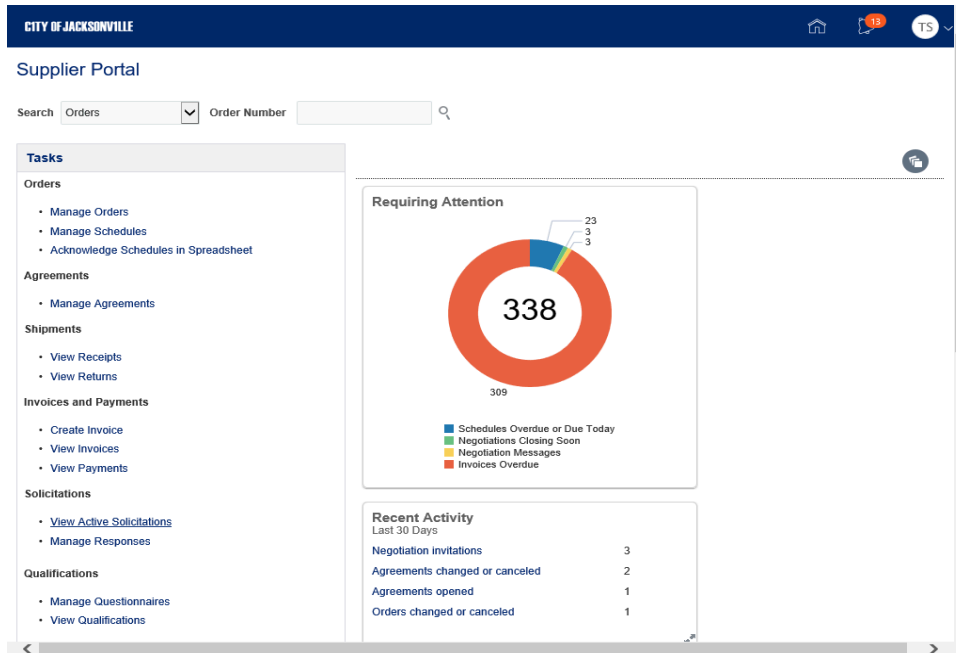




Supplier - Respond to Solicitation - ITQ



Supplier - Respond to Solicitation - ITQ



By completing this topic, you will be able to respond to solicitation - itq, as a supplier.



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

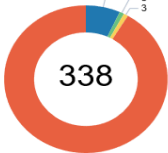
Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Solicitations
 - View Active Solicitations**
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention



Category	Count
Schedules Overdue or Due Today	23
Negotiations Closing Soon	3
Negotiation Messages	3
Invoices Overdue	309

Recent Activity
Last 30 Days

Activity	Count
Negotiation Invitations	3
Agreements changed or canceled	2
Agreements opened	1
Orders changed or canceled	1

Step 1

From the **Supplier Portal**, click the **View Active Solicitations** link.



Supplier - Respond to Solicitation - ITQ

Step 2

Click the **Solicitation** link.

CITY OF JACKSONVILLE 13 TS

Active Solicitations [Done](#)

Search [Manage Watchlist](#) [Saved Search](#) [Open Invitations](#)

Time Zone: Eastern Standard Time
** At least one is required

** Solicitation
** Title
** Solicitation Close By: m/d/yy

** Invitation Received: Yes ☐
Response Submitted: No ☐
Solicitation Open Since: m/d/yy

[Search](#) [Reset](#) [Save...](#)

Search Results

[Actions](#) [View](#) [Format](#) [Freeze](#) [Detach](#) [Wrap](#) [Acknowledge Participation](#) [Create Response](#)

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PI
8087-19	Enter Title for Solicitation Here	ITQ	21 Days 22 Hours	10/25/19 1:07 PM	0	Yes	0	
8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	10/9/19 11:39 AM	0		0	
8083-19	ITQ Solicitation 10	ITQ	1 Day 20 Hours	10/5/19 10:27 AM	0		0	

< >

Columns Hidden: 4



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

ITQ: 8087-19

MessagesCreate ResponseActionsDone

Currency = US Dollar

TitleEnter Title for Solicitation Here

StatusActive (Locked)

Time Remaining21 Days 22 Hours

Open Date10/3/19 1:51 PM

Close Date10/25/19 1:07 PM

Time Zone Eastern Standard Time

Table of Contents

Cover Page

Overview

Requirements

Lines

Contract Terms

ONE CITY. ONE JACKSONVILLE.

