'search' button. Click the underlined title of the project to open the bid advertisement if the bid advertisement does not appear. At the top of bid advertisement on the green bar, click the 'Download Bid Documents' button. Please remember to save the downloaded PDF files to your computer. **Please note, some projects may have the option to view the bid documents for free ('courtesy view') before downloading for a fee. The 'View Bid Documents' section is located on the green bar at the upper right corner of the bid advertisement.

Downloading the Request PDF documents and becoming a plan holder:

Log into your QuestCDN account with your username and password. Click 'Requests' at the top of the search page, enter the QuestCDN request number in the empty search box and click the 'search' button. Click the underlined title of the request to open the bid advertisement if the bid advertisement does not appear. At the top of bid advertisement on the green bar, click the 'Download Bid Documents' button. Please remember to save the downloaded PDF files to your computer. **Please note, some requests may have the option to view the bid documents for free ('courtesy view') before downloading for a fee. The 'View Bid Documents' section is located on the green bar at the upper right corner of the bid advertisement.
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Home – QuestCDN home page www.QuestCDN.com
Contact Quest – Contact Customer Support by phone or email
FAQ's – Frequently Asked Questions and Answers
Messages – Private Message Center containing messages including: 2nd addendum notification, un-submitted vBid notification, emails from plan holders, posted results, Q&A, confirmation of bid submission, bid document upload notifications (for Premier Members only) and receipts.
Logout – Sign out of QuestCDN

Message Center

Helpful Notes

⊟ **Inbox** (Click the +/- to expand/contract the list)

Priority	Type	From	Subject	Received	Body	eBidDoc #
Normal	Results Pos	PROVIDER ON	Denver,CO,Waste Water Treatment Plant Pha	02/21/2019 04:28 PM	Dear Quest eBidDoc™ planhol	4721502
Normal	Results Pos	PROVIDER ON	Waconia,MN,1 Airport On-line Bid Project - #	02/21/2019 04:23 PM	Dear Quest eBidDoc™ planhol	4720524
Normal	Results Pos	PROVIDER ON	Lexexa,KS,1 Water One - For Training ONLY -	02/19/2019 01:09 PM	Dear Quest eBidDoc™ planhol	5990272
High	Bid Unsubn	PROVIDER ON	Blaine,MN,Jim Stremel - Test Project - #6154	02/15/2019 04:07 PM	Dear Shelly Kahl -**Regular /	6154801
Normal	Bid Submis	Administrator	Blaine,MN,Jim Stremel - Test Project - #6154	02/15/2019 03:57 PM	Dear Shelly Kahl -**Regular /	6154801
High	Addendum	Amy Apfel - Pr	Shorewood,MN,Amy's Sample vBid 10/23/18	11/20/2018 04:14 PM	Dear Quest eBidDoc™ planhol	5997142
High	Addendum	PROVIDER ON	Rockford,HI,9/27/18 - #5968199 Addendum	10/29/2018 10:25 AM	Dear Quest eBidDoc™ planhol	5968199
Normal	Results Pos	PROVIDER ON	Lexexa,KS,1 Water One - For Training ONLY -	10/18/2018 11:44 AM	Dear Quest eBidDoc™ planhol	5990272
Normal	Project Q&/	PROVIDER ON	Lexexa,KS,1 Water One - For Training ONLY -	10/18/2018 11:05 AM	Dear Quest eBidDoc™ planhol	5990272
Normal	Bid Submis	Administrator	Lexexa,KS,1 Water One - #5990272	10/18/2018 08:25 AM	Dear Shelly Kahl -Free Accour	5990272
High	Addendum	PROVIDER ON	Lexexa,KS,1 Johnson County Water Dist no 1	10/16/2018 12:39 PM	Dear Quest eBidDoc™ planhol	5990272
High	Addendum	PROVIDER ON	Rockford,HI,9/27/18 - #5968199 Addendum	10/04/2018 07:52 AM	Dear Quest eBidDoc™ planhol	5968199
High	Alert	Administrator	Scheduled Maintenance	08/23/2018 08:45 PM	Dear QuestCDN Community -	

