



Procurement Management – Electronic Bidding System

How to Navigate the System – View,
Download, and Submit

Sign-On Screen

- Enter your User Name and Password

Lee County Southwest Florida

HOME ABOUT US RESIDENTS VISITORS BUSINESS DEPARTMENTS GOVERNMENT I WANT TO...

Procurement Management

- Become a Vendor/Bidder
- View Current Bid Opportunities
- View Annual Contracts
- Doing Business With Lee County
- Disadvantaged Business Information
- Public Notices
- Links
- Search Procurement Documents
- Documents
- Forms

Lee County Bids & Contracts Login

User Name:

Password:

Sign In

Forgot your User Name/Password?

Need to Register?

[Supplier Registration](#)

[Current Bid Opportunities](#) [Non Awarded Bid Information](#)

[Closed Bid Opportunities](#) [Active Contracts](#)

[Awarded Bid Information](#)

Features of the new Electronic Bidding System are:

- It's free to register and participate in any bid, quote, or RFP process released through the Electronic Bidding System.
- Vendors will receive automatic notifications of all bid opportunities related to the products and services they are interested in.
- The system is efficient - notifications are sent via email, bids are available immediately upon release and responses are prepared and submitted electronically. This will save time, money and resources.
- Everything is in one area including the specifications, plans, maps, sign in sheets, tab sheets, addenda, etc.

Available Bids | Closed Bids | My Responses | My Awards

Welcome to Lee County Bids & Contracts [Test]!
 To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
 To view a quick reference guide on how to respond to a bid, [click here](#).

My Invitations

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
RFP170000DLK	Wastewater Collection System	RFP	07/03/2017	8/3/2017 12:00 PM (ET)	30 Days	No Response

Items 1-1 shown of 1

Other Bid Opportunities

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
CN170234LKD	Professional Services: Utilities Operations Center	CN	06/01/2017	7/18/2017 02:30 PM (ET)	15 Days	Viewed
RFP170319LKD Addendum 1	Consultant Services: Telephone Upgrade	RFP	06/08/2017	7/20/2017 02:30 PM (ET)	17 Days	Viewed

Items 1-2 shown of 2

After logging in, this is the first screen you'll see.

My Invitations – Provides a list of the current solicitations available for the commodities that have been chosen for your company when completing supplier registration.

Other Bid Opportunities – Provides a list of other current solicitations available.

Lee County Bids & Contracts

My Profile | Help | Log Off
Welcome term!

Available Bids | Closed Bids | My Responses | My Awards

Welcome to Lee County Bids & Contracts [TEST]!
 To view or respond to a current bid event, click on the **Bid Number** below. To access information about closed events, click the 'Closed Bids' tab.
 To view a quick reference guide on how to respond to a bid, [click here](#).

My Invitations

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
RFP170000DLK	Wastewater Collection System	RFP	07/03/2017	8/3/2017 12:00 PM (ET)	30 Days	No Response

Items 1-1 shown of 1

Other Bid Opportunities

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
CN170234LKD	Professional Services: Utilities Operations Center	CN	06/01/2017	7/18/2017 02:30 PM (ET)	15 Days	Viewed
RFP170319LKD Addendum 1	Consultant Services: Telephone Upgrade	RFP	06/08/2017	7/20/2017 02:30 PM (ET)	17 Days	Viewed

Items 1-2 shown of 2

Click on the solicitation under **My Invitations**.

Lee County Bids & Contrac...

My Profile | Help | Log Off
Welcome term!

LEE COUNTY
SOUTH WEST FLORIDA

Event Details | Questions | Participants | Attachments | Response Attachments | Response Submission

Edit Bid Response - RFP170000DLK

Return No Bid Documents Response History Bid History Error Check Response

Bid Number RFP170000DLK (Wastewater Collection System)
Close Date & Time 8/3/2017 12:00:00 PM (ET)
Time Left 30 days 23 hours 31 minutes 52 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Bid Information	Bid Contact Information
Bid Type RFP	Workgroup Lee County Bids & Contracts
Issue Date & Time 7/3/2017 12:12:29 PM (ET)	Contact Name Diana L Khan Procurement Manager
Close Date & Time 8/3/2017 12:00:00 PM (ET)	Address 1500 Monroe Street, 4th Floor Fort Myers, FL 33901 USA
Bid Status Issued	Department Procurement Management Department
Question Cutoff Date 7/26/2017 12:00:00 PM (ET)	Building Public Works Building
	Floor/Room 4th Floor
	Contact Phone (239) 533-8881 38854
	Contact Fax (239) 485-8383
	Contact Email dkhan@leegov.com

