

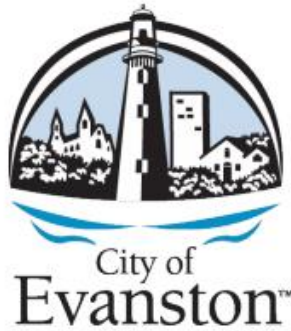
CITY OF EVANSTON  
**REQUEST FOR EXPRESSIONS OF INTEREST**

For

REI NUMBER: 23-47

**Adaptive Use and Rehabilitation of 2603 Sheridan Road,  
The Harley Clarke Mansion**

**September 14, 2023**



**SUBMISSION DEADLINE: 2:00 P.M., November 14, 2023**

**ELECTRONIC BID SUBMITTAL:**

Bid responses will only be accepted electronically  
via E-bidding through DemandStar ([WWW.DEMANDSTAR.COM](http://WWW.DEMANDSTAR.COM))

**It is highly recommended that new DemandStar users complete the account setup  
process prior to project due date/time.**

# TABLE OF CONTENTS

1. General Information	
1.0 Request for Information.....	page 3
1.1 Purpose.....	page 4
1.2 Key Elements.....	page 4
1.3 Property Location and Existing Improvements.....	page 5
1.4 Property Condition.....	page 5
1.5 Zoning and Potential Uses.....	page 5
1.6 Historic Preservation Review.....	page 6
1.7 Property History.....	page 6
2. REI Submittal Instructions.....	page 6
2.1 REI Inquiries.....	page 7
2.2 Schedule of REI Events.....	page 7
2.3 Site Visit and Building Walkthrough Schedule.....	page 7
3.0 Submission Requirements.....	page 8
3.1 Letter of Interest.....	page 8
4.0 Links to Additional Information/Documentation.....	page 8
5. Demandstar Instructions.....	14 pages

## CITY OF EVANSTON

### REQUEST FOR EXPRESSIONS OF INTEREST

Proposals will be received by the Purchasing Office until 2:00 P.M. local time on **November 14, 2023**. Effective immediately, the City of Evanston will no longer accept hard copy paper submittals for any solicitation. Responses will only be accepted electronically via E-bidding through DemandStar ([www.demandstar.com](http://www.demandstar.com)). **Although registration is required, vendors can download solicitations and upload responses for free. Submittals shall cover the following:**

**Adaptive Use and Rehabilitation of 2603 Sheridan Road,**  
**The Harley Clarke Mansion**  
**REI Number: 23-47**

The City of Evanston, in partnership with [Landmarks Illinois](#), is seeking expressions of serious interest in the adaptive use and rehabilitation of the Harley Lyman Clarke Mansion and its grounds located on the shores of Lake Michigan at 2603 Sheridan Road (the property). The property is a highly valuable and underleveraged city-owned asset. The City believes that a rehabilitation model that capitalizes on the property's unique setting, significant grounds, and irreplaceable physical characteristics has the potential to create a one-of-a-kind amenity while catalyzing long-term and community-wide economic, social, and cultural benefits for the City and its residents.

The above item shall conform to the REI on file in the Purchasing Office. Parties interested in submitting this Request for Expression of Interest may contact the Purchasing Office to receive a copy of the REI or see the City's website at: [www.cityofevanston.org/business/bids-proposals/](http://www.cityofevanston.org/business/bids-proposals/) or Demandstar at: [www.demandstar.com](http://www.demandstar.com).

Linda Thomas  
Purchasing Specialist

## 1.0 General Information

### 1.1 Purpose

This Request for Expression of Interest (REI) is designed to reflect the current City Councils desire to identify a sustainable business and rehabilitation model capable of mutually accomplishing public and private interests. Therefore, there is no mandated public ownership model or other use limitations as prescribed in prior Requests for Proposals. In comparison, this REI is being issued for the purposes of gaining information on the property's true development potential from interested parties with historic preservation, rehabilitation, and development expertise with the ability to secure financial resources necessary to achieve a successful rehabilitation model. This request should not be construed as an offer or promise to enter into an agreement. The responses to this request for expressions of interest are intended to be used to determine and support an appropriate structure and next steps for subsequent review and input by the City Council.

