

ONLINE BIDDING PROCEDURES MANUAL

**Business Services Department
Shared Services - Procurement
255 W. Alameda, 6th floor
Tucson, AZ 85701**

**Committed to the values and guiding principles of the
public procurement profession:**

**** Accountability * Ethics * Impartiality ****
**** Professionalism * Service * Transparency ****

Visit our website:

www.tucsonprocurement.com

Main phone line:

520.791.4217



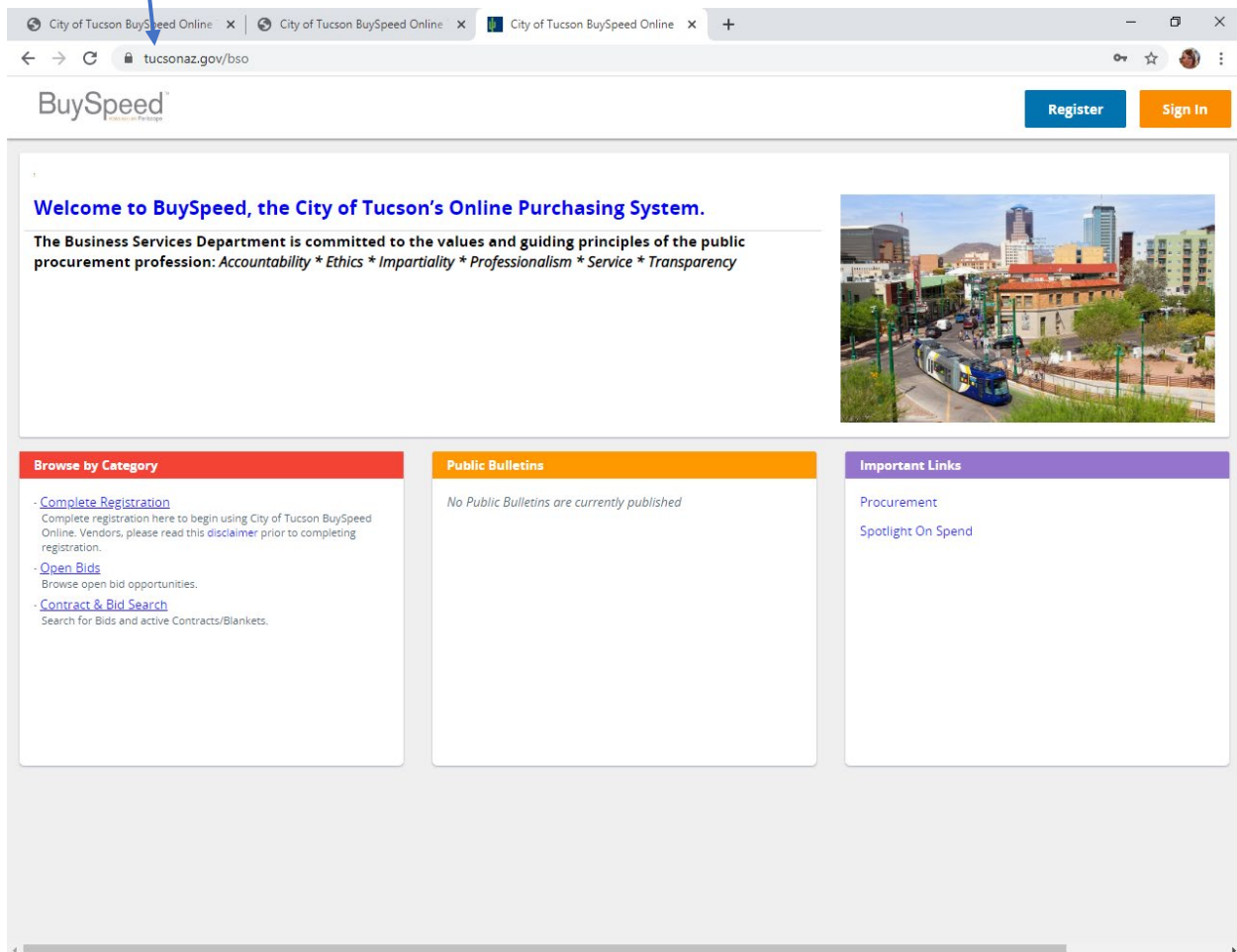
**CITY OF
TUCSON**

Effective April 20, 2020, the City of Tucson will only allow electronic submittal of bids and proposal in response to formal solicitations. Instructions for submitting your response to solicitations online are contained herein.

To provide a response to one of the City's formal solicitations, utilize the following website:

www.tucsonaz.gov/bsc.

***NOTE:** The screenshots in this Procedures Manual were created from a test environment; therefore, colors and web addresses on the screen shots may be different than what you will see in our productional environment.



Log into your City of Tucson BuySpeed Account by clicking on the “Sign In” button.

The screenshot shows a web browser with three tabs labeled "City of Tucson BuySpeed Online". The address bar shows "tucsonaz.gov/bs". The main header features the "BuySpeed" logo and two buttons: "Register" and "Sign In". A modal form titled "Welcome to City of Tucson BuySpeed Online" is overlaid on the right side. It contains two input fields: "Login ID" with the prompt "Please enter the login id." and "Password" with the prompt "Please enter the password.". Below these fields are two buttons: "Sign In" and "Login Assistance". A blue arrow points from the "Sign In" button in the top header to the "Sign In" button in the modal. Another blue arrow points from the "Login Assistance" link in the modal to the text in the paragraph below.

Welcome to City of Tucson BuySpeed Online

Login ID
Please enter the login id.

Password
Please enter the password.

Sign In

Login Assistance

Browse by Category

- [Complete Registration](#)
Complete registration here to begin using City of Tucson BuySpeed Online. Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.