Bid Specifications

for

Enter Title for Solicitation Here

BID NO: 8087-19

OPEN DATE: 10/25/19 1:07 PM

Step 3

Click the **Create Response** button.



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1

2

3

4

Overv... Requir... Lines Review

Create Response (Quote 8003): Overv...

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Title

Enter Title for Solicitation Here

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Close Date

10/25/19 1:07 PM

Time Remaining 21 Days 22 Hours

General

Supplier

UAT Supplier

Supplier Site

Order/Remit

Response Currency

USD

Price Precision

2 Decimals Maximum

Note to Buyer

Attachments

None

Step 4

Click in the **Note to Buyer** field.



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1234

Overview... RequirementsLinesReview

Create Response (Quote 8003): Overview

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

TitleEnter Title for Solicitation Here

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Close Date10/25/19 1:07 PM

Time Remaining21 Days 22 Hours

General

SupplierUAT Supplier

Supplier SiteOrder/Remit

Response CurrencyUSD

Price Precision2 Decimals Maximum

Note to Buyer

AttachmentsNone

Step 5

Enter the desired information into the **Note to Buyer** field. Enter "**Enter notes to buyer if applicable**".



Supplier - Respond to Solicitation - ITQ

Step 6

Click the **Manage Attachments** button.

CITY OF JACKSONVILLE

1234

OverviewRequir...LinesReview

Create Response (Quote 8003): Overview

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

TitleEnter Title for Solicitation Here

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Close Date10/25/19 1:07 PM

Time Remaining21 Days 22 Hours

General

SupplierUAT Supplier

Supplier SiteOrder/Remit

Response CurrencyUSD

Price Precision2 Decimals Maximum

Note to Buyer

Enter notes to buyer if applicable

AttachmentsNone





Supplier - Respond to Solicitation - ITQ

Step 7

Use the ***File Name or URL** field to locate attachments.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines Review

Create Response (Quote 8003): Overview Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Title Enter Title for Solicitation Here Close Date 10/25/19 1:07 PM

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<input type="text" value="Browse..."/>			Test Supplier	10/3/19 2:10 PM

Rows Selected 1 Columns Hidden 1

OK Cancel



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines Review

Create Response (Quote 8003): Overview Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Title Enter Title for Solicitation Here Close Date 10/25/19 1:07 PM

Attachments

Actions View + X

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	SupplierImportTemplate.xlsm Update...			Test Supplier	10/3/19 2:10 PM

Rows Selected 1 Columns Hidden 1

OK Cancel

Step 8

Enter the desired information into the **Title** field. Enter "**Supporting Documents**".



Supplier - Respond to Solicitation - ITQ

Step 9

Click the **OK** button.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Overview Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Title Enter Title for Solicitation Here Close Date 10/25/19 1:07 PM

Attachments

Actions View + X

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	SupplierImportTemplate.xlsm Update...	Supporting Documents x		Test Supplier	10/3/19 2:10 PM

Rows Selected 1 Columns Hidden 1

OK Cancel

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=9efg2q...



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Overview Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:10 PM
Time Zone Eastern Standard Time

Title Enter Title for Solicitation Here
Close Date 10/25/19 1:07 PM

Time Remaining 21 Days 22 Hours

General

Supplier UAT Supplier
Supplier Site Order/Remit
Response Currency USD
Price Precision 2 Decimals Maximum

Note to Buyer Enter notes to buyer if applicable

Attachments Supporting Documents

Step 10

Click the **Next** button.

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=90fgzq...



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Requir... Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:11 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours Close Date 10/25/19 1:07 PM

Section 1. Minimum Requirements

1. Is your business located within Duval County?

Local Business Tax Receipt required.

☒ a. No

☐ b. Yes, provide proof of local business tax receipt as attachment.

2. Upon acceptance of a PO, awarded supplier agrees to accept the insurance requirements as stated in the attachment and shall provide proof of such listing the City of Jacksonville as an additional insured. PO number should be listed on the certificate. Insurance requirements are subject to change based on the purchase type.

Attachments Indemnification & Insurance

☒ a. Agreed

Section 1. Minimum Require...

Step 11

Click the **b. Yes, provide proof of local business tax receipt as attachment** option.



Supplier - Respond to Solicitation - ITQ

Step 12

Click the **Next** button.

CITY OF JACKSONVILLE

1

2

3

4

Overvi... Requi... Lines Review

Home

10

TS

Create Response (Quote 8003): Requ

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Time Remaining 21 Days 22 Hours

Last Saved 10/3/19 2:11 PM
Time Zone Eastern Standard Time

Close Date 10/25/19 1:07 PM

Section 1. Minimum Requirements

1. Is your business located within Duval County?

Local Business Tax Receipt required.

a. No

b. Yes, provide proof of local business tax receipt as attachment.