I< < Records from 1 to 13 of 13 > >| 📄 Page 1 ▾ 📄 30 rows per page ▾

[Delete Message(s)] [Mark as Read] [Mark as Unread]

⊞ **Deleted Items** (Click the +/- to expand/contract the list)

[Remove Deleted Item(s)] [Restore Item(s)]

⊞ **Sent Items** (Click the +/- to expand/contract the list)

[Delete Sent Message(s)]

User Guide

Searching for Projects

When you sign in at https://www.questcdn.com/questcdn/action/questLogin with a Regular membership, it is important to know the QuestCDN project number or request number (eBidDoc™). Please call or email Customer Support for assistance in obtaining the QuestCDN project/request number and/or information on Premier memberships that provide advance searching.

Customer Support at 952-233-1632 or email us at info@questcdn.com.

1. Project & Request Number

- Select QAP 'Projects', enter the QuestCDN project number (eBidDoc™) into the empty field and click the search button.
- Select 'Request', enter the QuestCDN request number (eBidDoc™) into the empty field and click the search button.

2. Project & Request Information Page

The project/request is shown and listed by category. The example below shows **one** project listed twice (the project **Name** is the same) with two listed categories, (Pedestrian Improvements and Street/Road Asphalt Resurfacing and Milling). Clicking on either of the two underlined project names will open the same Bid Advertisement page and documents. The Bid Advertisement page will include the projects bidding documents in their entirety.

Bid Advertisement Page

The Bid Advertisement page lists detailed information about the project/request. Options are listed at the top of the page on the functions bar. Access each function by clicking on the titles 'View Plan Holders', 'Download Bid Documents' and 'Download Addenda'. 'View Bid Documents' is a free courtesy view of the bidding documents and Addenda's. Additional buttons allow you to print and email the advertisement. The 'Add to My Projects' button is reserved for Premier members.

View Plan Holders	Download Bid Documents	Download Addenda	View Bid Documents

TEST (Quest eBidDoc™ #6066544)

Print Ad   Email Ad   Add to My Projects   Add to My Projects - For Premier Members

1. **View Plan Holders**

    Plan holders are listed by company name, contact, designation, bus. type, entry date, doc type, and comments. Hover over the company name or contact to view address and contact information of the plan holder. Click on the column title name to sort.
    - Email to bidders and download to CSV – *These features are reserved for QuestCDN Premier Members*.
    - Print – Print the plan holder list which includes the company and contact information.

2. **Download Bid Documents**

    'Download Bid Documents' electronically downloads the project/request bidding documents (PDF or Zip file format) supplied by the solicitor/owner of the project for a specified delivery fee. The download confirmation window will list the delivery fee that will be charged to the credit card on file.

    Designation Change - (Example: From Prime Bidder to Subcontractor) Click the down arrow and select a new designation. The designation listed defaults from the company profile found under 'My Account'.
    - **Download Doc -** Select this button to download the project/request PDF/ Zip file to your computer and charge the credit card on file with the download delivery fee.
      WARNING – Once the 'Download Doc' button is selected, the credit card on file will be charged. QuestCDN **does not** issue refunds for downloads. Companies automatically become plan holders once the 'Download Doc' button has been selected. Electronic plan holders will receive automated addendum notifications, Q&A's and posted results.

3. **Download Addenda** – 'Download Addenda' enables the download of addenda documents (PDF/Zip file format). There is no additional charge for the addenda. Bid documents must be downloaded prior to downloading the addenda.
4. **View Bid Documents** – Allows previewing of the project/request information in the bidding documents. (The preview will not be available if not allowed by the solicitor/owner). Printing of the preview documents is unavailable.
5. **Print Ad** – Select the 'Print Ad' button to print the bid advertisement.
6. **Email Ad** – Select the' Email Ad' to email a copy of the bid advertisement.
7. *Add to My Projects* – *This Feature is reserved for QuestCDN Premier members.*

My Account

My Account allows the company's main contact of the account *(known as the System Administrator)* to maintain or change the company profile, add/modify the On-line Bid ID code, add/modify/delete user information, print receipts, update payment information and make changes to the membership type and state options.