Public Bulletins

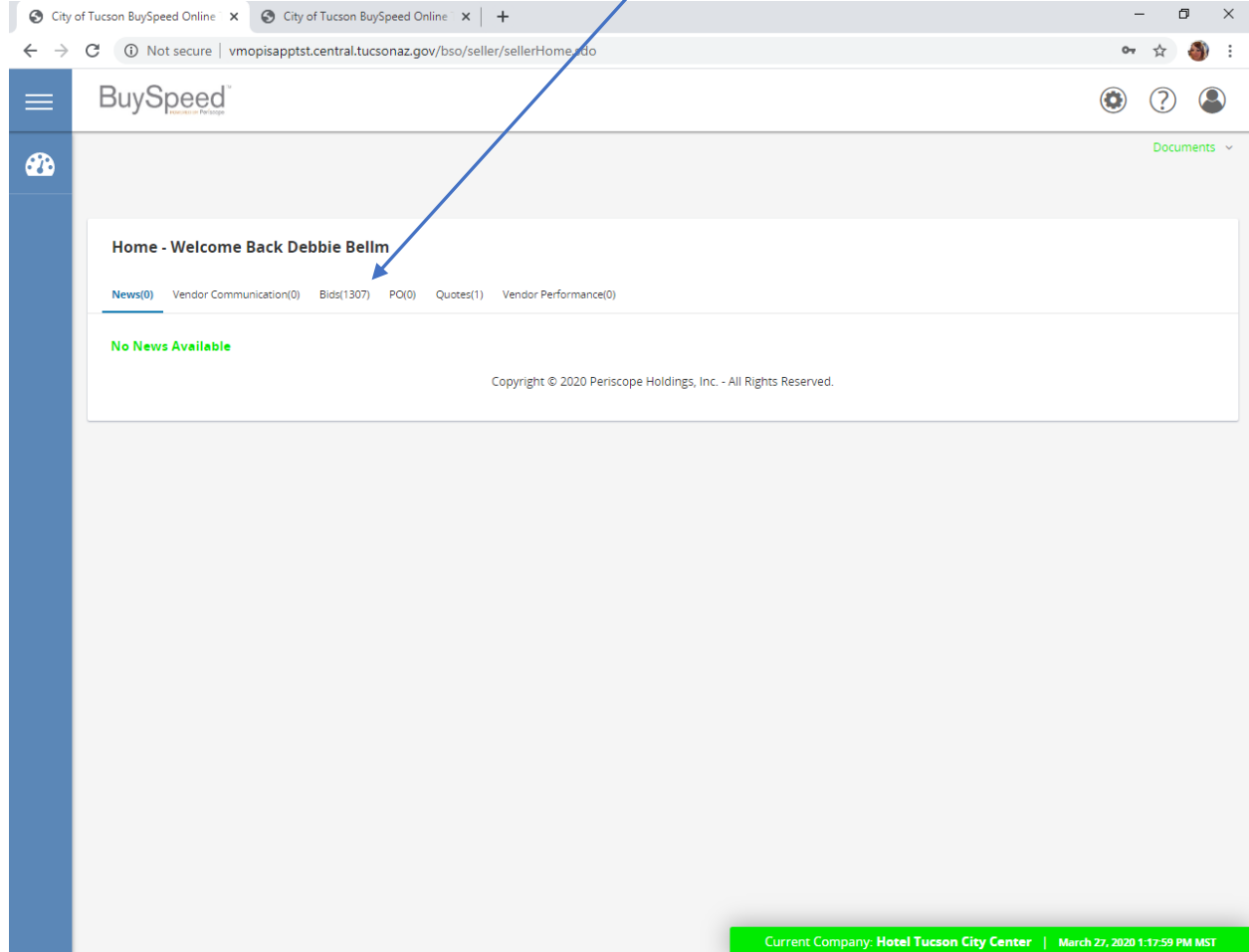
No Public Bulletins are currently published

Important Links

- [Procurement](#)
- [Spotlight On Spend](#)

You must have an account to be able to submit an electronic response to a solicitation. If you have an account, but cannot remember your Login ID or password, you can click on the “Login Assistance” link for help. If you are still unable to log in, you can email VendorRegistration@tucsonaz.gov.

Once logged in, you will see a welcome screen. Select “Bids”.



Once you click on “Bids”, you can see all available Open Bids. Select the Bid # you are interested in replying to.

City of Tucson BuySpeed Online

Not secure | vmopisaptst.central.tucsonaz.gov/bso/seller/sellerHome.sdo

BuySpeed™

Home - Welcome Back Debbie Bellm

News(0) Vendor Communication(0) **Bids(1307)** PO(0) Quotes(1) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
202372	City of Tucson		Mora Corral	ORAL INTERPRETATION SERVICES AND WRITTEN/AUDIO TRANSLATION AND TRANSCRIPTION SERVICES	01/01/2025 02:00:00 PM	
171637	City of Tucson		Carole Quintana	Bell Helicopter / Textron OEM Part	07/28/2017 04:00:00 PM	

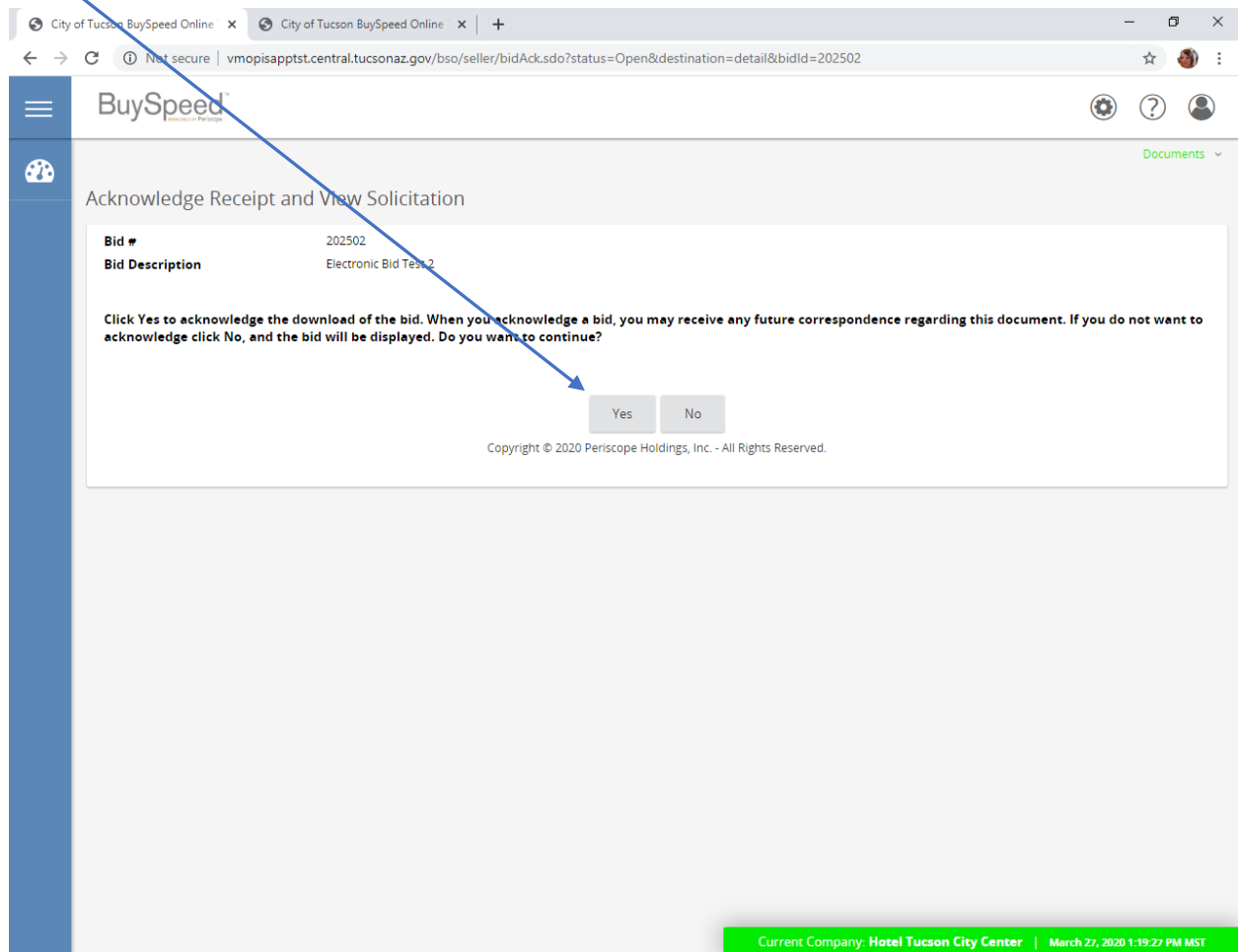
Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
202502	City of Tucson		Jenn Myers	Electronic Bid Test 2	04/30/2020 04:00:00 PM	View	Create Quote	
202447	City of Tucson		Jeffrey Whiting	Enterprise Asset Management Software Implementation	04/03/2020 02:00:00 PM	View	online quote not allowed	
202445	City of Tucson		Jenn Myers	JOC for Water Production Well Drilling Services	01/01/2025 02:00:00 PM	View	online quote not allowed	List
202443	City of Tucson	202443	Jenn Myers	Plastic Storage Containers for Property and Evidence	01/01/2025 02:00:00 PM	View	online quote not allowed	
202437	City of Tucson		Troy Rombough	Federal Level Consultant	01/01/2025 02:00:00 PM	View	online quote not allowed	

