



Invitation for Bid

Level 1 HePS Reference Guide

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Creating and Forwarding an IFB

This section covers filling out basic header information (contact, delivery/start/end dates, delivery and billing address), choosing and customizing the product or service (including attachments), selecting vendors, adding solicitation instructions and the response due date, and forwarding the solicitation to a BWS Level 3 Buyer for release to the Internet and subsequent awarding.

To begin, click on the **Create a Solicitation** icon and select **IFB** from the dropdown selection



The Solicitation Header has 7 initial Steps. Hovering your cursor over the **Step Number** provides a Step explanation in a pop-up window.

Step 1 – Contains a date, assigned Document number, and an Optional Reference Number/Text field

Step 2 - Defaults with the BWS Engineer/Project Manager and an option to add or edit Contact Person

Step 3 – Required Delivery date, Length of Contract (Start/End) Date, Number of Calendar Days After Receipt of Order, and defaulted Freight selections

Step 4 – Chose a Delivery Location or Create a new one from the dropdown menu. Click to View Delivery Point information

Step 5 – Chose a Billing Location or Create a new one from the dropdown menu. Click to View Billing Point information

Optional P-card information (usually assigned by Level 3 Buyer during the award process, if applicable)

Step 6 – Optional Internal Document Notes

Step 7 – Click Save All and Get Items



eIFB Solicitation Header

STEP 1 DOCUMENT INFORMATION

Document Date:
THU AUG 15, 2019 09:55:21 PM HST
Document No.: D2020000177
Optional Reference No.

REQUISITIONER INFORMATION

Requested By:
Honolulu BWS Test Department
Agent: MICHAEL MATSUMOTO
Telephone No.: 808-371-4274
Fax No.:
Email Address:
michael.matsumoto@sicomm.net

STEP 2 CONTACT INFORMATION

Search For Agency Users:
Enter a Last Name To Search By:
MICHAEL MATSUMOTO
808-371-4274
Contact Fax No.
michael.matsumoto@sicomm.net

STEP 3 PRODUCT OR SERVICE - DATES AND FREIGHT INFORMATION MANDATORY: *

REQUIRED DELIVERY DATE: *

STEP 3-1
Required Delivery Date: MM/DD/YYYY
-Priority- Normal

LENGTH OF CONTRACT: *

STEP 3-1
Start of Service Date: MM/DD/YYYY
End of Service Date: MM/DD/YYYY
OR
STEP 3-1 CCD ARO *
 Calendar
Days After Receipt of Order

FREIGHT: *

STEP 3-2
Freight / Handling Included in Price
Destination
FOB Location:

STEP 4 DELIVERY POINT INFORMATION MANDATORY: *

Deliver To:

STEP 5 BILLING INFORMATION MANDATORY: *

Bill To:

STEP 6 OPTIONAL DOCUMENT NOTES | (FOR INTERNAL USE ONLY) OPTIONAL

STEP 7 SAVE ALL and GET ITEMS >>

After completion of Step 7, a pop-up occurs to **Continue now with this Solicitation:**

The screenshot shows the 'eIFB Solicitation Header' form for the Honolulu BWS Test Department. The form is divided into several sections:

- Document Information (STEP 1):** Document Date: SUN AUG 18, 2019 10:31:42 PM HST; Document No.: D2020000186; Optional Reference No. (empty).
- Requisitioner Information:** Requested By: Honolulu BWS Test Department; Agent: MICHAEL MATSUMOTO; Telephone No.: 808-371-4274; Fax No.: (empty); Email Address: michael.matsumoto@sicomm.net.
- Contact Information (STEP 2):** Search For Agency Users: Enter a Last Name To Search By: (input field); Search button; MICHAEL MATSUMOTO; 808-371-4274; Contact Fax No. (input field); michael.matsumoto@sicomm.net.
- Product or Service - Dates and Frequencies (STEP 3):** REQUIRED DELIVERY DATE: * (input field); Required Delivery Date: MM/DD/YYYY; -Priority- Normal (dropdown); 09/30/2020 (input field); Y (checkbox); Destination (dropdown); FOB Location: (input field); STEP 3-1 CCD ARO * (input field); Days After Receipt of Order (input field); Calendar (button).
- Delivery Point Information (STEP 4):** Deliver To: HNL (dropdown); < View Delivery Point Information (button); MANDATORY: *.
- Billing Information (STEP 5):** Bill To: Bill To Delivery Point (dropdown); < View Billing Point Information (button); Manage pCard Information (button); MANDATORY: *.
- Optional Document Notes (STEP 6):** (FOR INTERNAL USE ONLY); OPTIONAL; open (button).
- Footer (STEP 7):** SAVE ALL and GET ITEMS >> (button); Reset All Fields (button).

A pop-up dialog box is centered over the form, containing the text 'Continue now with this Solicitation?' and two buttons: 'Cancel' and 'OK'.

Step 8 – Select a service or product by typing in a word or known commodity code and Click on **GO** or **press Enter**

This will display all the instances where either the word or commodity code appears within the NIGP Commodity coding system. NIGP commodity codes are used to identify which vendors/suppliers/contractors will be sent email notifications for their provided goods, products, or services

Step 8 continued – Select the appropriate NIGP Commodity Class and Item

The selected NIGP description will be placed into the solicitation form for your customization, it does not have to be exactly what you want at this time, just the right category of service or goods

NIGP Commodity Class codes 001 through 899 are goods/products

In the example below, Class 909 for New and Maintenance & Repair of Building Construction is desired

To view the entire NIGP Class for an item selection option, type in the Class number followed by zero zero, e.g., 90900

Main Solicitation Manager Create Edit Awards Manager Award History Approvals Manager Miscellaneous
eRFx Solicitation Line Items Contact Us Help Logout

STEP 8. CHOOSE COMMODITY ITEM(S)

Requisition Item: 90900 Go (or press Enter) Drill Down search: My Favorites search:

Enter text or a commodity number (a 3 digit number reviews Commodity Classes)

© 1996-2019 ScommNet, Inc. All Rights Reserved.
- cclList0MANREQ - Machine: sc15Sp_ProdAppV1c IP: 98.151.58.138 DB: unknownDB Mon, 19 Aug 2019
Agency ID: A00000000042 Dept ID: BWSTEST User ID: BWSTestbuyer

The entire NIGP 909 Class item numbers (03-84) display, and Class 909 Item 21 for Industrial Building Construction is being selected:

Main Solicitation Manager Create Edit Awards Manager Award History Approvals Manager Miscellaneous
 eRFx Solicitation Line Items Contact Us Help Logout

STEP 8 CHOOSE COMMODITY ITEM(S)

Refine Item to Requisition: [] Go (or press Enter) Find: **Ctrl F**

Enter **Class & 00** to view all items in Class Enter **Class only** to see all subsequent classes
 Override 5 Digit Selection Directive:

Select	Class	Item	Description
<input type="radio"/>	909	03	Administration of Contracts: Summary of Work, Quality Control, Project Closeout, etc.
<input type="radio"/>	909	10	Airport Facility Construction
<input type="radio"/>	909	11	Airport Facility Maintenance and Repair
<input type="radio"/>	909	16	Athletic Facility Construction
<input type="radio"/>	909	17	Athletic Facility Maintenance and Repair
<input type="radio"/>	909	30	Building Construction (Not Otherwise Classified)
<input type="radio"/>	909	26	Building Construction, Agricultural
<input type="radio"/>	909	24	Building Construction, Commercial and Institutional
<input type="radio"/>	909	27	Building Construction, Educational
<input checked="" type="radio"/>	909	21	Building Construction, Industrial (Warehouse, etc.)
<input type="radio"/>	909	28	Building Construction, Medical
<input type="radio"/>	909	22	Building Construction, Non-Residential (Office Bldg., etc.)
<input type="radio"/>	909	25	Building Construction, Prefabricated (All Types)
<input type="radio"/>	909	29	Building Construction, Religious
<input type="radio"/>	909	23	Building Construction, Residential (Apartments, etc.)
<input type="radio"/>	909	31	Building Construction, Sustainable (Green)
<input type="radio"/>	909	33	Contractor Compliance Monitoring Services
<input type="radio"/>	909	34	Conveying Systems: Elevators, Lifts, etc.
<input type="radio"/>	909	37	Doors and Windows
<input type="radio"/>	909	45	Finishes: Flooring, Wall and Ceiling, etc.

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 - req_handler_index - Machine: sc155p_ProdAppV1c IP: 98.151.58.138 DB:unknownDB Mon, 19 Aug 2019
 Agency ID: A0000000042 Dept ID: BWSTEST User ID: BWSTestbuyer

Continue requisitioning Items by selecting the item listed in the Commodities Window.

Document Number: D202000186 Item Number: 001

Steps 9 and 10:

Main
Solicitation Manager
Create
Edit
Awards Manager
Award History
Approvals Manager
MiscellaneouseRFx Solicitation
Line Items
Contact Us
Help
Logout

Honolulu BWS Test Department

630 S. Beretania St.
Honolulu, HI 96843

eRFB Solicitation Item Information

Adding New Solicitation Item.

STEP 9 close MANDATORY: *

Quantity :

Quantity Needed

Select Unit of Measure

Alternate Line Item Delivery Point(0) >>

Estimated Price: MANDATORY Approvals

\$ Estimated Price for this Item ONLY

Total Estimated Price All Items:

Allowable Variation in Quantity:

%

eg. .0875 = 8.75

Document Information :

Document Nbr.: **D2020000186**

Item No.: **001**

Reference Number:

STEP 10 close COMMODITY INFORMATION

Commodity Code: 909-21--

Save Custom Description

Save A Line Item Graphic Image

Description > * > Text Formatting Tools <

BUILDING CONSTRUCTION SERVICES, NEW (INCL. MAINTENANCE AND REPAIR SERVICES)
Building Construction, Industrial (Warehouse, etc.)

