

# **Welcome**

General Steps to...  
Bidding – Electronically

## **“E-Bidding”**

# Steps to Bidding Electronically

At the City's/County's Home Webpage  
type the word: e-bid  
and click on the "Search Button."

InterLine: City of Lincoln & Lancaster County - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Settings

Address <http://www.lincoln.ne.gov/> Google Settings

InterLine lincoln.ne.gov lancaster.ne.gov Text Only

The Official Web Site for the  
**City of Lincoln AND Lancaster County**  
Nebraska, USA

MyInterLine (Login | Logout) Residents Tourism Business

1867 140th 2007  
DIGITAL SURVEY 2005 Winner

Featured Sites  
Online Services  
Government  
Employment  
Education  
Health  
Safety  
Links  
Help

e-bid Search  
Keyword Full Site

Service Maps  
Husker Traffic  
ePay Services  
Vendor eBidding  
City Service Requests  
Virtual Golf Course Tour  
Reserve Parking. Win Husker Tickets

Online Payments  
Service Request  
CITY-TV  
InterLine  
85 F Partly Cloudy  
STREET CLOSINGS

Home News Releases Calendar Agencies Contact Us About Us Site Map

Bus Transportation  
Construction Projects  
Emergency Preparedness  
Flood Plain Information

Online Surveys  
Property Assessments  
Public Parking  
RSS Feeds

Street Finder with Maps  
Traffic Cameras  
Visitors Bureau  
More Featured Sites...

Meetings for Sep 24, 07  
City Council

InterLine Partners windstream abc 8 KFOR 1240 AM

start Microsoft PowerPoint ... InterLine: City of Linc... 4:24 PM

# Step # 1

Log into E-Bid using your Vendor Registration Username and Password and click on the “Sign In Button.”

Lincoln Bidding - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://customer.ionwave.net/prod/default.aspx?company=col> Google G Cash Settings

InterLine lincoln.ne.gov lancaster.ne.gov

City of Lincoln AND Lancaster County  
Nebraska, USA

**Application Login**

Username:

Password:

[Forgot your Password?](#)

**Application Links**

- Lincoln Purchasing
- Supplier Registration
- Current Bid Opportunities
- Awarded Bid Information

Version 5.3

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Ion Wave Technologies, Inc.

In order to use this site, your browser must support JavaScript.  
For best results, we recommend Internet Explorer 6.x or greater.

start This ... Linc... Intr... Wor... Linc... SHA... Micr... wor... Doc... 10:21 AM

# Step # 2

Click on the bid you were notified of to view bid information.

**Bidding Shortcuts**

- View Available Bids
- View My Draft/Submitted Responses
- View My Closed Responses

**Account Information**

- Company Profile
- Commodity Registration
- Manage My Account

**Welcome to Lincoln Bidding!**

**My Recent Invitations**

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
07-302 Addendum 3	U-Channel and Snow Fence Posts	Bid	9/26/2007 12:00:00 PM CST	4 Days	Viewed
07-303	Moving Services - Family from Atlanta, GA to Lincoln, NE	Bid	9/24/2007 12:00:00 PM CST	2 Days	No Response
07-292	RFP - Construction Management Services for the New Adult Detention Facility	RFP	10/10/2007 12:00:00 PM CST	18 Days	Viewed
1 Deb (test) Addendum 1	Test	Bid	11/30/2007 12:00:00 PM CST	69 Days	Edited

**My Recent Draft Responses**

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
1 Deb (test) Addendum 1	Test	Bid	11/30/2007 12:00:00 PM CST	69 Days	Edited

“Click” On Bid No.

**NOTE:** If you received an email notification, the bid will be in **“My Recent Invitations.”** If you want to check all bids, you need to click **“View Available Bids”** and then click on the bid number. *Also, because the Commodities categories are broad, you may receive a notice for items you do not carry. If so, please disregard the notice, you do not need to respond.*

# Step # 4

Click on the “Respond” Link  
and start filling in your bid Information.