View More...

Current Company: Hotel Tucson City Center | March 27, 2020 1:18:10 PM MST

Once you click on the Bid #, you will be asked to acknowledge the download of the bid. Select either yes or no to view the solicitation.



City of Tucson BuySpeed Online x City of Tucson BuySpeed Online x +

Net secure | vmopisapptst.central.tucsonaz.gov/bso/seller/bidAck.sdo?status=Open&destination=detail&bidid=202502

BuySpeed[™]

Documents

Acknowledge Receipt and View Solicitation

Bid #	202502
Bid Description	Electronic Bid Test 2

Click **Yes** to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click **No**, and the bid will be displayed. Do you want to continue?

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Current Company: **Hotel Tucson City Center** | March 27, 2020 1:19:27 PM MST

After you select yes or no, you will be shown the Bid Solicitation.

***NOTE:** The BuySpeed software refers to all solicitations as “Bid Solicitations” regardless of what type of solicitation it is (i.e., Request for Proposals, Request for Qualification, or Invitation for Bid). The actual solicitation type will always be indicated on the solicitation document itself.

You can view the solicitation and any attachments by clicking on them under the “File Attachments” section.

BuySpeed[™]
PERISCOPE HOLDINGS

Documents

Bid Solicitation: 202502

Header Information

Bid Number:	202502	Description:	Electronic Bid Test 2	Bid Opening Date:	04/30/2020 04:00:00 PM
Purchaser:	Jenn Myers	Organization:	City of Tucson		
Department:	BSD - Business Services	Location:	SSP - Shared Services Procurement		
Fiscal Year:	20	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	03/27/2020 12:31:24 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:	Nathan Daou 255 W Alameda, 6th Fl East Tucson, AZ 85701 USA Email: test@periscopeholdings.com Phone: (123)456-7890	Bill-to Address:	Accounts Payable PO Box 27450 Tucson, AZ 85726-7450 USA Email: test@periscopeholdings.com Phone: (123)456-7890
-------------------------	---	-------------------------	---

File Attachments:

202502.pdf

Form Attachments:

Amendments:

Amendment #	Amendment Date	Amendment Note
1	03/27/2020 02:02:08 PM	Added Attachment Attachment File Changes: Header 1. File '202502.pdf': File '202502.pdf' added .

Item Information

Item # 1:

A formal bid notification has been sent to you by \$AGENCYNAME\$. To respond online, visit the site at \$EXTERNALPORTALWEBSITEADDRESS\$. Enter your login and password information and click on the \$AGENCYNAME\$ Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$BUYERNAME\$ by calling \$BUYERPHONE\$. The information from the request is below: Bid Header Requesting Department: \$DEPARTMENTNAME\$ Buyer Name: \$BUYERNAME\$ Buyer Phone: \$BUYERPHONE\$ Buyer Email: \$EMAILADDRESS\$ Bid Number: \$BIDNUMBER\$ Description: \$DESCRIPTION\$ Opening Date/Time: \$OPENINGDATETIME\$ Available Date/Time: \$AVAILABLEDATETIME\$ Thank you for your participation.

Current Company: Hotel Tucson City Center

March 27, 2020 2:04:47 PM MST

Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each			
Manufacturer:		Brand:			Model:
Make:		Packaging:			

Acknowledge Amendment(s)

Print Page

Create Quote

Bid Q & A

Exit

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When you click on one of the file attachments, it will bring up the solicitation document for your review. You may want to print the document.

City of Tucson BuySpeed Online x 202502.pdf x +

File | C:/Users/jmyers2/Downloads/202502.pdf

CITY OF TUCSON REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NUMBER:	202502
PROPOSAL DUE DATE:	January 1, 2025, AT 4:00 P.M. LOCAL AZ TIME
PROPOSAL SUBMITTAL LOCATION:	Business Services Department 255 W. Alameda, 6 th Floor, Tucson, AZ 85701
MATERIAL OR SERVICE:	Electronic Bid Test 2
PRE-PROPOSAL CONFERENCE DATE:	December 25, 2025
TIME:	11:00 A.M.
LOCATION:	Conference Call Test
CONTRACT OFFICER:	Jenn Myers, CPPB
TELEPHONE NUMBER:	(520) 837-4137 Jenn.myer@tucsonaz.gov

A copy of this solicitation and possible future amendments may be obtained from our Internet site at: <http://www.tucsonprocurement.com/> by selecting the Bid Opportunities link and the associated solicitation number. The City does not mail out Notices of available solicitations via the U.S. Postal Service. Email notifications are sent to those interested offerors who are registered with us and who have selected email as their preferred delivery method. To register, please visit www.tucsonprocurement.com, click on Vendors, then click on Vendor Registration. To update an existing record, click on Vendors, click on What's New?, and read the section titled "Notice of Solicitations." You may also call (520) 791-4217 if you have questions.

Competitive sealed proposals for the specified material or service shall be received by the Department of Procurement, 255 W. Alameda, 6th Floor, Tucson, Arizona 85701, until the date and time cited.

Proposals must be in the actual possession of the Department of Procurement at the location indicated, on or prior to the exact date and time indicated above. Late proposals shall not be considered. The prevailing clock shall be the City Department of Procurement clock.

Proposals must be submitted in a sealed envelope. The Request for Proposal number and the offeror's name and address should be clearly indicated **on the outside** of the envelope. All proposals must be completed in ink or typewritten. Questions must be addressed to the Contract Officer listed above.

******ALERT******

All visitors to City Hall are now required to show picture identification when going through the security checkpoint in the main lobby. Visitors should plan accordingly.

JM

PUBLISH DATE: March 27, 2020

Once you are ready to respond, click on “Create Quote”.