6,800 characters maximum Resize Description Area: (+) (-) View As HTML

STEP 11 close FILE ATTACHMENTS(0)

STEP 8 CHOOSE COMMODITY ITEM(S)

Refine Item to Requisition: (or press Enter) Find: **Ctrl F**

Enter **Class & 00** to view all items in Class Enter **Class only** to see all subsequent classes

Override 5 Digit Selection Directive:

Select	Class	Item	Description	Get Selected Item Now: <input style="width: 40px;" type="text" value="no"/>
<input type="radio"/>	909	03	Administration of Contracts: Summary of Work, Quality Control, Project Closeout, etc.	
<input type="radio"/>	909	10	Airport Facility Construction	
<input type="radio"/>	909	11	Airport Facility Maintenance and Repair	
<input type="radio"/>	909	16	Athletic Facility Construction	
<input type="radio"/>	909	17	Athletic Facility Maintenance and Repair	

Step 9 – Enter a Quantity and then select a Unit of Measure by using the drop-down menu selection

Note: Multiple quantities may be split for various locations – Click on the Alternate Line Item Delivery Point button to split quantities and assign new Delivery Point

- Enter the Estimated Total Price for the goods or service – this is for internal use only and not publicly seen
- Optional Allowable Variation in Quantity
- Optional Reference Line Item Tracking Number

Step 10 – Customize the description to specifically describe the desired goods, products, and/or services – about one page of a Word document may be used

- The custom description may be saved for future use by using the Save Custom Description drop down menu and selecting **Yes** to save
- If the NIGP commodity code is not correct you may choose a new search in the bottom frame

STEP 2 MANDATORY

Quantity : 1
JOB (JOB)

Estimated Price: MANDATORY
Approvals
\$ 34567
Total Estimated Price All Items: 34567
Allowable Variation in Quantity: 0 %
eg. .0875 = 8.75

Document Information :
Document Nbr.: D202000186
Item No.: 001
Reference Number:

STEP 3 Commodity Information

Commodity Code: 909-21-- Save Custom Description Save A Line Item Graphic Image

Description > *
Construction to Honolulu Board of Water Supply headquarters to include photovoltaic upgrades and parking lot structure. See attached specifications and plans.

6,800 characters maximum 158 Resize Description Area: (±) (☰) View As HTML

STEP 4 FILE ATTACHMENTS(0)

STEP 5 CHOOSE COMMODITY ITEM(S)

Refine Item to Requisition: Go (or press Enter) Find: Ctrl F
Enter Class & 00 to view all Items in Class Enter Class only to see all subsequent classes
Override 5 Digit Selection Directive:

Select	Class	Item	Description
<input type="radio"/>	909	03	Administration of Contracts: Summary of Work, Quality Control, Project Closeout, etc.
<input type="radio"/>	909	10	Airport Facility Construction
<input type="radio"/>	909	11	Airport Facility Maintenance and Repair
<input type="radio"/>	909	16	Athletic Facility Construction
<input type="radio"/>	909	17	Athletic Facility Maintenance and Repair
<input type="radio"/>	909	20	Building Construction (Not Otherwise Classified)

Step 11 - Optionally, line item attachments may be added by clicking on the Click [here](#) to attach files link

1. Use **Browse or Select Files** to find your files
2. Enter **File Description** for the file to be uploaded
3. Click the **Upload File** button

The uploaded file will be indicated in the box and may be viewed or deleted by clicking on the **Manage Solicitation Attachments** link

- Additional files may be attached by clicking the link again
- Any type of file may be uploaded except audio, video, or executable files (.exe)
- Any size file may be uploaded by the buyer except for audio, video, and executable files
Note: Depending on vendor/supplier/contractor internet capacity - large files may cause some difficulty for viewing or downloading
- Large files may either be zipped or broken into smaller files to ensure adequate vendor/supplier/contractor access
- File descriptions may optionally be added

The screenshot shows a web form titled "Document Attachment(s)" with a blue header. The form contains the following elements:

- A red instruction: "Add a file description for the file to be uploaded, here or below on the main page." with a magnifying glass icon.
- A text input field labeled "Enter File Description:" containing the text "Honolulu Board of Water Supply Headquarters Upgrade Specifications". A red circle with the number "2" points to this field.
- A "Select file:" section with a "Choose File" button and a file name "1.1 MB.pdf". A red circle with the number "1" points to this section.
- A progress bar showing "0%".
- "Upload File" and "Close" buttons. A red circle with the number "3" points to the "Upload File" button.

With the selected files uploaded, you may either manage them or add more files, as needed

Main Solicitation Manager Create Edit Awards Manager Award History Approvals Manager Miscellaneous
eRFx Solicitation Line Items Contact Us Help Logout

Description > * > Text Formatting Tools <

Construction to Honolulu Board of Water Supply headquarters to include photovoltaic upgrades and parking lot structure. See attached specifications and plans.

6,800 characters maximum 159 Resize Description Area: (+) (-) View As HTML

STEP 14 FILE ATTACHMENTS(0) close

Click [here](#) to attach files. Manage Solicitation Attachments 2 below. On Req: 2 Click [here](#) to download the **Catalog Spreadsheet Template**

Filename	Description	On Req	Add to Solicitation
1566204297-1.1 MB.pdf:	Honolulu Board of Water Supply Headquarters Upgrade Specifications	On Save	<input checked="" type="checkbox"/>
1566204369-10 MB File.docx:	Honolulu Board of Water Supply Headquarters Upgrade Plans	No	<input checked="" type="checkbox"/>

STEP 12 FUNDING INFORMATION Click to enter a Single Fund Citation or, enter the number of Multiple Fund Citations needed and click GO >>

STEP 13 NOTES | (FOR INTERNAL USE ONLY) open

STEP 14 Select an and **CLICK ONCE ONLY**

© 1996-2019 SicomNet, Inc. All Rights Reserved.
- ccc_bodyMANREQ.html (Revised: 2015.03.18) - Machine: sc155p_ProdAppV1c IP: 98.151.58.138 DB:unknownDB Mon, 19 Aug 2019
Agency ID: A0000000042 Dept ID: BWSTEST User ID: BWSTestbuyer

STEP 8 CHOOSE COMMODITY ITEM(S)

Refine Item to Requisition: Go (or press Enter) Find: **Ctrl F**

Enter **Class & 00** to view all items in Class Enter **Class only** to see all subsequent classes
Override 5 Digit Selection Directive:

Select	Class	Item	Description
<input type="radio"/>	909	03	Administration of Contracts: Summary of Work, Quality Control, Project Closeout, etc.
<input type="radio"/>	909	10	Airport Facility Construction
<input type="radio"/>	909	11	Airport Facility Maintenance and Repair
<input type="radio"/>	909	16	Athletic Facility Construction
<input type="radio"/>	909	17	Athletic Facility Maintenance and Repair
<input type="radio"/>	909	20	Building Construction (Not Otherwise Classified)

Get Selected Item Now:

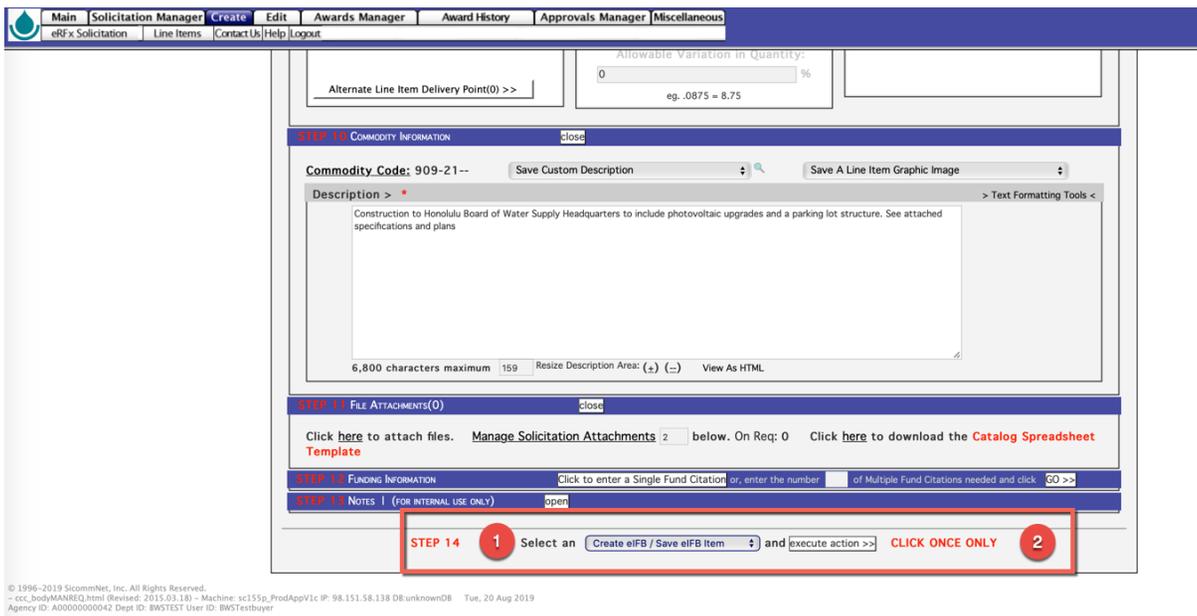
Step 12 - Optionally, you may add Account Coding/Fund Citations to the solicitation (currently not being used by BWS)

- Click **Open Single Fund Citation** button to open this area
- Enter coding - Coding may be saved for future use and will be displayed in a drop-down list called **Valid Cost** Accounts
- To enter more than one line of coding, start by entering the number of lines needed and then click **GO** – for example; the number 4 will produce 4 lines of coding information
- Multiple lines of accounting codes allow funds to be split by percentage, estimated dollars, or quantity

Step 13 – Optional internal notes may be added

Step 14 – Select an Action by choosing from the drop down:

- For multiple line items - **Save Item 001/Select Item 002** - back to Step 8 to add another item
- **Create eIFB/Save eIFB Item** – continues the solicitation creation process
- **Delete Document** – erases everything
- Click **Execute Action** to continue



Solicitation Creation

With Steps 1–14 completed, you created all the basic requisition elements. The requisition information is populated into a solicitation and may be edited at any time through the solicitation process. Creation of a Solicitation entails five more mandatory steps (numbered as **Steps 1-5**) and review or inclusion of seven optional solicitation sections.

