

Bid Automation: GC User Guide



Revised
May 15, 2017

At a Glance – Steps to a Successful Bid Submittal

1. General Contractor (GC) will receive an email with a link to access the Bid Submittal screen (*each project has a unique link*).
2. GC must complete **ALL** fields on this page to continue.
3. Browse for document(s) to submit, then click “Commit Document” after each document for it to upload.
4. After all documents have been “Committed,” click “Submit Bid”
5. GC will receive an email to Confirm Bid. You must **OPEN** this email and follow the directions provided.
 - ✓ **Please Note: the email address provided on the Submittal page is where the Confirm Bid email will be sent.**
6. GC reviews the email to verify all documents were uploaded.
7. Next, click the link to go to the “Confirm bid” screen.
8. You must click **“Confirm Bid”** to complete the bid submittal before the **Bid end time**. You will receive an on-screen message that your bid submittal was successful – feel free to close this window.

Important: Step 8 has to be completed by the time the Bid is due. Give yourself plenty of time to receive the confirmation email. If the Bidding ends at 1:00 p.m. eastern time please note that also mean confirming your bid as well. Give yourself plenty of time .



For detailed instructions please continue to next page.

First steps to Submit a Bid

1. GC will receive an email (see below) with a unique link to take them to the Submittal form for each specific project.

Response Actions Junk E-mail Options Find

From: YBConstructionBid@yum.com Sent: Thu 3/21/2013 2:03
To: Gelineau, Jason; Pettitt, Tricia
Cc:
Subject: ACTION REQUIRED - 419180 - Yum Brands Construction Bid Schedule Notification [F- Testing Project, Portland, OR - Test Project]

Message Walkthrough.pptx (36 KB)

**** AUTO RESPONSE – DO NOT REPLY TO THIS E-MAIL. ****

This email has been resent for the YB Construction Bid schedule for YB Project Entity: 419180. **Please use the attachment to guide you through the next steps to completing your Bid submittal.**

General Contractors can submit bids for this project by accessing the below link:
<http://constructionbids.yum.com/default.aspx?key=ZTvqUrVoo2aX419180> ← Each project will have a different access link that is unique.

Construction Bid Schedule Information:

Bid Start Date (EST):	03/20/2013 12:00:00 AM
Bid End Date/Time (EST):	03/21/2013 7:00:00 PM
Primary Yum Reviewer:	Jason Gelineau (HUB-IT)
Secondary Yum Reviewers:	Tricia Pettitt (Sys Admin)

All times are on the Eastern time zone

Yum Builder Project Information:

Project Entity #:	419180
Site Number:	309585
Store Number:	
Project Description:	F- Testing Project, Portland, OR - Test Project
Street Address:	1234 Testing Project Way
City:	Portland
State:	Oregon
ZipCode:	97222

DISCLAIMER:
This communication is confidential and may be legally privileged. If you are not the intended recipient, (i) please do not read or disclose to others, (ii) please notify the sender by reply mail, and (iii) please delete this

Note: Attachment will be part of this notice to guide the GC's through the Bid Submittal process

Important: Step 8 has to be completed by the time the Bid is due. Give yourself plenty of time to receive the confirmation email. If the Bidding ends at 1:00 p.m. eastern time please note that also mean confirming your bid as well. Give yourself plenty of time 3

GC Bid Submittal Form

Following Steps Required:

1. GC needs to fill in **ALL** fields to move forward.
2. Browse to select document(s) & click “Commit Document” after each to upload.
3. After all documents have been “Committed,” click “Submit Bid”

Construction Bid for Project Entity: 376413

1

Enter Company Name:

Tricia Pettitt's Constructions 30 Characters

Enter Contact First & Last Name:

Tricia Pettitt 30 Characters

Enter Contact Phone Number w/ Area Code (no formatting or spaces):

9723387930 10 Characters

Enter Contact Email Address (bid will be confirmed through this email):

tricia.pettitt@yum.com 250 Characters

Re-Enter Contact Email Address:

tricia.pettitt@yum.com 250 Characters

Select a Document to Upload (please decrypt the file before selecting if applicable):

Browse... 30 Characters

2

Once a Document is selected, Click the commit button (each document must be committed or it will not be submitted):

Commit Document

C:\Users\plp9221\Desktop\James Mason DMAs.xlsx

After “Commit Document” has been clicked, the document will display here.
Be sure to repeat this step for each document you wish to submit!