BuySpeed[™]
Procurement Software

Documents ▾

Bid Solicitation: 202502

Header Information

Bid Number:	202502	Description:	Electronic Bid Test 2	Bid Opening Date:	04/30/2020 04:00:00 PM
Purchaser:	Jenn Myers	Organization:	City of Tucson		
Department:	BSD - Business Services	Location:	SSP - Shared Services Procurement		
Fiscal Year:	20	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	03/27/2020 12:31:24 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:	Nathan Daou 255 W Alameda, 6th Fl East Tucson, AZ 85701 USA Email: test@periscopeholdings.com Phone: (123)456-7890	Bill-to Address:	Accounts Payable PO Box 27450 Tucson, AZ 85727-7450 USA Email: test@periscopeholdings.com Phone: (123)456-7890
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File Attachments:

202502.pdf

Form Attachments:

Amendments:

Amendment #	Amendment Date	Amendment Note
1	03/27/2020 02:02:08 PM	Added Attachment Attachment File Changes: Header 1, File '202502.pdf'; File '202502.pdf' added .

Item Information

Item # 1:

A formal bid notification has been sent to you by \$AGENCYNAME\$. To respond online, visit our website at \$EXTERNALPORTALWEBSITEADDRESS\$. Enter your login and password information and click on the \$AGENCYNAME\$ Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$BUYERNAME\$ by calling \$BUYERPHONE\$. The information from the request is below: Bid Header Requesting Department: \$DEPARTMENTNAME\$ Buyer Name: \$BUYERNAME\$ Buyer Phone: \$BUYERPHONE\$ Buyer Email: \$EMAILADDRESS\$ Bid Number: \$BIDNUMBER\$ Description: \$DESCRIPTION\$ Opening Date/Time: \$OPENINGDATETIME\$ Available Date/Time \$AVAILABLEDATETIME\$ Thank you for your participation.

Current Company: Hotel Tucson City Center | March 27, 2020 2:04:47 PM MST

Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each			
Manufacturer:		Brand:		Model:	
Make:		Packaging:			

Acknowledge Amendment(s)

Print Page

Create Quote

Bid Q & A

Exit

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You are now able to begin creating your electronic submittal (whether it be a Bid, Proposal, or a Statement of Qualifications).

DO NOT SELECT the “No Bid” box. This box is intended to permit a vendor to submit a response, but mark it as a “No Bid”. Checking this box will cause Procurement to NOT be notified that you have submitted a response, and your offer may not be considered.

Enter your contact information including a telephone number and email address in the “Info Contact” Box.

You can also change the Description to Your Company’s Name.

City of Tucson BuySpeed Online

City of Tucson BuySpeed Online

Not secure | vmopisapptst.central.tucsonaz.gov/bso/seller/bidAck.sdo?status=Open&destination=quote&bidId=202502

BuySpeed™

Documents

New Quote

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

Quote #: City of Tucson

Organization: City of Tucson

Status: In progress

Delivery Days: 0

Is "No Bid": ☐

Shipping Terms:

Ship Via Terms:

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated:

Save & Continue

User Last Updated:

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Current Company: Hotel Tucson City Center | March 27, 2020 1:51:12 PM MST

Click on “Save & Continue”.

No other information is required to begin your quote, and no other fields should be filled out, as the City intends for you to indicate this information in the response that you will upload as an attachment. If you choose to complete any other field here besides the two fields indicated above, you MUST include that same information in the response that you upload as an attachment, as the information entered on this screen will not be considered, and only information included in your attachment will be considered.

Once you click on the “Save & Continue” button, this will create a quote number that will allow you to respond electronically.

City of Tucson BuySpeed Online

Not secure | vmopisapptst.central.tucsonaz.gov/bso/quotes/vendor/vquoteGeneral.sdo

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Notes](#) [Terms & Conditions](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Quote #:	00008208	Bid #:	202502
Organization:	City of Tucson	Description*:	Electronic Bid Test 2
Status:	In progress	Discount Percent:	0.0 %
Delivery Days:	0	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	<input type="text"/>
Shipping Terms:	<input type="text"/>	Payment Terms:	<input type="text"/>
Ship Via Terms:	<input type="text"/>		
Promised Date: (MM/DD/YYYY)	<input type="text"/>		
Info Contact:	Jenn Myers 520-837-4137 jenn.myers@tucsonaz.gov		
Comments:	<input type="text"/>		
Date Last Updated:	03/27/2020 02:10:40 PM	User Last Updated:	Debbie Bellm

[Save & Continue](#)

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:10:56 PM MST

Once you have saved your Quote, and a Quote number is generated, you can close it and return to it at a later time to complete it and submit it.

Next select the Terms & Conditions Tab. Here you will acknowledge the Terms and Conditions.

You can select "Yes", "Yes with exceptions", or "No". If you select "Yes with exceptions" or "No", you will need to make a summary of the exceptions in the comments below, as well as within your electronic response. You MUST include your exceptions in your uploaded attachment. Any exception not noted in your attachment will not be considered. In the case of a discrepancy between what is entered in this explanation field and what is in the uploaded attachment, the uploaded attachment shall govern.

City of Tucson BuySpeed Online

Not secure | vmopisapptst.central.tucsonaz.gov/bsq/quotes/vendor/vquoteTermCondition.sdo?quoteId=00008208

BuySpeed

Documents

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
202502.pdf (view details)		183,867 bytes

Do you accept the terms & conditions of the bid?