This page uses collapsed functionality meaning that in order to review and edit the information you must click on the underlined links to open that area and clicking on the link again will close the area. In the Mandatory Solicitation Section Header, you may click on the word here to open all five Mandatory Step sections of review at once.

MANDATORY SOLICITATION SECTIONS (Click A LINK BELOW OR CLICK here TO TOGGLE ALL MANDATORY AREAS)

- Review / Edit Solicitation Release Information STEP 1
- Review / Edit Billing And Shipping Locations STEP 2
- Review / Edit Solicitation Vendor Instructions STEP 3
- Establish / Review / Edit Custom Solicitation Title and Description STEP 4
- Review / Edit Solicitation Geographic Location/Category STEP 5

Five Mandatory Steps Section
Click individual step link to open
OR
Click here to open all 5 Step sections at once

OPTIONAL SOLICITATION SECTIONS

Solicitation B2020000083 Items On Hold: Select by clicking the button adjacent the required item. Enable Auto Toggle: Add Item 2

View	Edit	Delete	Dept	User LName	Item	Est Amt	Commodity	Short Description	Create Date
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BWSTEST	MATSUMOTO	001	34,567	90921	Construction to Honolulu Board of Water Supply headquarters to include photovolt	Sun Aug 18 2019

© 1996–2019 SicomNet, Inc. All Rights Reserved.
- buyerReqDetailList (Revised: 2015.02.11_de_dtl) - Machine: sc155p_ProdAppV1c IP: 98.151.58.138 DB:unknownDB Tue, 20 Aug 2019
Agency ID: A0000000042 Dept ID: BWSTEST User ID: BWSTestBuyer

Solicitation Release Information Mandatory Step 1:

MANDATORY SOLICITATION SECTIONS (Click a Link Below or Click [here](#) to Toggle All Mandatory Areas.)

Review / Edit Solicitation Release Information STEP 1

Items Response: *
 Items Response: All or none items response
 Est TTL Amount: \$34567
 Additive Alternate: 0

Select Solicitation Recipients: *
 All Registered Vendors
 Review Above Recipients Help
 Click [here](#) to view Selected Certified list.
 CERTIFIED VENDOR LISTS

Solicitation Email Date: *
 Solicitation Email Date: 08/19/2019 Y After Any Approvals

Solicitation Responses Due: *
 NO LATER THAN 4:30 on: MM/DD/YYYY Y
 (Override Close Time)

Solicitation Header File Attachments:
 Click [here](#) to attach files.
 Manage Attachments 0 below.
 and / or Review Standard Files for Inclusion

Required Delivery Date: *
 Delivery Date: MM/DD/YYYY Y
 -Priority- Normal

Length Of Contract: *
 Start of Contract: 10/01/2019 Y
 End of Contract: 09/30/2020 Y

Freight: *
 Freight / Handling Included in Price
 Destination
 FOB Location:

OR

CCD ARO *
 Days After Receipt of Order Calendar

Close Solicitation Release Information

Review / Edit Billing And Shipping Locations STEP 2

Solicitation B2020000083 Items On Hold: Select by clicking the button adjacent the required item. Enable Auto Toggle: Add Item 2

View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BWSTEST	MATSUMOTO	001	34,567	90921	Construction to Honolulu Board of Water Supply headquarters to include photovolt	Sun Aug 18 2019

© 1996-2019 SicommNet, Inc. All Rights Reserved.
 - buyerReqDetailList (Revised: 2015.02.11...del_dtl) - Machine: sc155p_ProdAppV1c IP: 98.151.58.138 DB:unknownDB Tue, 20 Aug 2019
 Agency ID: A0000000042 Dept ID: BWSTEST User ID: BWSTestbuyer

Item Response – The default is set at All or none item response. This is used for a majority of procurements. If the solicitation contains multiple line items you can set the system to require vendors to respond to all line items (**all or none**) or using the drop down menu, select **individual item response** which allows responding vendors to select which particular line item they want to bid on.

Select Solicitation Recipients – For IFBs, the default is set for **All Registered Vendors** (All registered vendors/suppliers/contractors within the HePS database to include mainland and foreign suppliers registered to do business in the United States. FYI - **Agency Domiciled Vendors** (Hawaii only) is the default for RFQs, going out as small purchase solicitations to applicable Hawaii address vendors/suppliers/contractors

Solicitation Email Date – This is defaulted with today’s date or optionally, the solicitation may be kept on hold until the date of its actual release to On Internet

Solicitation Responses Due - Enter a due date and time (closing date) – system default is 4:30 PM HST

Solicitation Header File Attachments – Solicitation Header file attachments are added in this option. Additionally, Standard header files such as Instruction to Bidders, final payment certification, etc. may be added to a solicitation by clicking on the No in the **On RFQ** column and changing the display status to Yes

Solicitation Email Date: *

Solicitation Email Date: Y After Any Approvals

Solicitation Responses Due: *

NO LATER THAN 4:30 on: MM/DD/YYYY Y
(Override Close Time)

Solicitation Header File Attachments:

Click [here](#) to attach files.
[Click here to Review Standard Files for Inclusion](#)

Click on the No to change the display status to Yes Standard File Attachments Click here to Review Standard Files for Inclusion

On RFQ	File Name	Description
No	GTC Construction 2013 April version.pdf	GTC Construction 2013 April version
No	Instructions to Bidders Const April 2013.pdf	Instruction to Bidders Construction April 2013
No	final payment certification form.pdf	Final Payment Certification Form
No	acknowledgement of third party liability.pdf	Acknowledgement of Third Party Liability
No	GTC Goods and Services 2013 April version1.pdf	GTC Goods & Services 2013 April version
No	Instructions to BiddersGoodsServicesApr2013.pdf	Instruction to Bidder Goods and Services April 2013

Review the selected **Required Delivery Date/Length of Contract/#CCD ARO** and **Freight** information – edit if necessary

Billing and Shipping Locations Mandatory Step 2

Option to review and edit the **Bill To** and **Deliver To** information that was selected earlier

Review / Edit Billing And Shipping Locations STEP 2

Bill To: <-- Selected (Delivery Point), Click to view. Deliver to: <-- Selected (HNL), Click to reset.

Solicitation Vendor Instructions Mandatory Step 3

At this time, Board of Water Supply has **13 mandatory IFB** instructions for vendors that will automatically post on your solicitation (questions, General Terms and Conditions, offer deemed firm, bid attachments, taxes, compliance, transaction fee). Management of the mandatory instructions is conducted by the BWS Procurement Office.

In addition, there are **10 optional** pre-built construction/goods and services instructions that may be added to the solicitation by simply clicking on the square box on the left side of the optional instruction

If an **additional instruction** or information is needed that is not previously identified, you may add needed instructions on the fly
 Note: Should these needed additional instructions be applicable for future purposes, please contact the BWS system administrator and then may be added as either a future use mandatory or optional instructions

Review / Edit Solicitation Vendor Instructions 	
Solicitation Instructions Mandatory Instructions are automatically included on the Solicitation	
Mandatory	Instruction(s)
1 (m-79)	QUESTIONS: Unless otherwise indicated, questions regarding this solicitation must be directed in writing to the Contact Person listed.
2 (m-80)	GENERAL TERMS AND CONDITIONS: All awardees for this solicitation are subject to and shall comply with the BWS019s General Terms and Conditions. It is the Vendor's responsibility to read and comply with these General Terms and Conditions and other documents or specifications for the solicitation whether attached or referenced.
3 (m-81)	OFFER DEEMED FIRM: Submission of an electronic response to the Board of Water Supply constitutes and shall be deemed an offer to sell the specified goods and/or services to the Board of Water Supply at the price shown in the response and under the Board of Water Supply019s Terms and Conditions. The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.
4 (m-82)	Only responses submitted through HePS shall be considered for award.
5 (m-84)	APPARENT LOW BIDDER SUBMISSION OF ORIGINAL SIGNATURE BID DOCUMENTS: The apparent low bidder shall furnish all original hardcopy supporting bid documents, identical to the documents that were uploaded to HePS, with original signatures the Board of Water Supply within 10 calendar days from the close of bids. The failure to submit all valid documents on a timely basis for award of the contract may result in an otherwise responsive and responsible bidder not receiving the award. Bidder is responsible to submit all required documents by the stated deadlines. SUBMITTING ATTACHMENTS ON HePS: To upload/attach a document when submitting a solicitation response: <ul style="list-style-type: none"> • Click the radio button beside Upload/Manage Already Uploaded Files • A new window will appear. Click Browse • Find your file, select it • Click Open
6 (m-85)	See the HePS IFB Checklist in the Supporting Bid Document attachment for the list of mandatory attachments. Submitted Bids shall be evaluated using the electronic documents uploaded by the offeror. Subject to this notice and pursuant to HAR 3-122-9, original hardcopy offers is not required and will not be accepted. Completed forms indicated on the HePS IFB Checklist only need to be uploaded with your electronic bid. It is the responsibility of the responding vendor/supplier/contractor to check each of their uploaded files to confirm the file integrity and that it can successfully be opened and is displayed correctly. Failure to upload the completed forms indicated on the HePS IFB Checklist by the deadline may CAUSE for REJECTION OF THE BID.
7 (m-86)	Additional instructions/provisions are attached which apply to this Solicitation. BID ATTACHMENTS: This solicitation contains attachments that bidders must: <ul style="list-style-type: none"> • Download (open, save, or print document(s) on their own computer system; • Enter pricing where indicated; • Complete any other required information; • Sign all appropriate forms; and, • Attach (upload) the completed forms to the HePS online response.
8 (m-87)	See the HePS IFB Checklist in the Supporting Bid Document attachment for the list of mandatory attachments. Submitted Bids shall be evaluated using the electronic documents uploaded by the offeror.