3

Submit Bid

Important Notes:

- ✓ Only 5 documents can be uploaded per Project per GC.
- ✓ Each file must be smaller than 7 MB
- ✓ File name cannot exceed 30 Characters
- ✓ If GC encrypts files, be sure to “decrypt” prior to uploading
- ✓ After each file is selected, you must click on “Commit Document”
- ✓ File formats that are acceptable: .xls, .xlsx, .doc, .docx, .pdf and .zip

Note: Copy and Paste does not work in the Email field. The confirmation notice will be sent to this email address, so please be sure **it is accurate!**

Documents Required

(Unless the Brand notes otherwise)

1. Bid Proposal – excel format
2. Bid Proposal – pdf format
3. Contractor Acknowledgement signature page from ITB
4. Clarification Letter with proposed dollar amount and number of days to complete, along with any exceptions.
5. IAQ (Indoor Air Quality) Document signature page – pdf format (Taco Bell only)

Items 2, 3, 4 & 5 should be combined in ONE pdf document, if possible. This will result in only 2 documents to be uploaded.

Acceptable File formats: .xls, .xlsx, .doc, .docx, .pdf and .zip

Tip: All documents can be put into .Zip file to save clicks and time. The file naming convention within the Zip file is not restricted to a number of characters

Mandatory: Upload must include each document listed above and labeled with GC Name (i.e., “GCName-BidProposal.xlsx” & “GCName-BidDocuments.pdf”) Use a ‘short’ version of the company name if necessary. (For example: ABC Construction, Inc. could be ABC – ABC-BidProposal.xlsx)

GC Submittal Form

Blank fields will be highlighted and must be completed before the bid will be submitted.



All fields are required before submitting a bid.

Construction Bid for Project Entity: 376413

Enter Company Name:

Amnda Construction

Enter Contact First & Last Name:

[Redacted]

Enter Contact Phone Number w/ Area Code (no formatting or spaces):

[Redacted]

Enter Contact Email Address (bid will be confirmed through this email):

[Redacted]

Re-Enter Contact Email Address:

[Redacted]

Select a Document to Upload (please decrypt the file before selecting if applicable):

Once a Document is selected, Click the commit button (each document must be committed or it will not be submitted):

C:\Users\plp9221\Desktop\2012-2013 Holiday Schedule.docx

Message after clicking “Submit Bid”

Your Bid Submittal has been successfully processed and is awaiting confirmation for the below documents:
C:\Users\plp9221\Desktop\James Mason DMAs.xlsx

A confirmation email has been sent to: tricia.pettitt@yum.com. Please follow the instructions in that email to finish your bid submittal.

Construction Bid for Project Entity: 376413

Enter Company Name:

Enter Contact First & Last Name:

Enter Contact Phone Number w/ Area Code (no formatting or spaces):

Enter Contact Email Address (bid will be confirmed through this email):

Re-Enter Contact Email Address:

Select a Document to Upload (please decrypt the file before selecting if applicable):

Once a Document is selected, Click the commit button (each document must be committed or it will not be submitted):

Look here to see the uploaded files – or, if there was an error uploading a document.

This area is disabled once the “Submit Bid” has been clicked

Action Required by GC

1. GC receives a confirmation email
2. Verify that all the documents uploaded
3. Click link to begin the bid confirmation process

1

Cc:
Subject: ACTION REQUIRED - 419180 - Yum Brands Confirmation for Bid Submittal [F- Testing Project, Portland, OR - Test Project]

Action Required: Bid Must Be Confirmed

To Confirm Bid click the below link and follow the instruction on the screen:

<http://ConstructionBids.yum.com/ConfirmationForm.aspx?key=FAOC9r34EA6H419180> 3

To resubmit documents to this submittal click the below link:

<http://ConstructionBids.yum.com/Default.aspx?key=FAOC9r34EA6H419180&edit=true>

This email is to confirm your bid to Yum Brands.

