

CITY OF LEESBURG ELECTRONIC SOLICITATION SYSTEM

GETTING STARTED



Negometrix

WELCOME

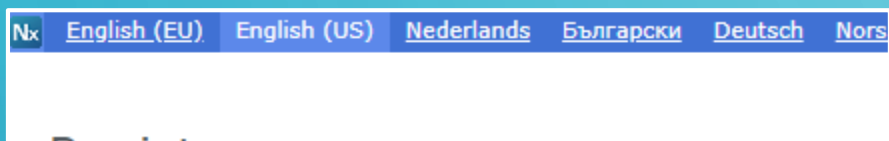
The City of Leesburg is implementing a new intelligent on-line solicitation system. This new system is powered by Negometrix, a company based in the Netherlands. This new system will allow the City of Leesburg to begin the transformation to the future of Public Procurement. We could bore you with a bunch of information on all the benefits of this system but will briefly tell you the system is fully integrated from planning through contract management.

This new system will provide efficiencies for the City and you, our suppliers. This new system is different but NOT difficult. We have prepared this brief Getting Started guide to help you register and participate in a solicitation (bid).

LANGUAGE

Since Negometrix is based in the Netherlands some information on some screens may appear in one of the many European languages. Negometrix has made many changes to the system to accommodate this. The language displayed is triggered by the Internet Protocol (IP) Address of the computer/device accessing the website. If the IP Address originates from the United States the website text will be displayed in English. This method is reliable and works very well. If for some reason the language is not correct, the next slide shows a couple of tools you can use to change the text to English.

LANGUAGE TOOLS



In the top left corner of some web browser windows you will see a list of languages listed horizontally. The language highlighted, in this example English (US) is displayed. If language is not displayed in English you can use this tool to change the display to English(US).

Published Solicitations

A screenshot of a web page titled 'Published Solicitations'. The page has three tabs: 'Current Solicitations', 'Closed Solicitations', and 'Planned Solicitations'. Below the tabs is a table with columns for 'Publication status', 'No.', and 'Name'. The table contains two rows of data. A context menu is open over the first row, with the 'Translate to English' option highlighted in yellow and a red arrow pointing to it. The context menu also includes options for 'Back', 'Forward', 'Reload', 'Save as...', 'Print...', 'Cast...', 'View page source', and 'Inspect'. Below the table, there are two lines of text: 'Lot 1 - Абонаментно сервизно обслужване и ремонт на кранове' and 'Lot 2 - Абонаментно сервизно обслужване и ремонт на телфери'. At the bottom of the page, there is a footer with the text 'Ted Nx 96416 2e Marktconsultatie Financieel Systeem'.

Web browsers, such as Google Chrome, have built-in translation tools. If you would like to display a web page in a different language you can right click (in Chrome) anywhere on the web page and select the Translate to English option from the list.