Response Attachments None

2. Upon acceptance of a PO, awarded supplier agrees to accept the insurance requirements as stated in the attachment and shall provide proof of such listing the City of Jacksonville as an additional insured. PO number should be listed on the certificate. Insurance requirements are subject to change based on the purchase type.

Attachments Indemnification & Insurance

a. Agreed

Section 1. Minimum Require...

Section 1. Minimum Require...



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Requ Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:11 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours Close Date 10/25/19 1:07 PM

Section 2. Required Forms

1. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.

Attachments Conflict of Interest Certificate

☒ a. Yes, Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. (Complete Section I of the attached Conflict of Interest)

Response Attachments CONFLICT OF INTEREST CERTIFICATE

☐ b. No, Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. (Complete Section II of the attached Conflict of Interest Certificate)

Section 2. Required Forms

Step 13

Click the **a. Yes, Contractor certifies that no Conflict of Interest exists** option.



Supplier - Respond to Solicitation - ITQ

Step 14

Click the **Manage Attachments** button.

CITY OF JACKSONVILLE

1

2

3

4

Overview...**Requ...**LinesReview

Create Response (Quote 8003): Requ

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Time Remaining21 Days 22 Hours

Close Date10/25/19 1:07 PM

Last Saved 10/3/19 2:11 PM
Time Zone Eastern Standard Time

Section 2. Required Forms

Section 2. Required Forms

1. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
Attachments [Conflict of Interest Certificate](#)

a. Yes, Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. (Complete Section I of the attached Conflict of Interest)

* Response AttachmentsNone

b. No, Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. (Complete Section II of the attached Conflict of Interest Certificate)

Section 2. Required Forms



Supplier - Respond to Solicitation - ITQ

Step 15

Click the **Add** button.

The screenshot shows the "CITY OF JACKSONVILLE" header at the top. Below it is a progress bar with four steps: 1 (Overview), 2 (Respond by Spreadsheet), 3 (Lines), and 4 (Review). Step 2 is currently active. The main heading is "Create Response (Quote 8003): Requi...". Below this are several buttons: "Messages", "Respond by Spreadsheet" (selected), "Actions", "Back", "Next", "Save", "Submit", and "Cancel". On the right, it says "Last Saved 10/3/19 2:12 PM" and "Time Zone Eastern Standard Time". Below that, it shows "Time Remaining 21 Days 22 Hours" and "Close Date 10/25/19 1:07 PM". The "Attachments" section is open, showing a table with columns: "Type", "File Name or URL", "Title", "Description", "Attached By", and "Attached Date". The table is currently empty, with the text "No data to display." and "Columns Hidden 1". There is a red box around the "Add" button (a blue plus sign) in the top left corner of the Attachments section. At the bottom right of the Attachments section are "OK" and "Cancel" buttons. Below the Attachments section is a dropdown menu labeled "Section 2. Required Forms".



Supplier - Respond to Solicitation - ITQ

Step 16

Use the ***File Name or URL** field to locate attachments.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Requir... Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours Close Date 10/25/19 1:07 PM

Attachments

Actions View + -

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	<input type="text" value="Browse..."/>			Test Supplier	10/3/19 2:12 PM

Rows Selected 1 Columns Hidden 1

OK Cancel



Supplier - Respond to Solicitation - ITQ

Step 17

Click the **OK** button.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Requir... Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours Close Date 10/25/19 1:07 PM

Attachments X

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Enter Clause Title Here.xml Update...	INTEREST CERTIFICA X		Test Supplier	10/3/19 2:12 PM

Rows Selected 1 Columns Hidden 1

OK Cancel



Supplier - Respond to Solicitation - ITQ

Step 18

Click the **Next** button.

CITY OF JACKSONVILLE

1

2

3

4

Overview...**Requ...**LinesReview

Create Response (Quote 8003): Requ

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Time Remaining21 Days 22 Hours

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time
Close Date10/25/19 1:07 PM

Section 2. Required Forms

Section 2. Required Forms

1. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
Attachments [Conflict of Interest Certificate](#)

☒

a. Yes, Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. (Complete Section I of the attached Conflict of Interest)

☐

b. No, Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company. (Complete Section II of the attached Conflict of Interest Certificate)

Response Attachments

CONFLICT OF INTEREST CERTIFICA

Section 2. Required Forms



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Requir... **Messages** Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours Close Date 10/25/19 1:07 PM

Section 3. New Section Name

1. Requirement Details

☒ a. Yes

☐ b. No

Section 3. New Section Name

Section 3. New Section Name

Step 19

Click the **a. Yes** option.



