

Electronic Request Solicit Procure (eRSP)

Vendor Online Bidding User Reference Guide

VENDOR ONLINE BIDDING

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VENDOR ONLINE BIDDING

LOGIN TO eRSP SYSTEM

- 1) Please note that the preferred web browser to operate the eRSP system is Microsoft Edge, however it is designed to also work with modern browsers including Google Chrome and Mozilla Firefox.
- 2) Login to eRSP by entering your **Username** and **Password** and clicking **Go**. Note: the direct URL to the eRSP System is https://ersp.ladwp.com/.







- eRSP Home **Vendor Registration Browse Opportunities**
- Help Menu Help Desk open from 7:00am - 3:00pm M-F (213)367-eRSP(3777) Contact us by e-mail purchbids@ladwp.com

Welcome LADWP Business Partners!

The electronic Request-Solicit-Procure System (eRSP) is currently being revamped and will relaunch August 1, 2023 with new and improved features including:

- New bidding portal for an easier more efficient experience
- · Streamlined bidding process, reducing administrative burdens, paperwork, and associated costs
- Enhanced transparency and fairness ensuring a level playing field for all bidders
- Access to more LADWP contracting opportunities for a wider range of bidders
- Newly enhanced cyber security features
- Seamless integration into LADWP's system
- Proven familiarity and reliability

Beginning July 17, 2023, all bidders are welcome to register and create a vendor profile on new eRSP system at https://ersp.ladwp.com. Meanwhile, all LADWP bids closing on or before July 31, 2023 will still need to be submitted through the Ivalua dropbox. In addition, all current LADWP bid opportunities are being listed on the City of L.A.'s www.rampla.org website. If you are not a current user, you can register at www.rampla.org for free, view opportunities and download the necessary bid documents. Instructions for bid submittals are located in the bidding documents. If you have any questions, please contact us via email at purchbids@ladwp.com



Forgot your username or password?

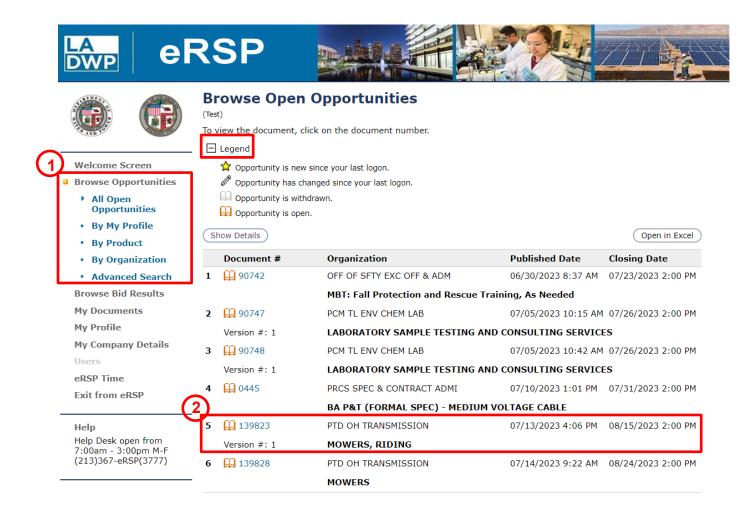
Browser Recommendation:

eRSP is designed to work with modern browsers including Edge, Chrome and Firefox. Using other browsers (e.g. Internet Explorer) could prevent users from completing the online bidding process.

VENDOR ONLINE BIDDING

SEARCH FOR OPEN BIDS

Click **Browse Opportunities** and then **All Open Opportunities** to view open bids (1). Select the bid you want to respond to by clicking on the Bid **Document #** (2).



Note: Click on the + or – next to the Legend for a description of the icons shown on the screen.