☐ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

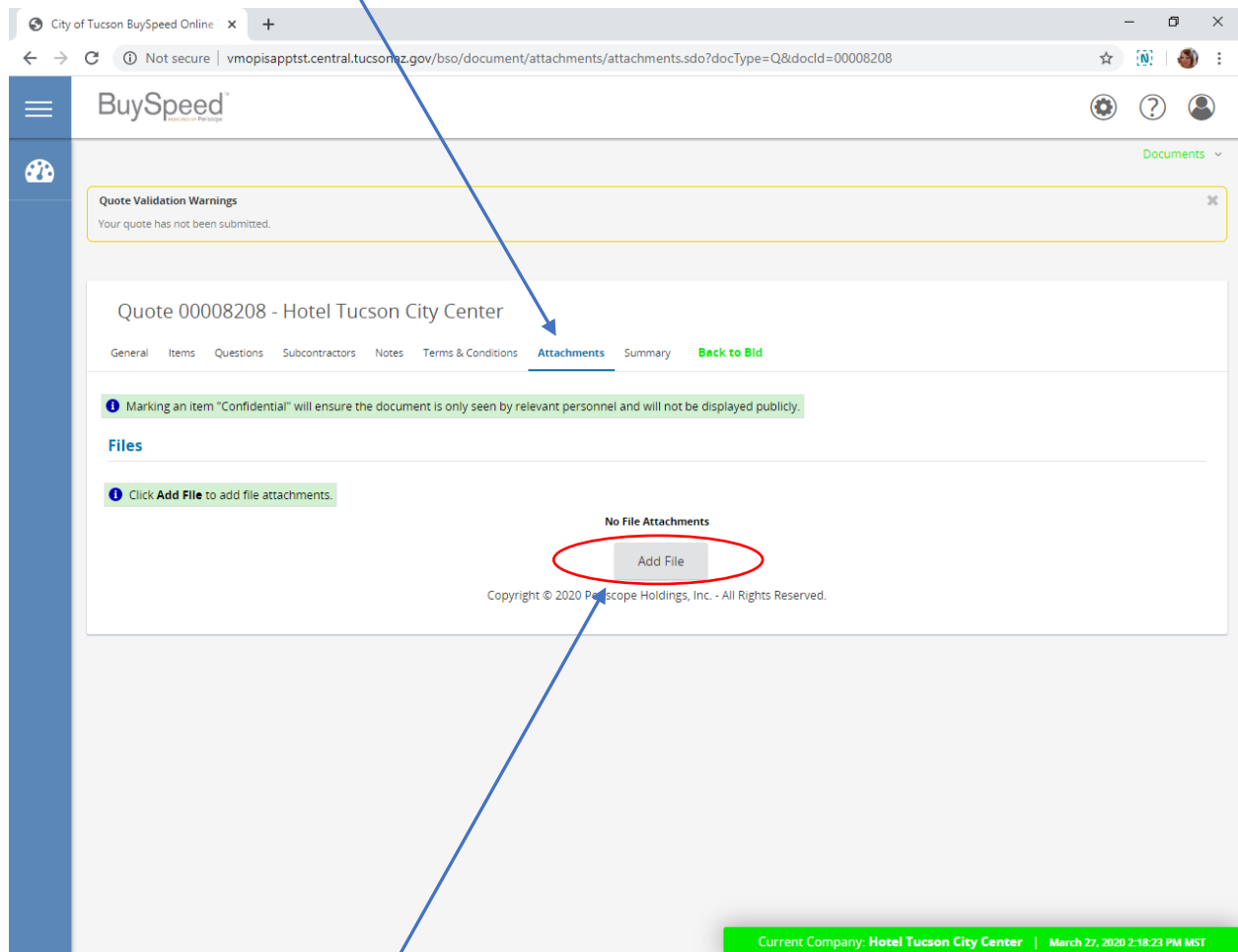
[Save & Continue](#)

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:12:26 PM MST

Once you make your selection, press "Save & Continue". This will remove the Red Quote Validation Error at the top of the screen and the Terms & Conditions will be acknowledged.

Next, select the “Attachments” tab. In this tab, you can add upload documents necessary for your response.



For each file, click on the “Add File” button.

Select the “Browse or Choose File” button (Note: the button has a slightly different name than in the screenshot shown below).

City of Tucson BuySpeed Online

Not secure | vmopisapptst.central.tucsonaz.gov/bso/document/attachments/attachmentFileDetail.sdo?&docId=00008208&docType=Q&docSubType=&rel...

BuySpeed™

Documents

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*:

Description:

File*: No file chosen

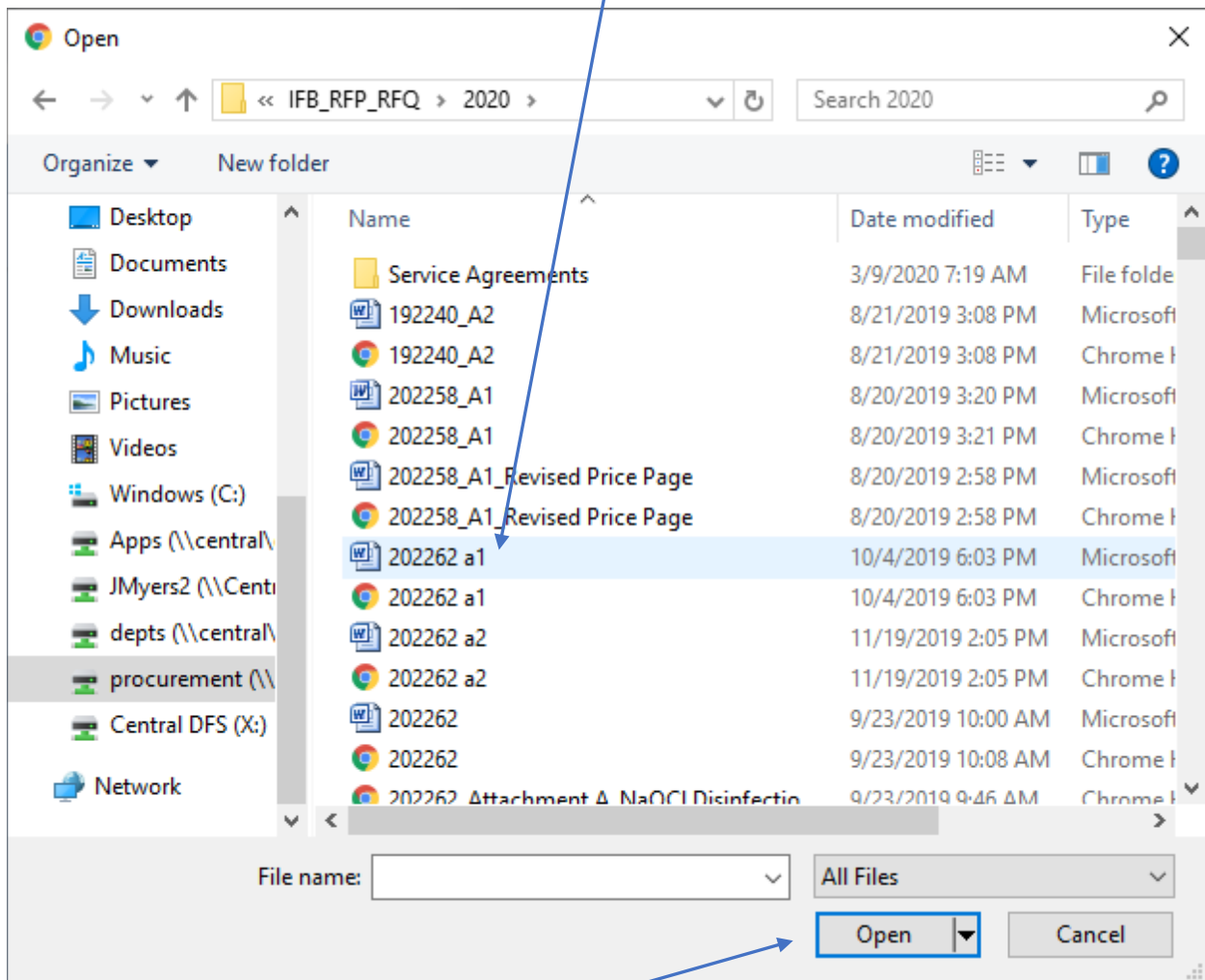
Location: 0016978

Confidential: ☐

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:18:55 PM MST

Search for the file on your computer and select the file you would like to attach as your response to the solicitation.