Supplier - Respond to Solicitation - ITQ

Step 20

Click the **Next** button.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines Review

Create Response (Quote 8003): Requirements Messages Respond by Spreadsheet Actions Back **Next** Save Submit Cancel

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours Close Date 10/25/19 1:07 PM

Section 3. New Section Name

1. Requirement Details

☒ a. Yes

☐ b. No

Section 3. New Section Name

Section 3. New Section Name

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_afdf.ctrl-state=9ofg3q...



Supplier - Respond to Solicitation - ITQ

Step 21

Click in the **Response Price** field.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Lines **Messages** **Respond by Spreadsheet** **Actions** **Back** **Next** **Save** **Submit** **Cancel**

Currency = US Dollar

Time Remaining 21 Days 22 Hours

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time

Close Date 10/25/19 1:07 PM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price
1	TEST-DW-04		000.00 Default			Sealed		

Grand Totals

All response lines are included.

Response Amount 0.00



Supplier - Respond to Solicitation - ITQ

Step 22

Enter the desired information into the **Response Price** field. Enter "5".

CITY OF JACKSONVILLE

1 2 3 4
Overview Requir... Lines Review

Create Response (Quote 8003): Lines Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Time Remaining 21 Days 22 Hours Last Saved 10/3/19 2:12 PM Time Zone Eastern Standard Time Close Date 10/25/19 1:07 PM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Date	Response Price
1	TEST-DW-04		000.00 Default			Sealed		

Rows Selected 1

Grand Totals

All response lines are included.

Response Amount 0.00



Supplier - Respond to Solicitation - ITQ

Step 23

Click the **Save** button.

CITY OF JACKSONVILLE

1

2

3

4

Overview... Requirements... Lines Review

Create Response (Quote 8003): Lines

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Currency = US Dollar

Last Saved 10/3/19 2:12 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

Close Date 10/25/19 1:07 PM

Actions View Format Freeze Detach Wrap

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price
1	TEST-DW-04		000.00 Default			Sealed		5.00

Rows Selected 1

Grand Totals

All response lines are included.

Response Amount 5.00



Supplier - Respond to Solicitation - ITQ

Step 24

Click the **Next** button.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines Review

Create Response (Quote 8003): Lines **Messages** **Respond by Spreadsheet** **Actions** **Back** **Next** **Save** **Submit** **Cancel**

Currency = US Dollar

Last Saved 10/3/19 2:13 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

Close Date 10/25/19 1:07 PM

Line	Description	Required Details	Category Name	Item	Revision	Rank	Start Price	Response Price
1	TEST-DW-04		000.00 Default			Sealed		5.00

Rows Selected 1

Grand Totals

All response lines are included.

Response Amount 5.00



Supplier - Respond to Solicitation - ITQ

Step 25

Click the **Overview** link.

CITY OF JACKSONVILLE

1

2

3

4

Overview... Requirements... Lines... Review

Review Response: Quote 8003

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Currency = US Dollar

Title Enter Title for Solicitation Here

Close Date 10/25/19 1:07 PM

Last Saved 10/3/19 2:13 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

Overview

Requirements

Lines

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity	UC
1	TEST-DW-04		000.00	Default		Sealed	5.00	1	EA

< >

Columns Hidden 1

Grand Totals

All response lines are included.

Response Amount 5.00



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

1 - 2 - 3 - 4

Overview... Requirements... Lines... Review

Review Response: Quote 8003

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency = US Dollar

TitleEnter Title for Solicitation Here

Close Date10/25/19 1:07 PM

Last Saved 10/3/19 2:13 PM
Time Zone Eastern Standard Time

Time Remaining21 Days 22 Hours

OverviewRequirementsLines

General

SupplierUAT Supplier

Supplier SiteOrder/Remit

Solicitation CurrencyUSD

Response CurrencyUSD

Price Precision2 Decimals Maximum

Response Valid Until

Reference Number

Note to BuyerEnter notes to buyer if applicable

AttachmentsSupporting Documents

Step 26

Review and revise the information in the **Overview** tab, as needed.



Supplier - Respond to Solicitation - ITQ

Step 27

Review and revise the information in the **Requirements** tab, as needed.