VENDOR ONLINE BIDDING

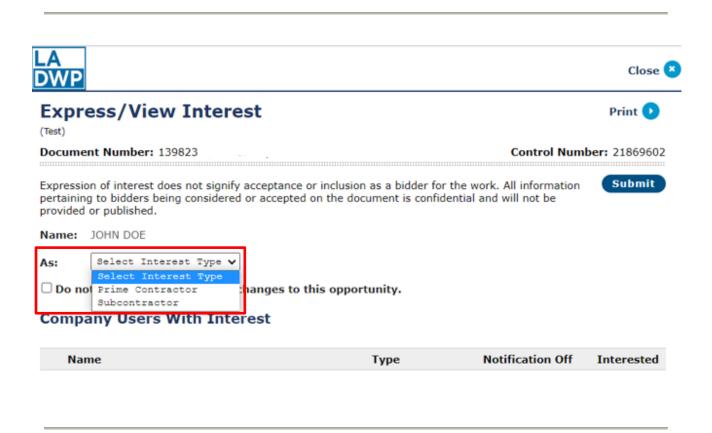
EXPRESS INTEREST

You have to express interest on a bid before you can view bid attachments, ask questions on a bid, and respond to a bid.

Print	Department of Water and Power, City of Los Angeles Invitation for Bid for							
View PDF Refresh	"MOWERS, RIDING" This is not a Purchase Order (Test) This procurement is not subject to CIP-013 monitoring and reporting.							
Help								
Respond Online	Request Type	Re	equest Category	FY	Bid No.	Version		
Express/View Interest	GM Awarded Purchase		ded Spot Request for Bid	2024	139823			
Additional Information	Vendor Address	Prices To Be Quoted For Delivery Address 08261 SCM - STORES OPERATIONS STORE 49 - TRANSMISSION 11761 ROSCOE BL SUN VALLEY, CA 91352 For further information Contact: LAU - ADMIN, JOHN Title:		Reg For 76520 PTD OH TRANSMISSION 11761 Roscoe Blvd SUN VALLEY, CA 91352				
Q And A								
				Bid Retur	nable by			
	Contact: Title:			Closing Date/Time 08/09/2023 2:00:00 PM		и		
	Phone: Fax:	Phone: Fax:	1 (234) 567-8910	Question 08/02/202	Cut Off Dat 3 2:00 PM	e/Time		
	Email:	Email:	JOHN.LAU@LADWP.COM	Publish Da 07/09/202				
			TEST	Time Zone Pacific Time	_			
				Approx. T	ime Remair	ning		

Click Express/View Interest.

VENDOR ONLINE BIDDING



Select Interest type: Prime Contractor or Subcontractor

VENDOR ONLINE BIDDING

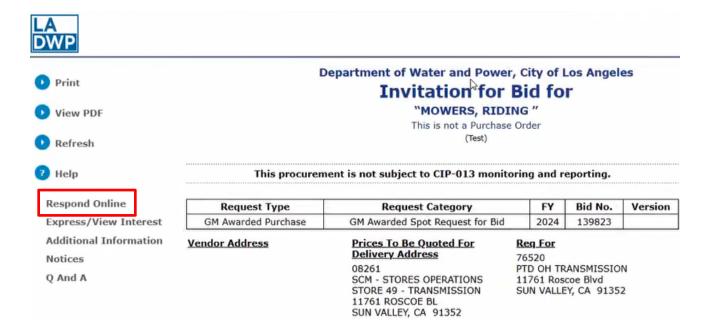


Click Submit

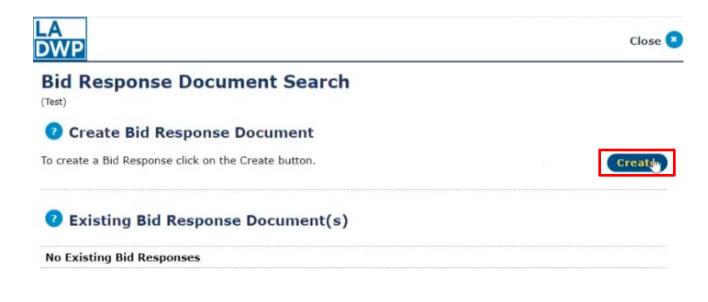
VENDOR ONLINE BIDDING

CREATE A BID RESPONSE

With the bid open, click **Respond Online**.



Click Create to begin the process of creating a bid response.



VENDOR ONLINE BIDDING

Read the entire Agreement and accept by clicking the "I Unconditionally Agree" button.

You must accept to create and submit a bid response.



eRSP AFFIDAVIT

The bidder or proposer agrees to furnish any or all of the aforementioned materials or services as may be awarded and declares under penalty of perjury that such proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person or entity not herein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure for itself an advantage over any other bidder.