Solicitation Vendor Instructions Mandatory Step 3 continued

Optional	Instruction(s)
<input type="checkbox"/> (o-93)	CONSTRUCTION BID DOCUMENT, INCLUDING DRAWINGS AND SPECIFICATIONS, AVAILABILITY: The bid document, including drawings and specifications, will be available on compact disk and can be obtained from _____, Honolulu, Hawaii 96813, telephone (808) xxx-xxxx at the expense of the contractor/vendor.
<input type="checkbox"/> (o-94)	QUESTIONS AND/OR: Vendors having questions regarding the project must submit them in writing to the Contact Person. Questions must be received no later than 10 calendar days prior to the bid closing date. The only official position of the Board of Water Supply is that which is stated in writing and issued in the solicitation as addenda thereto. All other means of communication, whether oral or written, shall not be formal or official responses/statements and may not be relied upon.
<input type="checkbox"/> (o-95)	<p>STANDARD DOCUMENTS FOR IFB PROJECTS (CONSTRUCTION): The following standard documents for IFB projects are incorporated by reference and hereto made a part of this Solicitation:</p> <ul style="list-style-type: none"> • General Terms and Conditions - Revised 4/2013 • Instructions to Bidders 013 Revised 8/2019 • Acknowledgement of Third Party Liability • Final Payment Certification Form • Water System Standards (2002) with Amendments <p style="text-align: center;">Optional Instructions with Check box functionality for adding to a solicitation</p> <p>These documents are at the following BWS website: https://www.boardofwatersupply.com/customer-service/permits-and-applications/water-system-standards</p>
<input type="checkbox"/> (o-104)	<p>STANDARD DOCUMENTS FOR IFB PROJECTS (GOODS AND SERVICES): The following standard documents for IFB projects are incorporated by reference and hereto made a part of this Solicitation:</p> <ul style="list-style-type: none"> • General Terms and Conditions - Revised 4/2013 • Instructions to Bidders - Revised 8/2019 • Final Payment Certification Form
<input type="checkbox"/> (o-96)	<p>CONTRACT DOCUMENTS TO THE AWARDED CONTRACTOR (CONSTRUCTION): Effective as of September 3, 2019, the BWS will no longer provide hard copies of the contract documents, plans, specifications and CDs to awarded Contractors. Contractors may order hard copies of plans and specifications directly from _____ the BWS contracted printing vendor at their own expense.</p> <p>Construction Contracts will be awarded and sent electronically</p> <p>Awarded BWS Contractors shall return their executed contract documents by mail or courier to: Board of Water Supply Procurement Section, 630 S. Beretania Street, Room 201, Honolulu, Hawaii 96843</p>
<input type="checkbox"/> (o-97)	<p>PRE-BID CONFERENCE AND SITE VISIT(S):</p> <p>a. Bidders are encouraged to attend the pre-bid conference that will be held at the date, time and location indicated in this Solicitation and prior to the close of bids. Bidders may be required to sign-in at the start and at the conclusion of the conference to ensure full participation. No other pre-bid conference will be scheduled or allowed.</p> <p>b. Bidder is advised to print out a copy of this Solicitation, including project scope of work documents, for its use at the pre-bid conference. No copies of the project scope of work documents will be available at the pre-bid conference.</p> <p>c. Questions, regarding the scope of work or project schedule, may arise at the pre-bid conference, from project site visit(s), or at any time prior to the close of bids. Bidders shall submit questions or clarification requests in writing to the Contact Person listed in the solicitation. Questions and clarification requests must be submitted by the question deadline date indicated in this Solicitation. Clarifications and/or answers to questions will be distributed by amendments to this Solicitation.</p>
<input type="checkbox"/> (o-98)	<p>INTERPRETATION OF PLANS AND SPECIFICATIONS (CONSTRUCTION): Bidders are cautioned to review the Plans and Technical Specifications carefully and thoroughly. In instances where conflicts occur within the Plans and/or between the Plans and Technical Specifications and/or within the Technical Specifications, the more stringent requirement(s) shall be applied by the bidder when formulating its written quote. Failure by the bidder to apply/adhere to the more stringent requirement(s) shall not constitute the basis for price adjustment(s). Objections to or requests for clarification of the Plans and/or Technical Specifications shall be made to the Contact Person listed in the solicitation no later than the date and time designated in the NOTICE TO BIDDERS.</p>
<input type="checkbox"/> (o-99)	<p>INTERPRETATION OF PLANS AND SPECIFICATIONS (GOODS & SERVICES): Bidders are cautioned to review the Technical Specifications carefully and thoroughly. In instances where conflicts occur within the Plans and/or between the Plans and Technical Specifications and/or within the Technical Specifications, the more stringent requirement(s) shall be applied by the bidder when formulating its written quote. Failure by the bidder to apply/adhere to the more stringent requirement(s) shall not constitute the basis for price adjustment(s). Objections to or requests for clarification of the Plans and/or Technical Specifications shall be made to the Contact Person listed in the solicitation no later than the date and time designated in the NOTICE TO BIDDERS.</p>
<input type="checkbox"/> (o-100)	<p>SUBCONTRACTOR LIST (CONSTRUCTION) As indicated on the HePS IFB Checklist, the subcontractor list shall be submitted as a separate standalone file upload.</p>
<input type="checkbox"/> (o-101)	<p>ESTIMATED QUANTITIES: Quantities listed in this solicitation are estimates. No guarantee to purchase the exact amount is intended or implied. The Board of Water Supply reserves the right to purchase larger or smaller quantities at the prices quoted in this solicitation. In the event the actual requirements are less than estimated, such failure shall not constitute grounds for adjustment under this contract.</p>
Additional Instruction (if entered will be displayed)	
Text box for entry of additional "on the fly" instructions	

Custom Solicitation Title and (optional) Description Mandatory Step 4

Enter a title for the solicitation – only the title is mandatory, the title description is optional

Establish / Review / Edit Custom Solicitation Title and Description 🔍 **STEP 4**

Custom Title: Honolulu Board of Water Supply Main Building Construction Project

Custom Description: **This Custom Description field may optionally be used but the line item description actually provides enough details**

Solicitation Geographic Location/Category Mandatory Step 5

Use the drop down menu and select a category, then check the Honolulu county where the goods or services are to be delivered or provided.

Review / Edit Solicitation Geographic Location/Category 🔍 **STEP 5**

Counties: Statewide: Honolulu: Maui: Hawaii: Kauai: → Category: **Choose A Category**
Goods & Services
Construction
Health & Human Services

OPTIONAL SOLICITATION SECTIONS

Optional Solicitation Sections Optional Sections are singularly opened one at a time. The following areas are all optional features for building your solicitation:

Contact and Buyer Information – review and edit as necessary. Contact and buyer information are defaulted to be the same. The contact information is an editable field. When Level 1 buyers pass solicitations to Level 3 buyers, unless edited otherwise, the Level 1 buyer will be the Contact Person for the solicitation.

OPTIONAL SOLICITATION SECTIONS	
Review / Edit Contact and Buyer Information	
Contact Person: MICHAEL MATSUMOTO	Email Address: michael.matsumoto@sicomm.net
Phone Nbr: 808-371-4274	Fax Nbr:
Enter a Last Name To Search By: <input type="text"/> <input type="button" value="search"/>	
Buyer: MICHAEL MATSUMOTO	Email Address: michael.matsumoto@sicomm.net
Phone Nbr: 808-371-4274	Fax Nbr:

Header Notes – review and enter as necessary, once entered they are a permanent internal electronic record within the solicitation that is not publicly accessible

Review / Edit Header Notes

NOTES ARE FOR INTERNAL USE ONLY

Mon Aug 19 01:52:43 GMT-0700 (PDT) 2019
 BWSTestbuyer writes
 Changes successfully applied and Solicitation: B2020000083 (Document: D2020000186) saved.

Mon Aug 19 01:49:47 GMT-0700 (PDT) 2019
 No approval route found.
 Requisition **R2020000134** Created for Document **D2020000186**.
 Assigned for eIFB Solicitation creation.