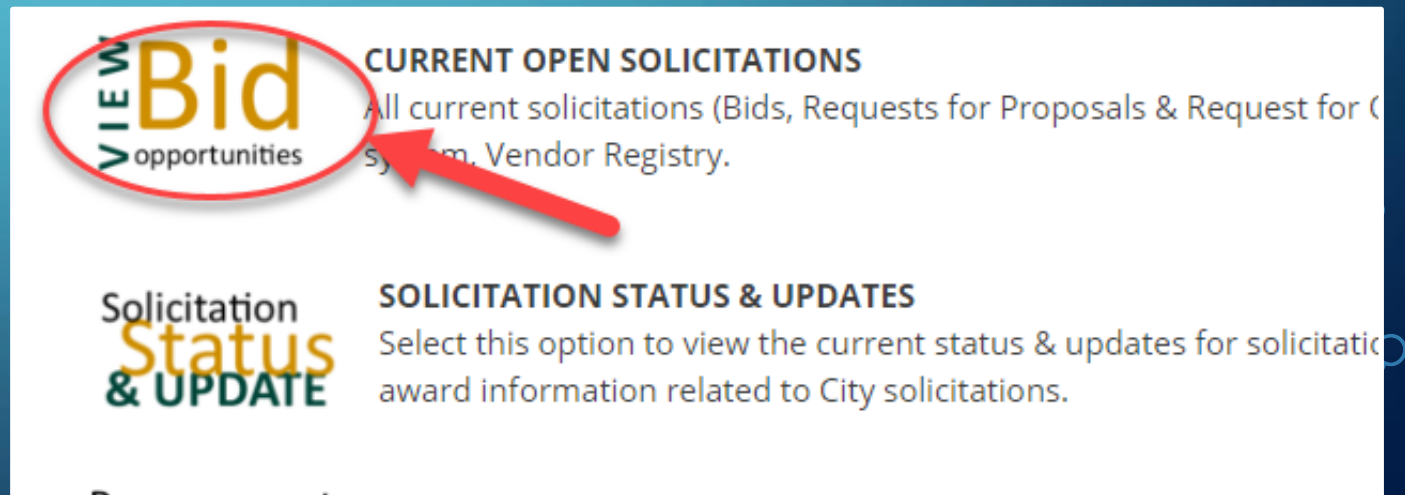
GET STARTED

The easiest way to access a solicitation is to go to the City's Negometrix company profile page. To get there . . .

➤ Navigate to www.leesburgflorida.gov/purchasing

Select

➤ View Bid Opportunities icon



The Public company profile lists all of the Open solicitations for the City of Leesburg.

Click on the solicitation title for which you are interested.

The screenshot shows the public company profile for the City of Leesburg. The page is divided into several sections:

- Language Selection:** English (EU), English (US), Nederlands, Български, Deutsch, Norsk (Bokmål)
- Public company profile:** Buyer: City of Leesburg. Logo: THE LAKEFRONT CITY LEESBURG EST. 1857. Company details: City of Leesburg, Federal Employer Identification (FEI) number: not available, Tax number: not available, URL: https://www.leesburgflorida.gov/gg. Main contact person: Mike Thornton, Phone: 352 7289 864, Email: mike.thornton@leesburgflorida.gov.
- Navigation:** Published Solicitations (selected), Public contracts, Public purchasing policy.
- Current Solicitations:** DPS & Qualification system, Closed Solicitations, Planned Solicitations.
- Solicitation List:**

Publication status	No.	Name
Nx	95550	Emergency Debris Collection and Management Services (180462)
Nx	97885	Well Station Control Panel Replacement - Reissue (180491)
- Detailed View:** A table showing details for the selected solicitation:

Phase	Participants
Offer phase	30 Aug 2018 14:00 View
Offer phase	30 Aug 2018 14:00 View
- Help Section:** Forgotten password, Forgot username?, Need help using Negometrix? Visit our help center! [Help](#)

97885 Well Station Control Panel Replacement - Reissue (1

[Back to public buyer profile](#)

Buyer



City of Leesburg
<https://www.leesburgflorida.gov/government/departments/purchasing/index.php>
Lead buyer

Contact person
 Lisa Wolf
0013527:
lisa.wolf@

Information

Description: **General Information about this**
The City Leesburg, Florida invites
replacement of a Complete Well C

Estimate of Project Magnitude: \$25,000.00 to \$30,000.00

If you are interested in this solicitation and would like to view additional details [click the 'participate' button](#) below. Selecting the participate button in no way obligates you to submit a response to this IFB but is necessary in order to see the detail of this IFB.

PRE-BID CONFERENCE/SITE VISIT

A "MANDATORY" pre-bid meeting/site visit will be held on:

Date/Time:
Thursday, August 16, 2018 at 10:00 AM

Location:
Highland Lakes Water Treatment Facility
26800 Cash Court
Leesburg, FL 34748
**Contractors to meet at or near the front gate

Negometrix Support Contract:

(Technical) Assistance (Mon - Fri: 8 am to 6 pm)
For assistance operating Negometrix and submitting your online proposal please contact the Negometrix Service Desk through the details below.

