


## How to Submit a Bid?

1. Log into your vendor account at <https://siouxfalls.bonfirehub.com>
2. Access the project you are wanting to bid on by clicking on that corresponding 'View Opportunity'.

**Procurement Portal**  
City of Sioux Falls, SD




Open Public Opportunities
Past Public Opportunities
My Opportunities

Search

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	23ITB314	24-0005 Excavator Rentals	Dec 21st 2023, 2:00 PM CST	3	<a href="#">View Opportunity</a>
OPEN	23ITB310	23-9999 - CONSTRUCTION FORMAL TEST FINAL	Dec 21st 2023, 2:00 PM CST	3	<a href="#">View Opportunity</a>
OPEN	23ITB317	24-0006 Wood Poles	Dec 21st 2023, 2:00 PM CST	3	<a href="#">View Opportunity</a>
OPEN	23ITB318	24-0008 Utility Line Tree Trimming	Dec 27th 2023, 5:00 PM CST	10	<a href="#">View Opportunity</a>
OPEN	23CSP316	23-0114 Engaging and Interactive Exhibits for the Kirby Science and Discovery Center at the Washington Pavilion of Arts and Science	Jan 4th 2024, 2:00 PM CST	17	<a href="#">View Opportunity</a>

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3. Scroll down to 'Requested Information' and download the bid table. This will download right to your device. Access it wherever your downloads are saved. Typically, in a 'downloads' folder and titled 'Construction Bid Table'.

### Requested Information:

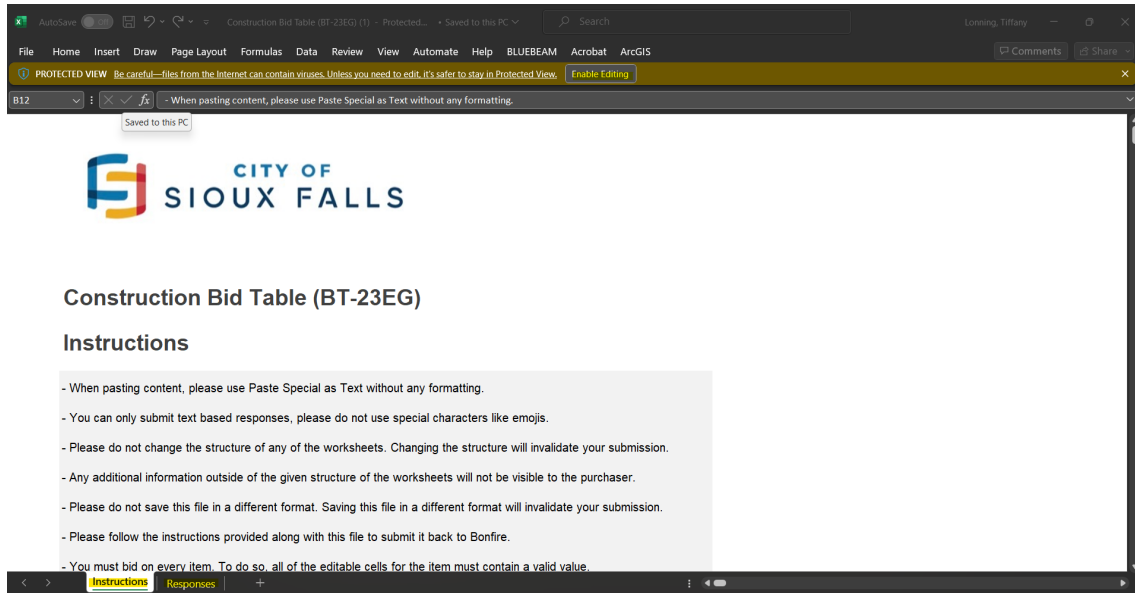
Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
Proposal Form/TB	File Type: Any (*.*)	Multiple	REQUIRED		
Do you accept all the terms & conditions of the provided Instructions to Bidders?	Data Type: Yes/No	N/A	REQUIRED		
Full name & Email of who is authorized to sign contracts for your company.	Data Type: Text	N/A	REQUIRED		
If awarded the contract, the vendor agrees to provide a Certificate of Insurance and Payment Performance Bond to the City of Sioux Falls that match the requirements listed herein.	Data Type: Yes/No	N/A	REQUIRED		
Vendor Informative Documents	File Type: Any (*.*)	Multiple	OPTIONAL		

### Bid Table / Bond

Name	Type	# Files	Requirement	Instructions	Actions
Construction Bid Table (BT-23EG)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	<a href="#">Download</a>
Bid Bond 10% or Bank Draft 5% (physical copy of bank draft must be delivered to City Hall prior to bid opening)	File Type: PDF (.pdf)	Multiple	REQUIRED		

- When you open the bid table you will see the instruction screen. Depending on your settings, you may have to click 'enable editing' on the top. Review the instructions then click on the bottom tab labeled 'Responses'.



