

Vendor Self Service

- Surplus Auctions Overview -



BFS Purchasing

Phone: (808) 768-5535

<http://www.honolulu.gov/pur/index.htm>

Table of Contents

Purpose: 3

Accessing Vendor Self Service (VSS) 3

How to Search For Surplus Auctions 3

 A. Solicitation Posting Email Notices. 3

 B. Search for Surplus Auctions 4

Reviewing a Solicitation Document 5

 1. General information 6

 2. Contact Information..... 7

 3. Schedule of Events 7

 4. Commodity Information 7

 5. Terms and Conditions 8

 6. Attachments 8

How to Enter/Submit a Bid..... 9

Appendix A: Additional Resources 9

Purpose:

To explain to potential vendors how to access the City & County of Honolulu's Vendor Self Service's (VSS) Online Surplus Auctions.

Focusing on the following:

- How to search for surplus auctions
- How to review all information pertaining to a given surplus auction.

Accessing Vendor Self Service (VSS)

- Please go to: <https://www5.honolulu.gov/webapp/vss/Advantage>
- Login with your Username and Password. Only registered users (vendor) will be able to submit bids.

How to Search For Surplus Auctions

There are two ways to search for surplus auctions.

- A. Review your account's designated email address for surplus auction posting notices.
- B. Browse through VSS online surplus auction list. **[Search for Surplus Auctions](#)**

[A. Solicitation Posting Email Notices.](#)

When surplus auctions are posted to VSS, email notices are automatically sent to all vendors registered for the surplus auction commodity code.

Sending Email Address: BFS Purchasing (bfspurchasing@honolulu.gov)

Example Subject Line:

ADVMAIL: SOLICITATION <SPL BFS 10000001, 0 > HAS BEEN PUBLISHED.

Email Notices will contain the following information:

- Auction Number (Ex. SPL BFS 1000001, 0)
- General description of the items up for auction.
- Link to the auction on VSS.

B. Search for Surplus Auctions

The Search for Surplus Auctions page will displays all open, closed, awarded and cancelled surplus auctions posted on VSS.

To access this page, please click on the **Business Opportunities** shortcut link on your Workspaces (Top panel) and then click on **Search for Surplus Auctions**.

Search for Surplus Auctions

[help & advice](#) [Menu](#)

Search through our current postings of Surplus Auctions. Surplus Auctions allow you to buy our surplus items by participating in online competitive bidding with other vendors. Wildcard (*) searches are allowed. (e.g. A search of Description using "Computer*" finds all Solicitations whose description begins with the word 'Computer'. However, a search of Description using "computer*" would find all Solicitations with the word 'computer' anywhere in the description.) Click the Browse Link to execute the search.

Browse Clear

Commodities : Description :

Departments : Number : Status :

Number	Amendment	Description	Department	Published Date	Status	Closing Date	Closing Time	Prequalified List
✓ SPL-BFS-09000031-1		Test Surplus Auction	Budget and Fiscal Services	06/30/2009	Open	07/31/2009	12:01:26	false
SPL-BFS-09000028-1		Car Seats	Budget and Fiscal Services	06/30/2009	Closed	07/15/2009	14:00:00	false
SPL-BFS-09000029-1		Screw Drivers	Budget and Fiscal Services	06/30/2009	Closed	07/10/2009	14:00:00	false
SPL-BFS-09000027-1		Test Surplus Auction - Do Not Close -	Budget and Fiscal Services	05/11/2009	Closed	06/30/2009	14:00:00	false
SPL-BFS-09000030-1		Test Surplus Auction Complete Process	Budget and Fiscal Services	06/30/2009	Closed	06/30/2009	11:30:00	false
SPL-BFS-09000026-2	1	Test Surplus Auction - EV Bid Results -	Budget and Fiscal Services	05/11/2009	Closed	05/11/2009	09:30:00	false
SPL-BFS-09000025-1		Test SPL -Testing Active Status -	Budget and Fiscal Services	05/04/2009	Closed	05/08/2009	12:01:26	false
SPL-BFS-09000024-1		Auction List for C&C of Honolulu Surplus Auction May 2009	Budget and Fiscal Services	04/24/2009	Closed	04/30/2009	10:00:00	false
SPL-BFS-09000021-1		Test Surplus Auction -Two Groups-	Budget and Fiscal Services	04/21/2009	Closed	04/24/2009	10:00:00	false
SPL-BFS-09000020-1		ONLINE PUBLIC AUCTION TEST 2 JET SKI BID ITEM 0002	Budget and Fiscal Services	04/21/2009	Closed	04/24/2009	16:00:00	false

