

Vendor submissions of bids in Negometrix

- Click on VISIT NEGOMETRIX TODAY <https://app.negometrix.com/today>

- Click on Search

Negometrix Today SEARCH 🔍

- In “Buying Organization, type in Volusia, then Save.

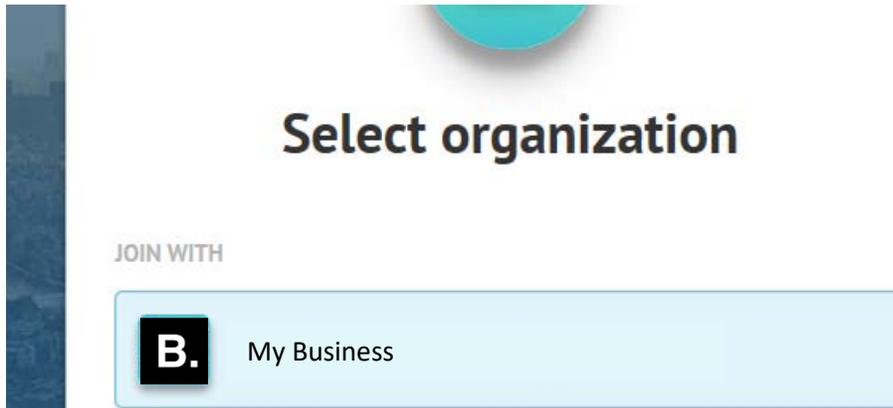
Buying organization: Status: Language:

- Click on the Solicitation you want to participate in.

 **20-B-168LL: West Volusia Transfer Station Structural and Chute Repair**
Volusia County Deadline: 27.08.2020 Publication date: 38 minutes ago

- Click on Participate (bottom right of the screen).

- Select your organization as applicable



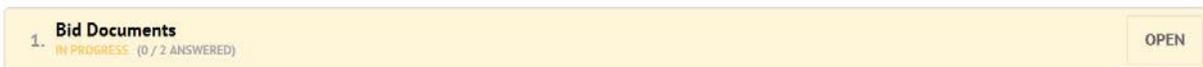
- Click Join

JOIN

- On the bottom left, click Offer



- Click on Open



- Click Upload. NOTE: BE SURE TO DOWNLOAD ALL OF THE DOCUMENTS REQUIRED AS NOTED IN THE SUBMITTAL REQUIREMENTS. PLEASE REMEMBER TO INCLUDE ALL PAGES WHICH REQUIRE SIGNATURE AS APPLICABLE AND ALL ITEMS REQUESTED IN THE SUBMITTAL REQUIREMENTS. FAILURE TO DO SO MAY DEEM YOUR BID/PROPOSAL NON-RESPONSIVE.

- Upload your bid submission.

KO

Answer



- Click Done once all the documents have been uploaded and ready to submit. Do this for each section as needed.

UPLOAD



W PROXY_OFFER-VOLUSIA_COUNTY.docx
✓ UPLOADED 11.51 KB

A small square icon with a trash can symbol.

1 file(s) uploaded



- Read through each section of the solicitation and respond to the questions presented and/or upload documents as requested.

KO

Answer

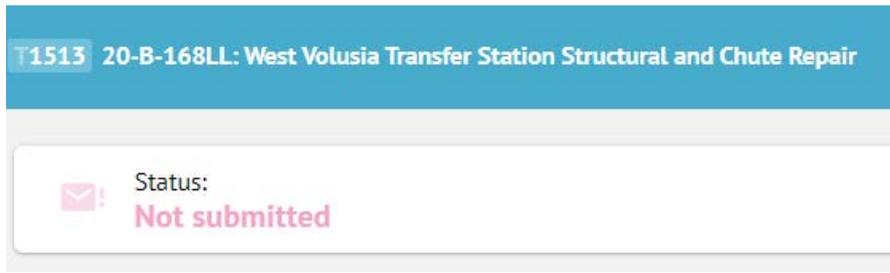
- Yes
- No (KO)



- Click save and exit



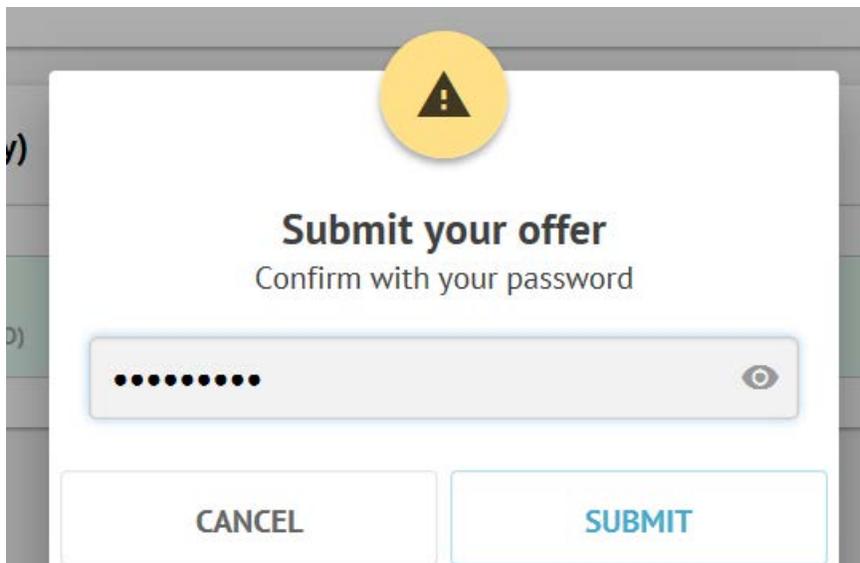
- **NOTE: Clicking Save and Exit does NOT submit your bid.** The top right of the screen will still show “Not submitted” as shown below:



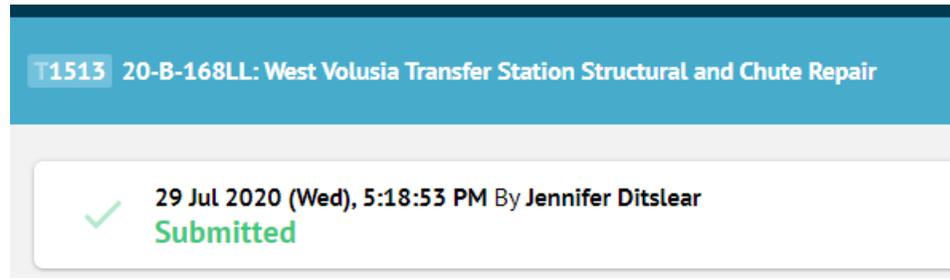
- In order to submit your bid, **Click Submit on the bottom right of your screen.** Note: if you do not see this as an option, try adjusting your screen resolutions. **Your bid WILL NOT be submitted unless you click on submit.**



- Once you click on Submit, the following will appear.



- You should now see that your bid has been submitted on the top left of the screen.



- After successful submission of your bid, you will receive an email from Negometrix stating that an offer was submitted as shown below:

✉ Negometrix <noreply@negometrix.> [EX] Offer submitted in tender: T1513 20-B-168LL: West Volusia Transfer Station Struc 7/29/2020