****AUTO RESPONSE: DO NOT REPLY TO THIS E-MAIL.****

Contact Information Provided -

Company Name: Roll Tide, Inc.
Contact Name: Jason Gelineau
Contact Phone Number:
Contact Email Address: Tricia.Pettitt@yum.com
Documents Uploaded: C:\AssetDevelopmentWS\2511 bid.zip 2

Yum Builder Project Information:

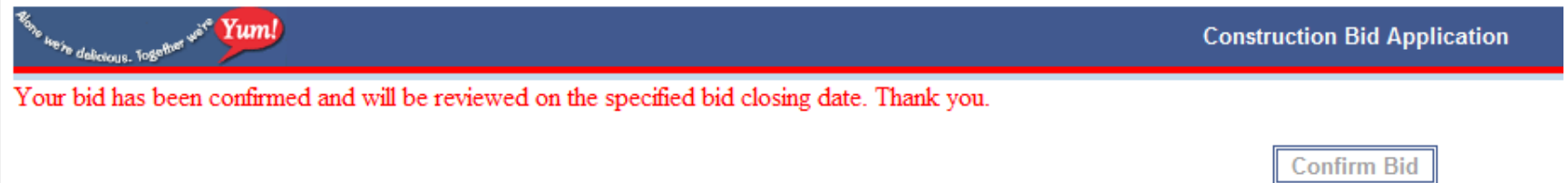
Yum Project ID: 419180
Site Number: 309585
Store Number:
Project Description: F- Testing Project, Portland, OR - Test Project
Street Address: 1234 Testing Project Way
City: Portland

Action Required by GC - Continued

The Confirm link will bring the GC to the following page. Click “Confirm Bid”




A message will display confirming the Bid Confirmation was successful. Then they can “X” out of the Web Page.




Note: Once the Bid has been successfully confirmed, an email will be sent to the Contact email address stating your Bid was confirmed.

Adding or Revising Documents once submitted....

- 5 If a document did not upload (or was forgotten), the GC should click the “**Resubmit  documents**” link. Upload any new or revised documents. A new email will be sent to show all “Documents Uploaded”. The GC will need to complete the Bid Confirmation process outlined previously in Step 3.

Cc:
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Action Required: Bid Must Be Confirmed
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 To resubmit documents to this submittal click the below link:
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This email is to confirm your bid to Yum Brands.

****AUTO RESPONSE: DO NOT REPLY TO THIS E-MAIL.****

Contact Information Provided -

Company Name: Roll Tide, Inc.
Contact Name: Jason Gelineau
Contact Phone Number:
Contact Email Address: Tricia.Pettitt@yum.com
Documents Uploaded: C:\AssetDevelopmentWS\2511 bid.zip

Yum Builder Project Information:

Yum Project ID: 419180
Site Number: 309585
Store Number:
Project Description: F- Testing Project, Portland, OR - Test Project
Street Address: 1234 Testing Project Way
City: Portland

Important

- Email notices will be coming from YumConstructionBid@yum.com
- If you do not receive the confirmation email, please check your Junk/Spam folder.
- May need to add the email address above to a “safe senders” list or contact your company IT department. This is not something we (Yum! Brands) controls.
- May want to add a website to your “Trusted Sites”
 - Open Internet Browser, go to Internet Options, select Security Tab, highlight Trusted Sites, click the Sites button, input <http://constructionbids.yum.com> and click the add button.

Contacts

- GC's need to contact the Brand Coordinator if they run into any issues.
- Coordinator's will contact yumbuildersupport2@yum.com for any issues.
- Then yumbuildersupport2@yum.com will contact RIS.