Surplus Auction Navigational Features

Navigational Feature	Behavior
Browse	Click on this button to refresh the solicitation list
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/> </div>	Use the First, Prev, Next and Last button to switch between the different pages.
Status (<input type="button" value="v"/>)	Use the Status : Drop Down List to switch between Open, Closed, Awarded and Canceled Solicitations
Find (<input type="button" value="Find"/>)	Use the Find buttons to limit list to contain only solicitations with a certain commodity code or department.
Descriptions :	Enter in keywords to limit list to contain only solicitations with certain keywords in its description.
Number :	Use the Number field, If the solicitation proposal number is already know.

Opening a Solicitation Document

To open a solicitation, click on the underlined auction document link in the **Number** column

- Example: [SPL-BFS-1000001-1](#)

Search for Surplus Auctions

[help & advice](#) Menu

Search through our current postings of Surplus Auctions. Surplus Auctions allow you to buy our surplus items by participating in online competitive bidding with other vendors. Wildcard (*) searches are allowed. (e.g. A search of Description using 'Computer*' finds all Solicitations whose description begins with the word 'Computer'. However, a search of Description using '*computer*' would find all Solicitations with the word 'computer' anywhere in the description.) Click the Browse Link to execute the search.

[Browse](#) [Clear](#)

Commodities : [Find](#) Description :

Departments : [Find](#) Number : Status :

Number	Amendment	Description	Department	Published Date	Status	Closing Date	Closing Time	Prequalified List
SPL-BFS-09000031-1		Test Surplus Auction	Budget and Fiscal Services	06/30/2009	Open	07/31/2009	12:01:26	false
SPL-BFS-09000028-1		Car Seats	Budget and Fiscal Services	06/30/2009	Closed	07/15/2009	14:00:00	false
SPL-BFS-09000029-1		Screw Drivers	Budget and Fiscal Services	06/30/2009	Closed	07/10/2009	14:00:00	false
SPL-BFS-09000027-1		Test Surplus Auction - Do Not Close -	Budget and Fiscal Services	05/11/2009	Closed	06/30/2009	14:00:00	false
SPL-BFS-09000030-1		Test Surplus Auction Complete Process	Budget and Fiscal Services	06/30/2009	Closed	06/30/2009	11:30:00	false
SPL-BFS-09000026-2	1	Test Surplus Auction - EV Bid Results -	Budget and Fiscal Services	05/11/2009	Closed	05/11/2009	09:30:00	false
SPL-BFS-09000025-1		Test SPL -Testing Active Status -	Budget and Fiscal Services	05/04/2009	Closed	05/08/2009	12:01:26	false
SPL-BFS-09000024-1		Auction List for C&C of Honolulu Surplus Auction May 2009	Budget and Fiscal Services	04/24/2009	Closed	04/30/2009	10:00:00	false
SPL-BFS-09000021-1		Test Surplus Auction -Two Groups-	Budget and Fiscal Services	04/21/2009	Closed	04/24/2009	10:00:00	false
SPL-BFS-09000020-1		ONLINE PUBLIC AUCTION TEST 2 JET SKI BID ITEM 0002	Budget and Fiscal Services	04/21/2009	Closed	04/24/2009	16:00:00	false

[First](#) [Prev](#) [Next](#) [Last](#)

Reviewing a Solicitation Document

The **Solicitation Details View** page is the online version of a solicitation proposal package.

