



## Online Submittal Check List

This checklist is for your use to ensure you have successfully submitted your offer.

- ☐ Register as a vendor in the Vendor Self Service portal.  
<https://glendaleazvendors.munisselfservice.com/Vendors/default.aspx>

Vendor Registration instructions are located on the City's website.  
<https://www.glendaleaz.com/cms/One.aspx?portalId=15209085&pageId=16366196>

- ☐ Once registration is complete, find the solicitation you wish to submit an offer on and select "Create Bid"

### Request for Bids

Status: Open

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Create Bid

Information		Items	
Type	Statement of Qualifications		
Number	42200005		
Description	RSOQ 22-15 CONTRACTORS FOR HOUSING REHABILITATION AND DEMOLITION CONSTRUCTION SERVICES		Attachments: (3)
Due by	07/28/2026 02:00 PM (UTC-07:00) Arizona		
Opening date	07/28/2026 02:01 PM (UTC-07:00) Arizona		
Approximate award date	08/19/2026 12:00 AM (UTC-07:00) Arizona		

- ☐ The number next to Attachments shows the number of documents that are attached for the vendor. Download each one. You will be required to upload one or more of the documents as your offer.

Click on "Create Bid"

- ☐ The next screen is a page created by the system. You must enter a dollar amount in each place that says "Unit Price."

## View Bid

Step 1 2 3

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Vendor Bid ID:  to help you reference your bid(optional)to help you reference your bid (optional)

### Default bid group:

Description	Attachment	Quantity	UOM	Unit Price
Commodity: 91473 ROOFING AND SIDING	(0)	1.00	EACH	0.00
Commodity: 91065 REMODELING AND ALTERATIONS	(0)	1.00	EACH	0.00
Commodity: 91468 PLUMBING	(0)	1.00	EACH	0.00
Commodity: 03106 AIR/HEATING CENTRAL UNIT(PARTS)	(0)	1.00	EACH	0.00
Commodity: 03105 AIR CONDITIONERS	(0)	1.00	EACH	0.00
Group Total:				0.00

[Cancel](#) [Save and Continue](#)

Once you enter a dollar amount (can be \$1.00 or \$1,000 – it doesn't matter; this is not your offer). Click on Save, then Continue.

- ☐ Under attachment type, vendor will see the attachments that are required by the City. Until requested documents have been attached, it will say (0) for the number of attachments.

Vendor Self Service

Vendor Information

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Step 1 2 3

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Attachment Type	Description	Required	Attachments
Vendor Pricing Workbook	Completed Pricing Workbook	✓	(0)
Vendor Response Workbook	Completed Response Workbook	✓	(0)

[Attach](#)

[Attach](#)

[Back](#) [Save and Continue](#)

- ☐ After required attachments have been uploaded, the number of documents files attached with show ex. (1), (2), (3), etc. If you need to upload other documents for your offer, you can upload them to an existing line (ex: you could attach another document to either Vendor Pricing Workbook or Vendor Response Workbook).

Vendor Self Service  
Vendor Information  
1099  
Bids  
Checks  
Invoices  
Purchase Orders  
Contracts

### Bid Attachments

Step 1 2 3

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Attachment Type	Description	Required	Attachments	
Vendor Pricing Workbook	Completed Pricing Workbook	✓	(1)	<button>Attach</button>
Vendor Response Workbook	Completed Response Workbook	✓	(1)	<button>Attach</button>

Back
Save and Continue

- ☐ After selecting Save and Continue, you will see a “Submit Bid” button. This must be clicked in order for the proposal to be submitted.

Vendor Self Service  
Vendor Information  
1099  
Bids  
Checks  
Invoices  
Purchase Orders  
Contracts

### Bid Verification

Step 1 2 3

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**Proposal Status:** Pending

Information Addenda Items Attachments

Bid Number  
Description

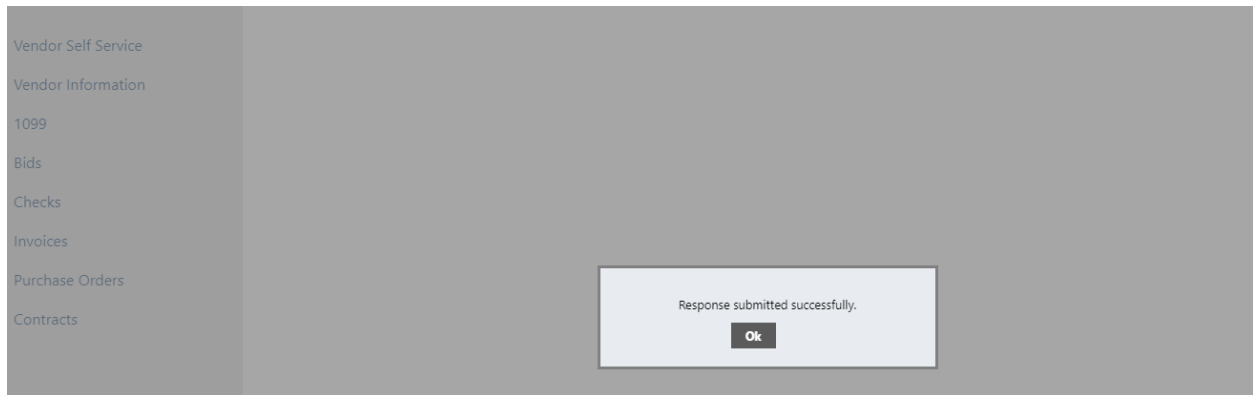
42000020  
RFP 20-29 ION Chromatograph with Quadrupole Mass Spectrometer

Proposals due by  
Bid opening date  
Approximate award date

02/06/2020 02:00 PM  
02/06/2020 02:01 PM  
02/06/2020 05:30 PM

Submit Bid

- ☐ After selecting submit bid, you will receive a message that states “Response submitted successfully.”



- ☐ After selecting “Ok,” you can verify submittal status by going back to Bids and selecting “Return to My Bids” to verify submittal.

A green thumbs up will be displayed under the “Submitted” status. This signifies successful submittal of proposal.

**Bids** [Search bids](#)

Proposal Status All ▼ Submitted All ▼ Bid Status All ▼

**Recent bid requests**

*All times reflect (UTC-07:00) Arizona*

Due by Date	Bid Number	Description	Vendor ID	Bid Status	Submitted	Proposal Status
02/06/20 14:00 PM	42000020	RFP 20-29 ION Chromatograph with Quadrupole Mass Spectrometer		Accepting Proposals	