CITY OF JACKSONVILLE

1 - 2 - 3 - 4

Overview - Requirements - Lines - Review

Review Response: Quote 8003

Messages **Respond by Spreadsheet** **Actions** **Back** **Next** **Save** **Submit** **Cancel**

Currency = US Dollar

Title [Enter Title for Solicitation Here](#)

Close Date 10/25/19 1:07 PM

Last Saved 10/3/19 2:13 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

[Overview](#) **[Requirements](#)** [Lines](#)

Section 1. Minimum Requirements

1. Is your business located within Duval County?

Local Business Tax Receipt required.

☐ a. No

☒ b. Yes, provide proof of local business tax receipt as attachment.

2. Upon acceptance of a P.O. awarded supplier agrees to accept the insurance requirements as stated in the attachment and shall provide proof of such listing the City of Jacksonville as an additional insured. PO number should be listed on the certificate. Insurance requirements are subject to change based on the purchase type.

Attachments **Indemnification & Insurance**

☒ a. Agreed

Section 1. Minimum Require...



Supplier - Respond to Solicitation - ITQ

Step 28

Review and revise the information in the **Lines** tab, as needed.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines Review

Review Response: Quote 8003 Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar Title Enter Title for Solicitation Here Close Date 10/25/19 1:07 PM Last Saved 10/3/19 2:14 PM Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity	UC
1	TEST-DW-04		000.00	Default		Sealed	5.00	1	EA

< >

Columns Hidden 1

Grand Totals

All response lines are included.

Response Amount 5.00

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_afdf.ctrl-state=9ofgqg...



Supplier - Respond to Solicitation - ITQ

Step 29

Click the **Actions** button.

CITY OF JACKSONVILLE

1

2

3

4

OverviewRequir...LinesReview

Review Response: Quote 8003

MessagesRespond by SpreadsheetActionsBackNextSaveSubmitCancel

Currency = US Dollar

Title Enter Title for Solicitation Here

Close Date 10/25/19 1:07 PM

Last Saved 10/3/19 2:14 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

OverviewRequirementsLines

ViewFormatFreezeDetachWrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity	UC
1	TEST-DW-04		000.00	Default		Sealed	5.00	1	EA

< >

Columns Hidden 1

Grand Totals

All response lines are included.

Response Amount 5.00

https://eims-test.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_afdf.ctrl-state=9ofgqg...



Supplier - Respond to Solicitation - ITQ

Step 30

Click the **Validate** link.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines Review

Review Response: Quote 8003

Currency = US Dollar

Title [Enter Title for Solicitation Here](#)

Time Remaining 21 Days 22 Hours

Messages **Respond by Spreadsheet** **Actions** **Back** **Next** **Save** **Submit** **Cancel**

[View Solicitation](#)
[View Response PDF](#)
[Validate](#)

Last Saved 10/3/19 2:14 PM
Time Zone Eastern Standard Time

Overview Requirements Lines

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity	UC
1	TEST-DW-04		000.00	Default		Sealed	5.00	1	EA

< >

Columns Hidden 1

Grand Totals

All response lines are included.

Response Amount 5.00



Supplier - Respond to Solicitation - ITQ

Step 31

Click the **OK** button.

CITY OF JACKSONVILLE

1 2 3 4
Overview Requirements Lines **Review**

Review Response: Quote 8003

Currency = US Dollar

Title

Time Remaining 21 Days 22 Hours

Confirmation

Response 8003 to solicitation 8087-19 was validated without errors.

OK

Back Next Save Submit Cancel

Last Saved 10/3/19 2:14 PM
Time Zone Eastern Standard Time
10/25/19 1:07 PM

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity	UC
1	TEST-DW-04		000.00	Default		Sealed	5.00	1	EA

Columns Hidden 1

Grand Totals

All response lines are included.

Response Amount 5.00



Supplier - Respond to Solicitation - ITQ

Step 32

Click the **Submit** button.

CITY OF JACKSONVILLE

1

2

3

4

Overview... Requirements... Lines Review

Review Response: Quote 8003

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Currency = US Dollar

Title Enter Title for Solicitation Here

Close Date 10/25/19 1:07 PM

Last Saved 10/3/19 2:14 PM
Time Zone Eastern Standard Time

Time Remaining 21 Days 22 Hours

Overview

Requirements

Lines

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Item	Revision	Projected Rank	Response Price	Estimated Quantity	UC
1	TEST-DW-04		000.00	Default		Sealed	5.00	1	EA

Columns Hidden 1

Grand Totals

All response lines are included.