The bidder or proposer agrees, upon the acceptance of this Proposal, to enter into and execute a contract consisting of the documents identified as Contract Documents or Agreements for furnishing any or all materials or services embraced in the accepted Proposal at the submitted prices, to execute a bond conditioned upon the faithful performance of the contract when required, to adhere during the performance of the contract to all terms and conditions, comply with all City of Los Angeles business policies and codes as required by applicable law, and to meet or exceed the subcontractor dollar amounts committed to by the bidder.

When a bid bond is required, the bidder or proposer furthermore agrees that, in case of default in execution of such contract with necessary bond, the check or bond accompanying this Proposal and the money payable thereon shall be forfeited to and remain the property of The City of Los Angeles.

The bidder or proposer certifies, by submission of this proposal that it and its principals are not presently debarred or declared ineligible to bid by any Federal, State or local agency(ies). The bidder or proposer further agrees that Department may consider such debarment records in determining bidder responsibility and subsequent recommendation of award.

The bidder or proposer declares under penalty of perjury, according to the laws of the State of California, that the foregoing is true and correct.

QUESTIONS?

If you have any questions, please contact: Email - eRSP@ladwp.com

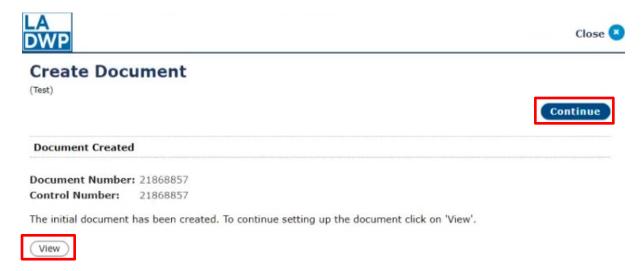
Help Line - (213) 367-3777

I Unconditionally Agree

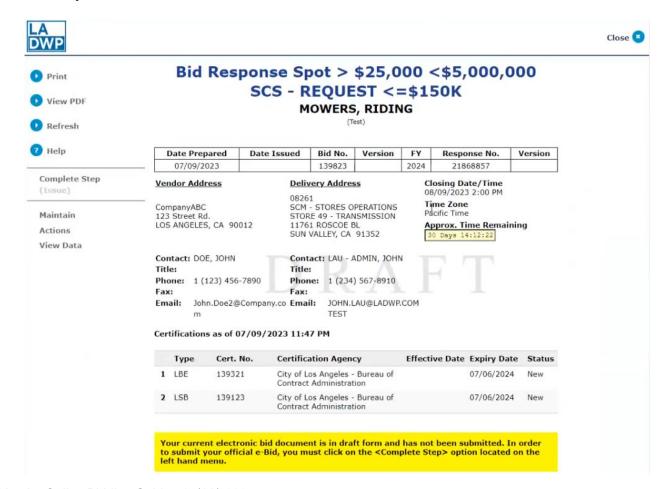
I Do Not Agree

VENDOR ONLINE BIDDING

Click **Continue** to launch the online wizard to enter your bid response information or click **View** to display your Bid Response.