Company Info - Modify the company address, contact name and email address, default designation, certifications, phone number and website information.

User Info – Access/update the System Administrator Username and password, add/change the On-Line Bid ID code, add or edit additional users and set permission for access to vBid to submit a bid.

- **Adding additional users** -When setting up an additional user, the system default is 'All' which provides access to vBid, projects and requests. If the access level is changed, there is no effect on the user's access to those types of 'vBid, Project, Request'. Please disregard the 'Own' and 'None' options which are reserved for owners and solicitors. The Submit/Publish area is for submitting an online bid. If the box is selected, the user has permission to submit an online bid. If the box is unselected, the user will not be unable to submit a bid. The user will be able to add/modify the online bidding qualification and bid worksheet information without a check in the 'Submit' box.

- **On-Line Bid ID code**

  The On-line Bid ID code is a passcode and acts as your digital signature, which is required when submitting an on-line bid. You should create the code before accessing VirtuBid™. The system may prompt to update the current QuestCDN login password on the account due to higher security (*On-Line Bidding new password minimum is 8 characters with at least one uppercase, one lowercase and one numeral*). Updating passwords and creating an On-line Bid ID code can only be done by the System Administrator of the account.

Select Membership – Change membership type, add additional states and view membership rates

Payment Info - Add or update credit card information

Profile - Select category listings for company (hold down the 'CTRL' key-click to change or add additional categories). Add company profile information, which will be included in the industry directory

Receipts - View and print receipts for downloaded projects.

Transactions – View downloaded transactions.

Industry Directory

A comprehensive listing of industry participants and their contact information. Create a company profile by listing specific company services, products and other information that will match the company with the search inquiries of other companies.

> **Industry Directory** - Located on the green title bar of the main project page
>
> **Search by –** category, company, city, state
>
> > **Sort -** Click on the column name to sort
> >
> > **Select -** Company name to show company profile and contact information

Results

The 'Results' page lists projects that have results posted by the soliciting agent/owner of the project. Enter the QuestCDN project number or click on the underlined project name to open the bid results page. From this page you view project information and results, print results and download results document (if included by solicitor). Results can be searched by category, name, bid/date time, city, county, state, owner and solicitor by entering information into the white search boxes. Columns can be sorted by clicking on the column title name.

On-Line Bidding - There are two ways to access QuestCDN On-Line Bidding.

1. **ON-LINE BIDDING THROUGH THE HOME PAGE** - Click on the 'On-Line Bidding' option to log into the VirtuBid™ (vBid) home page (located on the first page of QuestCDN on the black title bar at the top of the page). Log into Vbid - On-Line Bidding using your **QuestCDN** user name and password. **A password update may be required due to security requirements** (the password must contain a *minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to "My Account" and 'User Info' to update the password.*)
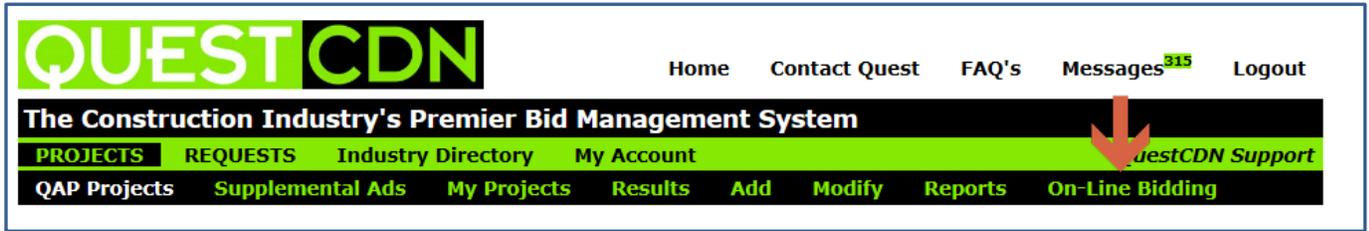
The vBid home page is grouped by searchable sections:

- '**Bids Started**'
- '**Bids Available**'
- '**Bids Submitted**'
- '**Bids Closed (Bid submitted)**'
- '**Bids Closed (no bid submitted)**'

Click the +/- to expand/contract the lists. Click on the underlined project name to open the template containing the qualification and bid worksheet sections.

