Cook County Forest Preserves, Office of the Purchasing Agent Online Submission Site Step by Step Instructions May 2020

- 1. Navigate to: fpdcc.com
- 2. Select Doing Business
- 3. Select Current Bidding Opportunities
- 4. Click Purchasing Website
- 5. Click continue
- 6. Log on and sign in
- 7. Choose file and download at bottom of page
- 8. Add solicitation number in box below: Box_____
- 9. Enter Company Information

Organization / Company Name *
Sample Company name
Street Address *
123 Main Street
City *
Chicago
State *
IL
Zipcode *
60602

10. Enter Contact Information

Contact First Name *
First Name
Contact Last Name *
Last Name
Contact Email Address *
First.Last@sampleemail.com
Contact Phone Number *
312.123.2134
Comments
Sample Comment

CONTACT'S INFORMATION

11. In the file uploads section, click "Choose File", select the file to upload from your computer and choose "Open".

FILE UPLOADS

Use the following section to upload the required files for this Bid/RFP/RFQ. Please have ALL your files ready to upload when you submit your bid/Proposal, as you cannot s At least one file is required to be uploaded with your Bid,Proposal, or Qualifications package. To download fillable PDFs for many of the forms included in the solicitation, pl The maximum file size is 75MB so Bids, Proposals, or Qualifications packages that exceed the allowable size limit may not upload properly. Please plan accordigly. zip folder and upload the zip folder.

	Open	×
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Choose File No file chosen Upload	↑ Name	Date modified
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Files must be less than 75 MB .	🛱 Documents 💉 🖉 1945-18011	4/16/2020 10:27 AI
Allowed file types: pdf doc docx xls xlsx zip.	▶ PA_101_70000148063_0_US	4/16/2020 10:03 AI
	Operations	
Supporting Document	COVID-19 POs	4/15/2020 8:05 PN
	COVID-19 POS	4/15/2020 4:09 PN
	Electronic Solicitation Subm	4/15/2020 10:21 AI
	Intent to Execute - Award Armonia form-4-good-faith-efforts-guide-form	4/14/2020 3:32 PN
Choose File No file chosen Upload	Ownership Disclosure Docu	4/14/2020 3:32 PN
	Creative Cloud Files	4/14/2020 3:32 PN
(Optional) Additional supporting document for your solicitation submission.		4/14/2020 3:31 PN
Files must be less than 75 MB .	OneDrive - Cook County Gov form-2-letter-intent-05082014tn_1	4/14/2020 2:05 PN
Allowed file types: pdf doc docx xls xlsx zip.	This PC 041020_Alex	4/13/2020 7:52 AN
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** Please note that any submission received after the time and date s	File name: 1945-18075 Bid	×
The submitter remains responsible for ensuring that its proposal/bid		Const
of the reason for the delay.	Open	Cancel

Submit

12. Verify the file has uploaded properly by checking to ensure the name of your file appears next to the "Choose File" button.

Solicitation Document	
Choose File 1945-18075 Bid.pdf	Upload
[Required] Files must be less than 75 MB .	

Allowed file types: pdf doc docx xls xlsx zip.

- 13. If you have another document to upload, follow steps 6 and 7 under the "Supporting Document" Section.
- 14. Once all information is entered, click the Blue "Submit" Button at the bottom of the page.

(Deguized)		
[Required] Files must be less than :	75 MB.	
Allowed file types: pdf d	loc docx xls	xlsx zip.
Supporting Docume	ent	
Choose File No file cho	sen	Upload
(Optional) Additional su	pporting doc	ument for your solicitation submis
Files must be less than Allowed file types: pdf d		xlsx zin
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** Please note that a	ny submiss	sion received after the time and
The submitter remain of the reason for the		ible for ensuring that its propo

- 15. You will receive a confirmation on the next screen acknowledging receipt of your item. You will also receive a confirmation email sent to the contact email address provided in the form.
- 16. If you have any questions regarding the process, please email Vendor.Services@cookcountyil.gov.