Negometrix Service Desk

Telephone: (724) 888-5294
Email: servicedesk@negometrix.com
link to the [help](#) page
[Generate hyperlink](#)

Type: Locked open

Published on: 6 Aug 2018 15:56

Offer phase: 6 Aug 2018 16:00 — 30 Aug 2018 14:00

[Participate](#)

At the bottom of the screen you will see a blue button labeled 'Participate'.

In order to see the full details of the solicitation you MUST select the Participate button.

Selecting 'Participate' in no way obligates you to submit a response to this solicitation. But it is required in order to see more details about the solicitation.

Offer phase = start date - due date

This screen will show the General Information about the solicitation.

Offer phase: 6 Aug 2018 16:00 — 30 Aug 2018 14:00

[Participate](#)

Negometrix

[ed Solicitations](#)
[ed Templates](#)

[r company](#)

in
me:
rd:

[Login](#)

[Forgot username?](#)

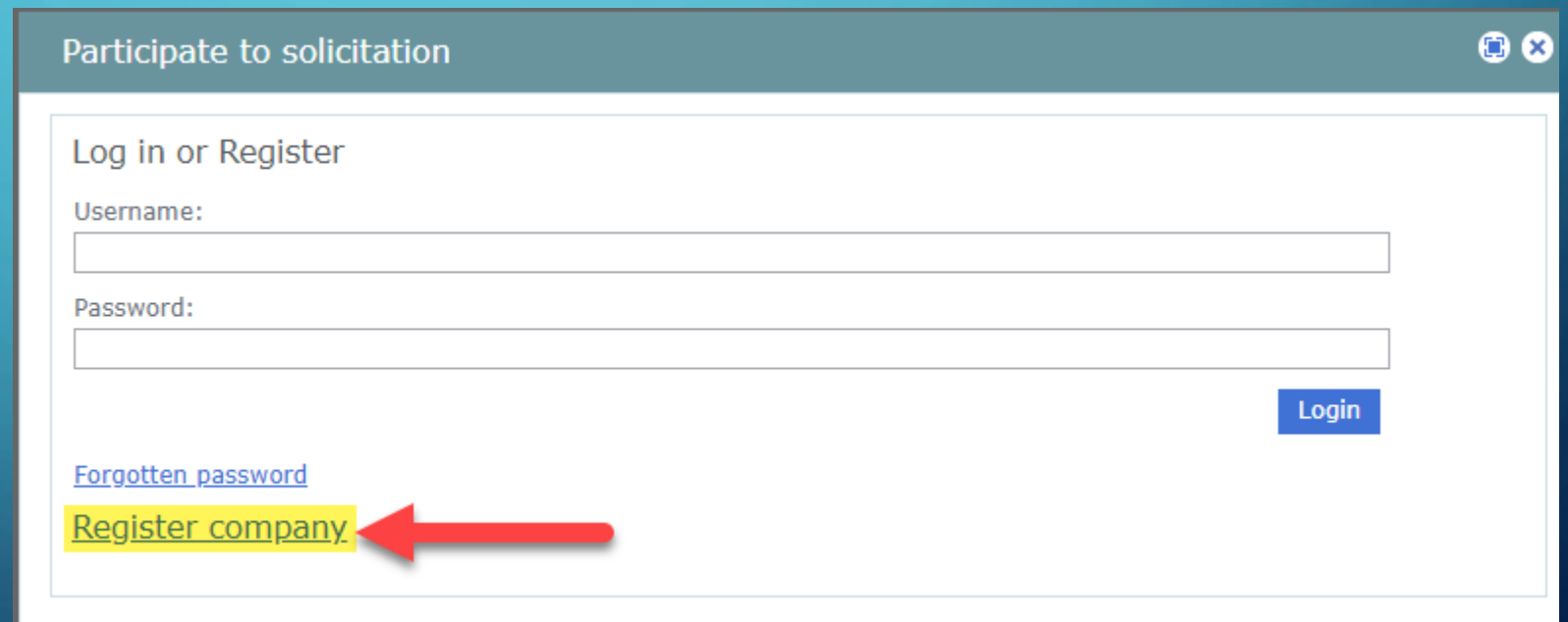
Need help using Negometrix?
Visit our help center!

