

Quick Reference Guide:

1. Click the online submission link or copy/paste in your browser

LAPORTE

Project 0175-20-01 Roof Replacements at 4 schools ▼


UPDATE 3/23/2020

ALL SUBMISSIONS DURING THE COVID 19 PERIOD OF DISTRICT BUILDING SHUTDOWN MUST BE VIA E-SUBMISSIONS. PLEASE FOLLOW THE LINK BELOW TO ELECTRONICALLY SUBMIT YOUR BID.

Project 0175-20-01 submission link

Online submission link

PLEASE SEE THE BELOW QUICK REFERENCE GUIDE FOR STEP BY STEP INSTRUCTIONS FOR SUBMITTING YOUR BID

[Vendor Submissions - Quick Reference Guide](#) 

(updated 3.24.2020)

Roof replacements at 4 SPPS school locations

Bid #'s:

A20-0747-A Bridgeview Spec Ed School

A20-0748-A Adult Basic Ed, Hubbs Ctr

A20-0749-A LEAP High School

A20-0750-A Dayton's Bluff Elementary School

1st Pre-bid walkthrough Tuesday March 24th 7am

2nd Pre-bit walkthrough Thursday March 26th 7am

Final addenda deadline March 31st

[Addendum No.1](#) 

Bids open: Tuesday, April 7, 2020 @ 2:00p.m.

Project plans & specs available on and after **March 16** at the following link: [ARC link](#)

Project managers: Vaughn Kelly - vaughn.kelly@spps.org and Josephine Geiger - josephine.geiger@spps.org

2. Type your credentials in the password creation portal and submit. Please make sure your email is correct.

Create an Account

Full Name *



Company Name *

Email *

3. You will receive an email from the submission site. Please log into your email. You may want to add the domain getall.com to your safe sender list to ensure the message is not caught in junk/spam folders.

An Email has been sent to edsom@implsolutions.com. Login to your email account to verify the email and complete the registration process.

4. You will receive a numeric code. Copy this code. Click the link "Complete the Registration Process".

  **Inbox > Message Detail**

Subject: GetAll - Registration Message
From: <no-reply@getall.com> ([Add as Preferred Sender](#))
Date: Sun, Mar 22, 2020 8:04 pm
To: <edsom@implsolutions.com>

Dear Ed,
You have created an account at GetAll to submit. Here is your identification code

79640

Click the link below to enter the code and complete your registration process. This code is valid for one-time use only.
[Complete the Registration Process](#)

Regards,
GetAll Team

- Paste the code in the box and submit



Verify and Complete Registration

Enter the Code *

- Create your own password and confirm the password. Use at least 8 characters with upper case letters and numbers.

Create your Password

Password *

Confirm Password *

User Type *

Private Sector/Business

- Now login to the submission web site with your email address as login id and the password you created.



Login Information

|| Password created. Login below. ||

Email *

Password *

8. Check the solicitation you are responding to. Browse the file you like to upload. You can upload one file at a time.



[Home](#) | [Login](#) | [Register](#) | [Logout](#)

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! " ' etc.

File(s) Uploaded:

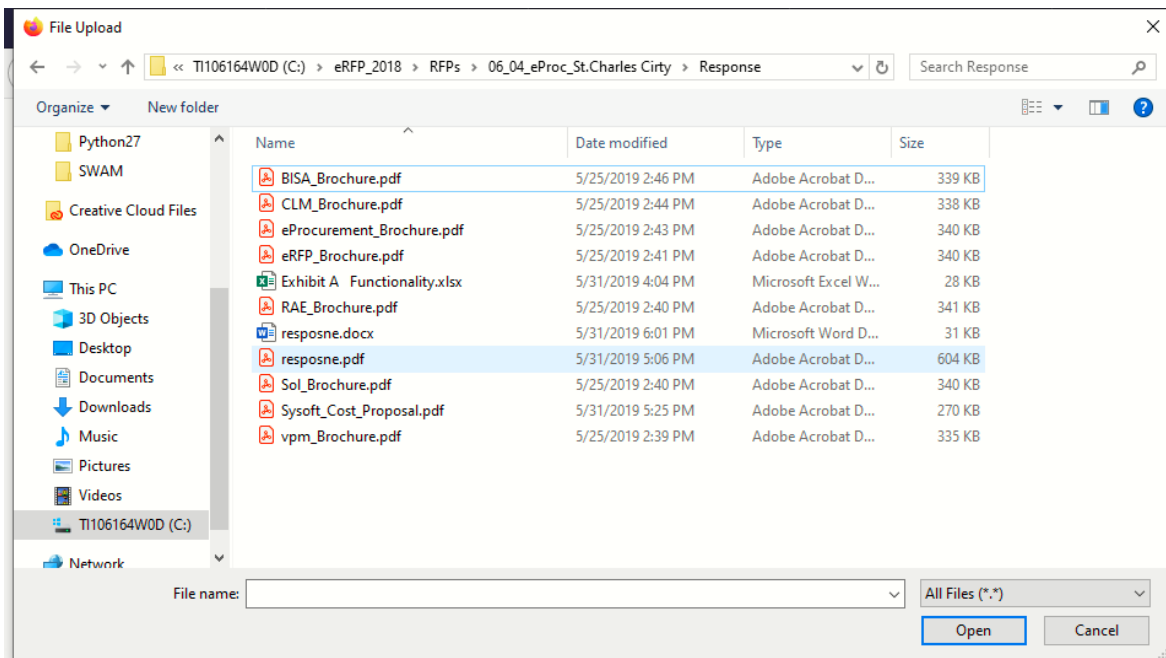
Select a file to upload *

Browse... No file selected.

UPLOAD

Solicitation Number

9. **NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! " ' etc.**



10. Choose your file and upload. Click upload once and wait for the next screen.
Large files may take a while to upload.



Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! " ' etc.

File(s) Uploaded:

Select a file to upload *

Browse... resposne.pdf

UPLOAD

Click the upload button once and wait for the next screen. Large files may take a while to upload.

11. This screen confirms that the file has been received by the system. Clicking the red x allows you to delete the file in case you have uploaded a wrong file.



Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! " ' etc.

File(s) Uploaded:

resposne.pdf - 3/22/2020 10:22:25 PM **X**

If needed select additional files to upload.

Select a file to upload *

Browse... No file selected.

UPLOAD

Submit Solicitation to the Agency?

YES | NO

You can delete the file by clicking the red button.

12. You can upload one file at a time. If you upload the same file (same file name) again, it will overwrite the last version. After you upload the second file (if needed), it will show up in the uploaded file list. Do not click YES (Submit Solicitation to the Agency) till you have uploaded all files and you are sure.

GETALL Home | Login | Register | Logout

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the #%^&*()@!"" etc.

File(s) Uploaded:
resposne.pdf - 3/22/2020 10:22:25 PM ✕
Sol_Brochure.pdf - 3/22/2020 11:36:43 PM ✕
If needed select additional files to upload.

Select a file to upload *
Browse... No file selected.
UPLOAD

Submit Solicitation to the Agency?
YES | NO

Multiple files uploaded one at a time

13. Now click the YES (Submit Solicitation to the Agency) button to send the files to the Solicitation Agency.

GETALL Home | Login | Register | Logout

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the #%^&*()@!"" etc.

File(s) Uploaded:
resposne.pdf - 3/22/2020 10:22:25 PM ✕
Sol_Brochure.pdf - 3/22/2020 11:36:43 PM ✕
If needed select additional files to upload.

Select a file to upload *
Browse... No file selected.
UPLOAD

Submit Solicitation to the Agency?
YES | NO

14. You can view the files uploaded. You need confirm the submission finally by clicking the check box below that mentions that you cannot change your submission any further.

[Submit Response](#) > [Confirm Response](#)

Solicitation: 0175-20-01

Document Name	Date Uploaded
resposne.pdf	DT: 3/22/2020 10:22:25 PM (MST)
Sol_Brochure.pdf	DT: 3/22/2020 11:36:43 PM (MST)

I understand that I cannot change any of the submission details and my documents once the solicitation closes.



15. You can submit solicitation.

[Submit Response](#) > [Confirm Response](#)

Solicitation: 0175-20-01

Document Name	Date Uploaded
resposne.pdf	DT: 3/22/2020 10:22:25 PM (MST)
Sol_Brochure.pdf	DT: 3/22/2020 11:36:43 PM (MST)

I understand that I cannot change any of the submission details and my documents once the solicitation closes.

16. You will see the following screen that the solicitation response was received with date and time (Mountain Standard Time).

Solicitation#: 0175-20-01

Upload Your Solicitation Response

Click the Browse button to select the File/Document to Upload

NOTE: Make sure the File Name does not have any special character(s) like the # \$ % ^ & * () @ ! " ' etc.

File(s) Uploaded:

resposne.pdf - 3/22/2020 10:22:25 PM ✕

Sol_Brochure.pdf - 3/22/2020 11:36:43 PM ✕

If needed select additional files to upload.


Select a file to upload *

No file selected.

Submit Solicitation to the Agency?

YES | **NO**

Solicitation confirmed and submitted on 3/22/2020 11:53:19 PM (MST)



Solicitation submission response receipt with date and time (MST).

17. The system will send you an email confirming that you have submitted the solicitation response successfully.