Ship to Information	Bill to Information
Workgroup Lee County Bids & Contracts	Workgroup Lee County Bids & Contracts
Address Post Office Box 398 Fort Myers, FL 33902	Address Post Office Box 2238 Fort Myers, FL 33902-2238 USA
Department Utilities	Department Lee County Clerk of Court
Building 1500 Monroe Street,	
Floor/Room 3rd Floor 33901	

Event Details – This tab provides general information on the solicitation.

The screenshot shows a web browser window with the URL <https://leegovest.ionwave.net/Desktop.aspx?pid=100182&bid=76&bcid=110&bwid=1&ret=37>. The page header features the Lee County logo and navigation links for 'Bid Events', 'Auction Events', and 'Admin'. The main content area is titled 'Edit Bid Response - RFP17000DLK' and includes a breadcrumb trail: Return > No Bid > Documents > Response History > Bid History > Error Check Response. The bid details are as follows:

Bid Number	RFP17000DLK (Wastewater Collection System)
Close Date & Time	8/3/2017 12:00:00 PM (ET)
Time Left	30 days 23 hours 27 minutes 20 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Below the details are tabs for 'Event Details', 'Questions', 'Participants', 'Attachments', 'Response Attachments', and 'Response Submission'. The 'Bid Questions' section shows an 'Ask Question' button and a 'Question Cutoff Date' of 7/26/2017 12:00 PM (ET). The status indicates 'No Questions.'

Questions – This tab provides you with the date and time for the question cutoff. During the initial phase of using this system, we request that you still email your questions to the Procurement staff member that is handling the project.

Browser address bar: <https://leegovtest.ionwave.net/Desktop.aspx?pid=665&bid=76&bcid=110&bwid=1&ret=37>

Page Title: Lee County Bids & Contrac...

Navigation: Convert Select

Lee County
SOUTHWEST FLORIDA

My Profile | Help | Log Off
Welcome term!

Menu: Bid Events Auction Events Admin

Edit Bid Response - RFP170000DLK

Return No Bid Documents Response History Bid History Error Check Response

Bid Number RFP170000DLK (Wastewater Collection System)

Close Date & Time 8/3/2017 12:00:00 PM (ET)

Time Left 30 days 23 hours 21 minutes 55 seconds

Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Questions Participants Attachments Response Attachments Response Submission

Event Participants

Supplier Name	City	State	Contact
Terminology	system	FL	

Participants – This tab you can view the suppliers that have viewed, submitted, etc. for the solicitation.

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number RFP170000DLK (Wastewater Collection System)
Close Date & Time 8/3/2017 12:00:00 PM (ET)
Time Left 30 days 23 hours 21 minutes 12 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

[Event Details](#) [Questions](#) [Participants](#) [Attachments](#) [Response Attachments](#) [Response Submission](#)

Bid Attachments

#	File Name	Description
1	Download RFP170241 Proposal Docs.pdf (1.44 MB)	Proposal Documents
2	Download COST SCHEDULE DOWNLOAD FINAL.XLS (85 KB)	Bid Schedule

Items 1-2 shown of 2

Attachments – This tab provides you with the solicitation document, bid schedule, plans, etc. that pertain to this solicitation.

Lee County Southwest Florida

My Profile | Help | Log Off
Welcome term!

Edit Bid Response - RFP170000DLK

Return No Bid Documents Response History Bid History Error Check Response

Bid Number RFP170000DLK (Wastewater Collection System)

Close Date & Time 8/3/2017 12:00:00 PM (ET)

Time Left 30 days 23 hours 16 minutes 50 seconds

Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details Questions Participants Attachments Response Attachments Response Submission

