



eRSP

Electronic Request Solicit Procure (eRSP)

Vendor Online Bidding

User Reference Guide

July 14, 2023

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING

Table of Contents

<u>DESCRIPTION</u>	<u>PAGE</u>
1. <u>LOGIN TO ERSP SYSTEM</u>	<u>3</u>
2. <u>SEARCH FOR OPEN BIDS</u>	<u>4</u>
3. <u>EXPRESS INTEREST</u>	<u>5</u>
4. <u>CREATE A BID RESPONSE</u>	<u>8</u>
5. <u>SUBMIT A BID RESPONSE</u>	<u>22</u>
6. <u>AMEND BID RESPONSE</u>	<u>25</u>

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/>.



LA DWP eRSP

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

Registered User Login:

Username

Password
 Go

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.

Navigation:

- 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

USER REFERENCE GUIDE

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).

Browse Open Opportunities
(Test)

To view the document, click on the document number.

Legend

- ★ Opportunity is new since your last logon.
- ✎ Opportunity has changed since your last logon.
- 📖 Opportunity is withdrawn.
- 📅 Opportunity is open.

Show Details Open in Excel

Document #	Organization	Published Date	Closing Date
1 90742	OFF OF SFTY EXC OFF & ADM	06/30/2023 8:37 AM	07/23/2023 2:00 PM
MBT: Fall Protection and Rescue Training, As Needed			
2 90747	PCM TL ENV CHEM LAB	07/05/2023 10:15 AM	07/26/2023 2:00 PM
LABORATORY SAMPLE TESTING AND CONSULTING SERVICES			
3 90748	PCM TL ENV CHEM LAB	07/05/2023 10:42 AM	07/26/2023 2:00 PM
LABORATORY SAMPLE TESTING AND CONSULTING SERVICES			
4 0445	PRCS SPEC & CONTRACT ADMI	07/10/2023 1:01 PM	07/31/2023 2:00 PM
BA P&T (FORMAL SPEC) - MEDIUM VOLTAGE CABLE			
5 139823	PTD OH TRANSMISSION	07/13/2023 4:06 PM	08/15/2023 2:00 PM
MOWERS, RIDING			
6 139828	PTD OH TRANSMISSION	07/14/2023 9:22 AM	08/24/2023 2:00 PM
MOWERS			

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
- ▶ View PDF
- ▶ Refresh
- ▶ Help

- Respond Online
- Express/View Interest
- Additional Information
- Notices
- Q And A

Department of Water and Power, City of Los Angeles

Invitation for Bid for

"MOWERS, RIDING "

This is not a Purchase Order
(Test)

This procurement is not subject to CIP-013 monitoring and reporting.

Request Type	Request Category	FY	Bid No.	Version
GM Awarded Purchase	GM Awarded Spot Request for Bid	2024	139823	

Vendor Address

Prices To Be Quoted For Delivery Address

08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Req For

76520
PTD OH TRANSMISSION
11761 Roscoe Blvd
SUN VALLEY, CA 91352

Contact:
Title:
Phone:
Fax:
Email:

For further information

Contact: LAU - ADMIN, JOHN
Title:
Phone: 1 (234) 567-8910
Fax:
Email: JOHN.LAU@LADWP.COM
TEST

Bid Returnable by

Closing Date/Time
08/09/2023 2:00:00 PM
Question Cut Off Date/Time
08/02/2023 2:00 PM
Publish Date/Time
07/09/2023 8:03 PM
Time Zone
Pacific Time

Approx. Time Remaining

30 Days 14:15:46

Click **Express/View Interest**.

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING



Close

Express/View Interest

Print

(Test)

Document Number: 139823

Control Number: 21869602

Expression of interest does not signify acceptance or inclusion as a bidder for the work. All information pertaining to bidders being considered or accepted on the document is confidential and will not be provided or published.