[? Help](#)

After selecting 'Participate' this pop-up window will be displayed.

If you have a Negometrix account you can login.

If you do not have an account so you will select the 'Register Company link'



The screenshot shows a web browser window titled "Participate to solicitation". The window contains a form with the following elements:

- Log in or Register**: A heading for the form.
- Username:** A text input field.
- Password:** A text input field.
- Login**: A blue button.
- [Forgotten password](#): A blue link.
- [Register company](#): A blue link, highlighted with a yellow background and a red arrow pointing to it.

Register company

You can only register your company once. If you're company already initiated by other buyers that have invited you or as a supplier. If you

Company information

Language

English (US) ▼

* Country

United States (US) ▼

* Time zone

(UTC-05:00) Eastern Time (US & Canada) ▼

* Company name

* Federal Employer Identification (FEI) Number

* City

* ZIP code

* Address

* Company will use Negometrix as:

- Supplier
 Purchasing/Procurement company

Register Company

Registration is very easy, probably the easiest of all the electronic solicitation systems.

Fill in the information as requested.

Personal data

Gender

- Mr. Mrs.

* First name

* Last name

* Phone

* Email

* Username

* Password

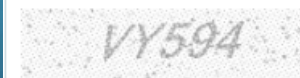
* Confirm password

Which emails do you want to receive?

- Updates, maintenance and technical changes in Negometrix
 Negometrix events and promotions
 Daily Digest new submissions (daily mail with new submissions in ongoing projects)
 Daily Digest Question & Answer (twice-daily mail with new published questions)

Code

* Code



Ensure your company can be found by buyers!

If you are a supplier, you're advised to indicate one or more CPV codes (Common Procurement Vocabulary). In this way, buyers can know what kind of products or services your company offers.

Ensure you can be found as a supplier

* Terms & Conditions and Privacy Policy

I accept these terms and conditions [Terms & Conditions and Privacy Policy](#)

97885 Well Station Control Panel Replacement -

- 1 Information
- 2 Fill out & submit
- 3 Submitted

Remaining time for submission: 23 day/days 3 Hours

97885 Well Station Control Panel Replacement - Reissu

- 1 Information
- 2 Fill out & submit
- 3 Submitted

Remaining time for submission: 23 day/days 3 Hours

Description:

General Information about this IFB:

The City Leesburg, Florida invites qualified and experienced contractors to submit sealed bids for providing all the necessary labor, materials, equipment and supervision outlined within this Invitation for Bid.

Estimate of Project Magnitude: \$25,000.00 to \$30,000.00

If you are interested in this solicitation and would like to view additional details [click the 'participate' button](#) below. Selecting the participate button in no way obligates you to submit a bid.

PRE-BID CONFERENCE/SITE VISIT

A "MANDATORY" pre-bid meeting/site visit will be held on:

Date/Time:

Thursday, August 16, 2018 at 10:00 AM

Location:

Highland Lakes Water Treatment Facility
26800 Cash Court
Leesburg, FL 34748

***Contractors to meet at or near the front gate of Highland Lakes and City personnel will escort to facility.*

Negometrix Support Contract:

(Technical) Assistance (Mon - Fri: 8 am to 6 pm)

For assistance operating Negometrix and submitting your online proposal please contact the Negometrix Service Desk through the details below.

Negometrix Service Desk

Telephone: (724) 888-5294
Email: servicedesk@negometrix.com
link to the ['help'](#) page

[Read less](#) ▲

Buyer



City of Leesburg

<https://www.leesburgflorida.gov/government/departments/purchasing/index.php>

Lead buyer

Contact person:

 Lisa Wolfkill
0013527289864
lisa.wolfkill@leesburgflorida.gov

There are two halves to this screen.