Click the "Open" button.

You can enter a description of the file you are uploading, such as “Acme Company’s response to RFP #202262”.

The screenshot shows the 'Add File' form in the BuySpeed application. The form includes the following fields and controls:

- Name*:** A text input field containing '202262 a1.pdf'. A blue arrow points to this field from the text above.
- Description:** A text input field containing 'Response to solicitation'. This field is circled in red.
- File*:** A button labeled 'Choose File' followed by the text '202262 a1.pdf'.
- Location:** A text input field containing '0016978'.
- Confidential:** A checkbox that is currently unchecked.
- Buttons:** Four buttons at the bottom: 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. A blue arrow points to the 'Save & Exit' button from the text below.
- Help Text:** Two green boxes with information icons:
 - Box 1: "Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200."
 - Box 2: "Marking an item 'Confidential' will ensure the document is only seen by relevant personnel and will not be displayed publicly."
- Footer:** A green bar at the bottom right displays 'Current Company: Hotel Tucson City Center' and 'March 27, 2020 2:29:19 PM MST'.

Click the “Save & Exit” button. This will take you back to the screen where you can continue to add additional attachments if you have any. Repeat the same steps for additional files.

*NOTE: The software program has a check box titled “Confidential”. However, the City does not use this box as a way for bidders/offerors to indicate whether or not their attachment contains any confidential information. As per Paragraph 12 of the Instructions to Bidders/Offerors section of the solicitation, the bidder/offeror must indicate any requests for confidentiality within their submittal (i.e., that attachment that is uploaded here) itself. The City will not act upon the checking of this box, and will only act upon requests for confidentiality that are made within the submittal itself.

To request that information be held confidential, your attachment **MUST** be clearly marked confidential on the page(s) you are requesting to be held confidential. (Note that pricing will **NEVER** be held confidential.) You should also include a cover letter explaining your reason for requesting the information be held confidential.

The screenshot shows the 'Add File' interface in the BuySpeed application. The form includes the following fields and controls:

- Name***: 202262_Attachment C.pdf
- Description**: Attachment C Response
- File***: Choose File 202262_Attachment C.pdf
- Location**: 0016978
- Confidential**: ☒ (This checkbox is circled in red in the original image)

At the bottom of the form are four buttons: Save & Exit, Save & Continue, Reset, and Cancel & Exit. Below the buttons is the copyright notice: Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved.

The footer of the application shows: Current Company: Hotel Tucson City Center | March 27, 2020 2:30:40 PM MST

Once you have added all your attachments, you can see them listed on the Attachments tab screen.

City of Tucson BuySpeed Online

vmopisapptst.central.tucsonaz.gov/bsa/document/attachments/attachmentFileDetail.sdo

BuySpeed

Documents

Quote Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(3)** Summary [Back to Bid](#)

Files

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
202262 a1~1.pdf (view details)	Response to solicitation	<input type="checkbox"/>	0	Debbie Bellm	03/27/2020	<input type="checkbox"/>
202262_Attachment C.pdf (view details)	Attachment C Response	<input checked="" type="checkbox"/>	0	Debbie Bellm	03/27/2020	<input type="checkbox"/>
202262_Attachment B.pdf (view details)	Attachment B Response	<input type="checkbox"/>	0	Debbie Bellm	03/27/2020	<input type="checkbox"/>

[Save & Continue](#) [Add File](#)

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Current Company: **Hotel Tucson City Center** | March 27, 2020 2:31:54 PM MST

Go to the Summary Tab.

BuySpeed™

Documents

Overall Validation Warnings
Your quote has not been submitted.

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes Terms & Conditions Attachments(3) **Summary** Back to Bid

Header Information

Quote #:	00008208	Bid #:	202502	Status:	In progress
Organization:	City of Tucson	Delivery Days:	0	Discount Percent:	0.0
Description:	Electronic Bid Test 2	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:		Quote Total	\$0.00
Freight Terms:		Info Contact:	Jenn Myers 520-837-4137 jenn.myers@tucsonaz.gov		
Ship Via Terms:		User Last Updated:	Debbie Bellm		
Promised Date					
Comment:					
Date Last Updated:	03/27/2020 02:17:12 PM				

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Added Attachment Attachment File Changes: Header 1, File '202502.pdf': File '202502.pdf' added.	Sent to : jenn043003@yahoo.com at 03/27/2020 02:03:03 PM	
Amendment 1	Added Attachment Attachment File Changes: Header 1, File '202502.pdf': File '202502.pdf' added.	Sent to : test@periscopeholdings.com at 03/27/2020 02:03:03 PM	

Attachments

Agency Files:

Agency Forms:

Vendor Files:

- 202262 a1-1.pdf
- 202262_Attachment C.pdf
- 202262_Attachment B.pdf

Vendor Forms:

Item Information

Print Sequence # 1.0 : A formal bid notification has been sent to you by \$\$AGENCYNAME\$\$\$. To respond online, you need your company's user name and login ID. Go to the \$\$AGENCYNAME\$\$ site at \$\$EXTERNALPORTALWEBSITEADDRESS\$\$\$. Enter your login and password information to sign into the system. Once logged in, open formal bids are listed in the Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$\$BUYERNAME\$\$ by calling \$\$BUYERPHONE\$\$\$. The information from the request is below: Bid Header Requesting Department: \$\$DEPARTMENTNAME\$\$ Buyer Name: \$\$BUYERNAME\$\$ Buyer Phone: \$\$BUYERPHONE\$\$ Buyer Email: \$\$EMAILADDRESS\$\$ Bid Number: \$\$BIDNUMBER\$\$ Description: \$\$DESCRIPTION\$\$ Opening Date/Time: \$\$OPENINGDATETIME\$\$ Available Date/Time: \$\$AVAILABLEDATETIME\$\$ Thank you for your participation.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

QUOTE 1.0

Print Submit Quote Cancel Quote

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Once you have attached all your documents you can submit your quote

The system will ask you if you are sure. Select Ok.

The screenshot shows a web browser window with the URL `vmopisapptst.central.tucsonaz.gov/bsq/quotes/vendor/vquoteSummary.sdo?quoteId=00008208`. A modal dialog box is displayed in the center, asking "Are you sure you want to submit this quote?" with "OK" and "Cancel" buttons. A blue arrow points from the text "Select Ok." to the "OK" button. The background page is the BuySpeed portal, which includes sections for "Attachments" (Agency Files, Agency Forms, Vendor Files, Vendor Forms) and "Item Information". The "Item Information" section contains a detailed message about the bid notification and a table with quote details.