Detail Item Updated
 Document: D2020000186 Item: 001 Qty: 1 UOM: JOB NIGP: 90921
 Total Est Amnt: \$34567 Item Est Amnt: \$34567 Created by: BWSTestbuyer

Mon Aug 19 01:44:57 GMT-0700 (PDT) 2019
 File **1566204297-1.1 MB.pdf** Attached to Document: D2020000186 Item: 001

Mon Aug 19 01:35:05 GMT-0700 (PDT) 2019
 Direct eIFB Solicitation Document: (D2020000186) created by: BWSTestbuyer
[View Full On-Disk Notepad](#)

Document Header Notes

**These Document Header notes are for internal use by and between buyers.
 They are internal records not publicly viewable but available to Agency buyers**

Close Header Notes

Line Item Quick Edit – allows you to change the line item reference number, quantities, unit of measure, estimated dollar amount, and line item description

Review / Edit Line Item(s) Quick Edit

Select item from below frame for editing of: Fund Citations, Delivery Points, File Attachments, Descriptions, Notes
 Enter fields to change. Fields not being changed do not need to be re-entered, they will retain the values shown in red.

Items Quick Edit		Select item from below frame for editing of: Fund Citations, Delivery Points, File Attachments, Descriptions, Notes				
Save Chges	Item	Reference Number	Quantity	UOM	Est Total Amnt \$	Orig: 34567
<input type="checkbox"/>	001	0	(1)	(JOB)	(34567)	Edit Desc: <input type="text"/>

Solicit Responses From Other Commodity Suppliers - This allows up to 40 additional NIGP commodity codes to be added to a solicitation to broaden its field of Solicitation recipients. BWS Level 3 Buyers will add the additional NIGP commodity codes

Establish / Review / Edit Solicit Responses From Other Commodity Suppliers

Commodity Codes: Search: <--- Clear Commodities Approximate Batch Emails: 898

Use the **Search** Button and select up to 40 Commodity Suppliers (other than the Line Item Commodities) from whom to solicit responses

Pre-Bid Conference – This is used for notifying vendors of a pre-bid conference or pre-site visit requirements – Select a date and time using the calendar and drop-down menu. For location you may use the Copy agency address or add a new location and save it to a library. When saved to a library, clicking on the library radio button will take you to the address library and you click on a selection box to have the saved address automatically display. The pre-bid conference Notes section also has a Save and Library functionality where specific instructions regarding attendance to the conference may be displayed.

Establish / Review / Edit Pre-Bid Conference

Date: 09/04/2019 Y Conference Time: 10:00 AM Responses Due: 09/20/2019 [Vendor Presentation Example](#)

Location: Honolulu BWS Test Department
630 S. Beretania St.
Honolulu, HI 96843

Copy Agency Address: Library: Save:

Notes: This is the section to put in notes or special instructions for a pre-bid conference.

Library: Save:

Click [here](#) to review Pre-Bid Conference Registered Attendees

Questions/Answer Section – allows for vendors to submit questions online by a prescribed date and identifies the due date for answers to be provided. Hawaii policy is to not display the vendor’s name. Use the calendars to select a deadline for question submittal and a date when answers will be published to all vendors. When questions are submitted, buyers have a functionality to request assistance and forward questions to subject matter experts for their answers to be published.

Establish / Review / Edit Questions / Answer Section

Include Solicitation Questions Area on Solicitation: Yes: No: Responses Due: 09/20/2019 Today: Mon Aug 19, 2019

Vendor's name will be displayed with answers: Yes: No: Questions Deadline: MM/DD/YYYY Y Answers Published: MM/DD/YYYY Y

Notes Displayed to Vendors: Library: Save:

Subcontractor Section - This option allows a Public Interested Vendors List section on the solicitation for vendors to acknowledge that they are interested in responding to an Agency solicitation. This serves as a Plan Shareholder like process and allows their sub-contractors to know which jobs or projects they may also participate with a General Contractor. After a solicitation is closed, buyers have the ability to display bidder attachments, such as a sub-contractor listing or other submitted files, as part of the public Abstract/Bid Tabulation. For BWS, this section is mandatory for all IFBs.

Establish / Review / Edit Sub Contractor Section

While the Solicitation is on the Internet bidders will be able to see, and add/or remove themselves from a "Public Construction Interested Vendors List" At Solicitation Close Time, while the Solicitation is in "Awaiting Award" and after

Use Sub-Contractor Section:

- 1)Vendors will be able to see the "Public Construction Interested Vendors List".
- 2)You will be able to upload a "Detail Abstract / Information File" which will be available for all Vendors to access in their view of the Abstract either after the Award is made or at your discretion while the solicitation is in "Awaiting Award".
- 3)You will be able to set **any Bidders Attachment(s)** to be available for all vendors to open and review in their view of the Abstract.

After completing the mandatory and optional solicitation steps, there are three execution buttons displaying:

- **Preview Solicitation** - Rough Draft Version
- **File for Later Action** - Saves and Moves to On Hold
- **Close Solicitation No Action** – This deletes all previous work

© 1996-2019 SicomNet, Inc. All Rights Reserved.
 - rfdhr (revised: 2015.08.29) - Machine: sc155p_ProdAppV1c IP: 98.151.58.138 DB: unknownDB Thu, 18 Jul 2019
 Agency ID: A0000000042 Dept ID: AGENCY User ID: Level1

Document altered. Item 002 deleted. Remaining Items NOT renumbered.
 Estimated Amount Adjustment Minus: 1234 New Total Estimated Amount: 0

Requisition D020000090 Items Approved: Select by clicking the button adjacent the required item. Enable Auto Toggle: Add Item 2

View	Edit	Delete	Dept	User LName	Item	Est Amnt	Commodity	Short Description	Create Date
			AGENCY	BUYER LEVEL 1	001	1,234	91927	Buyer Level 1 Training	Wed Jul 17 2019

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 - BuyerDetailLoc (Revised: 2015.07.11, dnc_09) - Machine: sc155p_ProdAppV1c IP: 98.151.58.138 DB: unknownDB Thu, 18 Jul 2019
 Agency ID: A0000000042 Dept ID: AGENCY User ID: Level1

Click on **File** for later action and at the pop-up Press **OK**

The screenshot shows a web browser window with the URL `basec.sicomm.net/buyer/index2.html?toolSource=createMenuLocal.html&menuFUNCTION=11&dataLi...`. The page title is "Honolulu Board of Water Supply HePS System - BUYER". The navigation menu includes "Main", "Solicitation Manager", "Create", "Awards Manager", "Award History", "Approvals Manager", and "Miscellaneous". The main content area has several sections, each with a "Review / Edit" link. A confirmation dialog box is open, asking "Are you ready to Save changes to this Solicitation?". The dialog has "Cancel" and "OK" buttons. The "OK" button is circled in red. A red arrow points from a circled "1" to the "File Solicitation B202000016 for later action" button. Another circled "2" points to the "OK" button.

Are you ready to Save changes to this Solicitation?

Cancel OK

1 → File Solicitation B202000016 for later action

2

Preview Vendor Solicitation B2020000016

Close Solicitation B2020000016 - no action

© 1996-2019 ScionNet, Inc. All Rights Reserved.
HPSIS (revised 2015.08.20) - Machine: sc15hp_ProdApp1/c/P: 98.151.58.138 DB: unknownDB Thu, 18 Jul 2019
Agency ID: AG000000042 Dept ID: AGENCY User ID: Level1

Document altered, Item 002 deleted. Remaining items NOT renumbered.
Estimated Amount Adjustment Minus: 1234 New Total Estimated Amount: 0

Requisition 02020000090 Items Approved: Select by clicking the button adjacent the required item. Enable Auto Toggle: Add Item 2

View	Edit	Delete	Dept	User Name	Item	Est.Amt.	Commodity	Short Description	Create Date
			AGENCY	BUYER LEVEL 1	001	1.234	91027	Buyer Level 1 Training	Wed Jul 17 2019

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HPSIS (revised 2015.08.20) - Machine: sc15hp_ProdApp1/c/P: 98.151.58.138 DB: unknownDB Thu, 18 Jul 2019
Agency ID: AG000000042 Dept ID: AGENCY User ID: Level1

Solicitation Manager/ On Hold

The saved solicitation is now in the **Solicitation Manager** tab and **On Hold** sub menu. To access the solicitation for viewing, continued work, or forwarding, click on the **Manage** radio button.

On Hold Solicitations: [Jump to a Specific Document](#) | [B I P Q](#) | [Toggle Detail](#) | [Bottom](#) | [Classics Only](#) | [Exclude Classics](#)

Changes successfully applied and Solicitation: B2020000016 (Document: D2020000090) saved.

Manage	Reject	Dept	Originator	RFX Type	RFX Nbr	Requisition Nbr	Document Nbr	Items	NIGP
<input type="radio"/> (M)	<input type="radio"/> (R)	AGENCY	BUYER LEVEL 1 ETA: \$1,234	RFB	B2020000015	R2020000064	D2020000089	1	90927
NIGP / Description: 90927: Testing level 1									
Delivery/Contract Date(s): Wed Jul 31 2019									
Line Item Commodities: 90927,909,90900 for Solicitation response.									
<input type="radio"/> (M)	<input type="radio"/> (R)	AGENCY	BUYER LEVEL 1 ETA: \$1,234	RFB	B2020000016	R2020000066	D2020000090	1	91027
NIGP / Description: 91027: Buyer Level 1 Training									
Delivery/Contract Date(s): Wed Jul 31 2019									
Line Item Commodities: 91027,910,91000 for Solicitation response.									
<input type="radio"/> (M)	<input type="radio"/> (R)	AGENCY	BUYER LEVEL 1 ETA: \$123,456	RFQ	Q2019000011	R2019000045	D2019000049	1	90927
NIGP / Description: 90927: RFQ TVL test									
Delivery/Contract Date(s): Fri Mar 29 2019									
Targeted Vendor List: HIDOE Vendors (HIDOE Vendors4) (Click to view member list)									
Line Item Commodities: 90927,909,90900 for Solicitation response.									