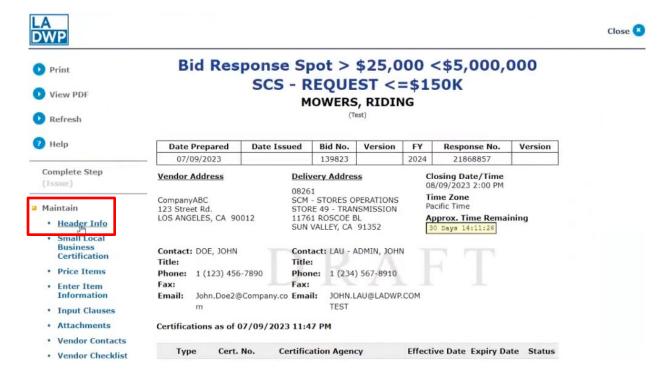


Bid Response

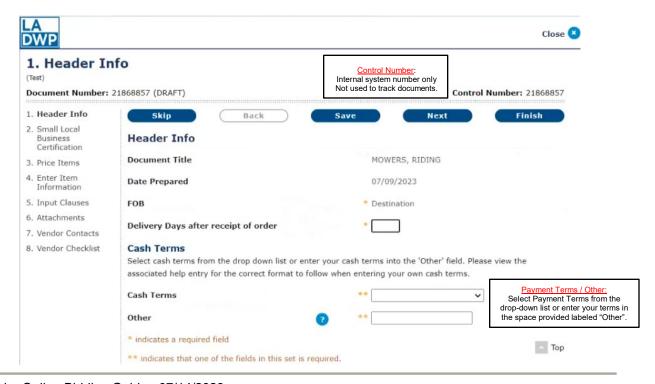


VENDOR ONLINE BIDDING

To return to the wizard, click **Maintain** then click **Header Info**.



Header Information - Complete the Header Information on the screen then click Next.



VENDOR ONLINE BIDDING

Small Local Business Certification – Identify/Add Small Local Business Certifications by clicking **Identify Certification(s)**. Click **Next**.

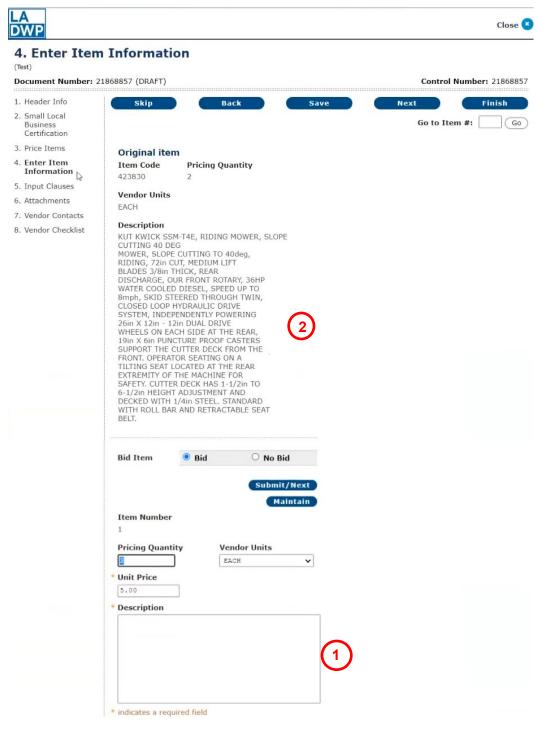


Price Items – Enter item pricing information. Click **Next.**



VENDOR ONLINE BIDDING

Enter Item Information - Submit a bid for Item 1. Enter **Description** information for the item offered on the bid (1). The description may be cut and paste from the description shown on the bid (2). The Quantity, UOM (Unit of Measure) and Unit Price are carried over from the previous step but may be changed here.

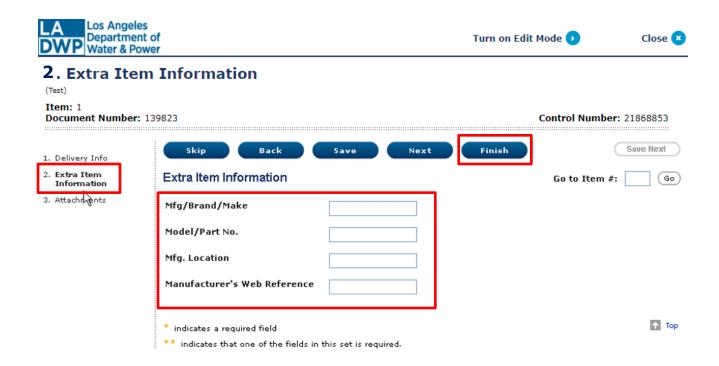


VENDOR ONLINE BIDDING

Click **Maintain** to enter **Delivery Info** for that individual line item or **Finish** to return to the item.

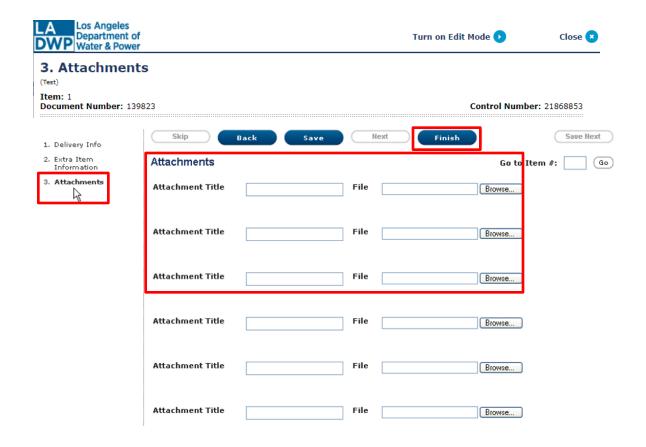


Click **Extra Item Information** to enter **extra item information** or **Finish** to return to the item.