The page is broken into six sections:

1. General Information
2. Contact Information
3. Schedule of Events
4. Commodity Information
5. Terms and Conditions
6. Attachments

1. General information

Important fields to note:

- **Create Response:** Click on the link to create an SR or bid for the surplus auction.

SR - BFS- ESR0720090000000019- 1- New- Draft

Solicitation Summary
Solicitation Summary Information

Solicitation : 1000004	Amendment : 0
Solicitation Type : RFQ	Close Date : 7/31/09
Solicitation Description : Test RFQ with Evaluation Criteria	Close Time : 14:00
Issuing Office : Honolulu	Phone : XXX-XXXX
Requesting Office : Honolulu	Phone : XXX-XXXX
Buyer :	Phone :
	Fax :
	Status : Open

No Bid
Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response

Response Type :

Comments :

Solicitation Details View

Please print this page for future reference using t

Pre-Qualified Vendors Notice of Intent to Award Notice of Award

Create Response

Solicitation 09000031

Solicitation: 09000031
Solicitation Type: Surplus
Description: Test Surplus Auction



- **Auction Bids:** Click on the link to see the current high bid for the surplus auction item.

Solicitation Details View

[help & advice](#) Menu

Please print this page for future reference using the browser print command.

Pre-Qualified Vendors Notice of Intent to Award Notice of Award Public Bid Reading **Auction Bids** Amendment History Create Response



Responses From Others

[help & advice](#) Menu

Solicitation : 09000031 Amendment : Status : Open
Solicitation Type : SPL Issued Date : 06/30/2009 Time Left : 1 Day, 1 Hours
Description : Test Surplus Auction Closing Date : 07/31/2009
Issuing Office : Honolulu Closing Time : 12:01:26
Requesting Office : Honolulu Phone : XXX-XXXX
Phone : XXX-XXXX

Commodity Group	Commodity Line	Commodity Description	Quantity	Unit Price	Total Amount	Delivery Days
✓ 1	1	Animals And Livestock, Sale Of Surplus And Obsolete Items	1.00000	\$2,901.00	\$2,901.00	0

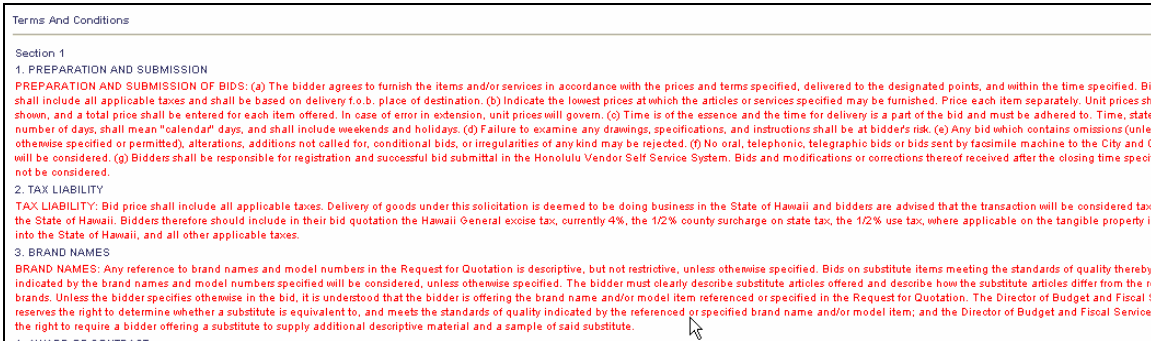
First Prev Next Last
[Return to Solicitation](#) [Refresh](#)

5. Terms and Conditions

This section contains the City & County of Honolulu's General Terms & Conditions for all solicitations.

Please Note:

If the surplus auction requires Special Terms & Conditions, it will be included as an attachment.