**Lincoln Bidding [Preview] - Microsoft Internet Explorer**

Address: <http://preview.ionwave.net/prod/Desktop.aspx?sid=18FE5269-7446-4054-B726-AEE0C5765289&pid=16&bid=28&bcid=22&bwid=1&ret=47>

**LANCASTER COUNTY**  
CITY OF LINCOLN NEBRASKA

Log Off | Help  
Welcome Kim Brown!  
Server Time (Eastern): 10:51:05 am

Bids Admin  
Bid Requests Bid Responses Bid Awards

**Bid Detail**

Return Respond History

**Bid Information**

Organization: Lincoln Purchasing (Lincoln Purchasing)  
Buyer Name: Deb Winkler  
Buyer Email: dwinkler@lincoln.ne.gov  
Buyer Phone:  
Buyer Fax:

**Contact Information**  
No Contact Information

**Note:** Click Respond to get out of view mode. Once you have responded to the bid, but have not submitted the bid, the next time you access it, the link name will be changed to “Edit.”

**Bid Number:** 5 Addendum 1  
**Bid Title:**  
**Bid Type:** Bid  
**Bid Security:** Sealed  
**Issue Date & Time:** 10/5/2007 11:05:33 AM Eastern  
**Close Date & Time:** 11/5/2007 1:00:00 PM Eastern  
**Bid Notes:** Dog Snacks for the Fall  
**Bid Status:** Issued  
**Status Reason:** Addendum issued by the system.

**Ship to Information**  
No Ship to Information

**Bill to Information**  
No Bill to Information

**Event Activities**  
No Event Activities

**Bid Attachments**

#	Name	Description
1	j0309579.jpg (70KB) [View]	See the lights
2	waterlily.jpg (136KB) [View]	Flowers
3	DSC00165paint.JPG (404KB) [View]	Paint
4	DSC00167microsoftofficepicture.JPG (1.33MB) [View]	Microsoft picutre
5	DSC00166internet.JPG (1.39MB) [View]	Internet

Items 1-5 shown of 5

**Bid Attributes**

start | Fw... | lin... | Ad... | wo... | Lin... | SH... | Mic... | CO... | Do... | Lin... | 9:51 AM

# Step # 5

Click on "Save" to save your work for later or "Submit" to immediately submit your bid.

**Lincoln Bidding - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: <https://customer.ionwave.net/prod/Desktop.aspx?sid=BECE1921-C507-445D-BF17-EFB8138AE01C&pid=15&bid=139&bcid=22&bwid=1&ret=>

**LANCASTER COUNTY NEBRASKA**

Log Off | Help  
Welcome Kim Wilnes!  
Server Time (Central): 12:15:21 pm

Bids Admin  
Bid Requests Bid Responses Bid Awards

### Edit Bid Response

Return Save Submit No Bid View Response Status Documents Response History Bid History

Bid Information	Contact Information	Ship to Information
<i>Header information has been changed as part of an addendum. See 'Bid History' for details.</i>	<b>Address</b> Purchasing\City & County 440 S. 8th St. Lincoln,, NE 68508 USA	<b>Address</b> Lancaster County Engineering 444 Cherrycreek Road, Bldg B Lincoln, NE 68528 USA
<b>Organization</b> Lincoln Purchasing (Lincoln Purchasing)	<b>Contact Name</b> Robert Walla Asst. Purchasing Agent	<b>Contact Name</b>
<b>Bid Creator</b> Robert Walla Asst. Purchasing Agent	<b>Contact Phone</b> 1 (402) 441-8309	<b>Contact Phone</b> (402) 441-8309
<b>Email</b>	<b>Contact Fax</b> 1 (402) 441-6513	<b>Contact Fax</b> (402) 441-6513
<b>Phone</b> 1 (402) 441-8309	<b>Contact Email</b> rwalla@lincoln.ne.gov	<b>Contact Email</b> purchasing@lincoln.ne.gov
<b>Fax</b> 1 (402) 441-6513		