On Hold Solicitations: [Jump to a Specific](#)

1 - 3 of 3
[Top Of Page](#)

Forward Document To Buyer

After first saving a solicitation, BWS Level 1 Branch Heads and Engineers now have the ability to forward the solicitation to BWS Level 3 Buyers by using the **Forward Document To** drop down menu.

Scrolling down to the bottom of the solicitation header sections, there are now four selection choices with the Forward Document To selection moving the complete solicitation to a BWS Level 3 Buyer.

Note: Whenever creating a solicitation, in order to immediately forward it to a BWS Level 3 Buyer, the solicitation **must first be saved**, using the **File for Later Action** button.

The screenshot displays the web application interface for the Honolulu Board of Water Supply HePS System - BUYER. The top navigation bar includes links for Main, Solicitation Manager, Create, Awards Manager, Award History, Approvals Manager, and Miscellaneous. Below this, there are sections for 'OPTIONAL SOLICITATION SECTIONS' with links for 'Review / Edit Contact and Buyer Information', 'Review / Edit Header Notes', 'Review / Edit Line Item(s) Quick Edit', 'Establish / Review / Edit Solicit Responses From Other Commodity Suppliers', 'Establish / Review / Edit Pre-Bid Conference', 'Establish / Review / Edit Questions / Answer Section', and 'Establish / Review / Edit Sub Contractor Section'.

In the center, there are three buttons: 'Preview Vendor Solicitation B2020000016', 'File Solicitation B2020000016 for later action', and 'Close Solicitation B2020000016 - no action'. Below these buttons, a red arrow points to a dropdown menu labeled 'Forward Document To'.

At the bottom, there is a table with the following data:

View	Edit	Delete	Dept	User Name	Item	Est Amount	Commodity	Short Description	Create Date
			AGENCY	BUYER LEVEL 1	001	1,204	91027	Buyer Level 1 Training	Wed Jul 17 2019

Using the **Forward Document To** drop down menu, the BWS Branch Head/Engineer selects the appropriate BWS Level 3 Buyer

The screenshot displays a web application interface for a procurement system. The browser window title is "Administrator" and the URL is "basec.sicomm.net/buyer/index2.html?toolSource=solicitationManagerMenuLocal.html&menuFUNCTIONID=...". The page header includes "BASIC System Administrator Main Menu" and "Honolulu Board of Water Supply H&PS System - BUYER". The navigation menu includes "Main", "Solicitation Manager", "Create", "Awards Manager", "Award History", "Approvals Manager", and "Miscellaneous". The main content area has several sections: "OPTIONAL SOLICITATION SECTIONS", "Review / Edit Contact and Buyer Information", "Review / Edit Header Notes", "Review / Edit Line Item(s). Quick Edit", "Establish / Review / Edit Solicit Responses From Other Commodity Suppliers", "Establish / Review / Edit Pre-Bid Conference", "Establish / Review / Edit Questions / Answer Section", and "Establish / Review / Edit Sub Contractor Section". A red arrow points to a dropdown menu titled "Forward Document To" which is open, showing a list of buyers. The selected item is "TEST BUYER 4 LEVEL 3 (testbuyer4) Level 3 Buyer". Below the dropdown menu, there is a table with columns "View", "Edit", "Delete", "Dept", "User LName", "Item", "Est Amt", "Commodity", "Item Description", and "Create Date". The table contains one row with the following data: "AGENCY", "BUYER LEVEL 1", "001", "1,234", "91027", "Buyer Level 1 Training", and "Wed Jul 17 2019".

This is an example of Test Buyers
Your Agency Buyer Names will appear here

Preview Vendor Solicitation 82020000016
File Solicitation 82020000016 for later action
Close Solicitation 82020000016 - no action

Forward Document To
Buyer POOL
TEST BUYER 10 LEVEL 3 (testbuyer10) Level 3 Buyer
TEST BUYER 4 LEVEL 3 (testbuyer4) Level 3 Buyer
TEST BUYER 5 LEVEL 3 (testbuyer5) Level 3 Buyer
TEST BUYER 6 LEVEL 3 (testbuyer6) Level 3 Buyer
TEST BUYER 7 LEVEL 3 (testbuyer7) Level 3 Buyer
TEST BUYER 8 LEVEL 3 (testbuyer8) Level 3 Buyer
TEST BUYER 9 LEVEL 3 (testbuyer9) Level 3 Buyer
TEST BUYER LEVEL 1 (Level1) Level 1 Buyer
TEST BUYER LEVEL 1 (Level1a) Level 1 Buyer
TEST BUYER LEVEL 1 (Level1b) Level 1 Buyer
TEST BUYER LEVEL 1 (Level1c) Level 1 Buyer
TEST BUYER LEVEL 1 (Level1d) Level 1 Buyer
UH Buyer 1 (BWSBuyer1) Level 1 Buyer

View	Edit	Delete	Dept	User LName	Item	Est Amt	Commodity	Item Description	Create Date
			AGENCY	BUYER LEVEL 1	001	1,234	91027	Buyer Level 1 Training	Wed Jul 17 2019

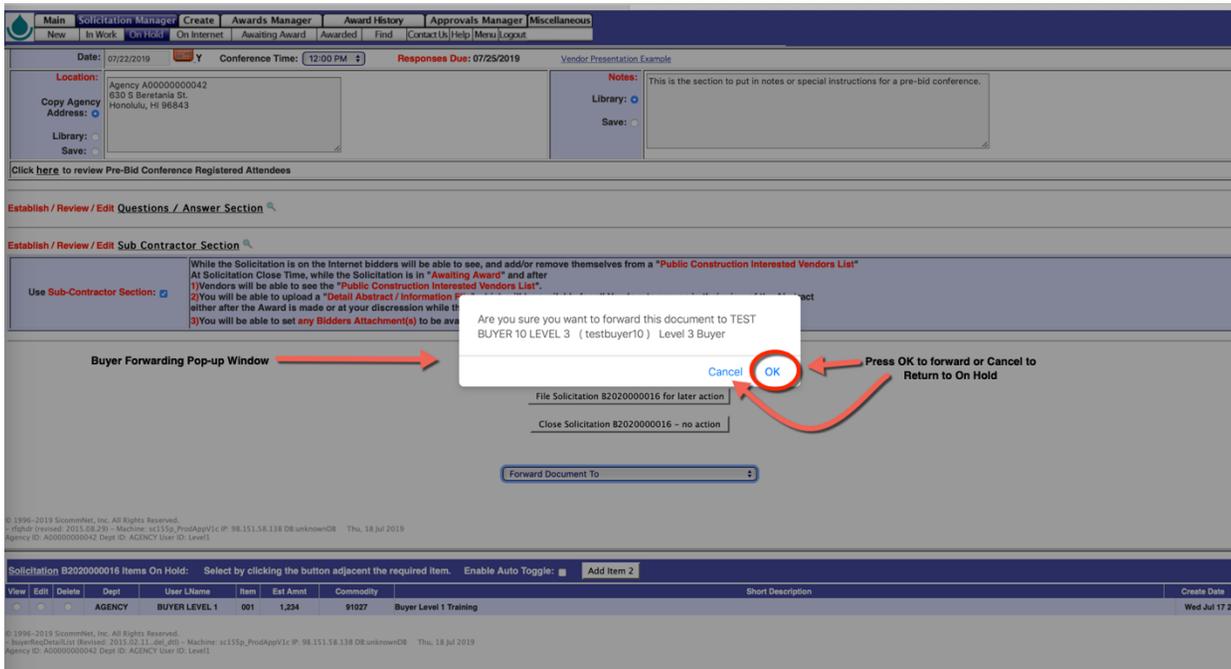
Upon selection of a BWS Level 3 Buyer, a confirmation pop-up window displays.

Click **OK** to forward the solicitation to the selected buyer.

Note: The selected BWS Level 3 Buyer receives an automatic email notification that a solicitation has been forward for action.

OR

Click **Cancel** to return to the solicitation for continued editing and saving it back to **On Hold** sub menu.

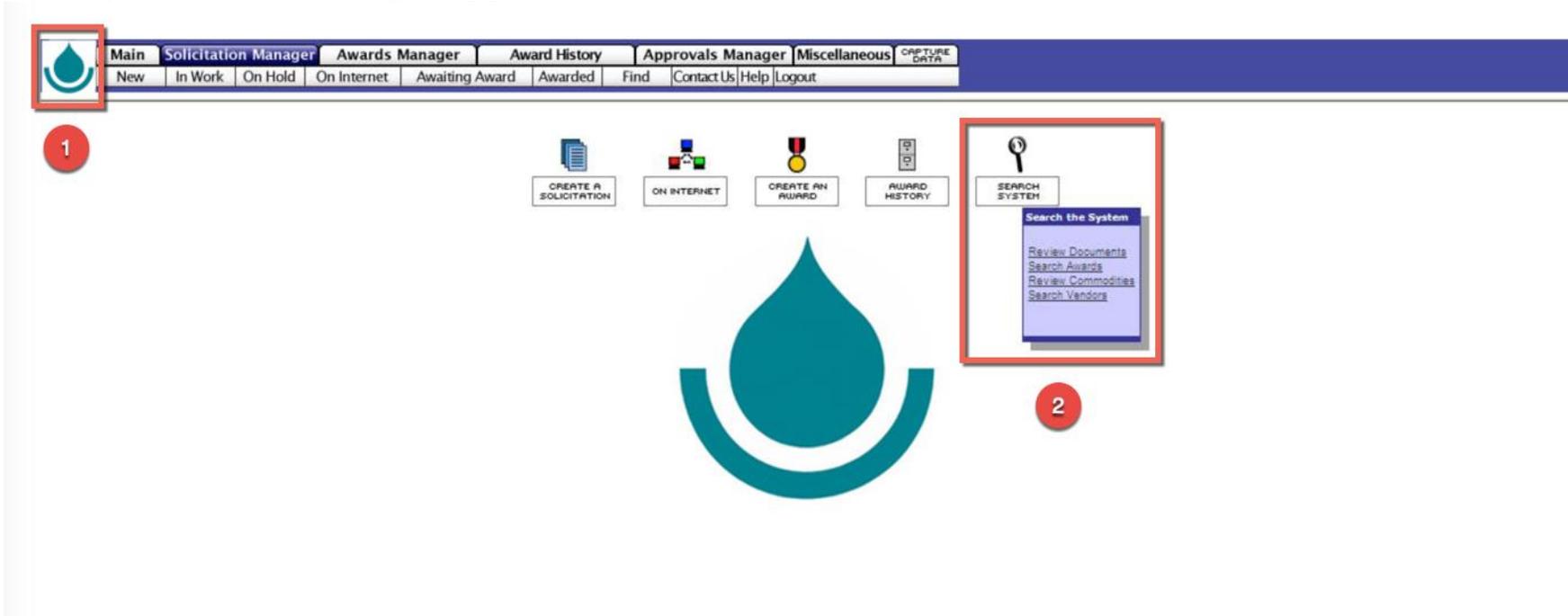


Search System

The Search System module provides buyers a database-wide search functionality for:

- Documents
- Awards
- Commodities
- Notepad
- Agency File Attachments
- Vendors
- Vendor File Attachments

To access the Search System from a buyer account either (1) click on the **small Agency logo** to the left of the Main tab **OR** (2) click on the **Search System** box below the magnifying glass icon



There are 7 search fields, all on this same page – scroll down to see each one. Search criteria is entered in the top frame and search results appear in the bottom frame.

Review Documents

- Enter a document number and click on **Get Document**

OR

- **Document Type**
 - Select a **document type** from the drop down menu
 - Enter a **From and To date range** using the calendar
 - Click on **Review Documents**

This example shows all Request for Bids between 8-1-07 to 12-14-07 - The bottom frame will show all documents found in your search criteria for the time specified. The first column provides a View and the fourth column will show the current status of the document.

The screenshot shows the Board of Water Supply website interface. At the top, there is a navigation menu with options like 'Main', 'Substitution Manager', 'Create', 'Edit', 'Awards Manager', 'Award History', 'Approvals Manager', and 'Miscellaneous'. Below the navigation is the Board of Water Supply logo and address: 'Board of Water Supply, 630 South Beretania Street, Honolulu, HI 96843'. The main content area is divided into two sections: 'Review Document' and 'Review Awards'. The 'Review Document' section has a search form with fields for 'Number', 'Document Type' (set to 'Request for Quotation'), 'From (or Only) Date' (set to '08/01/2007'), and 'To Date' (set to '12/14/2007'). There are buttons for 'Get Document', 'Review Document(s)', and 'Reset Document Search Parameters'. The 'Review Awards' section has a 'Search on Description' field and a 'Search Awards' button. Below the search forms is a table with a 'BACK' button and a table of search results.

View	Department	User Name	Status	RFQ Number	NGP Code	Date Created	Short Description
	AGENCY	HAWAII BUYER 1	Awards Mngr -> Abstract	Q200800885	32525	Thu Aug 23, 2007	Cal Food
	DAGS	CYRUS WILSON	Awarded	Q2008009122	4251742265	Wed Dec 05, 2007	FURNITURE: OFFICE Data Processing Furniture, Metal and Plastic (for Storage Cab
	AGENCY	HAWAII APPROVER 1	In Approval	Q2008008764	70063	Wed Aug 15, 2007	PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPERS) Paper and Chemistry for D
	DOH	ROBIN DENTON	Awards Mngr -> Abstract	Q2008008777	91004	Mon Aug 13, 2007	Air Duct Cleaning Services as per attached specifications
	DPS	DEANN KAMA	Awarded	Q2008008788	2077290000	Wed Aug 15, 2007	toners - hp laserjet 1320
	DOH	HEIDI MATEO	Awarded	Q2008008785	4256030345	Wed Aug 15, 2007	FURNITURE: OFFICE Posture Chairs (Ergonomic) CHAIRS, ERGONOMIC, METAL, PROFESS
			Awards				

Review Commodities

Text/Number – Commodity searches may be conducted by either a word or a NIGP commodity code number. NIGP Classes are 3 digits and a NIGP Class Item number is 2 digits. NIGP commodity number searches are conducted with either three or 5 digits. To search an entire Class use the three digit Class number followed by 2 zeros.

After entering a word or NIGP commodity number, click on the **Review Commodities** button

To view the the NIGP Class listing click inside the **Show Classes From** radio button and then click on **Review Commodities** button. In the split screen below, a list of all the top level 3 digit NIGP Class commodity codes will display (approximately 260). For each NIGP Class number the Drill Down radio button will display all items listed with a single Class.

This example below shows a search by using the word – **construction**:

The screenshot shows the 'Review Commodities' search interface. At the top, there is a search bar labeled 'Text / Nbr:' containing the word 'construction'. Below this, there are several radio buttons for search criteria: 'Index lookup:', 'Scan Index:', 'Show Classes (from):', 'Scan Classes (for):', and 'Drill Down:'. The 'Show Classes (from):' radio button is selected. Below these options, there are two buttons: 'Review Commodities' and 'Reset Commodity Parameters'. The 'Review Commodities' button is highlighted with a red box and a red circle with the number '2'. The search bar and the 'Show Classes (from):' radio button are also highlighted with red boxes and red circles with the number '3'.

Select by Text or Nbr: (press Enter to proceed)

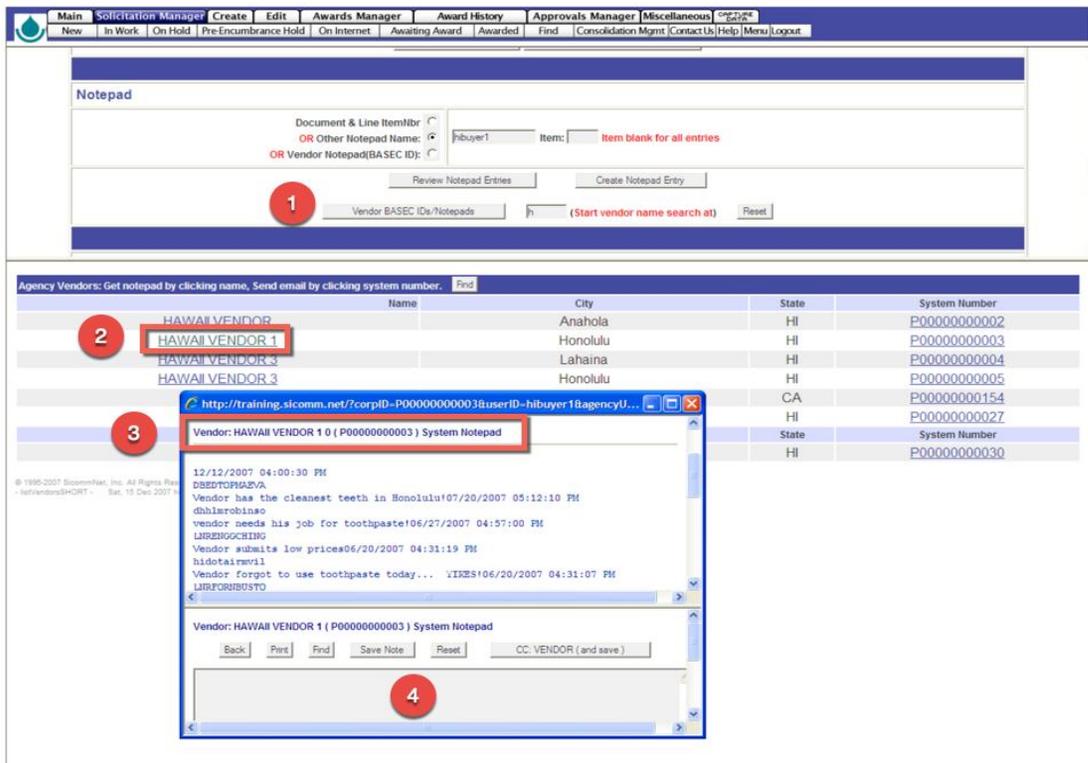
To review all items within a Class click the **LIST** button

LIST	Class	Item	Description
<input type="radio"/>	150	*	BUILDER'S SUPPLIES
<input type="radio"/>	150	07	CONSTRUCTION WORKER PROTECTION SHORING BOXES
<input type="radio"/>	150	10	CONSTRUCTION MATERIALS (NOT OTHERWISE CLASSIFIED)
<input type="radio"/>	155	*	BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED
<input type="radio"/>	155	05	CONSTRUCTION SERVICES, BARRIERS AND ENCLOSURES
<input type="radio"/>	155	38	CONSTRUCTION TYPE FIELD OFFICES AND SHEDS
<input type="radio"/>	285	*	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
<input type="radio"/>	285	46	CONSTRUCTION EQUIPMENT LAMPS
<input type="radio"/>	330	*	FENCING
<input type="radio"/>	330	55	CONSTRUCTION FENCING, TEMPORARY
<input type="radio"/>	540	*	LUMBER, SIDING, AND RELATED PRODUCTS
<input type="radio"/>	540	62	CONSTRUCTION PLYWOOD
<input type="radio"/>	540	92	CONSTRUCTION TYPE TIMBERS
<input type="radio"/>	550	*	MARKERS, PLAQUES AND TRAFFIC CONTROL DEVICES
<input type="radio"/>	550	45	CONSTRUCTION GRADE REFLECTIVE SHEETING (SEE 801-49 FOR SIGN MATERIAL)
<input type="radio"/>	765	*	ROAD AND HIGHWAY EQUIPMENT (EXCEPT EQUIPMENT IN CLASSES 755 AND 760)
<input type="radio"/>	765	35	CONSTRUCTION EQUIPMENT HYDRAULIC ATTACHMENTS
<input type="radio"/>	785	*	SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES
<input type="radio"/>	785	45	CONSTRUCTION PAPER, SCHOOLROOM
<input type="radio"/>	801	*	SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
<input type="radio"/>	801	60	CONSTRUCTION SIGNS
<input type="radio"/>	801	97	CONSTRUCTION SIGNS, WOOD

Notepad – There are many opportunities for buyers to enter **internal document notes**. These notes are not publicly available. Saved internal document notes can be retrieved by entering in information within the search fields. Additional Vendors may be searched and internal notes about them may be entered.