Submit

Name: JOHN DOE

As:

- Select Interest Type
- Do not notify me of changes to this opportunity.
- Prime Contractor
- Subcontractor

Company Users With Interest

Name	Type	Notification Off	Interested
------	------	------------------	------------

Select Interest type: **Prime Contractor** or **Subcontractor**

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING



Close

Express/View Interest

Print

(Test)

Document Number: 139823

Control Number: 21869602

Expression of interest does not signify acceptance or inclusion as a bidder for the work. All information pertaining to bidders being considered or accepted on the document is confidential and will not be provided or published.

Submit

Name: JOHN DOE

As: Prime Contractor

Do not send me notification of changes to this opportunity.

Company Users With Interest

Name	Type	Notification Off	Interested
------	------	------------------	------------

Click **Submit**

VENDOR ONLINE BIDDING

CREATE A BID RESPONSE

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



- Print
- View PDF
- Refresh
- Help

Respond Online

- Express/View Interest
- Additional Information
- Notices
- Q And A

Department of Water and Power, City of Los Angeles

Invitation for Bid for

"MOWERS, RIDING "

This is not a Purchase Order
(Test)

This procurement is not subject to CIP-013 monitoring and reporting.

Request Type	Request Category	FY	Bid No.	Version
GM Awarded Purchase	GM Awarded Spot Request for Bid	2024	139823	

Vendor Address

**Prices To Be Quoted For
Delivery Address**

08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Req For

76520
PTD OH TRANSMISSION
11761 Roscoe Blvd
SUN VALLEY, CA 91352

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



Close

Bid Response Document Search

(Test)

Create Bid Response Document

To create a Bid Response click on the Create button.

Create


Existing Bid Response Document(s)

No Existing Bid Responses

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.

Close

Agreement

Print This Page

(Test)

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**

USER REFERENCE GUIDE

VENDOR ONLINE BIDDING

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



Close

Create Document

(Test)

Continue

Document Created

Document Number: 21868857
Control Number: 21868857

The initial document has been created. To continue setting up the document click on 'View'.

View

Bid Response



Close

- Print
- View PDF
- Refresh
- Help

Bid Response Spot > \$25,000 <\$5,000,000 SCS - REQUEST <=\$150K MOWERS, RIDING

(Test)

Date Prepared	Date Issued	Bid No.	Version	FY	Response No.	Version
07/09/2023		139823		2024	21868857	

Complete Step
(Issue)

Maintain
Actions
View Data

Vendor Address

CompanyABC
123 Street Rd.
LOS ANGELES, CA 90012

Delivery Address

08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Closing Date/Time

08/09/2023 2:00 PM

Time Zone

Pacific Time

Approx. Time Remaining

30 Days 14:12:22

Contact: DOE, JOHN

Title:
Phone: 1 (123) 456-7890
Fax:

Email: John.Doe2@Company.co
m

Contact: LAU - ADMIN, JOHN

Title:
Phone: 1 (234) 567-8910
Fax:
Email: JOHN.LAU@LADWP.COM
TEST

DRAFT

Certifications as of 07/09/2023 11:47 PM

Type	Cert. No.	Certification Agency	Effective Date	Expiry Date	Status
1	LBE 139321	City of Los Angeles - Bureau of Contract Administration		07/06/2024	New
2	LSB 139123	City of Los Angeles - Bureau of Contract Administration		07/06/2024	New

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Complete Step> option located on the left hand menu.

USER REFERENCE GUIDE

VENDOR ONLINE BIDDING

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

Bid Response Spot > \$25,000 <\$5,000,000
SCS - REQUEST <=\$150K
MOWERS, RIDING
(Test)

Date Prepared	Date Issued	Bid No.	Version	FY	Response No.	Version
07/09/2023		139823		2024	21868857	

Vendor Address
CompanyABC
123 Street Rd.
LOS ANGELES, CA 90012

Delivery Address
08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Closing Date/Time
08/09/2023 2:00 PM

Time Zone
Pacific Time

Approx. Time Remaining
30 Days 14:11:26

Contact: DOE, JOHN
Title:
Phone: 1 (123) 456-7890
Fax:
Email: John.Doe2@Company.com