**Bid Number** 07-302 Addendum 3  
**Bid Title** U-Channel and Snow Fence Posts  
**Bid Type** Bid  
**Bid Security** Sealed  
**Issue Date & Time** 9/12/2007 9:11:08 AM Central  
**Close Date & Time** 9/26/2007 12:00:00 PM Central  
**Bid Notes**  
**Attachments Allowed** Yes  
**Response Status** Viewed

Supplier Information	Supplier Note to Buyer
<b>Supplier Name</b> Buster/jacobsen <b>Address</b> 440 S. 8th St. Lincoln, NE 68508 <b>Contact Name</b> <b>Phone</b> 1 (402) 441-7410 <b>Fax</b> 1 <b>Email</b>	<b>Supplier Notes</b>

**Event Activities**  
No Event Activities

**Bid Attachments**

**NOTE:**  
Any Addendum will be acknowledged in the Attributes.

# Step # 6

If you are sure you want to submit your bid  
click on the "Ok" button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Lincoln Bidding [Preview]' website. The page title is 'Lincoln Bidding [Preview] - Microsoft Internet Explorer'. The address bar shows the URL: <http://preview.ionwave.net/prod/Desktop.aspx?sid=0D926489-E757-42E4-84A8-FE6021D268C8&pid=15&bid=11&bcid=22&bwid=1&ret=47>. The website header includes the Lancaster County Nebraska logo and navigation tabs for Bids, Auctions, and Admin. The main content area is titled 'Edit Bid Response' and contains several sections: Bid Information, Contact Information, Ship to Information, Bid Details, Supplier Information, and Supplier Note to Buyer. A modal dialog box titled 'Microsoft Internet Explorer' is overlaid on the page, asking 'Are you sure you want to submit?' and listing several conditions: 'Have you: - Read and Understand Bid Attachments?, - Read and Understand Bid Messages?, - Responded to Bid Attributes?, - Entered Your Pricing for Line Items?'. The dialog has 'OK' and 'Cancel' buttons. A large text overlay at the bottom of the page reads 'Click Submit to send bid to Purchasing'. The taskbar at the bottom shows the Windows start button and several open applications, including 'Lincoln Biddi...', 'IntraLinc: E...', 'vendor bid f...', and 'Microsoft Po...'. The system clock shows 9:31 AM.

**Click Submit to send bid to Purchasing**

# Step # 7

Your screen will change and tell you that your “Bid has been Submitted” and is in Red.

**Sealed Bid Status**  
*Bid Submitted*

Return Retract View Response Documents Response History Bid History

**Bid Information**

<b>Organization</b>	Lincoln Purchasing (Lincoln Purchasing)
<b>Bid Creator</b>	Kim Wilnes
<b>Email</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Bid Number</b>	1234
<b>Bid Title</b>	Title
<b>Bid Type</b>	RFP
<b>Bid Security</b>	Sealed
<b>Issue Date &amp; Time</b>	9/25/2007 9:21:45 AM Central
<b>Close Date &amp; Time</b>	11/29/2007 12:00:00 PM Central
<b>Bid Notes</b>	
<b>Attachments Allowed</b>	Yes
<b>Response Status</b>	Submitted
<b>Response Submitted</b>	9/25/2007 9:33:50 AM Central

**Event Activities**  
*No Event Activities*

**Invited Suppliers**

Supplier Name	City	State	Zip
husker	Lincoln	NE	68516
koby	Lincoln,	NE	68516
The Bullet Shooter	St. Joe	MO	25645

Items 1-3 shown of 3

**Bid Messages**  
*No Bid Messages*

**Sealed Bid Items**

**NOTE:** If you fill out your bid incorrectly, you will be unable to submit your bid. The system will alert you of your errors or required fields which will need to be changed.

“Bid Submitted”

# Step # 8

After the bid has been submitted, you may change it at anytime before it closes by clicking on the “Retract” link.