The top half is the General Information. It provides the steps to take and provides the remaining time left to submit a response.

The bottom half is explained on the next page.

Start ▶

Planning – will show all the dates and phases associated with the solicitation.

Price Lists – Selecting this option will display the price lists for the solicitation.

Settings – Some general information relate to the solicitation.

Documents – Displays all documents for the solicitation for supplier review.

Information



Planning

Award phase: 25 Sep 2018 8:00

[View all](#)



Price lists (Read-Only)

1. [Schedule of Bid Items](#)



Settings

PROCEDURE: Locked open

[View all](#)



Documents

Related to this Solicitation

Attention: Here you can only see the attachments. To make a digital offer please click 'start'

[Add colleague / colleague overview](#)



Surveys

1. [Invitation for Bid Response](#)




Solicitation ZIP-export

Surveys – These are the items suppliers must respond to in order to submit a bid response.

Add colleague/Colleague overview – use this option to invite a co-worker that may work on the solicitation with you.

Solicitation ZIP-export – This option will create a ZIP file for download of all information in the solicitation.

START

97885 Well Station Control Panel Replacement - Reissue (180491) Offer phase  Ends on 30 Aug 2018 14:00

- 1 Information
- 2 Fill out & submit
- 3 Submitted

Remaining time for submission:  23 day/days 3 Hours

Description:

General Information about this IFB:

The City Leesburg, Florida invites qualified and experienced contractors to submit sealed bids for providing all the necessary labor, materials, equipment and supervision for replacement of a Complete Well Control panel and the Programmable Logical Controller (PLC). Details and specifications are outlined within this Invitation for Bid.

Estimate of Project Magnitude: \$25,000.00 to \$30,000.00

If you are interested in this solicitation and would like to view additional details [click the 'participate' button](#) below. Selecting the participate button in no way obligates you to submit a response to this IFB but is necessary in order to see the detail of this IFB.

PRE-BID CONFERENCE/SITE VISIT

A "MANDATORY" pre-bid meeting/site visit will be held on:

Date/Time:
Thursday, August 16, 2018 at 10:00 AM

Location:
Highland Lakes Water Treatment Facility
26800 Cash Court
Leesburg, FL 34748
***Contractors to meet at or near the front gate of Highland Lakes and City personnel will escort to facility.*

Negometrix Support Contract:
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For assistance operating Negometrix and submitting your online proposal please contact the Negometrix Service Desk through the details below.

Negometrix Service Desk
Telephone: (724) 888-5294
Email: [servicedesk@negometrix.com](mailto: servicedesk@negometrix.com)
link to the ['help'](#) page
[Read less](#) ▲

Buyer

 **City of Leesburg**
<https://www.leesburgflorida.gov/government/departments/purchasing/index.php>
Lead buyer

Contact person:
 Lisa Wolfkill
0013527289864
lisa.wolfkill@leesburgflorida.gov

When you are ready to start your solicitation response, select the 'Start' button.

Selecting 'Start' does not obligate you to actually submit a response.



Start ▶

The blocks at the top of the screens show your progress. The remaining time for submission is also displayed and updated in real time.

1 Information 2 Fill out & submit (1) 3 Submitted

Offers/Applications Remaining time for submission: 23 day/days 3 Hours

97885 Well Station Control Panel Replacement - Reissue (180491) Offer phase Ends on 30 Aug 2018 14:00

1 Information 2 Fill out & submit (1) 3 Submitted

Offers/Applications Remaining time for submission: 23 day/days 3 Hours

City of Leesburg Procurement

- Offer phase
- Pricing sheets
- Schedule of Bid Items
- Surveys
- 1 Invitation for Bid Response

City of Leesburg Procurement

Now you can fill out the pricing sheet and answers to the survey questions:

Offer phase

- Pricing sheets
- Schedule of Bid Items
- Surveys
- 1 Invitation for Bid Response

The core of the response is displayed in the center of the screen under the heading **OFFER PHASE**

This solicitation has a schedule of bid items to complete as well as surveys.