Contact: LAU - ADMIN, JOHN
Title:
Phone: 1 (234) 567-8910
Fax:
Email: JOHN.LAU@LADWP.COM

Certifications as of 07/09/2023 11:47 PM

Type	Cert. No.	Certification Agency	Effective Date	Expiry Date	Status
------	-----------	----------------------	----------------	-------------	--------

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

1. Header Info
(Test)

Document Number: 21868857 (DRAFT) **Control Number:** 21868857

Control Number:
Internal system number only
Not used to track documents.

Payment Terms / Other:
Select Payment Terms from the drop-down list or enter your terms in the space provided labeled "Other".

Header Info

Document Title MOWERS, RIDING

Date Prepared 07/09/2023

FOB * Destination

Delivery Days after receipt of order *

Cash Terms
Select cash terms from the drop down list or enter your cash terms into the 'Other' field. Please view the associated help entry for the correct format to follow when entering your own cash terms.

Cash Terms **

Other ? **

* indicates a required field
** indicates that one of the fields in this set is required.

Top

USER REFERENCE GUIDE

VENDOR ONLINE BIDDING

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

Document Number: 21868857 (DRAFT) Control Number: 21868857

1. Header Info
2. Small Local Business Certification
3. Price Items
4. Enter Item Information
5. Input Clauses
6. Attachments
7. Vendor Contacts
8. Vendor Checklist

Small Local Business Certification

This is a listing of Local business size certifications for your company that will be active when this Bid closes. Click the "Identify Certification(s)" button to add new certification(s). Click on an existing active certification to update or delete it.

Identify Certification(s)

Type	Cert. No.	Certification Agency	Effective Date	Expiration Date	Status
1	LBE	139321	City of Los Angeles - Bureau of Contract Administration	07/06/2024	New
2	LSB	139123	City of Los Angeles - Bureau of Contract Administration	07/06/2024	New

Identify Small Local Business Certification

For certification definitions click here.

Certification Type: LBE - Local Business Enterprise (City of Los Angeles)
 LSB - Local Small Business (City of Los Angeles)
 LTE - Local Transitional Employer (City of Los Angeles)

Certification No.:

Certification Agency: * Select a Certification Type

Application Date: ** (mm/dd/yyyy)

Effective Date: ** (mm/dd/yyyy)

Expiry Date: ** (mm/dd/yyyy)

* indicates a required field
** indicates that one of the fields in this set is required.

Save & Close Save & Add Another

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

Document Number: 21868857 (DRAFT) Control Number: 21868857

1. Header Info
2. Small Local Business Certification
3. Price Items
4. Enter Item Information
5. Input Clauses
6. Attachments
7. Vendor Contacts
8. Vendor Checklist

Price Items

Cancelled and Base Price items cannot be edited.


When entering prices use ###.## format with no additional spaces or punctuation. Refresh

Item #	Description	Qty	Uom	Unit Price	Bid
1	KUT KWICK SSM-T4E, RIDING MOWER, SLOPE CUTTING 40 DEG MOWER, SLOPE CUTTING TO 40deg, RIDING, 72in CUT, MEDIUM LIFT BLADES 3/	2	EACH	<input type="text"/>	<input type="checkbox"/>

USER REFERENCE GUIDE

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.

Close

4. Enter Item Information

(Test)

Document Number: 21868857 (DRAFT) Control Number: 21868857

- 1. Header Info
- 2. Small Local Business Certification
- 3. Price Items
- 4. Enter Item Information**
- 5. Input Clauses
- 6. Attachments
- 7. Vendor Contacts
- 8. Vendor Checklist

Go to Item #:

Original item

Item Code	Pricing Quantity
423830	2

Vendor Units
EACH

Description

KUT KWICK SSM-T4E, RIDING MOWER, SLOPE CUTTING 40 DEG MOWER, SLOPE CUTTING TO 40deg, RIDING, 72in CUT, MEDIUM LIFT BLADES 3/8in THICK, REAR DISCHARGE, OUR FRONT ROTARY, 36HP WATER COOLED DIESEL, SPEED UP TO 8mph, SKID STEERED THROUGH TWIN, CLOSED LOOP HYDRAULIC DRIVE SYSTEM, INDEPENDENTLY POWERING 26in X 12in - 12in DUAL DRIVE WHEELS ON EACH SIDE AT THE REAR, 19in X 6in PUNCTURE PROOF CASTERS SUPPORT THE CUTTER DECK FROM THE FRONT. OPERATOR SEATING ON A TILTING SEAT LOCATED AT THE REAR EXTREMITY OF THE MACHINE FOR SAFETY. CUTTER DECK HAS 1-1/2in TO 6-1/2in HEIGHT ADJUSTMENT AND DECKED WITH 1/4in STEEL. STANDARD WITH ROLL BAR AND RETRACTABLE SEAT BELT.

2

Bid Item Bid No Bid

Item Number

1

Pricing Quantity

Vendor Units

Unit Price

Description

1

* indicates a required field

USER REFERENCE GUIDE

VENDOR ONLINE BIDDING

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

LA DWP Los Angeles Department of Water & Power

Turn on Edit Mode Close

1. Delivery Info

(Test)

Item: 1
Document Number: 139823 Control Number: 21868853

Skip Back Save Next **Finish** Save Next

Go to Item #: Go

1. Delivery Info
2. Extra Item Information
3. Attachments

Delivery Info

Delivery Days ARD

* indicates a required field
** indicates that one of the fields in this set is required.

Top

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

LA DWP Los Angeles Department of Water & Power

Turn on Edit Mode Close

2. Extra Item Information

(Test)

Item: 1
Document Number: 139823 Control Number: 21868853

Skip Back Save Next **Finish** Save Next

Go to Item #: Go

1. Delivery Info
2. Extra Item Information
3. Attachments

Extra Item Information

Mfg/Brand/Make

Model/Part No.

Mfg. Location

Manufacturer's Web Reference

* indicates a required field
** indicates that one of the fields in this set is required.

Top

USER REFERENCE GUIDE

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.

LA DWP Los Angeles Department of Water & Power

Turn on Edit Mode Close

3. Attachments

(Test)

Item: 1
Document Number: 139823 Control Number: 21868853

Skip Back Save Next **Finish** Save Next

Go to Item #: Go

Attachment Title	File
<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/> Browse...

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

LA DWP

Close

5. Input Clauses

(Test)

Document Number: 21868857 (DRAFT) Control Number: 21868857

Skip Back Save **Next** Finish

Input Clauses

COOPERATIVE PURCHASING
COOPERATIVE PURCHASING WITH OTHER GOVERNMENTAL AGENCIES: BIDDER SHALL STATE BELOW IF THEY WILL ALLOW COOPERATIVE PURCHASING WITH OTHER GOVERNMENTAL AGENCIES, IN ACCORDANCE WITH THE SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, UNDER ANY CONTRACT RESULTING FROM THESE SPECIFICATIONS.

(YES OR NO)

* indicates a required field

Top

VENDOR ONLINE BIDDING

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**.

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING

Vendor Checklist

LA DWP Close

8. Vendor Checklist

(Test)

Document Number: 21868857 (DRAFT) **Control Number:** 21868857

Skip **Back** Save Next **Finish**

Vendor Checklist

The following is a list of tasks to assist you with your bid submission. Some tasks may require an attachment to be downloaded and/or uploaded before it can be marked as complete.