**Sealed Bid Status**  
*Bid Submitted*

[Return](#) [Retract](#) [View Response](#) [Documents](#) [Response History](#) [Bid History](#)

**Bid Information**

**Organization** Lincoln Purchasing (Lincoln Purchasing)  
**Bid Creator** Deb Winkler  
**Email**  
**Phone**  
**Fax**

**Bid Number** 104 Addendum 2  
**Bid Title** Sport Equipment & Supplies  
**Bid Type** Bid  
**Bid Security** Sealed  
**Issue Date & Time** 9/28/2007 10:27:04 AM Eastern  
**Close Date & Time** 9/28/2007 12:00:00 PM Eastern  
**Bid Notes** Note bids are due back today by 11:00 a.m.  
**Attachments Allowed** Yes  
**Response Status** Submitted  
**Response Submitted** 9/28/2007 11:36:08 AM Eastern

**Event Activities**  
*No Event Activities*

**Invited Suppliers**

Supplier Name	City	State	Zip
Animal Supplies	Lincoln	NE	68506
husker	Lincoln	NE	68516
koby	Lincoln,	NE	68516
Notre Dame	Columbus	IN	68184
EAST	Lincoln	NE	68516
Ionwave Supplier	Springfield	MO	44444
The Bullet	St. Joe	MO	25645

**Items 1-7 shown of 7**

**NOTE:** If you receive an e-mail notifying you of an Addendum, you may need to “Retract” your bid to make the necessary changes.

# Step # 9

If retracted, the system will ask you to verify that you are sure you want your bid retracted, if you click ok – it will retract your bid and take you back to it to make your changes. If you retract your bid, you will need to select “Edit” to make the change. Be sure to select “Submit” when finished to send bid to Purchasing. “Response Status” will say Submitted.”

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Lincoln Bidding [Preview]' website. The page title is 'Lincoln Bidding [Preview] - Microsoft Internet Explorer'. The address bar shows the URL: <http://preview.ionwave.net/prod/Desktop.aspx?sid=9E70951E-EB66-4E0A-91CA-0F2DC2C65440&pid=73&bid=168&bid=22&bwid=1&pub=Y>. The website header includes the 'LANCASTER COUNTY' logo and navigation tabs for 'Bids', 'Auctions', and 'Admin'. The 'Bids' tab is active, showing a 'Sealed Bid Status' section. The 'Bid Information' section displays details for bid number 104, titled 'Addendum 2 Sport Equipment & Supplies'. The 'Response Status' is 'Submitted' as of 9/28/2007 11:36:08 AM Eastern. A 'Microsoft Internet Explorer' dialog box is overlaid on the page, asking 'Are you sure you want to retract?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button. Below the bid information is an 'Invited Suppliers' table with 7 entries.

Supplier Name	City	State	Zip
Animal Supplies	Lincoln	NE	68506
husker	Lincoln	NE	68516
koby	Lincoln,	NE	68516
Notre Dame	Columbus	IN	68184
EAST	Lincoln	NE	68516
Ionwave Supplier	Springfield	MO	44444
The Bullet	St. Joe	MO	25645

# Checking Bid Tabs

(Log Back In System, or if already there click  
“Bid” in upper left corner)

# Step #1

After the bid has closed, to view the results, click on  
“View My Closed Responses.”

**Bidding Shortcuts**

- View Available Bids
- View My Draft/Submitted Responses
- [View My Closed Responses](#)

**Account Information**

- Company Profile
- Commodity Registration
- Manage My Account

**Welcome to Lincoln Bidding!**

**My Recent Invitations**

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
2054	Police Cruiser Lightbars	Quote	9/28/2007 12:00:00 PM CST	3 Days	No Response
2049	Purchase and Trade-In of Guns	Quote	9/27/2007 3:30:00 PM CST	2 Days	No Response
07-308 Addendum 1	Roofing System Replacement for Lincoln City Libraries, Unit #1 Bennett Martin Public Library	Bid	10/10/2007 12:00:00 PM CST	15 Days	Retracted
07-302 Addendum 3	U-Channel and Snow Fence Posts	Bid	9/26/2007 12:00:00 PM CST	1 Day	Viewed
07-292	RFP - Construction Management Services for the New Adult Detention Facility	RFP	10/10/2007 12:00:00 PM CST	15 Days	Viewed
1 Deb (test) Addendum 1	Test	Bid	11/30/2007 12:00:00 PM CST	66 Days	Edited