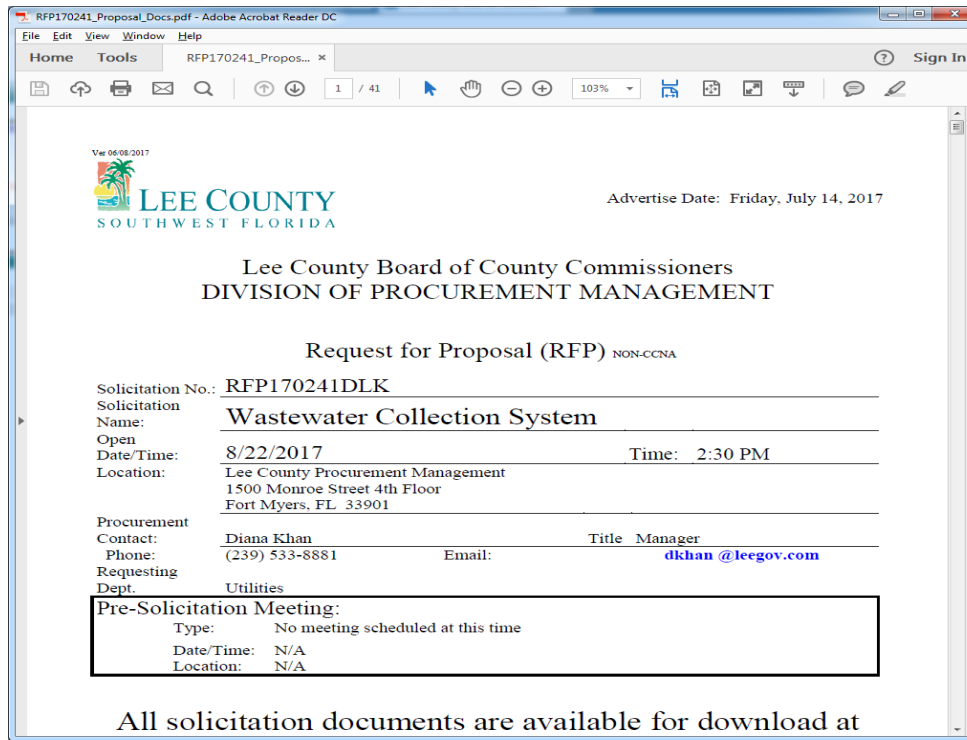
Bid Attachments

#	File Name	Description
1	RFP170241 Proposal Docs.pdf (1.44 MB)	Proposal Documents
2	COST SCHEDULE DOWNLOAD FINAL.XLS (85 KB)	Bid Schedule

Items 1-2 shown of 2



Here you will download each document listed. Once you clicked download, you'll be asked "Do you want to open or save", Click "Open".



Your document will open up in a separate window. Please review all of the solicitation documents and you can print or edit them for submission.

Browser window showing the Lee County Bids & Contracting website. The URL is https://leegovest.ionwave.net/Desktop.aspx?pid=549&bid=76&bcid=110&bwid=1&ret=37. The page title is "Lee County Bids & Contracting".

Navigation: My Profile | Help | Log Off | Welcome term!

Lee County SOUTHWEST FLORIDA

Menu: Bid Events | Auction Events | Admin

Edit Bid Response - RFP170000DLK

Return No Bid Documents Response History Bid History Error Check Response

Bid Number: RFP170000DLK (Wastewater Collection System)
Close Date & Time: 8/3/2017 12:00:00 PM (ET)
Time Left: 30 days 23 hours 19 minutes 48 seconds
Response Status: NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Questions | Participants | Attachments | Response Attachments | Response Submission

Requested Attachments

Error Check

Requested Attachments

#	Requested Attachments
1	* Vendor Submission Attach all required forms and requested information. <input type="button" value="Upload"/> Click "Upload" to select file

Items 1-1 shown of 1

Other Response Attachments

New

No Other Response Attachments

Response Attachments – This tab is where you will upload all of the required forms and requested information from the solicitation document.

Lee County Bids & Contracts [Test]
Select Attachment to Upload
Cancel Save
Select File
Please Note: The maximum file size limit is 100 megabytes.

After clicking “Upload”, now you can start selecting your document(s) for upload. If you have multiple uploads, after uploading your first document, you will select ***New** under **Other Response Attachments** and finish uploading the remainder of your documents.

Lee County Bids & Contract...

My Profile | Help | Log Off
Welcome term!