Hide Instructions

REQUIRED AT BID SUBMITTAL

* **3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55**

The following file must be downloaded and responded to in order to complete this task: (not downloaded) (1.35 MB)

A file will need to be uploaded in order to complete this task. No file chosen

REQUIRED FROM BIDDER UPON REQUEST

3. CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT

The following file may be downloaded for this task: (not downloaded) (16.16 kB)

4. RECYCLED-CONTENT CERTIFICATION FORM

The following file may be downloaded for this task: (not downloaded) (57.72 kB)

10. FORM W-9

The following file may be downloaded for this task: (not downloaded) (129.05 kB)

IMPORTANT BID DOCUMENTS FOR DOWNLOAD

* **1. TERMS & CONDITIONS (MATERIALS EQUIPMENT AND RENTALS)**

The following file must be downloaded in order to complete this task: (not downloaded) (198.47 kB)

* indicates a required field Top

USER REFERENCE GUIDE

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.

REQUIRED AT BID SUBMITTAL

* **3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55**


The following file must be downloaded and responded to in order to complete this task: (not downloaded)  (1.35 MB)

A file will need to be uploaded in order to complete this task. No file chosen

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

REQUIRED AT BID SUBMITTAL

* **3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55**

The following file must be downloaded and responded to in order to complete this task: (not downloaded)  (1.35 MB)

A file will need to be uploaded in order to complete this task. No file chosen


USER REFERENCE GUIDE

VENDOR ONLINE BIDDING

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

REQUIRED AT BID SUBMITTAL

* **3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55**


The following file must be downloaded and responded to in order to complete this task: (downloaded) 
(1.35 MB)

A file will need to be uploaded in order to complete this task. No file chosen

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

REQUIRED AT BID SUBMITTAL

* **3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55**

The following file must be downloaded and responded to in order to complete this task: (downloaded) 
(1.35 MB)

A file will need to be uploaded in order to complete this task. No file chosen

USER REFERENCE GUIDE

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.

The screenshot shows the '8. Vendor Checklist' page. At the top left is the 'LA DWP' logo. At the top right is a 'Close' button. Below the logo, the page title '8. Vendor Checklist' is followed by '(Test)'. The 'Document Number: 21868857 (DRAFT)' is on the left, and 'Control Number: 21868857' is on the right. A navigation bar contains 'Skip', 'Back', 'Save', 'Next', and 'Finish' buttons. The 'Save' and 'Finish' buttons are circled in red and labeled '3' and '4' respectively. On the left side, a vertical list of sections is shown, with '8. Vendor Checklist' selected and circled in red, labeled '1'. The main content area is titled 'Vendor Checklist' and contains instructions: 'The following is a list of tasks to assist you with your bid submission. Some tasks may require an attachment to be downloaded and/or uploaded before it can be marked as complete.' Below this is a 'Hide Instructions' button. The checklist items are: 'REQUIRED AT BID SUBMITTAL' (checked), '3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55' (required, circled in red and labeled '2'), 'REQUIRED FROM BIDDER UPON REQUEST' (checked), '3. CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT' (downloaded), '4. RECYCLED-CONTENT CERTIFICATION FORM' (downloaded), '10. FORM W-9' (downloaded), 'IMPORTANT BID DOCUMENTS FOR DOWNLOAD' (checked), and '1. TERMS & CONDITIONS (MATERIALS EQUIPMENT AND RENTALS)' (downloaded). A 'Choose File' button is visible next to the 'TEST DOC.pdf' file. At the bottom right is a 'Top' button.

USER REFERENCE GUIDE

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.

Delivery days after receipt of order	CASH TERMS	FOB
90	NET 30	Destination

Checklist		
<input checked="" type="checkbox"/> REQUIRED AT BID SUBMITTAL	Complete	Optional
<input checked="" type="checkbox"/> 3. PROHIBITED CONTRIBUTORS (BIDDERS) CEC FORM 55	Complete	Mandatory
<input checked="" type="checkbox"/> REQUIRED FROM BIDDER UPON REQUEST	Complete	Optional
<input checked="" type="checkbox"/> 3. CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT	Complete	Optional
<input checked="" type="checkbox"/> 4. RECYCLED-CONTENT CERTIFICATION FORM	Complete	Optional
<input checked="" type="checkbox"/> 10. FORM W-9	Complete	Optional
<input checked="" type="checkbox"/> IMPORTANT BID DOCUMENTS FOR DOWNLOAD	Complete	Optional
<input checked="" type="checkbox"/> 1. 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.