**My Recent Draft Responses**

Bid Number	Bid Title	Bid Type	Bid Close Date/Time	Time Left	Response Status
1 Deb (test) Addendum 1	Test	Bid	11/30/2007 12:00:00 PM CST	66 Days	Edited
07-308 Addendum 1	Roofing System Replacement for Lincoln City Libraries, Unit #1 Bennett Martin Public Library	Bid	10/10/2007 12:00:00 PM CST	15 Days	Retracted

**NOTE:**

The bid results can also be viewed without logging into the electronic bidding system, by clicking on “Current Bid Opportunity” on the Main Log-In Screen.

# Step #2

Click your bid or put a check in the box next to your bid and click on the Documents Link.

The screenshot shows the Lincoln Bidding website interface. At the top, there is a navigation menu with links for Home, Bids, Suppliers, and Admin. The Bids menu is expanded, showing options for Draft, Issued, Closed, Awarded, and Cancelled. Below the navigation, there is a search bar and a table of bid requests. The table has columns for Bid Number, Bid Title, Bid Type, Owner, Close Date/Time, and Res/Inv. The first row shows a bid with number 1234, title 'Addendum 2', type 'RFP', owner 'Kim Wilnes', and close date '9/25/2007 10:45:00 AM CST'. A checkmark is in the box next to the bid number. Below the table, there is a 'Documents' link. Two arrows point from the checkmark and the 'Documents' link to the instruction text below.

Bid Number	Bid Title	Bid Type	Owner	Close Date/Time	Res/Inv
<input checked="" type="checkbox"/> 1234	Addendum 2	Title	RFP	Kim Wilnes	9/25/2007 10:45:00 AM CST 3 / 3

Check the box of your bid and  
Click on the Documents Link

# Step #3

Click on “Bid Tabulation by Supplier Document”  
or  
“Bid Tabulation by Line Item Document”

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://preview.ionwave.net/prod/Desktop.aspx?sid=18FE5269-7446-4054-B726-AEEDC5765289&pid=80&bid=5&bcid=22&bwid=1&ret=39> Google Settings

**LANCASTER COUNTY**  
CITY OF LINCOLN NEBRASKA

Log Off | Help  
Welcome Kim Brown!  
Server Time (Eastern): 11:47:34 am

Bids Admin  
Bid Requests Bid Responses Bid Awards

**Documents Available for 1 Addendum 3 (Biscuits)**

Return

**Pre-Generated Documents**

Document	Format	Description
Invitation Document	Adobe (PDF)	PDF Invitation to Bid
<b>Bid Tabulation by Supplier Document</b>	Spreadsheet (XLS)	Bid Tabulation by Supplier Spreadsheet
Bid Tabulation by Line Item Document	Spreadsheet (XLS)	Bid Tabulation by Line Item Spreadsheet

**Ad-hoc Documents**

Document	Format	Description
Supplier Individual Response Document	Adobe (PDF)	PDF Supplier Response
Award Summary Document	Spreadsheet (XLS)	Award Summary Spreadsheet

**Attachments**  
No Attachments

**NOTE:**

**Bid Tabulation by Supplier Document** view is an Excel spreadsheet which will open and view individual vendor responses by totals.

**Bid Tabulation by Line Item Document** is also an Excel spreadsheet which opens and views by unit price.

start Kim B Wilnes - Inbox -... Microsoft PowerPoint ... Document1 - Microsof... Lincoln Bidding [Previ... 10:47 AM

# Step #4

Once awarded, the “Award Summary Document” Link will display the awarded supplier.