### 1.2 Key Elements

The City is seeking all available interest for adaptive use and rehabilitation of the property, either in its entirety or a portion thereof. Respondents, either individuals, organizations, or partnerships must demonstrate the expertise, and capacity to develop and implement a financially viable adaptive use and rehabilitation strategy with the following key considerations:

- a) **Ownership models:** The city is receptive to a variety of ownership models including sale of the property, long-term lease of the property, long-term lease of the buildings only, or other public-private partnership or legal agreement between the City and private interests.
- b) **Active and income-producing uses:** Expressions of interest that propose principal active and income-producing uses in partnership with non-profit or local community uses that are available to the public are encouraged. Non-income producing uses will also be considered provided that they can demonstrate financial viability.
- c) **Use of available financial incentives and tax-credit programs:** Financial proposals that are capable of accessing available incentives and tax credits including but not limited to the federal rehabilitation tax credit, Illinois historic preservation tax credit, Cook County Class L incentive, and use of preservation easements or other grant opportunities are highly encouraged. The City does not anticipate providing subsidies or other financial assistance.
- d) **Maintaining public access:** Expressions of interest must acknowledge and address the need to maintain public access and operations for Lighthouse Beach and ongoing stewardship of the native dune landscape to the east of Harley Clarke as well as maintaining access to the neighboring National Historic Landmark Grosse Point Lighthouse, its grounds, and the City-owned fog signal buildings.

- e) Exploration of alternatives to on-site parking:** The site currently contains 55 public hourly parking spaces serving Lighthouse Beach and formerly the Evanston Art Center prior to its relocation in 2015. In an effort to support alternative and mass-modes of transportation, as well as to retain the property's significant integrity of setting and open space, alternatives to parking should be explored and included as part of the proposed adaptive use. These may include but should not be limited to on-site bike storage and a bike valet program, valet parking, and shuttle services to and from proximate private or public parking structures.

### **1.3 Property Location and Existing Improvements**

Located at 2603 Sheridan Road on the shores of Lake Michigan, the property is a registered Evanston Landmark and contributing structure and certified historic property within the Evanston Northeast National Register Historic District. The property is located two blocks north of Northwestern University, a half mile east of the Chicago Transit Authority's Central Street Purple Line station, and one mile north of downtown Evanston and is accessible via the Sheridan Road multi-modal corridor which includes CTA bus service and a protected bike lane.

The property is situated on a 4.7 acre site, with a large open front lawn, long access drive, and two buildings. The main building is located on the eastern portion of the property with a coach house located along the southern portion of the property. The floor area of the main building is 20,275 square feet spread amongst its three-stories with a basement and conservatory attached to its south elevation. The coach house is a two-story building with a partial basement (~4,300 square feet), attached three-car garage, and attached greenhouse.

### **1.4 Property Condition**

A 2016 Conditions Assessment for the property, prepared by Wiss, Janney, Elstner Associates and updated in 2019, indicates the building is in serviceable condition. WJE provided updated cost estimates (2023 addendum) for priority exterior and interior needs. Please refer to the links on page 8. Although there are immediate capital improvement needs for the facility, retention, remediation, and repair of the structure are all possible.

### **1.5 Zoning and Potential Uses**

Any potential use or combination of uses may be proposed. The property is currently located in the open-space zoning district, with limited use potential. However, respondents are encouraged to propose any viable and market driven use or combination of uses under the City's newly adopted Unique Adaptive Use Code. This provision allows for uses not listed as an administrative, special, or permitted use in the zoning district to be developed, predominantly within an existing structure or structures, where the applicant has demonstrated adaptive use as the principal means to preserve and assure the continued existence of said structure(s).

Unique adaptive use applications follow the City's Special Use process, and are exempt from off-street parking, loading, and residential density requirements.

**1.6 Historic Preservation Review**

Any exterior work visible from a public way (alley, sidewalk, street or other thoroughfare appropriated for public use), and which requires a building permit, requires preservation review and issuance of a Certificate of Appropriateness by the Preservation Commission. Routine maintenance including repair or replacement where there is no change in design, materiality, or general appearance of the structure or grounds, and when a building permit is not required, does not require a Certificate of Appropriateness.