Close 

- [Print](#)
- [View PDF](#)
- [Refresh](#)
- [Help](#)
- [Complete Step](#)
(Issue)
- [Maintain](#)
- [Actions](#)
- [View Data](#)

Bid Response Spot > \$25,000 <\$5,000,000

SCS - REQUEST <=\$150K

MOWERS, RIDING

(Test)

Date Prepared	Date Issued	Bid No.	Version	FY	Response No.	Version
07/09/2023		139823		2024	21868857	

Vendor Address

CompanyABC
123 Street Rd.
LOS ANGELES, CA 90012

Delivery Address

08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Closing Date/Time
08/09/2023 2:00 PM

Time Zone
Pacific Time

Approx. Time Remaining
30 Days 13:48:38

Contact: DOE, JOHN
Title:
Phone: 1 (123) 456-7890
Fax:
Email: John.Doe2@Company.com

Contact: LAU - ADMIN, JOHN
Title:
Phone: 1 (234) 567-8910
Fax:
Email: JOHN.LAU@LADWP.COM
TEST

Certifications as of 07/10/2023 12:11 AM

Type	Cert. No.	Certification Agency	Effective Date	Expiry Date	Status
1 LBE	139321	City of Los Angeles - Bureau of Contract Administration		07/06/2024	New
2 LSB	139123	City of Los Angeles - Bureau of Contract Administration		07/06/2024	New

Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Complete Step> option located on the left hand menu.

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING

Click **Submit**.



Close

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.

The screenshot shows a web page for a Bid Response Receipt. At the top left is the LA DWP logo. At the top right is a 'Close' button with a close icon. Below the logo is the title 'Bid Response Receipt' followed by '(Test)'. To the right of the title are two buttons: 'Print this page' and 'Print Bid Response', both with right-pointing arrows. The main content of the receipt includes: 'This is to confirm the bid response that you have submitted has been received by the eRSP system.', 'Bid Notice no. 139823', 'Issued by: SCS - REQUEST <=\$150K', 'Closing Date: 08/09/2023 2:00 PM', 'Vendor Name: CompanyABC', 'Bid no. 21868857', 'Received Date: 07/10/2023 12:12:32 PM', 'Confirmation no. 11971861', 'A copy of this receipt sent to: John.Doe2@Company.com', 'If you have any questions with respect to the opportunity, please contact LAU - ADMIN, JOHN (Ph:1 (234) 567-8910).', and 'If you have any questions with respect to the email notice, please contact our Help Line at eRSP@ladwp.comTEST.'.

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.

Current Bid Response Documents
(Test)

This is a list of the Vendor's Draft, Submitted or Historical documents.

Bid #	Amendment	Organization Name	Closing Date & Time
139823		SCS - REQUEST <=\$150K	08/09/2023 2:00 PM
		MOWERS, RIDING	

Bid Response #	Amendment	Receipt Date & Time
21868857		07/10/2023 12:12 AM
		MOWERS, RIDING

With the bid response open, click **Actions** → **Amend**.

Bid Response Spot > \$25,000 <\$5,000,000
SCS - REQUEST <=\$150K
MOWERS, RIDING
(Test)

Date Prepared	Date Issued	Bid No.	Version	FY	Response No.	Version
07/09/2023	07/10/2023	139823		2024	21868857	

Vendor Address
CompanyABC
123 Street Rd.
LOS ANGELES, CA 90012

Delivery Address
08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Closing Date/Time
08/09/2023 2:00 PM

Time Zone
Pacific Time

Approx. Time Remaining
30 Days 12:47:11

Contact: DOE, JOHN
Title:

Contact: LAU - ADMIN, JOHN
Title:

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING

Click **Submit**.