2. **ON-LINE BIDDING THROUGH QUESTCDN EBIDDOC/PROJECT NUMBER –** Enter project number and click Search. (If advertisement window does not open, click on the underlined project name to open the bid advertisement.)

Next, on the bid advertisement page, click the 'On-Line Bid' button and log into the VirtuBid™ online bidding using your QuestCDN username and password.

Qualification Sections – Periodically *save work, there is a 60-minute security time out.*

1. **Bid Bond Section**

 Complete the bid bond information. It can be an electronic (pdf) version of the bid bond and/or Surety 2000 bond id. (*this information depends on what the solicitor has requested*). If both are offered, you only need to submit one.

    <u>Electronic Bid Bond</u>
   - Upload file containing company bid bond information.

    <u>Surety2000 Bid Bond</u>
   - Enter the 'Contract Number' (QuestCDN project/request eBidDoc number)
   - Enter the 'Contractor ID' (QuestCDN member number)

First, provide the 'Contract Number' and 'Contractor ID' to the insurance agency. The agent must use these two numbers when requesting a Surety bond ID validation number/code. The 'Contractor ID' is the QuestCDN member number found in 'My Account' under 'Company Info'. This number will always stay the same. The 'Contract Number' will change with each project and is the QuestCDN project/request eBidDoc number.
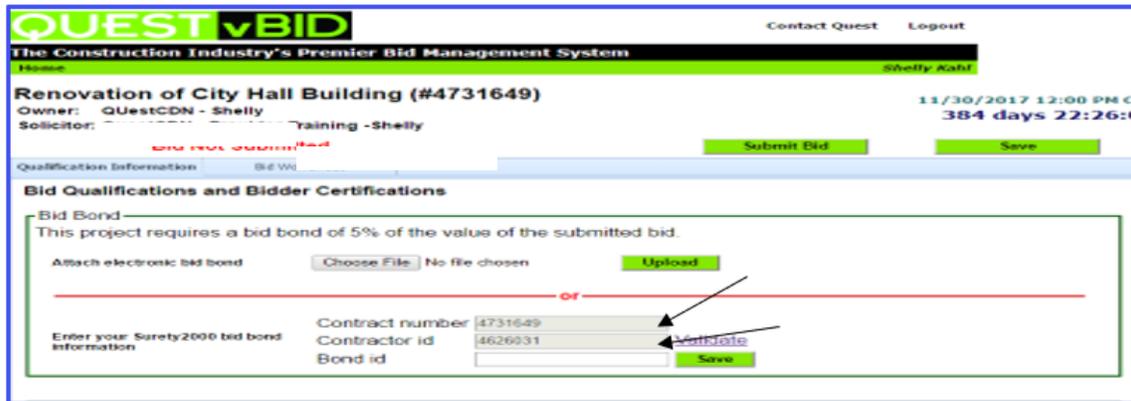
2. **'Bidder must download the following files for bid submission' (DOWNLOAD ONLY)**
   Download all documents listed. Each required download has a file name and a <u>download</u> link. Save the document to your computer and click the 'Save' button on Quest to update the screen.
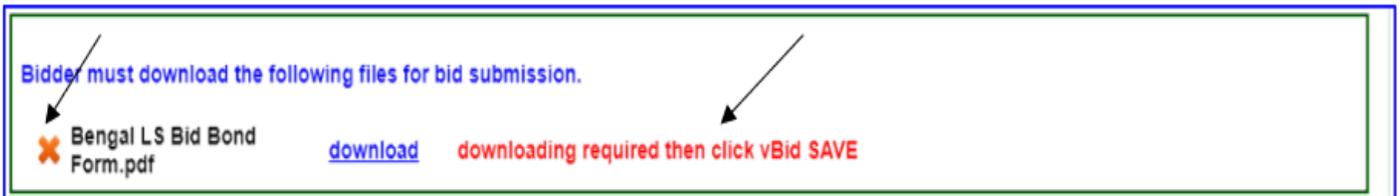
Once downloaded, the screen will show the downloaded date of the file. A green check mark replaces the previous red **X**. The green check indicates the process has been successfully completed.
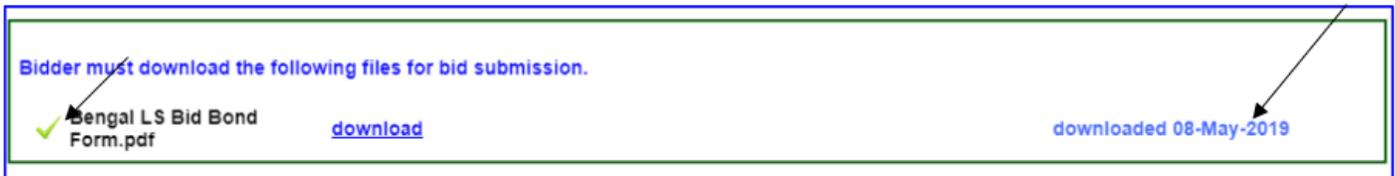
3. 'Bidder must download, complete, and submit (or replace) the following files for bid submission'
Click the Download link to download each listed document. Select the Quest '**Save**' button to update the screen with the downloaded date. Complete all information and save the document(s) to your computer if the file is a fillable form or print and complete the forms manually, then scan and save to your computer. Select the **Choose File/Browse** button to retrieve each file from your computer. Select the **'Upload'** button to upload your file and click save.