Proposals which seek use of State or Federal incentive programs will require a separate review process through the Illinois State Historic Preservation Office.

**1.7 Property History**

In 1928, utilities magnate Harley Clarke hired Boston architect Richard Powers to design a home just off the shores of Lake Michigan in Evanston. Once completed, the three-story mansion in the French Eclectic style boasted a rough stone exterior, ballroom on the top floor and a conservancy on the south side, while the full estate included a coach house, two apartments and a three-car garage. The grounds were designed by famed landscape architects Jens Jensen and Alfred Caldwell and despite significant alterations over the years, the property still includes one of the original limestone grottoes and council ring. Considered to be an anchor for the National Register Northeast Evanston Historic District created in 1999, the building was also named an Evanston Landmark in 1982.

In 1950, the Clarkes sold the lakefront mansion to the Sigma Chi fraternity, which turned the home into its Memorial Grand Chapter House. More than a decade later, the fraternity sold the property to the City of Evanston, which purchased the land in order to expand the city’s public beach. Soon afterward, the city leased the Clarke Mansion to the Evanston Art Center, which occupied the building until May of 2015.

The property was subsequently listed on [Landmarks Illinois Most Endangered Historic Places in Illinois](#) list in 2016 due to threat of demolition, but was spared by a Citywide advisory referendum in 2018. Following numerous unsuccessful proposals for the property, a long-term lease was awarded in 2019 to the Artists Book House, an interdisciplinary arts education organization dedicated to teaching and promoting the literary and book arts, with rehabilitation and architectural services led by Eifler and Associates and Kastenzholz Construction. Fundraising capacity was severely impacted by the pandemic and in early 2023 the Artists Book House withdrew from its lease agreement.

**2.0 REI Submittal Instructions**

The City will no longer accept hard copy paper submittals for any solicitation. Responses will only be accepted electronically via E-bidding through DemandStar. Respondents are still required to complete all of the bid documents and provide all of the requested information in a pdf file(s). **Please refer to attached DemandStar e-bidding documents.**

ANY SUBMISSIONS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE NOT BE ACCEPTED. It is the sole responsibility of the proposer to ensure that his or her submission is

delivered by the stated time. THE CITY IS NOT RESPONSIBLE FOR INCOMPLETE UPLOADED SUBMITTALS.

**It is highly recommended that new DemandStar users complete the account setup process prior to project due date/time.**

## 2.1 REI Inquiries

All questions related to this REI should be submitted in writing to Linda Thomas, Purchasing Specialist at: [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org) with a copy to City Planner Cade W. Sterling: [csterling@cityofevanston.org](mailto:csterling@cityofevanston.org).

## Contact with City Personnel

All Proposers are prohibited from making any contact with the City Manager, City Council, or any other official or employee of the City with regard to the Project, other than in the manner and to the person(s) designated herein.

## 2.2 Schedule of REI Events

RFI Published	September 14, 2023
Site Visit and Building Walkthrough	See Schedule Below
Last Date for Questions	October 30, 2023
Final Addendum Issued	November 3, 2023
REI Response Due Date	November 14, 2023 by 2:00 PM
Response Evaluations	TBD

The City reserves the right to deviate from the schedule.

## 2.3 Site Visit and Building Walkthrough Schedule

Non-mandatory pre-submission site visits and walkthroughs of the buildings will be scheduled by appointment between the hours of 9am and 2pm on the dates listed below. Site visits must be scheduled no less than five (5) business days prior to the requested date. To schedule a pre-submission site visit, or to request special accommodations in order for a submitting party to attend, please contact Cade W. Sterling at [csterling@cityofevanston.org](mailto:csterling@cityofevanston.org) and Linda Thomas at [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org)

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>September</b>	18, 25	26	20, 27	21, 28	22, 29
<b>October</b>	2, 9	10, 24	4, 11, 18	5, 12, 19	6, 13

### **3.0 Submission Requirements**

#### **3.1 Letter of Interest**

The letter of interest should briefly describe the proponent’s interest in the property and general intentions concerning the proposed use(s). This letter shall also contain the name, address, telephone, and email of the main contact for the interested party, and the required information contained in subsections 1-3 below.