Name Status Submission

City of Leesburg Procurement

1 Empty pricerow(s) | 11 unanswered question(s) Status: Not submitted

Submit

Now you can fill out the pricing sheet and answers to the survey questions:

OFFER PHASE

- Pricing sheets
- Schedule of Bid Items
- Surveys
- 1 Invitation for Bid Response

1 Products

11 Questions

Submit

Create additional offer

DEFINITIONS

- **Offer phase** – The period of time when suppliers are able to start, fill out & submit responses (bids) to the solicitation.
- **Pricing Sheets** – The Schedule of Bid Items or the prices suppliers are submitting for their response. The City's buyer prepares the pricing sheets.
- **Surveys** - The system uses the term Survey to signify the questions the supplier must answer in response to this solicitation. Each solicitation is different and will have different Surveys, or questions, based on the commodity being purchased.

Survey

Select survey

Invitation for Bid Response



View

Invitation for Bid Response

11 Questions

0%

11 not filled

[Show not answered questions](#)

Groups of questions	Nr. of questions
1.1. Terms & Conditions Scope of Work	2
1.2. Supplier Response	8
1.3. Addendum - If issued will be posted here.	1

Selecting the 'Invitation for Bid Response' link on the previous screen will display this pop-up window.

In this window the groups of questions are displayed.

You can select any of the questions to expand the list and display the list of questions within each question group.

Select survey

Invitation for Bid Response

Invitation for Bid Response



11 Questions

[Show not answered questions](#)

When you select any one of the Survey items the questions under that Survey will be displayed.

Interim save will save your progress. You will be able to come back later to complete your submission.

 [Interim save](#)

Groups of questions	Nr. of questions	Status	KO status	Weight
1.1. Terms & Conditions Scope of Work	2	2 questions not filled	-	
TERMS & CONDITIONS				
1.1.1. not filled				
Q: Please review the attached terms and conditions documents. Acknowledge you have reviewed them by this question.				
Attached documents:				
 180491 General Terms & Conditions.pdf 233 Kb Download Preview				
 180491 Supplemental Conditions.pdf 287 Kb Download Preview				
A:				
SPECIFICAT				
1.1.2.				
Q: Re the				
Als				

Status column will show you how many questions you have NOT answered.

This is a good way to check your progress and ensure you do not miss anything.

You can see here that each question has a Q and an A. The Q is the question or information provided by the City. The supplier will respond in the A or Answer section.

Survey

Select survey

Invitation for Bid Response

View

Invitation for Bid Response

11 Questions

0%

11 not filled

[Show not answered questions](#)

Groups of questions

Nr. of questions

Status

KO status

Weight

1.1. Terms & Conditions & Scope of Work


TERMS & CONDITIONS

1.1.1. not filled

Q: Please review the question.

Attached documents

 180491 Gener

 180491 Supplemental Conditions.pdf 287 Kb [Download](#) | [Preview](#)

A: I have reviewed the attached documents.

SPECIFICATIONS & SCOPE OF WORK

1.1.2. not filled

Q: Review the Specifications and Scope of Work attached here. If you have questions pertaining to the Scope of Work please use the question feature located within the software to submit those questions.

Also attached is the quote from Sanders Company, Inc. for the well pump combination control panel equipment. This amount is

Attached documents can be viewed by either downloading them to your computer or selecting 'Preview' and they will be displayed in the browser window.

Attached documents:

 180491 General Terms & Conditions.pdf 233 Kb [Download](#) | [Preview](#)

 180491 Supplemental Conditions.pdf 287 Kb [Download](#) | [Preview](#)

Invitation for Bid Response

11 Questions



[Show not answered questions](#)

[Interim save](#)

Groups of questions

Nr. of question

Weight

1.1. [Terms & Conditions | Scope of Work](#)

2

1.2. [Supplier Response](#)

8

8 questions not filled

4 unanswered

PRIMARY CONTACT

1.2.1. not filled Knock-out question Document attachment is missing

Q: Please provide information regarding who may be contacted regarding this bid response. Please include the below information or upload a document with this information.