Response Amount 5.00



Supplier - Respond to Solicitation - ITQ

Step 33

Click the **OK** button.

CITY OF JACKSONVILLE

Home

19

TS

ITQ: 8087-19

Messages

Actions

Done

Currency = US Dollar

Title

Enter Title

Status

Active (L)

Time Remaining

21 Days

Confirmation

The response 8003 to solicitation 8087-19 was submitted.

OK

Open Date

10/3/19 1:51 PM

Close Date

10/25/19 1:07 PM

Time Zone Eastern Standard Time

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Contract Terms

ONE CITY. ONE JACKSONVILLE.

Bid Specifications

for

Enter Title for Solicitation Here

BID NO: 8087-19

OPEN DATE: 10/25/19 1:07 PM



Supplier - Respond to Solicitation - ITQ

CITY OF JACKSONVILLE

ITQ: 8087-19

MessagesActionsDone

Currency = US Dollar

TitleEnter Title for Solicitation Here

StatusActive (Locked)

Time Remaining21 Days 22 Hours

Open Date10/3/19 1:51 PM

Close Date10/25/19 1:07 PM

Time Zone Eastern Standard Time

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ONE CITY. ONE JACKSONVILLE.

Bid Specifications

for

Enter Title for Solicitation Here

BID NO: 8087-19

OPEN DATE: 10/25/19 1:07 PM

Step 34

Click the **Done** button.



Supplier - Respond to Solicitation - ITQ

Step 35

Click the **Done** button.

CITY OF JACKSONVILLE

Active Solicitations

Done

Search

** Solicitation

** Title

** Solicitation Close By

m/d/yy

Manage Watchlist

Saved Search

Open Invitations

Time Zone Eastern Standard Time

** At least one is required

** Invitation Received

Yes

Response Submitted

No

Solicitation Open Since

m/d/yy

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Acknowledge Participation

Create Response

Solicitation	Title	Solicitation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PI
8085-19	ITQ Solicitation 14	ITQ	5 Days 21 Hours	10/9/19 11:39 AM	0		0	
8083-19	ITQ Solicitation 10	ITQ	1 Day 20 Hours	10/5/19 10:27 AM	0		0	

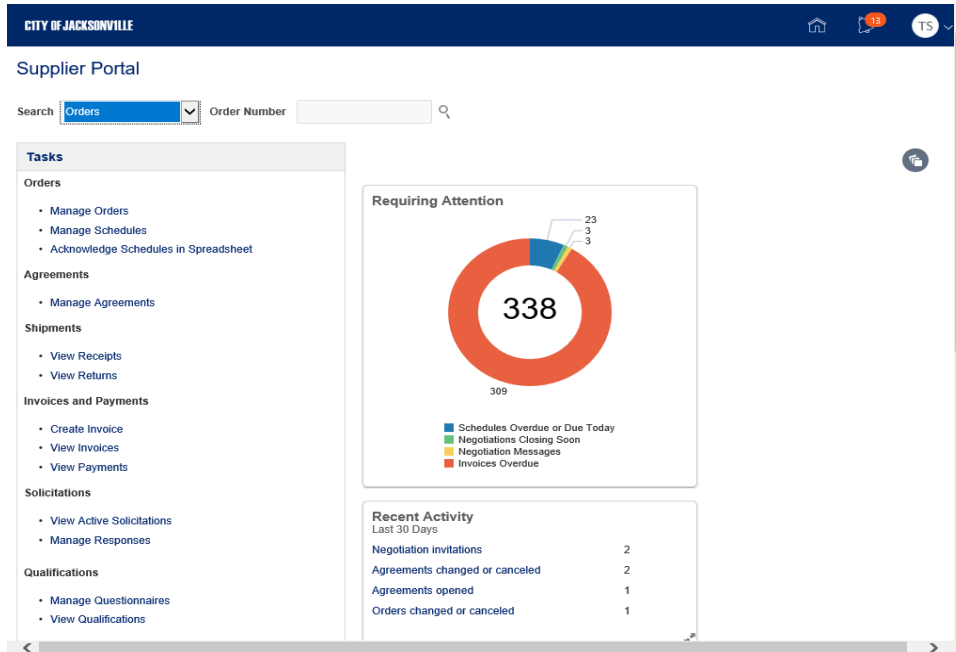
<

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Columns Hidden 4



Supplier - Respond to Solicitation - ITQ



Step 36

End of Procedure.