- Your screen will look like this when you are on the 'responses' (bid table) tab. The cells in column B will remain red until a response is entered into column J. The cell in column B under 'response' will remain red until each item on the bid table has a response. If this is not green you need to double check your entries. The line items will have an extension price calculated in column K.

Status	#	ITEM NO.	STD. BID ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL BID
<b>BASE BID</b>								
Success: All values provided	#1-1	1	999.9999	TEST 1	EA	1	\$ 1.00	\$ 1.00
Error: Missing value for 'UNIT PRICE' in cell J9	#1-2	2	999.9999	TEST 2	EA	2		-
Error: Missing value for 'UNIT PRICE' in cell J10	#1-3	3	999.9999	TEST 3	EA	3		-
Error: Missing value for 'UNIT PRICE' in cell J11	#1-4	4	999.9999	TEST 4	EA	4		-
Error: Missing value for 'UNIT PRICE' in cell J12	#1-5	5	999.9999	TEST 5	EA	1		-
Error: Missing value for 'UNIT PRICE' in cell J13	#1-6	6	999.9999	TEST 6	EA	2		-

Responses

Error: Check cell(s) B9

6. You can check your total bid and alternates by utilizing the corresponding ‘basket total’ on the spreadsheet. Base bid and each alternate will always be in separate baskets. The ‘Grand Total’ calculation will add the base bid and each alternate all together, be sure to check each individual basket to your data not the ‘grand total’

The screenshot shows a spreadsheet interface with a ribbon at the top. The main content area displays a table with the following structure:

Status	#	ITEM NO.	STD. BID ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL BID
<b>Responses</b>								
Success: All data is valid!								
<b>Basket Total</b>								
\$ 10.50								
<b>ALTERNATE 2</b>								
Success: All values provided	#3-1	14	999.9999	ALTERNATE 2 TEST 1	FT	2	\$ 2.00	\$ 4.00
Success: All values provided	#3-2	15	999.9999	ALTERNATE 2 TEST 2	FT	3	\$ 3.00	\$ 9.00
Success: All values provided	#3-3	16	999.9999	ALTERNATE 2 TEST 3	FT	4	\$ 2.50	\$ 10.00
<b>Basket Total</b>								
\$ 23.00								
<b>Grand Total</b>								
\$ 77.50								

7. If the cell under ‘Responses’ is green and your basket totals match, then your bid table is complete. If not, we recommend double checking your entries until your totals match and the cell is green.
- Things to remember when filling out the bid table:
    - Do not use formulas – the platform will not recognize them.
    - Only use TWO decimal places in your currency. The table will round your numbers if more than two decimal places.
    - Double or Triple check your entries to match what data you have.
    - Do not alter any of the items. Only enter data into the cells indicated.
    - Save your work as you go, especially on big projects with lots of items.

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Success: All values provided	#3-3	16	999.9999	ALTERNATE 2 TEST 3	FT	4	\$ 2.50	\$ 10.00
<b>Basket Total</b>								
\$ 23.00								
<b>Grand Total</b>								
\$ 77.50								

8. You will need to submit your bid table to complete your bid. Go back to the eProcurement portal and make sure you are on the correct project before submitting your documents. Gather these items along with your bid table for the next steps:
  - a. Bid Bond (if applicable)
  - b. Signed proposal form.
  - c. Any applicable vendor documents if you wish to provide any.
9. When you are back on the eProcurement portal and the correct project, scroll all the way down to the bottom where you will see 'Submissions and Subcontracting'. You want to be on the 'Intent to Bid' tab, the subcontracting tab is if you are interested in being a subcontractor. The intent to bid selection is required if you wish to submit a bid, this will be available until the deadline for submissions and is able to be changed up until that same time. You do not need to answer this if you do not plan on bidding on a project. To move forward in the submission process, select 'yes' and click 'submit'.

**Submissions and Subcontracting**

**Intent to Bid** Interest in Subcontracting

In order to prepare a submission you must first submit your Intent to Bid by Dec 21, 2023 2:00 PM CST.

Do you intend to bid on this opportunity?

☒ Yes ☐ No

Submit

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10. Once you select 'submit' you will be brought to this screen. Select your company name and click 'prepare your submission'. There is a tutorial video if you need assistance.

**Submissions and Subcontracting**

Intent to Bid **Prepare** Interest in Subcontracting

**Prepare Your Submission**

Prepare as:

All About Those Bids Inc.

Prepare Your Submission

New to Bonfire? Here's a quick overview of the submission process.