- **Completed Upload** - The name of the uploaded document is shown on the right side of the 'Upload' button. A green check mark indicates the process has been successfully completed (**Arrow A**).
- **Download File** – 'downloading required for bid submission' message indicates the file is not downloaded. Download, complete and upload the completed file before submitting a bid. A red **x** will indicate the process is incomplete. (**Arrow C**).
- **Downloaded Date** - Downloaded Date of the documents is shown on the right side of the 'Upload button. Upload the completed file before submitting a bid. A red **x** indicates the process is incomplete (**Arrow B**).
- **Check or Replace File -**Check your uploaded documents and replace them as often as needed. Click on the uploaded underlined document name to review the file (**Arrow A**). Click **Choose File/Browse** to retrieve a new file that replaces the existing uploaded file. Select **Upload** to upload of your replacement file and click save (**Arrow A**).

4. Post Letting Information
Post letting information allows you to upload documents requested after the bid closes and is similar to the sections above. There may be a Post Letting 'Deadline' date and time entered. If there is a date and time, all documents must be uploaded before the date/time expires. Once uploaded, the documents are available to the solicitor/owner.

Bid Worksheet Tab

Work Sheet Sections

1. White colored sections are added to the base bid total, have a subsection total and require a unit price entry for each item before submitting.
2. Pink colored sections are optional, have a subsection total and completion may or may not be mandatory to submit a bid (please follow the instructions specified by the solicitor/owner). Items in this section will not be added to the base bid total.
3. Peach colored sections are mandatory, have a subsection total and completion is required to submit a bid. Items in this section will not be add to the base bid total.
4. Purple colored sections have a fixed unit price added by the by the solicitor/owner. Unit prices cannot be changed and are added/subtracted to/from the base bid total.
5. Click on the appropriate unit price field within the line item. Fill in the unit price excluding the dollar sign. The 'Unit Price' field will only display two digits after the decimal point. The 'Extension' field is calculated using the entered value (example - Qty 20 x unit price 2.558 = Extension = 51.16). Use the enter key, up/down arrows on your keyboard or click each unit price field to move to the next unit price field. vBid will time out and log you out after 60 minutes so please click the 'Save' button often to update and save the work.
6. Click Submit Bid once the qualification and bid worksheet pages are complete.

Import & Export CSV

1. The 'Export to CSV' button is used to export the bid worksheet into an Excel csv spreadsheet which can be helpful to configure additional calculations, formulas and percentage markups on the unit prices.
2. The 'Import from CSV' button is used to import your Excel csv spreadsheet back to the bid worksheet.