Lincoln Bidding [Preview] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://preview.ionwave.net/prod/Desktop.aspx?sid=18FE5269-7446-4054-B726-AEE0C5765289&pid=80&bid=13&bcid=22&bwid=1&ret=41> Google G Settings

**LANCASTER COUNTY**  
CITY OF LINCOLN NEBRASKA

Log Off | Help  
Welcome Kim Brown!  
Server Time (Eastern): 12:14:44 pm

Bids Admin  
Bid Requests Bid Responses Bid Awards

**Documents Available for 1234 Addendum 2 (Title)**

Return

**Pre-Generated Documents**

Document	Format	Description
Invitation Document	Adobe (PDF)	PDF Invitation to Bid
Bid Tabulation by Supplier Document	Spreadsheet (XLS)	Bid Tabulation by Supplier Spreadsheet
Bid Tabulation by Line Item Document	Spreadsheet (XLS)	Bid Tabulation by Line Item Spreadsheet

**Ad-hoc Documents**

Document	Format	Description
Supplier Individual Response Document	Adobe (PDF)	PDF Supplier Response
Award Summary Document	Spreadsheet (XLS)	Award Summary Spreadsheet

**Attachments**  
No Attachments

A copy of your completed bid is listed as Supplier Individual Response Document.

Click “Award Summary Document” to view bid awards. This document will be listed under “Pre-Generated Documents” when an award is made.

start Kim B Wilnes - Inbox -... Microsoft PowerPoint ... Document1 - Microsof... Lincoln Bidding [Previ... 11:14 AM

**Getting  
Further  
Help**

# “Help Steps” to Bidding Electronically

Click on the “Help” link for further help in responding to a bid request or call the Purchasing Staff.

The screenshot displays a Microsoft Internet Explorer browser window titled "Lincoln Bidding - Microsoft Internet Explorer". The address bar shows the URL: <https://customer.ionwave.net/prod/Desktop.aspx?sid=33A80BA9-9E98-4CDE-85E3-5977CE85674D&pid=15&bid=124&bcid=22&bwid=1&ret=>. The page content includes the "LANCASTER COUNTY NEBRASKA" logo and navigation tabs for "Bids", "Admin", "Bid Requests", "Bid Responses", and "Bid Awards". The main content area is titled "Edit Bid Response" and contains a form with fields for "Bid Information", "Supplier Information", and "Event Activities".

An inset window titled "https://customer.ionwave.net - Help - Microsoft Internet Explorer" is open over the main page. It displays a "Help" menu with a tree view of topics. The "Responding to a Bid request" link is highlighted, and its content is shown in the main area of the help window. An arrow points from the "Responding to a Bid request" link in the tree view to the corresponding text in the main area.

**Responding to a Bid request**

**Intent to Bid**  
A buyer may enter an Intent to Bid activity in a bid request. This must be responded to before the date specified

To respond, click on the 'Respond' button at the top of the screen. Select your answer from the drop box and click 'Save'. The buyer will be able to access your response.

**Bid Response**  
After viewing a Bid request and clicking 'Respond', the system will allow you to begin working on your bid response. Menu Bar actions on this page include:  
Return - The return icon will return you back to the listing page.  
Save - This icon will save your progress. The system provides you the ability to build your bid response over the course of multiple login sessions.  
Submit - This icon will submit your bid response to the buyer. In some cases, you will have the ability to retract a submitted bid as long as the bid request is still open for bidding. This is useful if you have made an error, but it is only possible if the buyer has elected to allow supplier bid retraction.  
View Response - Allows you to view your bid response.  
Status - Will allow you to view the status of a bid request and your response. If the bid request has the Open security setting and the buyer set-up allows it, you can view competitive pricing on the status page.  
Documents - Will allow you to view documents associated with this bid request.  
Response History - This details the history of your bid response. If you retracted or updated a bid response, all the details of that change will be documented here.  
Bid History - This lists the history of the bid request. Any changes that

# CITY OF LINCOLN

## PURCHASING STAFF

**DEBBIE WINKLER**  
SYSTEM ADMINISTRATOR

402-441-7410

**KIM WILNES**  
SENIOR OFFICE ASSISTANT

402-441-7417

**SHELLY HINZE**  
BUYER

402-441-7416

**VINCE MEJER**  
PURCHASING AGENT

402-441-8314

**BOB WALLA**  
ASSISTANT PURCHASING AGENT

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**TOM KOPPLIN**  
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