LA DWP Close

Amend

(Test)

Document Number: 21868857 Control Number: 21868857

Addenda generally allow a wide range of document information to be changed.

Click on 'Submit' to create an amendment.

Submit

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

LA DWP Close

Create Document

(Test)

Continue

Document Created

Document Number: 21868857
Control Number: 21868868
Version: 1

The initial document has been created. To continue setting up the document click on 'View'.

View

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

LA DWP Close

1. Header Info

(Test)

Document Number: 21868857 (Version: 1) (DRAFT) Control Number: 21868868

Skip Back Save Next Finish

Header Info

Document Title MOWERS, RIDING

Date Prepared 07/10/2023

FOB * Destination

Delivery Days after receipt of order * 30

Cash Terms

Select cash terms from the drop down list or enter your cash terms into the 'Other' field. Please view the associated help entry for the correct format to follow when entering your own cash terms.

Cash Terms ** NET 30

Other ? **

* indicates a required field
** indicates that one of the fields in this set is required.

Top

USER REFERENCE GUIDE

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.

1. Header Info
(Test)

Document Number: 21868857 (Version: 1) (DRAFT) Control Number: 21868868

1. Header Info **Skip** **Back** **Save** **Next** **Finish**

2. Small Local Business Certification

3. Price Items

4. Enter Item Information

5. Input Clauses

6. Attachments

7. Vendor Contacts

8. Vendor Checklist

Header Info

Document Title MOWERS, RIDING

Date Prepared 07/10/2023

FOB * Destination

Delivery Days after receipt of order * 90

Cash Terms
Select cash terms from the drop down list or enter your cash terms into the 'Other' field. Please view the associated help entry for the correct format to follow when entering your own cash terms.

Cash Terms ** NET 30

Other ? **

* indicates a required field
** indicates that one of the fields in this set is required.

Top

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.

Bid Response Spot > \$25,000 <=\$5,000,000
SCS - REQUEST <=\$150K
MOWERS, RIDING
(Test)

Date Prepared	Date Issued	Bid No.	Version	FY	Response No.	Version
07/10/2023		139823		2024	21868857	1

Vendor Address
CompanyABC
123 Street Rd.
LOS ANGELES, CA 90012

Delivery Address
08261
SCM - STORES OPERATIONS
STORE 49 - TRANSMISSION
11761 ROSCOE BL
SUN VALLEY, CA 91352

Closing Date/Time
08/09/2023 2:00 PM

Time Zone
Pacific Time

Approx. Time Remaining
30 Days 12:43:24

Contact: DOE, JOHN
Title:
Phone: 1 (123) 456-7890
Fax:
Email: John.Doe2@Company.com

Contact: LAU - ADMIN, JOHN
Title:
Phone: 1 (234) 567-8910
Fax:
Email: JOHN.LAU@LADWP.COM

Actions

- Previous Version
- Check Integrity
- Delete
- Create PDF

Complete Step (Issue)

Maintain

USER REFERENCE GUIDE
VENDOR ONLINE BIDDING

Click **Submit**.

LA DWP Close

Review/Approve

(Test)

Document Number: 21868857 (Version: 1) (DRAFT) **Control Number:** 21868868

? 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.

Submit

- 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

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.

LA DWP Close

Bid Response Receipt

(Test)

This is to confirm the bid response that you have submitted has been received by the eRSP system.

Bid Notice no. 139823
Issued by: SCS - REQUEST <=\$150K
Closing Date: 08/09/2023 2:00 PM

Vendor Name: CompanyABC
Bid no. 21868857 (1)
Received Date: 07/10/2023 1:17:30 PM
Confirmation no. 11971869

A copy of this receipt sent to: John.Doe2@Company.com

If you have any questions with respect to the opportunity, please contact LAU - ADMIN, JOHN (Ph:1 (234) 567-8910).

If you have any questions with respect to the email notice, please contact our Help Line at eRSP@ladwp.comTEST.

Print this page **Print Bid Response**

USER REFERENCE GUIDE
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 ****