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Changes are allowed <u>only</u> to the 'Unit Price' field. <u>DO NOT</u> add or make changes to the header, descriptions or move/add/delete line items on the exported worksheet. The spreadsheet will fail to upload correctly if changes are made and the system will error on bid submission or your bid may be incorrect.

Bid Submission &On-Line Bid ID Code

Enter the **On-Line Bid ID** code and check the '**I Agree'** box to accept the Terms and Conditions. Click 'Submit' button to submit the bid.

- The On-Line Bid Id code is a pass code required at bid submission and is the digital signature for the company. The code is created, updated or viewed by logging into QuestCDN https://www.questcdn.com/questcdn/action/questLogin and clicking 'My Account" at the top of the window. Select 'User Info' tab to add, view or update the code).
- The system administrator can access the On-Line Bid ID code from the bid submission page. Click on 'My Account' and sign into QuestCDN. Click on 'User Info' tab to add and update the code. Click 'Display Code' to view an existing code. Click the browser tab to go back to the on-line bid submission window. Enter your code, check agree and click submit.
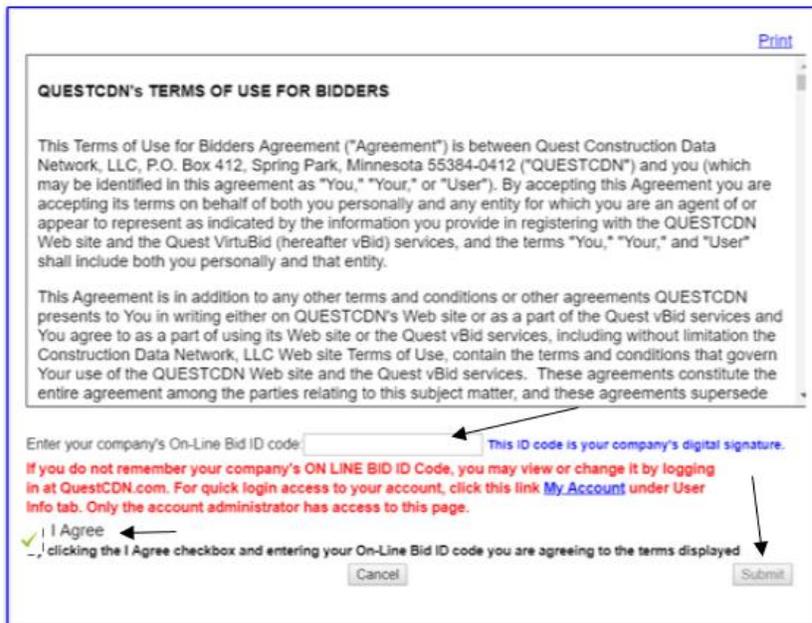
- Bids are unable to be submitted if all addendums are not downloaded. Click the underlined link provided to return to the bid advertisement to download any missed addendums.

- Message displaying 'Bid Submitted" successfully with date and time stamp. (shown in red). A message is sent to the individuals Message Center on QuestCDN with the message: "Bid Submitted Confirmation for vBid Online Bid Submittal'.

Error Messages

The system verifies the completion of all bid requirements after bid submission. A '**Bid Not Submitted'** error message will display if you have missing information on the bid qualification and/or bid worksheet pages. Below are some examples of error messages.

- Required bid bond has not been entered
- Item unit price is missing
- Required addenda have not been downloaded
- Requirement has not been completed (qualification area not complete)

Making Changes To Bid After Successful Submission – The owner/solicitor does not have access to the bid information until after the bid closes.

1. **Changing Prices** - Make changes and resubmit bid as many times as needed before the bid closes. Select '**Edit Worksheet'** to make any changes. When completed, select 'Submit Bid', enter On-Line Bid Id code, select "I agree" and submit. The owner/solicitor of the project will receive the last bid submission. **The changes will not be updated if the bid is not resubmitted.**

2. **Un-submit Bid -** Click '**Unsubmit Bid'** to remove bid in its entirety (all data entered will remain saved). Re-submit bid before the end of the bid closing. **The bid will not be received by the owner/solicitor if the bid is not resubmitted.**