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11. You will be brought to a page titled 'Complete Your Submission'. Here you will need to answer all required questions and upload required documents. There are red dots at the beginning of required field and yellow dots at the beginning of optional fields. If you answered the required fields the dot will turn green. On fields where you are required to upload a file, the platform will not recognize what data is on the file only the file type so be sure to upload the correct documents.

**Complete Your Submission**  
City of Sioux Falls, SD [Back to Opportunity](#)

Project Details

Official Time: Dec 18th 2023, 9:38 PM CST  
Closing Time: Dec 21st 2023, 2:00 PM CST **3 days Remaining**

Project: 23-9999 - CONSTRUCTION FORMAL TEST FINAL  
Ref. #: 23ITB310  
Organization: All About Those Bids Inc.  
First Name: Tiffany  
Last Name: Lanning  
Email: t.m.lanning@gmail.com

**Step 1: Provide Submission Information**  
Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a date or text answer.

**Proposal Form/ITB**  
**Required:** File Type: Any (\*) # Files: Multiple **Upload File**  
✓ 23-9999\_PLANS.pdf

**Do you accept all the terms & conditions of the provided Instructions to Bidders?**  
**Required:** Date Type: Yes/No **Save / Cancel**  
Yes

**Full name & Email of who is authorized to sign contracts for your company.**  
**Required:** Date Type: Text **Save / Cancel**

12. Once you have everything uploaded, answered, and agree to the statement at the bottom, you will be able to click 'SUBMIT & FINALIZE SUBMISSION'. You might see an option to upgrade to Bonfire Premium pop up but the City of Sioux Falls does not require that to bid projects, that upgrade is up to the discretion of your company.

**Step 2: Submit & Finalize**

☒ I understand that I can't change any of the submission details or documents once the project closes.

**SUBMIT & FINALIZE MY SUBMISSION**

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13. When you submit and finalize you will get a confirmation email with a unique code that will confirm your submission. You will also see your submission details on your webpage. At this point you are completed.

**Submission Receipt**  
City of Sioux Falls, SD

Project Details

**SUBMISSION COMPLETE!**

Your submission has been finalized. Please see below for your confirmation details.

**Confirmation Details**

Project: 23-9999 - CONSTRUCTION FORMAL TEST FINAL  
Ref. #: 23ITB310  
Submission Time: Dec 18, 2023 9:44 PM CST  
Name: Tiffany Lanning  
Email: t.m.lanning@gmail.com  
Organization: All About Those Bids Inc.

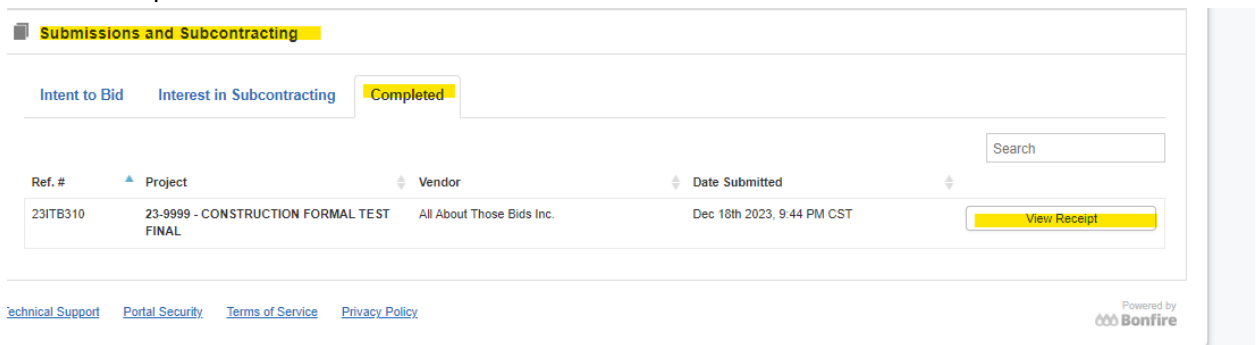
**Requested Documents:** Proposal Form/ITB - Required  
23-9999\_PLANS.pdf  
Vendor Informative Documents - Optional  
Nothing Submitted  
Bid Bond 10% or Bank Draft 5% (physical copy of bank draft must be delivered to City Hall prior to bid opening) - Required  
23-9999\_ITB.pdf

**Requested Bid Tables:** Construction Bid Table (BT-23EG) - Required  
Construction\_Bid\_Table\_(BT-23EG)\_11 also

**Requested Data:** Do you accept all the terms & conditions of the provided Instructions to Bidders? - Required  
Yes  
If awarded the contract, the vendor agrees to provide a Certificate of Insurance and Payment Performance Bond to the City of Sioux Falls that match the requirements listed herein. - Required  
Yes  
Full name & Email of who is authorized to sign contracts for your company. - Required  
Tiffany Lanning t.m.lanning@gmail.com