**a. Proposed adaptive use**

All submissions for interest should include a detailed vision statement or narrative that describes the proposed project, intended use or uses for the property and buildings, anticipated programming for the property and intended users, identification of a preferred ownership model (lease of the property, lease of the buildings, purchase of the property, etc), any anticipated alterations to the buildings or grounds, and responses to the purpose and objectives identified within this document.

**b. Potential Partners**

Include a list of identified planning, architectural, funding, or use partners and briefly describe their role and overall level of commitment at this time.

**c. Funding sources and strategies**

Briefly identify and describe potential funding sources and strategies that would be sought and employed to pay for rehabilitation, maintenance, and operational costs. As mentioned within this document, the property is eligible for federal and state historic preservation tax credits.

**d. Plans and design concept renderings (optional)**

Floor plans identifying the proposed use of various rooms and buildings, proposed elevation drawings, and/or and interior or exterior renderings that visually communicate the proposed use or uses are highly desirable.

### **4.0 Links to Additional Information and Documentation**

Links to additional information including maps, floor plans, photos, historical documentation, conditions assessments and cost estimates, and additional pertinent reports and studies are available on the [projects website](#) or by following the individual links below:

1. [2019 Conditions Assessment](#)
2. [2023 Conditions Assessment Cost Addendum](#)
3. [Plat of Survey](#)



4. [Floor Plans and Elevations](#)
5. [2012 Architectural Assessment](#)
6. [2012 Facility Assessment Report](#)
7. [2021 Asbestos Containing Materials Survey](#)
8. [2012 Site Assessment and Development Report](#)
9. [2012 Phase I Environmental Assessment](#)
10. [2012 Code Analysis and Interior Conditions Assessment](#)
11. [Evanston Landmark Statement of Significance](#)
12. [Historical Assessment](#)
13. [Exterior Video Tour](#)
14. [Interior Video Tour and History](#)
15. [Interior and Exterior Photos](#)
16. [1977 Lighthouse Landing Report](#)

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:

<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

<b>State</b>	<b>County</b>
Select State ▼	Select County ▼

- City of Metropolis – Board of Commisioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.  
Add additional government agencies below for \$25 per County,  
Statewide and National subscriptions available.

My Subscriptions  [0]

**Nation (0)**

**States (0)**

**Counties (0)**

		Your Current Rate
<b>Total</b>	(0 subscriptions)	<b>\$0/year</b>

**Proceed to Checkout**

**Skip for Now**

**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)





# DEMANDSTAR

**B u i l d i n g C o m m u n i t i e s .**

(E-bidding) Electronic Bidding Instructions

# Introduction

To submit a bid electronically (e-bidding) on DemandStar

- The project **MUST** be setup for e-bidding by the government agency advertising the opportunity

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
RFP-2019-01-0-2019/df	Town of Malabar	Active	5/15/2019	5/31/2019	Malabar Parks and Recreation Board Memorial Wall Project	Planholders, Download/Order, Details
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching "Backpack Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	E-Bidding, Planholders, Download/Order, Details



## How to check if it is an e-bidding opportunity

- Not all opportunities posted on DemandStar by government are available for e-bidding
- Those that are available for you to electronically bid will list "e-bidding" as an available "ACTION" when you look at the project details

In order to do  
e-bidding

1. Click on “E-bidding” in  
the actions column

Bid Identifier	Agency Name	Bid Status	Broadcast Date	Date Due ▼	Name	Actions
RFP-2019-01-0-2019/df	Town of Malabar	Active	5/15/2019	5/31/2019	Malabar Parks and Recreation Board Memorial Wall Project	Planholders, Download/Order, Details
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching “Backpa Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	E-Bidding, Planholders, Download/Order, Details



In order to do  
e-bidding

2. Enter your contact information and enter in all required fields

Note: You **MUST** put a number of the “BID AMOUNT” box. However, that number can be 0 so as to allow for a more detailed description of your bid through your uploaded documents.