Edit Bid Response - RFP170000DLK

Return No Bid Documents Response History Bid History Error Check Response

Bid Number RFP170000DLK (Wastewater Collection System)
Close Date & Time 8/3/2017 12:00:00 PM (ET)
Time Left 30 days 22 hours 24 minutes 22 seconds
Response Status **NOT SUBMITTED** - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Questions Participants Attachments Response Attachments **Response Submission**

Supplier Response Summary

Save Error Check Response Total: \$0.00

When you have completed your response, click the 'Submit Response' button below.

General/Corporate Address		Your User Profile	
Supplier Name	Terminology	Title	
Address	1111 home system, FL 00000	Name	Term Inology
Phone	(239) 555-5555	Office Phone	
Fax		Fax Phone	
Contact Name		Mobile Phone	
Email		Email	dkhan@leegov.com

Supplier Note to Buyer

Supplier Notes

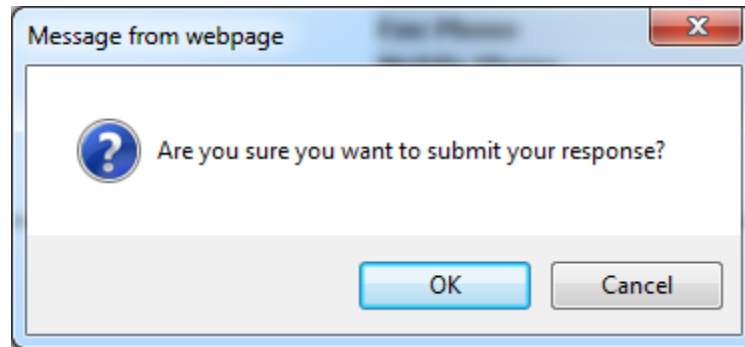
Digital Signature

By submitting responses to Lee County Procurement Management, each vendor hereby agrees to the terms and conditions stated herein. Vendor hereby agrees to conducting transactions with Lee County Procurement Management by electronic means. The vendor and Lee County agree that electronic signatures of the vendor included in documents to Lee County Procurement Management are intended to authenticate the writing. The vendors' electronic signature shall have the same force and effect as manual signatures. Electronic Signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures pursuant to the Electronic Signature Act of 1996 (Fla. Stat. § 668.001 et seq.) and the Uniform Electronic Transaction Act (Fla. Stat. § 668.50) as amended from time to time.

* Your Full Name: * Your Email Address:

Submit Response

Response Submission – This tab is where you will enter your name and your email address under **Digital Signature** and then Click “**Submit Response**” to submit your response to the solicitation.



After Clicking “Submit Response” you’ll get this pop up box, now is your chance to continue or cancel your submission.

Lee County Southwest Florida

My Profile | Help | Log Off
Welcome term!

Response Detail - RFP170000DLK

Return Retract Documents Response History Bid History

Bid Number RFP170000DLK (Wastewater Collection System)
Close Date & Time 8/3/2017 12:00:00 PM (ET)
Time Left 30 days 22 hours 21 minutes 31 seconds
Response Status **Response Submitted - 7/3/2017 01:38:26 PM (ET)**

Event Details Questions Participants Attachments Response Attachments Response Submission

Bid Information		Bid Contact Information	
Bid Type	RFP	Workgroup	Lee County Bids & Contracts
Issue Date & Time	7/3/2017 12:12:29 PM (ET)	Contact Name	Diana L. Khan Procurement Manager
Close Date & Time	8/3/2017 12:00:00 PM (ET)	Address	1500 Monroe Street, 4th Floor Fort Myers, FL 33901 USA
Bid Status	Issued	Department	Procurement Management Department
Question Cutoff Date	7/26/2017 12:00:00 PM (ET)	Building	Public Works Building
		Floor/Room	4th Floor
		Contact Phone	(239) 533-8881 38854
		Contact Fax	(239) 485-8383
		Contact Email	dkhan@leegov.com
Ship to Information		Bill to Information	
Workgroup	Lee County Bids & Contracts	Workgroup	Lee County Bids & Contracts
Address	Post Office Box 398 Fort Myers, FL 33902	Address	Post Office Box 2238 Fort Myers, FL 33902-2238 USA
Department	Utilities	Department	Lee County Clerk of Court
Building	1500 Monroe Street,		
Floor/Room	3rd Floor 33901		

After you have submitted your response, this is the next screen you receive.
 Showing your **Response Status – Response Submitted – 7/3/2017 01:38:26 PM (ET)**

Q & A