- Search by Document and Line Item Number
- Search Other Notepad Name (entrie)
- Search Vendor Notepad

In the example below **(1)** Hawaii Vendors were searched. **(2)** Hawaii Vendor 1 was selected. **(3)** Internal notes on **Hawaii Vendor 1** that have been entered by buyers are displayed. **(4)** Buyers may enter new internal notes reagrding a vendor and click on **Save Note** to record their entry.



Review Vendors – The vendor database may be searched by various parameters. Simply select one, input the field and then click on **Review Vendors**. The **Reset Vendor Search Parameters** clears previous selections/settings.

- Vendor Name to include DBA name
- NIGP Commodity Code(s) within a Vendor’s Commodity Profile
- By City, County, or combination of both
- By State
- By Zip Code

In the example below, **Honolulu** was typed inside of **County** and **Review Vendors** was clicked:

Review Vendors

Responses to Current Solicitations: or By Vendor ID:

OR

By Name: <-- Check to Search by Vendor DBA

OR

By Commodity:

AND / OR

By City: & / or County: Honolulu
Click for Counties / Cities review:

AND State: OR Zip:

Vendor Listing as of Wed Aug 21 00:24:25 GMT-0700 (PDT) 2019

View	Vendor Name	Contact Name	Email	Phone	Fax
<input type="radio"/>	INTERNATIONAL CONVENTION & EVENT S ATTCO ENTERTAINMENT	Daniel K Anderson	dander@attcoinc.com	808-836-1191	808-834-1046
<input type="radio"/>	"AA" GREASE TRAP SERVICES	Wyrlo P Ver	aagt@hawaii.rr.com	808-456-2345	808-456-2345
<input type="radio"/>	2 G GROUP LLC	Kris N Gourlay	krisgourlay@gmail.com	808-864-0429	808-235-2458
<input type="radio"/>	2005 WORK SMART CORP MID CITY RESTAURANT SUPPLY	Robert M Vavul	bvavul@midcityre.com	808-845-5755	866-526-4903
<input type="radio"/>	208 TEST ACCOUNT	Sue Gemmill	sgemmill@sicomm.net	800-614-0563	
<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Ruth Leau	21stlite@gmail.com	808-531-5483	808-528-0620
<input type="radio"/>	21ST CENTURY LIGHTING ENTERPRISES	Ruth Leau	21stlite@gmail.com	808-531-5483	808-528-0620
<input type="radio"/>	21ST CENTURY TECHNOLOGIES HAWAII, L SMART ENERGY HAWAII	Toni Park	edison@smartenergyhawaii.com	808-373-4559	808-373-1740
<input type="radio"/>	25-50 ELECTRIC	Jimmy V bangloy	jbangloy2550@gmail.com	808-630-6003	808-200-4808
<input type="radio"/>	25/50 ELECTRIC LLC	25/50 P 25/50	gervaclostephen@yahoo.com	808-260-6533	
<input type="radio"/>	25/50 ELECTRIC, LLC	Perfecto M Acosta	Electricalnsitepma@gmail.com	808-388-5363	808-200-4808
<input type="radio"/>	298TH REGIMENT	Randall Callejo	randall.callejo@us.army.mil	808-672-1818	
<input type="radio"/>	3 & 4 MANAGEMENT SERVICES INC.	Amos Monford IV	amosmonford@hotmail.com	808-781-4483	
<input type="radio"/>	3 - D LANDSCAPING SERVICE LLC	Dustin L DeMello	demello_landscaping@yahoo.com	808-292-7339	
<input type="radio"/>	3 - D LANDSCAPING SERVICE LLC	Dustin L DeMello	demello_landscaping@yahoo.com	808-292-7339	
<input type="radio"/>	3-FOLD CRAFTSMAN CONSTRUCTION, INC.	Joseph S Sanchez	3fold@hawaii.rr.com	808-927-5408	808-941-4676

5404 records returned. 5404 In-State Vendors In-State Vendors shown in this Light Red

Search Criteria: County: HONOLULU

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~ agency_buyer_vendor_lookup_handler.html (Revised: 2014.12.11) ~ Machine: sc15Sp_ProdAppV1c IP: 98.151.58.138 DB: unknownDB Wed, 21 Aug 2019
Agency ID: A0000000042 Dept ID: BWSTEST User ID: BWSTestbuyer

To access Vendor Profile details click on the radio button adjacent to the Vendor's name. The buyer's view of a vendor's profile will display. Note: In this example, within the vendor profile, in addition to vendor contact information there are four categories with radio buttons taking you to their information fields:

- **Award History** – History of vendor's awards within HePS
- **Commodities** – A listing of all the NIGP Commodity Codes for their provided goods and services
- **Vendor Notepad** – Historical internal notes associated to a vendor
- **Self-certified profile entries** - Licenses, Bonding, and Certifications uploaded by the vendor

Vendor Information	
Award History:	<input type="radio"/>
Commodities:	<input type="radio"/>
Vendor Notepad:	<input type="radio"/>
Self-certified profile entries:	<input type="radio"/>

Enterprise Information

Enterprise ID:	P00000063111
Account Created:	Thu Sep 15, 2005
Enterprise Name 1:	Mangrove Tropicals Inc.
Name 2:	HePS Test Vendor 1
Name 3:	E XX,Old Due,Y-Ck Pr,OK CCDt
Enterprise Address 1:	56-1086 Marconi Road
Address 2:	
City:	Kahuku
State:	HI
County / Parish:	HONOLULU
Zip Code:	96731
Country:	USA
SSN or Fed ID:	xx-xxx3456
GET ID:	GE018-xxx-xxxx-xx

PRIMARY, Point of Contact

First Name:	User
MI:	
Last Name:	Test07
Title / Position:	CORPORATE
Department:	CORPORATE
Email:	momknh3@mac.com
Telephone:	808-371-4274
FAX:	

Agency and Vendor File Attachments - Both types of files attachments may be searched for in a similar manner. In each case, you enter information within a search field and click on **Get File**. **Clear Fields** is used to vacant previous information and start anew search.

Agency File Attachments:

- Solicitation Number
- Award Number
- Attachment Name

Find/Review Agency File Attachments					
Access Attachments:	Solicitation Nbr:	Award Nbr:			
Attachment Name:			Get File: <input type="checkbox"/>	Clear Fields	Help
			Find	Found: Files...	

Vendor File Attachments:

- Vendor Account Number (needed for each search)
- Solicitation Number
- Addenda Number
- Line Item Number (not commonly used)
- Vendor Attachment Name

Find/Review Vendor File Attachments					
Display Vendor Attachments:	Vendor Account Nbr:	Solicitation Nbr:	Addenda Nbr:	Line Item Nbr:	
Question File: <input type="checkbox"/>	Vendor Attachment Name:		Get File: <input type="checkbox"/>	Clear Fields	Help
Toggle Window					

Miscellaneous/My Profile – Under the **Miscellaneous** Tab, the far left sub menu is **My Profile**. My Profile contains you contact information to include Name, Title/Position, Telephone number, and email address. Any editorial contact changes made in this profile will automatically populate as update to existing documents in work, solicitations, and awards. This sub menu is also used to change or update your password. Simply update the contact or PW information and click on **Update User Info**.

1

Contact Information and Password

User Type: Level 3 Buyer
 Buyer Code:
 First Name: MICHAEL
 MI: M
 Last Name: MATSUMOTO
 Title / Position: BWS Test Department Buyer

User ID: BWSTestbuyer
 Password:
 Verify Password:
 Email Address: michael.matsumoto@sicomm.net
 Telephone: 808-371-4274
 FAX:

Alternate User Status: A **Workflow Alternate** has not been assigned by the System Administrator. Click [here](#) to request **assignment of a Workflow Alternate to me**.
 An **Approval Responsibilities Alternate** has not been assigned by the System Administrator. Click [here](#) to request **assignment of an Approvals Responsibilities Alternate to me**.

Auto Frames Default: Currently Auto Frames by default are **in-active** (rolling over the frame DOES NOT open/close the frame)

Default: File Attachments: Select If Default File Attachments Are Visible Currently Default File Attachments by default are **Visible**

Default: 25: 25 Currently the Max Number of Line Items of the Quick Line Item Edit Function is **25**

Approval Routes/Responsibilities Display: Do not Show Routes or Responsibilities on Pages where available. Use Miscellaneous>Session Info

Approval Route Display For Multiple Documents:
NOTE: With a large number of Documents the In-Line method results in a slower page load time

For Requisition Approvals: As A Pop-Up Window
 For Solicitation Approvals: In-Line
 For Award Approvals: In-Line

2 Update User Info My Reports