## Contact Information

*\* indicates required fields*

Company Name \*

Address 1 \*

Address 2

City \*


State \*

Postal Code \*

Phone \*

Fax

Country \*

 Bid Amount \*

Alternate Bid Amount

Notes



# In order to do e-bidding

- In the agency required documents section – check the documents you intend on uploading and fulfilling. By checking these boxes this is **ONLY** an acknowledgement of how you will fulfill the requirement. You still have to upload the documents.

## Required Documents



The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online) and which ones you will submit directly to the agency (offline).

### Agency Required Documents

Document	None	Online/ Electronic	Offline/ Manual	Not submitting
-				
<a href="#">Bid Reply</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Checklist</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Subcontractor List</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Current Workload, List of Projects and Completion Dates</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Questionnaire</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Drug Free Workplace Form</a>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In order to do e-bidding

Upload your response documents in an accepted file format

Make sure that you have covered and uploaded all the required documents

### E-Bid Response Documents

Agency Name	City of Port St. Lucie, Procurement Management Department
Bid Number	EBID-20190077-0-2019/HF
Bid Name	Purchase Breaching "Backpack" Kits, Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded
Bid Due Date	5/31/2019 3:00:00 PM Eastern time
Bid Opening	14 days, 21 hours, 45 minutes, 5 seconds

*No response documents uploaded*

### Agency Accepted File Formats



Formats

Adobe Acrobat (\*.PDF )  
Microsoft Excel (\*.XLS )  
Microsoft Excel (\*.XLSX)  
Microsoft PowerPoint (\*.PPT )  
Microsoft Word (\*.DOC )  
Microsoft Word (\*.DOCX)

### Upload Electronic Documents

*\* indicates required fields*



Document Title \*

Specify Upload Document \*

No file chosen


(Type the path of the document, or click the Browse button.)

In order to do e-bidding

Once you decide you've uploaded all your documents that you would like to submit, make sure you click the **NEXT** button at the bottom of the screen

### E-Bid Response Documents

Agency Name City of Port St. Lucie, Procurement Management Department  
Bid Number EBID-20180218-0-2018/jer  
Bid Name Sculpture on Lawn at City Hall Temporary Art Installation  
Bid Due Date 1/9/2019 2:00:00 PM Eastern time  
Bid Opening 100 days, 1 hour, 20 minutes, 11 seconds

	Document Title	Format	Size	Uploaded	Status	Action
1	 E-Bidding for Suppliers	Microsoft Word	12 Kb	10/1/2018 9:39:50 AM	Complete	<a href="#">View</a> , <a href="#">Remove</a>

### Agency Accepted File Formats

Formats  
Adobe Acrobat (\*.PDF)  
Microsoft Excel (\*.XLS)  
Microsoft Excel (\*.XLSX)  
Microsoft PowerPoint (\*.PPT)  
Microsoft Word (\*.DOC)  
Microsoft Word (\*.DOCX)

### Upload Electronic Documents

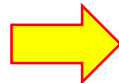
\* indicates required fields

Document Title \*

Specify Upload Document \*

(Type the path of the document, or click the Browse button.)

Your document has successfully uploaded but your response is not yet complete. You must still click 'Submit Response' on Bid Response Details page in order to complete your response and receive a confirmation



# Completing your e-bid submittal

- Please **VERIFY** that you have attached **ALL** the required documents
- Click on the **Submit Response** button to complete your e-bid

## Agency Required Documents

EDIT

1. **Bid Reply** (Electronic/Online) ✓
2. **Checklist** (Electronic/Online) ✓
3. **Subcontractor List** (Electronic/Online) ✓
4. **Current Workload, List of Projects and Completion Dates** (Electronic/Online) ✓
5. **Questionnaire** (Electronic/Online) ✓
6. **Drug Free Workplace Form** (Electronic/Online) ✓
7. **Current Certificate of Insurance** (Electronic/Online) ✓
8. **License/Certification to do Described Work** (Electronic/Online) ✓
9. **Reference Check Form** (Electronic/Online) ✓
10. **E-Bid Reply Excel Spreadsheet** (Electronic/Online) ✓
11. **E-Bid Bond** (Electronic/Online) ✓
12. **Vendor Code of Ethics** (Electronic/Online) ✓
13. **W-9 form** (Electronic/Online) ✓

## Uploaded Documents

EDIT

1. test document upload to ensure e-bidding active

### E-Bid Confirmation

After clicking "Submit Response" the following process will begin:

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- You may track your response submission under the View Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.