A:

	Primary Contact
Name (First, Last):	<input type="text"/>
Title:	<input type="text"/>
Address (Street Address, City, State Zip):	<input type="text"/>
Phone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>

In this solicitation under the question group Supplier Response there are 8 questions to be filled in by the bidder.

This question actually requires the supplier to input information into the system.

Point of contact information in this example.

Other questions request other information.

PRICE SHEET

This is the Price Sheet window.
To complete the price sheet you would select the 'Fill out prices' link.

Pricing sheet

Schedule of Bid Items
1 Products

0% 1 not filled

[Fill out prices](#)

#	Name	Price	Allowance	Total Base Bid
1	REPLACEMENT OF WELL STATION CONTROL PANEL as specified in the bid documents (Allowance for well pump equipment as referenced in quote)		\$26,325	
Total				\$0

[Delete all input](#)

Comment:
Bidders will enter the price to furnish and install the Well Station Control Panel as specified in the bid documents. The price listed as the Allowance is for Well Pump Combination Control Panel Equipment that Contractor will purchase from Sanders Company, Inc. The quote for equipment is supplied in the document attached.

[Export pricing sheet](#)

Pricing sheet

Schedule of Bid Items

1 Products

0% 1 not filled

After selecting the 'Fill out prices' link the price field(s) to key your price(s) are opened for input.

#	Name	Price	Allowance	Total Base Bid
1	REPLACEMENT OF WELL STATION CONTROL PANEL as specified in the bid documents (Allowance for well pump equipment as referenced in quote)	<input type="text"/>	\$26,325	\$

Cancel Save


Comment:

Bidders will enter the price to furnish and install the Well Station Control Panel as specified in the bid documents. The price listed as the Allowance is for Well Pump Combination Control Panel Equipment that Contractor will purchase from Sanders Company, Inc. The quote for equipment is supplied in the document attached.

 [Export pricing sheet](#)

WRAP UP

97885 Well Station Control Panel Replacement - Reissue (180491)


Offer phase  Ends on 30 Aug 2018 14:00

Due date and time

- 1 Information
- 2 Fill out & submit (1)
- 3 Submitted

Time remaining



Offers/Applications

Remaining time for submission:  23 day/days 3 Hours

Overall status

Name	Status	Submission
City of Leesburg Procurement Edit name	1 Empty pricerow(s) 11 unanswered question(s)	Status: Not submitted Submit

Now you can fill out the pricing sheet and answers to the survey questions :

Offer phase	Progress	Details
Pricing sheets		
Schedule of Bid Items	0% 	1 not filled 1 Products
Surveys		
1 Invitation for Bid Response	0% 	11 not filled 11 Questions

Attention: During this phase you can submit or withdraw (and submit again). When you have submitted, your answers will only be visible to the buyer after the deadline of the current phase.

[Submit](#)

[Export pricing sheet\(s\) and survey\(s\) with all answers as ZIP-file](#)

Status and progress of submission items

QUESTIONS AND ANSWERS

acceptable method for providing the information

LETTER OF INTEREST

1.3.1. ● not filled Document attachment is

Q: Include a letter of interest from your company showing your commitment and desire to service the City. The letter should not exceed 500 words. You must sign the letter. The letter should not exceed 500 words.

RESPONDENT MUST UPLOAD FILE(S) IN

[Pose a question to the buyer](#)

A:

Suppliers can submit a question to the City by selecting the

'Pose a question to the buyer'

link like the one shown here.

SUPPORT

If you need assistance using the system or submitting your response you can contact the Negometrix support by phone or email.

(724) 888-5294

Email: servicedesk@negometrix.com

Hours: 7:00 AM to 5:00 PM EST