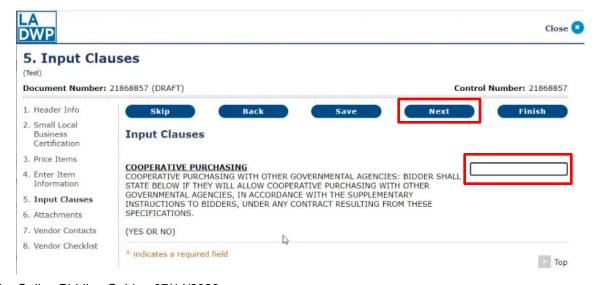


VENDOR ONLINE BIDDING

Click **Attachments** to upload a file to the individual line item (also see **Attachments** on Page 17) or **Finish** to return to the item.



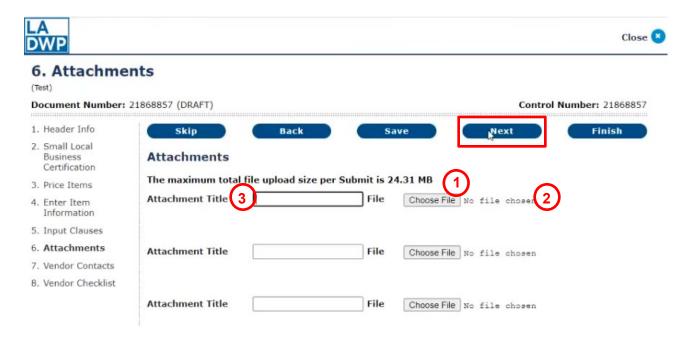
Input Clauses - Enter responses to Input Clauses then click Next.



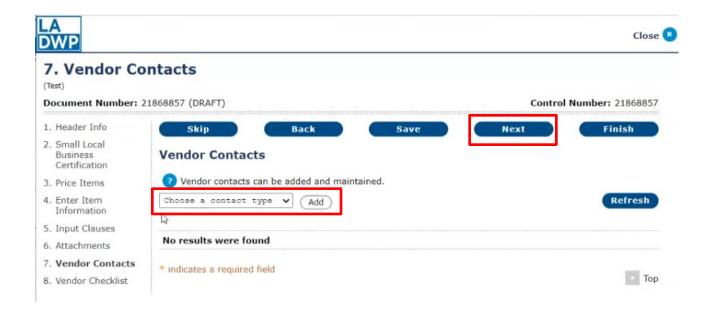
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Attachments - To attach a file to the bid, click **Choose File** (1) to locate and select the desired file for upload. The file name will display once an attachment has been uploaded (2). Enter an Attachment Title (3) (file description) and repeat these steps for more attachments. Click **Next** to go to the next screen.