## What to do when an Addendum is posted?

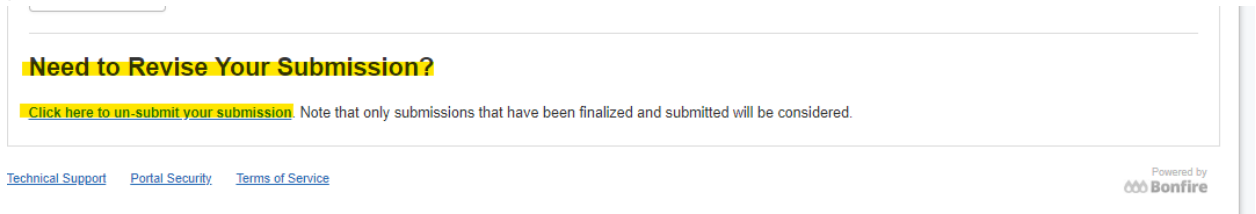
1. In the event that you submit your bid, and an Addendum is posted, you will need to withdraw your submission and resubmit. If the Addendum does not affect your bid, you can simply reupload the same bid table that you submitted previously. If it does affect your bid, you will need to correct your entries and resubmit. You will also need to acknowledge the Addendum on the requested information page whether it affects your bid or not.
2. To withdraw your bid, you will need to go back to the project details page, scroll down to the bottom under 'Submissions and Subcontracting', click on the 'Completed' tab, click on 'View Receipt'.



The screenshot shows the 'Submissions and Subcontracting' section of a website. At the top, there are three tabs: 'Intent to Bid', 'Interest in Subcontracting', and 'Completed'. The 'Completed' tab is selected and highlighted in yellow. Below the tabs is a search bar with the placeholder text 'Search'. Underneath the search bar is a table with the following columns: 'Ref. #', 'Project', 'Vendor', and 'Date Submitted'. The table contains one row of data: '23ITB310', '23-9999 - CONSTRUCTION FORMAL TEST FINAL', 'All About Those Bids Inc.', and 'Dec 18th 2023, 9:44 PM CST'. To the right of the table is a yellow button labeled 'View Receipt'. At the bottom of the page, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. In the bottom right corner, it says 'Powered by Bonfire'.

Ref. #	Project	Vendor	Date Submitted
23ITB310	23-9999 - CONSTRUCTION FORMAL TEST FINAL	All About Those Bids Inc.	Dec 18th 2023, 9:44 PM CST

3. Once you are in the receipt, scroll down to the bottom and click on 'Click here to un-submit your submission'.



The screenshot shows a section titled 'Need to Revise Your Submission?'. Below the title is a yellow button labeled 'Click here to un-submit your submission'. To the right of the button is a note that says 'Note that only submissions that have been finalized and submitted will be considered.' At the bottom of the page, there are links for 'Technical Support', 'Portal Security', and 'Terms of Service'. In the bottom right corner, it says 'Powered by Bonfire'.

- It will direct you back to the 'Complete your submission' page. Here you will want to make sure to acknowledge the addendum and reupload any necessary documents. Once you are completed you can click 'submit and finalize submission' and you will get your confirmation again.

**Complete Your Submission**  
City of Sioux Falls, SD [Back to Opportunity](#)

Portal [Submissions](#)

Official Time: Dec 18th 2023, 9:55 PM CST  
Closing Time: Dec 21st 2023, 2:00 PM CST

3 days Remaining

Project: 23-9999 - CONSTRUCTION FORMAL TEST FINAL  
Ref. #: 23ITB310  
Organization: All About Those Bids Inc.  
First Name: Tiffany  
Last Name: Lanning  
Email: tlm.lanning2@gmail.com

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

Proposal Form/ITD [Upload File...](#)  
File Type: Any (\*) # Files: Multiple  
✓ 23-9999\_PLANS.pdf

Do you accept all the terms & conditions of the provided Instructions to Bidders?  
Date Type: Yes/No  
✓ Yes

Full name & Email of who is authorized to sign contracts for your company.  
Date Type: Text  
✓ Tiffany Lanning t.lm.lanning2@gmail.com

- If you wish to withdraw your bid all together, you can click on 'Back to Opportunity' on the top of 'Complete Your Submission' page and you will see at the bottom of the details page 'Work-in-Progress'. You can change your 'Intent to Bid' to 'no'. This is able to be changed at any time until the submission's deadline.

there is currently nothing to display here.

**Submissions and Subcontracting**

Intent to Bid Interest in Subcontracting Work-in-Progress

Search

Ref. #	Project	Vendor	Due Date
23ITB310	23-9999 - CONSTRUCTION FORMAL TEST FINAL	All About Those Bids Inc.	Dec 21st 2023, 2:00 PM CST

Continue Submission

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