<< Return

Submit Response

## Confirmation of Response

- When you complete you will receive a confirmation
- This is a confirmation that what you uploaded will be visible to the agency when the bid closes, **this is not** a confirmation that all your documents were fill out or submitted correctly

### E-Bid Response Details

Agency Name City of Port St. Lucie, Procurement Management Department

Bid Number EBID-20180218-0-2018/er

Bid Name **Sculpture on Lawn at City Hall Temporary Art Installation**

Bid Due Date 1/9/2019 2:00:00 PM Eastern time

Bid Opening 100 days, 1 hour, 6 minutes, 46 seconds

Response # 15104

**Results** Your bid response is submitted.

<< Return

# Post Submission Edits

If you feel like you missed something or need to make a change you can go back to your submittal response and edit your e-bid. By clicking on “DETAILS” then “EDIT” the section you wish

Bid Identifier	Agency Name	Bid Status	Broadcast	Date Due ▼	Name	Status	Actions
EBID-20190077-0-2019/HF	City of Port St. Lucie, Procurement Management Department	Active	4/25/2019	5/31/2019	Purchase Breaching “Backpack” Kits, Gas Masks and Gas Mask Cartridges for the Police Department JAG Grant Funded	Incomplete	<a href="#">Details, Bid, History</a>

## Contact Information

**EDIT**

**Company Name** Sample DBE Company  
**Address 1** 509 Olive Way  
**Address 2**  
**City** Seattle  
**State** Washington  
**Postal Code** 98101  
**Phone** 2063739233  
**Fax** 2063739233  
**Country** United States of America  
**Bid Amount** \$0.00  
**Alternate Bid Amount**  
**Notes**



## Agency Required Documents

**EDIT**

1. Bid Reply (Electronic/Online) ✓



## DemandStar E-Bidding: Frequently Asked Questions

- Do suppliers need to be registered with DemandStar to participate in e-bidding?  
Yes. But if they don't already have an account with DemandStar, they can sign up and either
  - Be a subscriber for only your agency, at no charge, and be able to download documents at no charge and then receive notifications that match their commodity codes
  - Be a "basic supplier" for free - who researches on our platform and then pays \$5 to download all documents, thus becoming a plan holder
  - Be a paid subscriber for a county, state, national and receive notifications from all included agencies
- Can suppliers respond with document uploads or do they simply fill in forms?  
Yes, they may respond with document uploads that are available to you via the DemandStar platform.
- What type of E-Bidding Documents can be uploaded?  
Acceptable file formats for sending back documents that the city will accept:

### E-Bidding Documents

<b>Document Types</b>	Bidding Documents - Exhibits Pricing Bid Bond
<b>File Formats</b>	Adobe Acrobat (*.PDF ) Microsoft Excel (*.XLS ) Microsoft Excel (*.XLSX) Microsoft PowerPoint (*.PPTX) Microsoft PowerPoint (*.PPT ) ZIP Compressed Archive (*.ZIP )

- Is there a maximum file size that I can upload?  
Vendors can simply upload a single file or multiple documents as long as it doesn't exceed 100 MBs (single or multiple files)
- After a bid opening, what document(s) are made public by DemandStar?  
None. Only the agency can see the vendor responses so you are the only ones who will determine what you want to download and make public.
- Who do I call if I have questions or problems with the DemandStar?  
The City strongly encourages each respondent to setup their account and to explore the eBidding module at least a couple of days before the bid due date.

If you have questions or issues creating your account, accessing the eBidding module or submitting your bid prior to the bid due date, please contact DemandStar at 866.273.1863 or by email at [hello@demandstar.com](mailto:hello@demandstar.com).

---