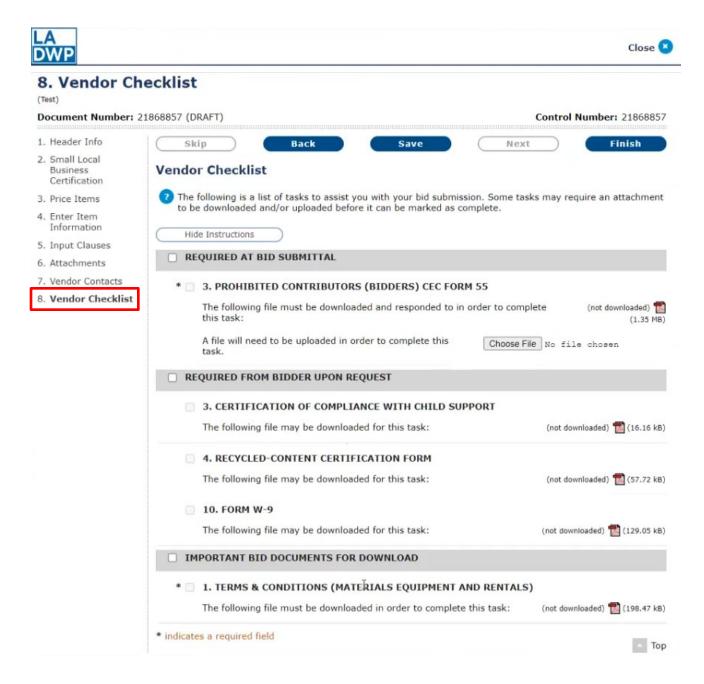


Vendor Contacts - Enter extra vendor contacts (if desired) then click **Next**.



VENDOR ONLINE BIDDING

Vendor Checklist



VENDOR ONLINE BIDDING

The Vendor Checklist may have three sections:

- 1. Required at Bid Submittal The forms in this section are required to be downloaded, completed, and uploaded prior to submitting bid.
- 2. Required from Bidder Upon Request These forms are required for the successful bidder upon request.
- 3. Important Bid Documents for Download The forms in this section are required to be downloaded prior to submitting bid.

Make sure to pay attention to the instructions.



To download the attached form, click on the attachment icon.



VENDOR ONLINE BIDDING

eRSP will show the form is downloaded after you viewed or saved the form.

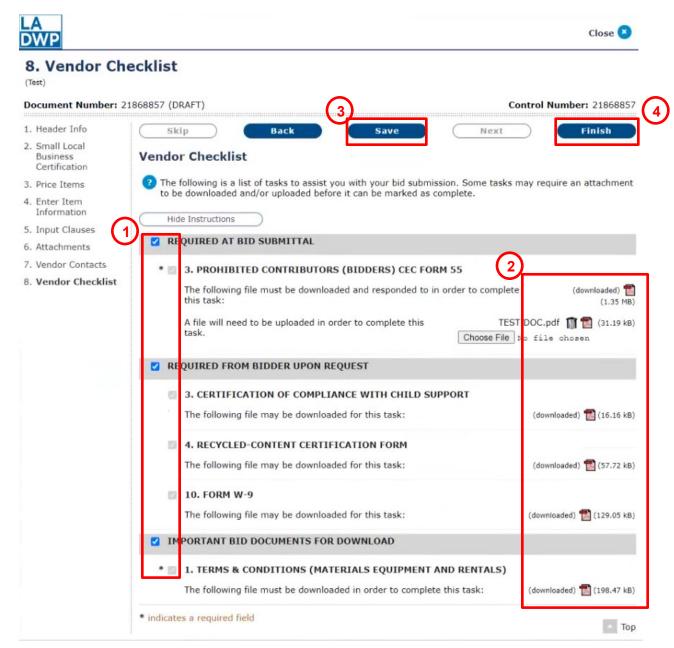


Click the "Choose File" button to select and upload your completed form.



VENDOR ONLINE BIDDING

- 1. Notice the checkboxes are checked after you either download the attached form or both download and upload the document based on section requirements.
- 2. Download and respond to the rest of the required attachments.
- 3. Click the **Save** button after every vendor checklist section.
- 4. Click the **Finish** button when complete.



VENDOR ONLINE BIDDING

There is a Checklist summary within the bid response summary that shows you the status of each checklist item, whether they were mandatory or optional, completed or not completed.

If you have not downloaded an attachment or uploaded a required document and try to submit your bid response, eRSP will trigger a check integrity error message to address or correct.

CASH TERMS

FOB

Delivery days after receipt of order

	belivery days after receipt of order	CASII I LKIIS	TOB			
90			NET 30	Destination		
Checklist						
V	REQUIRED AT BID SUBMITTAL	Complete		Optional		
V	3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55	Complete		Mandatory		
~	REQUIRED FROM BIDDER UPON REQUEST	Complete		Optional		
V	3. CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT	Complete		Optional		
~	4. RECYCLED-CONTENT CERTIFICATION FORM	Complete		Optional		
V	10. FORM W-9	Complete		Optional		
v	IMPORTANT BID DOCUMENTS FOR DOWNLOAD	Complete		Optional		
V	TERMS & CONDITIONS (MATERIALS EQUIPMENT AND RENTALS)	Complete		Mandatory		