Attachments

Agency Files:

Agency Forms:

Vendor Files: [202262 a1~1.pdf](#)
[202262_Attachment C.pdf](#)
[202262_Attachment B.pdf](#)

Vendor Forms:

Item Information

Print Sequence # 1.0: A formal bid notification has been sent to you by \$\$AGENCYNAME\$\$\$. To respond online, you need your company's user name and login ID. Go to the \$\$AGENCYNAME\$\$ site at \$\$EXTERNALPORTALWEBSITEADDRESS\$\$\$. Enter your login and password information to sign into the system. Once logged in, open formal bids are listed in the Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$\$BUYERNAME\$\$ by calling \$\$BUYERPHONE\$\$\$. The information from the request is below: Bid Header Requesting Department: \$\$DEPARTMENTNAME\$\$ Buyer Name: \$\$BUYERNAME\$\$ Buyer Phone: \$\$BUYERPHONE\$\$ Buyer Email: \$\$EMAILADDRESS\$\$ Bid Number: \$\$BIDNUMBER\$\$ Description: \$\$DESCRIPTION\$\$ Opening Date/Time: \$\$OPENINGDATETIME\$\$ Available Date/Time: \$\$AVAILABLEDATETIME\$\$ Thank you for your participation.

Quantity	UOM
1.0	EA

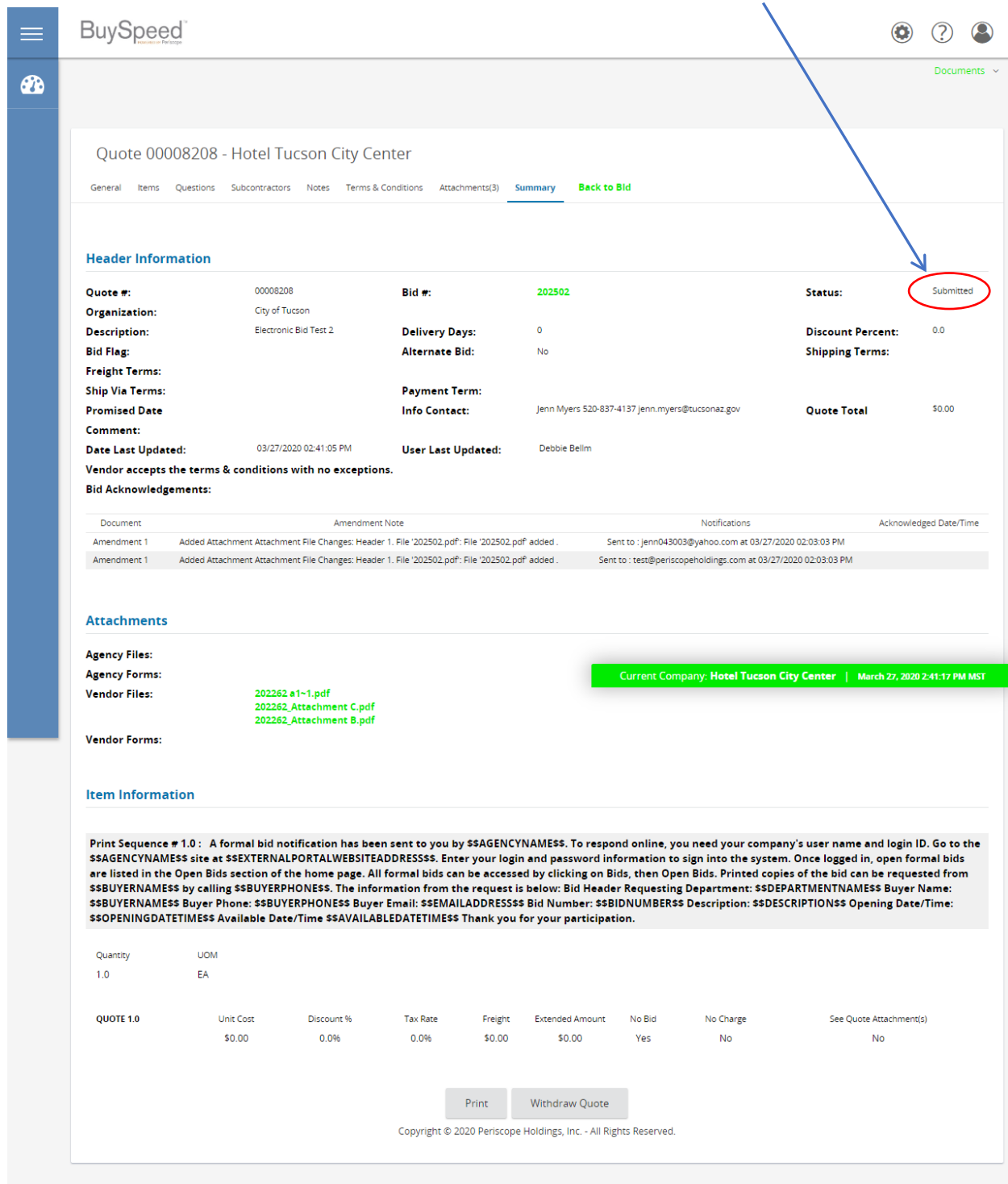
QUOTE 1.0	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

Print Submit Quote Cancel Quote

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Current Company: Hotel Tucson City Center | March 27, 2020 2:40:38 PM MST

You can now see that the status of your response has been changed to “Submitted.”



BuySpeed
Procurement Portal

Documents

Quote 00008208 - Hotel Tucson City Center

General Items Questions Subcontractors Notes Terms & Conditions Attachments(3) **Summary** Back to Bid

Header Information

Quote #:	00008208	Bid #:	202502	Status:	Submitted
Organization:	City of Tucson	Delivery Days:	0	Discount Percent:	0.0
Description:	Electronic Bid Test 2	Alternate Bid:	No	Shipping Terms:	
Bid Flag:		Payment Term:		Quote Total	\$0.00
Freight Terms:		Info Contact:	Jenn Myers 520-837-4137 jenn.myers@tucsonaz.gov		
Ship Via Terms:		User Last Updated:	Debbie Belim		
Promised Date					
Comment:					
Date Last Updated:	03/27/2020 02:41:05 PM				

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Added Attachment Attachment File Changes: Header 1. File '202502.pdf'. File '202502.pdf' added .	Sent to : jenn043003@yahoo.com at 03/27/2020 02:03:03 PM	
Amendment 1	Added Attachment Attachment File Changes: Header 1. File '202502.pdf'. File '202502.pdf' added .	Sent to : test@periscopeholdings.com at 03/27/2020 02:03:03 PM	

Attachments

Agency Files:

Agency Forms:

Vendor Files:

- 202262 a1~1.pdf
- 202262_Attachment C.pdf
- 202262_Attachment B.pdf

Vendor Forms:

Current Company: Hotel Tucson City Center | March 27, 2020 2:41:17 PM MST

Item Information

Print Sequence # 1.0: A formal bid notification has been sent to you by \$\$AGENCYNAME\$\$\$. To respond online, you need your company's user name and login ID. Go to the \$\$AGENCYNAME\$\$ site at \$\$EXTERNALPORTALWEBSITEADDRESS\$\$\$. Enter your login and password information to sign into the system. Once logged in, open formal bids are listed in the Open Bids section of the home page. All formal bids can be accessed by clicking on Bids, then Open Bids. Printed copies of the bid can be requested from \$\$BUYERNAME\$\$ by calling \$\$BUYERPHONE\$\$\$. The information from the request is below: Bid Header Requesting Department: \$\$DEPARTMENTNAME\$\$ Buyer Name: \$\$BUYERNAME\$\$ Buyer Phone: \$\$BUYERPHONE\$\$ Buyer Email: \$\$EMAILADDRESS\$\$ Bid Number: \$\$BIDNUMBER\$\$ Description: \$\$DESCRIPTION\$\$ Opening Date/Time: \$\$OPENINGDATETIME\$\$ Available Date/Time: \$\$AVAILABLEDATETIME\$\$ Thank you for your participation.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

QUOTE 1.0

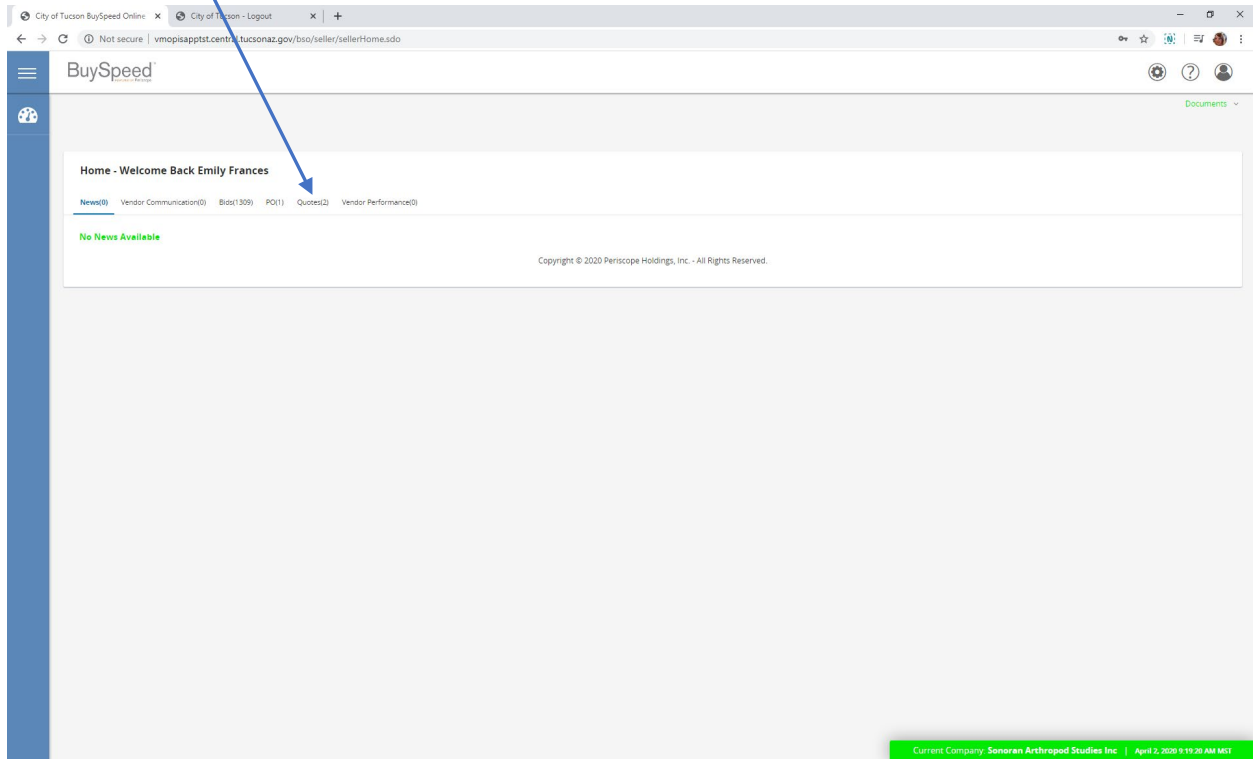
Print Withdraw Quote

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Congratulations, you have responded to the solicitation!

Thank you for your interest in doing business with the City of Tucson.

If you happen to log out while submitting your quote, you can log back in and complete your quote by selecting “Quotes.”



From there, select “Working.”

The screenshot shows the City of Tucson BuySpeed portal. The browser address bar indicates the URL is `vmopisapptst.central.tucsonaz.gov/bso/seller/sellerHome.sdo`. The page header includes the BuySpeed logo and a 'Documents' link. The main content area is titled 'Home - Welcome Back Emily Frances'. Below the title is a navigation bar with tabs: 'News(0)', 'Vendor Communication(0)', 'Bids(1309)', 'POI(1)', 'Quotes(2)', and 'Vendor Performance(0)'. The 'Quotes(2)' tab is active, and within it, the 'Informal(0)' sub-tab is selected. Below the tabs, there are sections for 'Active Informal Quotes' and 'Expired Informal Quotes', both showing 'No records found.' A blue arrow points from the text 'From there, select “Working.”' to the 'Working(1)' link in the 'Informal(0)' sub-tab. The footer of the page displays 'Current Company: Sonoran Arthropod Studies Inc.' and the date 'April 8, 2020 9:21 AM MST'.

Select the quote number related to the bid you are replying to.

The screenshot shows the City of Tucson BuySpeed portal. The user is logged in as Emily Frances. The main navigation bar includes links for News, Vendor Communication, Bids, POI, Quotes, and Vendor Performance. The 'Quotes' section is active, showing a table with the following data:

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00005213	City of Tucson	203502	04/30/2020 04:00:00 PM	04/02/2020 09:18:52 AM

A blue arrow points from the instruction text to the 'Quote #' column header. Red circles highlight the values '00005213' and '203502' in the first row of the table. The footer of the page indicates the current company is 'Sonoran Arthropod Studies Inc' and the date is April 2, 2020.

You will then be asked to acknowledge that this quote has not been submitted. Select Yes.

The screenshot shows a web browser window with the BuySpeed portal. The browser's address bar displays the URL: `vmopisapptst.central.tucsonaz.gov/bso/quotes/vendor/vquoteGeneral.do?ack=true"eld=00008213`. The page header includes the BuySpeed logo and a 'Documents' dropdown menu. A red-bordered box labeled 'Quote Validation Errors' contains the message 'Terms & Conditions is not acknowledged.' Below it, a yellow-bordered box labeled 'Quote Validation Warnings' contains the message 'Your quote has not been submitted.' The main content area displays the quote details for 'Quote 00008213 - Sonoran Arthropod Studies Inc', including the 'Quote Number' (00008213) and 'Quote Description' (Electronic Bid Test 2). A message states: 'Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.' A blue arrow points from the text 'Select Yes.' to a 'Yes' button. At the bottom right, a green status bar shows 'Current Company: Sonoran Arthropod Studies Inc' and the timestamp 'April 2, 2020 9:22:19 AM MST'. A copyright notice 'Copyright © 2020 Penscope Holdings, Inc. - All Rights Reserved.' is visible at the bottom center.

After selecting yes, you can proceed with finishing your quote. (Back to page #11)