



PHLContracts Seller Checklist for Public Works Bids

***** Reminder: Click "Save & Continue" on every tab *****

Looking for a quote you started but have not yet submitted?

Click on the *Quotes* tab to the right of the *News* and *Vendor Communication* tabs.

Click on the *Working* link to continue with your quote.

***** Seller Role *****

Make sure you are in the Seller role, not the Seller Admin role. Click  the user icon on the top right of the screen. If Seller-Admin appears, click on the down triangle ▼ then select Seller. The screen will refresh with the Seller role.

*** Reminder: All documents listed are a requirement of bidding. Failure to submit will lead to disqualification. ***

Did you receive notification that you were approved to bid?

If yes, continue with quote submission.

General Tab

- ☐ Step 1: Save & Continue

Red validation messages will appear at the top of the screen. After reviewing and completing every tab, the warning messages will disappear and you will be able to submit your quote.

- ☐ Step 2: Select **Yes** if your business is certified as a Local Business Entity (LBE), otherwise select **No**, then click "Save & Continue"
- ☐ Step 3: Complete and upload the LBE Determination Form

Items Tab

- ☐ Step 4: Enter the Cost for each item listed in the bid
Note: A pricing page/calculator for completion may be found on the "Terms & Conditions" tab.
- ☐ Step 5: Upload the "Bid # 2921 Pricing Page" Note: A pricing page/calculator for completion is found on the "Terms & Conditions" tab, when the City deems applicable and includes it here. If present, it is a mandatory submission.

Questions Tab

- ☐ Step 6: Answer all mandatory questions
 - 1) Do you acknowledge any and/or all Amendments issued on Prequal B2728029 and/or Bid B2728030 and understand that the Amendment(s) is/are now part of the proposal?
 - 2) Did your firm pay and upload the Bid Processing Fee receipt with your responses to this bid?
 - 3) Did your firm review the Seller Quote Checklist to ensure that it complied with all requirements of this bid?

Subcontractors Tab

- ☐ Step 7: Lookup & add vendors for Small Business Entity (SBE) and/or Local Business Entity (LBE) participation
Note: You can search by Vendor Name or classification. Click "Save & Exit"
- ☐ Step 8: Add the dollar value committed to each Subcontractor

Terms & Conditions Tab

- ☐ Step 9: Accept the terms and conditions of the bid. Note: Exceptions are not allowed on Public Works contracts.
- ☐ Step 10: Download and Save all attachments listed
- ☐ Step 11: Complete and upload the Attachments required to be submitted with your quote

Attachments Tab

- ☐ Step 12: Do you have an executed Consent & Authorization form in your vendor profile?
If not, attach a copy in the Attachments Tab. No quote will be considered without a Consent & Authorization form

on file.

- ☐ Step 13: Scan and attach - Bid Bond and Power of Attorney
- ☐ Step 14: In addition to scanning and attaching, mail the original bid bond to the Procurement Department: MSB, 1401 JFK Blvd, Suite 120, Phila, PA 19102, Attn: Public Works (Mailed Bid Bonds must be postmarked before or on the Bid opening date)
- ☐ Step 15: Attach the completed - Unit Prices Worksheet (on some Dept. of Public Property bids)
- ☐ Step 16: Attach the completed - Performance of Work by Contractor
- ☐ Step 17: Attach the completed Small and/or Local Business Entities' Solicitation and Commitment Forms or DBE documents
- ☐ Step 18: Attach the executed PLA (Project Labor Agreement), if applicable
- ☐ Step 19: Attach the completed - Pricing page/calculator, if available on the "Terms & Conditions" tab
- ☐ Step 20: Attach receipt of Bid Processing Fee of **\$400** electronic payment. Payment must be made by the end of the day prior to the Bid Opening. **Bid Processing Fee will only be accepted electronically.**

*****Electronic Processing Fee Submission:**

Pay via <https://www.phila.gov/make-a-payment/>, click "City Contracts" on the left side of the page, and then select "Pay The Bid Processing Fee". Submit payment via this "Official Payments" website.

Please reference Bid # 2921 when making payment

Summary Tab

- ☐ Step 21: Review your quote and required documents
- ☐ Step 22: Address any **Red** validation warnings
- ☐ Step 23: Submit your quote