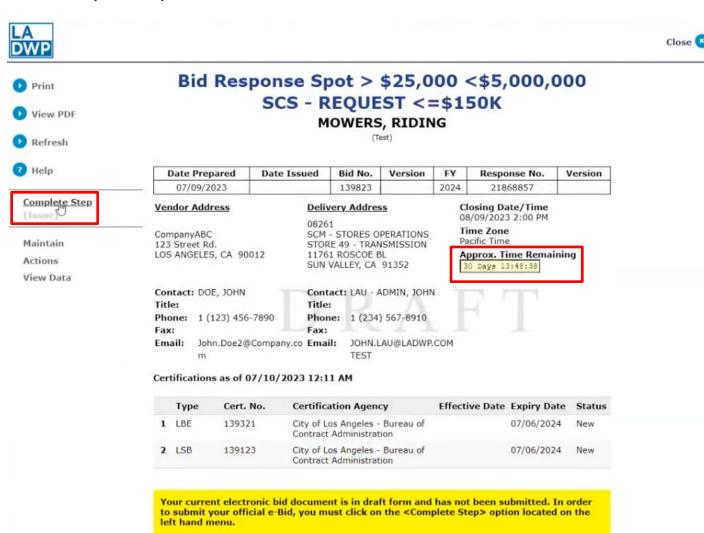
VENDOR ONLINE BIDDING

SUBMIT A BID RESPONSE

Review bid response for accuracy and completeness. Note the time remaining before bid closing. Bid responses submitted to LADWP may be amended by the vendor up to the time the bid closes. Therefore, vendors are encouraged to submit their bids early in the bid process. Vendor bids are not displayed to other vendors until after the bid closes.

Once the bid closes, a redacted version of the bid response is available to other vendors.

Click Complete Step to submit bid to LADWP.



VENDOR ONLINE BIDDING

Click Submit.





Review/Approve

(Test)

Document Number: 21868857 (DRAFT) Control Number: 21868857

Review/Approve allows the user to submit their Bid Response. Click the "Submit/Return" button to submit the document. If a new eBid Keyword is needed, please click the "eBid Keyword" button.
Note: Failure to attach all required documents may cause your bid response to be deemed non-responsive.

Enter your eBid Keyword below and then click the "Submit" button to submit your bid response.

The following is the total for the Bid Response that you are about to submit. Please ensure this information is correct before completing your submission by entering your "eBid Keyword" and clicking "Submit".

Total: \$40.00

Integrity Check Warning

Note: This warning will NOT prevent you from submitting this document.



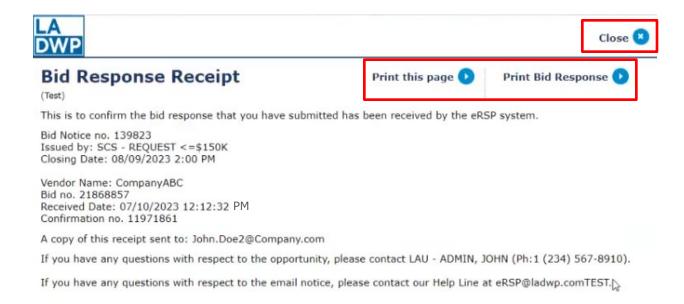
 Cash terms for less than the following number of days will not result in a benefit for evaluation 25 (Location: Header Info)

Current Step: Issue

* Indicates a required field

VENDOR ONLINE BIDDING

Vendor will receive a **Bid Response Receipt** confirming that the bid has been received by eRSP. The receipt and bid response may be printed, if desired. Click **Close** when done.



VENDOR ONLINE BIDDING

AMEND BID RESPONSE

To amend a bid response the bid must still be open. Click **My Documents** → **Current**, and then click the bid response number to display the response.

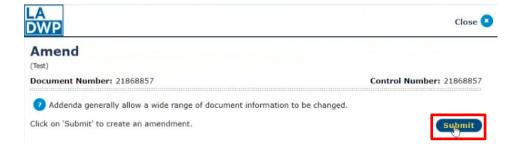


With the bid response open, click **Actions** \rightarrow **Amend**.

