

## Searching for Bids

We recommend using the following steps to create a broad search in DemandStar. This will allow you to “see” how our government partners classify and name the types of projects you are most interested in.

After doing a few broad searches, you may want to try using the additional filters beyond these mentioned below:

Included in the instructions are how to search for bids published by a specific agency.

1. Log In
2. Once your logged in and on your Dashboard Homepage - Click on “Bids” at the top of the screen

The screenshot displays the DemandStar dashboard interface. At the top, there is a navigation bar with the DemandStar logo and several menu items: Dashboard (highlighted), Bids, Quotes, Activities (marked 'Coming Soon!'), Messages (marked 'Coming Soon!'), and Responses. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with 'My Bids' and 'My Quotes' sections, each containing sub-categories and counts. The main content area features a header for 'Calgon Carbon Corporation' and a grid of four metrics: 'My Bid Notifications' (16), 'My Quote Notifications' (3), 'Bids I Am Watching' (3), and 'Responded Bids' (3). Below this grid is a 'DemandStar Network' section with 'New Governments This Year' (97) and 'No New Governments Near Me'. On the right side, there is a 'Notifications (1)' section with an 'Account' warning and a 'My Commodity Codes (11)' section listing various codes and their descriptions.

Category	Count
My Bid Notifications	16
My Quote Notifications	3
Bids I Am Watching	3
Responded Bids	3
New Governments This Year	97
No New Governments Near Me	0

- On the left side of the screen use the filter “Show bids” and select “All bids in the system” from the drop-down options

The screenshot shows the DEMANDSTAR Bids Search interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The left sidebar contains several filter sections: 'Location' (Search for state or county), 'Industry' (Filter by Industry), 'Show bids...' (All bids in the system), 'Bids for which I have been notified' (Bids I have ordered, All bids in the system, E-Bids only), 'Fiscal Year' (Select...), 'Bid Name' (Bid Name), and 'Agency' (Search for agencies). The main content area is titled 'Bids' and features a 'Sort By' dropdown set to 'Due Date'. A list of bids is displayed, including 'Vendor Database Update', 'RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final', 'TSBIDVINO24JAN03', 'TESTEBID322', and 'TESTBID'. Each bid entry includes details like location, ID, broadcast date, due date, planholders, and watchers.

- On the left side of the screen use the filter “Bid Name” to enter in a keyword and click “Search”

This screenshot shows the same DEMANDSTAR Bids Search interface, but with the 'Bid Name' filter set to 'technology'. The 'Show bids...' filter remains 'All bids in the system'. The list of bids is updated to show results matching the search criteria, including 'Vendor Database Update', 'RFSQ 20-02 20-INCH FORCE MAIN RIVER CROSSING DESIGN Final', 'TSBIDVINO24JAN03', 'TESTEBID322', 'TESTBID', 'TSBIDVINO3FEB01', and 'BidTest007'. The 'Search' button is highlighted in the sidebar, and the 'Clear Filter' button is visible at the bottom of the filter section.

## 5. Review your results

The screenshot shows the DEMANDSTAR Bids Search interface. The left sidebar contains search filters: Location (Search for state or county), Industry (Filter by industry), Show bids... (All bids in the system), Bid Status (Select...), Bid Identifier (Bid Identifier, with a note: (Enter Bid ID, e.g. \*RFP-5454-0-2000/CWD\*)), Fiscal Year (Select...), and Bid Name (technology). The main content area displays a list of bids under the heading "Bids". The results are sorted by "Due Date".

Bid Title	Location	ID	Broadcast	Due	Planholders	Watchers	Status
Maintenance, Repair and Equipment of Huber Technology and Kubota Membranes	Town of Davis, Davis, FL	ID: NTSS-NTSS-2020-21-0-2020/EL	Broadcast: 12/17/2019	Due: 12/26/2019	Planholders: 1	Watchers: 0	Under Evaluation
Gravity Sanitary Sewer Lateral Lining Technology Selection	City of Sarasota - Purchasing Division, Sarasota, FL	ID: RFI-20-09CM-0-2020/CM	Broadcast: 10/21/2019	Due: 11/6/2019	Planholders: 11	Watchers: 0	Under Evaluation
Reduced Bleed Technology System Installation	Clark County School District - Purchasing/Warehousing Department, Las Vegas, NV	ID: FQ-5C3807427CHP-0-2019/CW	Broadcast: 4/11/2019	Due: 4/15/2019	Planholders: 3	Watchers: 0	Under Evaluation
PROJECTS 4-5-6-8-9-14&15 / PUMP STATION IMPROVEMENTS / REFURBISHMENT / SCADA TECHNOLOGY / VALVE REPLAC...	City of Florida City, Florida City, FL	ID: ITB-ITB-2018-004-0-2018/JW	Broadcast: 6/20/2018	Due: 8/7/2018	Planholders: 14	Watchers: 0	Under Evaluation

### Or search by specific government “Agency” instead of “Bid Name”

After step 3 instead of using the “Bid Name” Filter use the “Agency” Filter to type the name of the government you are looking for then click “Search”

The screenshot shows the DEMANDSTAR Bids Search interface with the Agency filter used. The left sidebar filters include: Location, Industry, Show bids..., Bid Status, Bid Identifier, Fiscal Year, Bid Name, and Agency (City of Gainesville). The main content area displays a list of bids under the heading "Bids". The results are sorted by "Broadcast Date".

Bid Title	Location	ID	Broadcast	Due	Planholders	Watchers	Status
Food and Supply Provider for Ironwood Concessions	City of Gainesville - Procurement Division, Gainesville, FL	ID: ITB-RECI-200019-DM-0-2020/DM	Broadcast: 2/24/2020	Due: 3/24/2020	Planholders: 5	Watchers: 1	Active
Forum to seek ideas to develop affordable housing on city owned lots	City of Gainesville - Procurement Division, Gainesville, FL	ID: NTCE-0-0-2020/MT	Broadcast: 2/19/2020	Due: 2/24/2020	Planholders: 4	Watchers: 0	Under Evaluation
ITN for Old Fire Station #1, 427 S Main St. Gainesville, FL 32601, Rental & Adaptive Reuse Opportunity	City of Gainesville - Procurement Division, Gainesville, FL	ID: ITN-CMGR-200006-DH-0-2020/DH	Broadcast: 2/12/2020	Due: 3/12/2020	Planholders: 8	Watchers: 0	Active
Installation of Reinforced PVC Swimming Pool Membrane at Andrew R. Mickie Pool	City of Gainesville - Procurement Division, Gainesville, FL	ID: RFP-PRCA-200021-DM-0-2020/DM	Broadcast: 2/12/2020	Due: 3/19/2020	Planholders: 14	Watchers: 0	Active
Gainesville Fire Rescue Ballistic Protection Equipment	City of Gainesville - Procurement Division, Gainesville, FL	ID: RFP-GFDX-200023-DH-0-2020/DH	Broadcast: 2/11/2020	Due: 3/10/2020	Planholders: 11	Watchers: 1	Active
Crill Hintermister's Residential Rehabilitation Re-bid	City of Gainesville - Procurement Division, Gainesville, FL	ID: ITB-2020-015-1-2020/MT	Broadcast: 2/4/2020	Due: 2/20/2020	Planholders: 6	Watchers: 0	Awarded