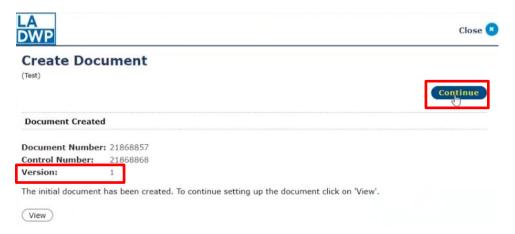


VENDOR ONLINE BIDDING

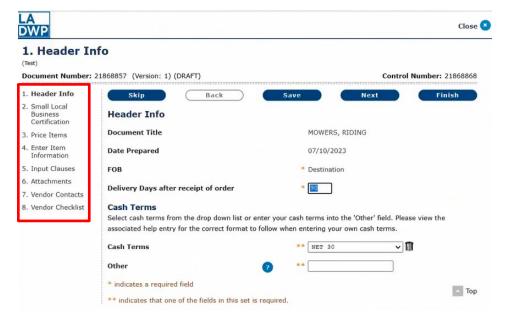
Click Submit.



System assigns a Version number. Click **Continue** to modify the bid response.



With the bid response displayed, update the desired tab(s) under maintain.

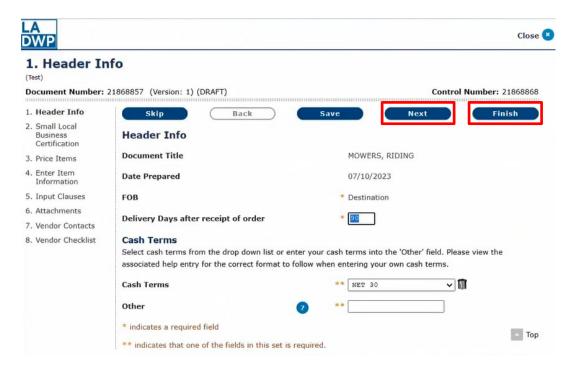


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VENDOR ONLINE BIDDING

Click **Next** to go to the next tab or step. Click **Finish** when done.

* At any time, click **Finish** to display a facsimile of the bid response.



Click **Actions** to see previous version(s) of the document (your bid response), check integrity of the document, delete the draft, or create a PDF.

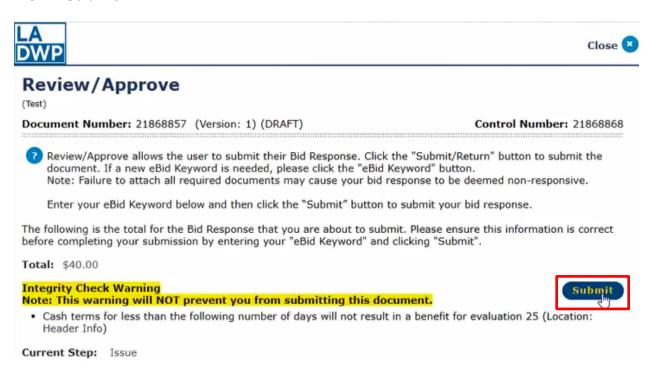
Click **Complete Step** to submit the response to LADWP after all desired changes have been made.



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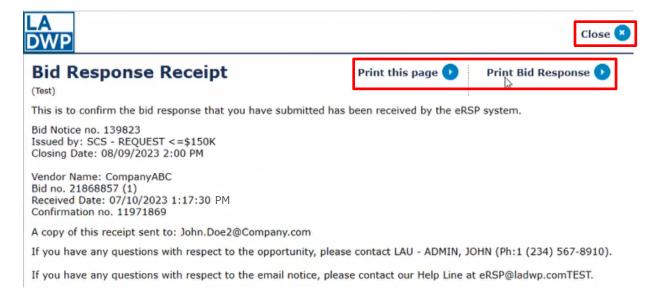
VENDOR ONLINE BIDDING

Click Submit.



Vendor will receive a **Bid Response Receipt** confirming that the bid response has been received by eRSP. The receipt and bid response may be printed, if desired.

Click Close when done.



VENDOR ONLINE BIDDING

eRSP HELP DESK

(213) 367-eRSP (3777)

Hours of Operation: 7:00 AM to 3:00 PM Monday – Friday (Except City Holidays)

Email Address: ersphelp@ladwp.com

** END OF VENDOR ONLINE BIDDING - USER REFERENCE GUIDE **