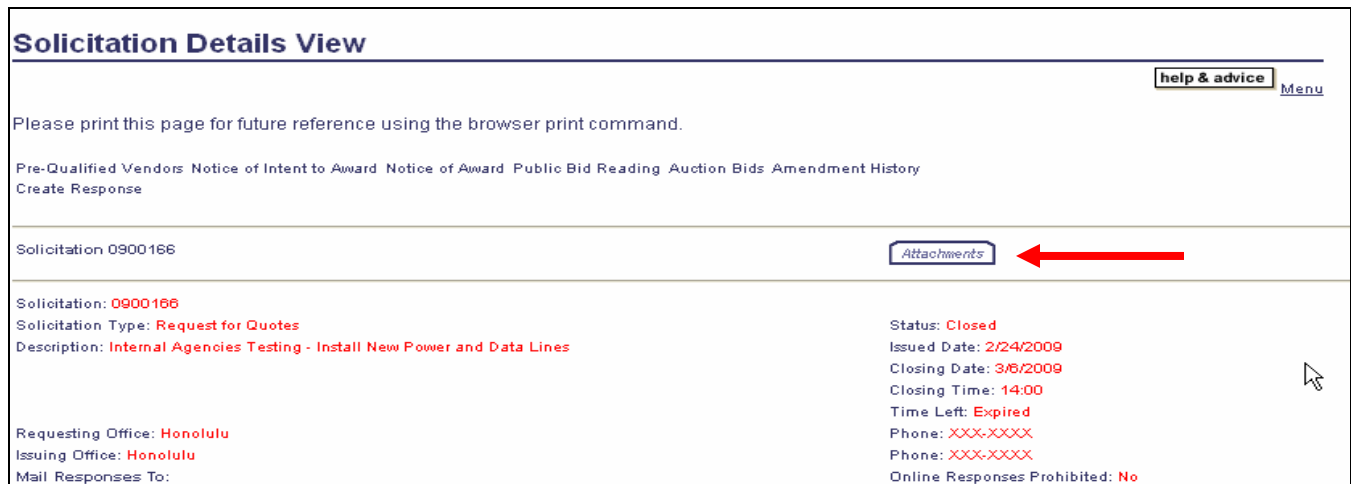


6. Attachments

If a solicitation has a requirement for Special Terms & Conditions, Greater-Detailed Specifications, Diagrams, or Special instructions it will be included as attachments.


Please Note:

If there are attachments for a solicitation, the  button will be displayed at the top of the page.

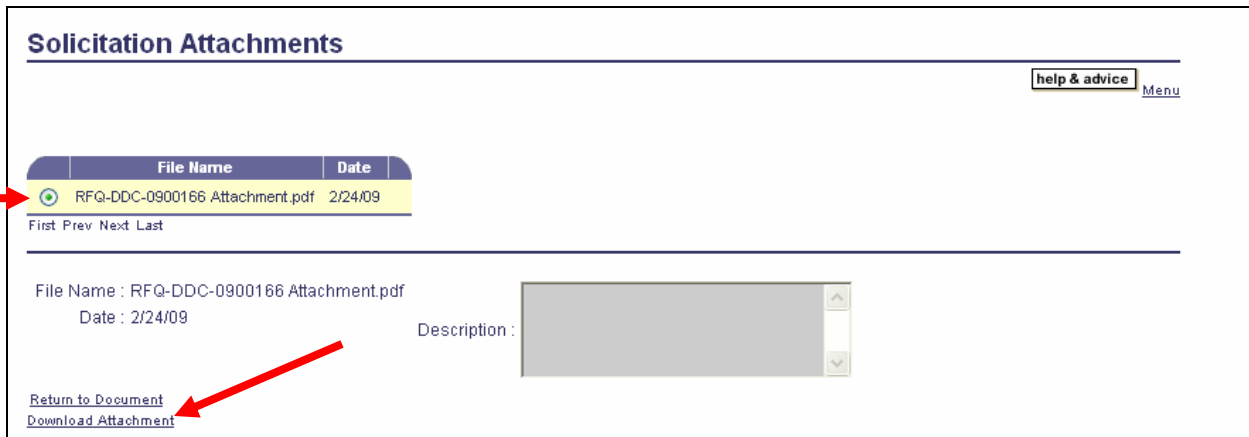


Downloading Attachment

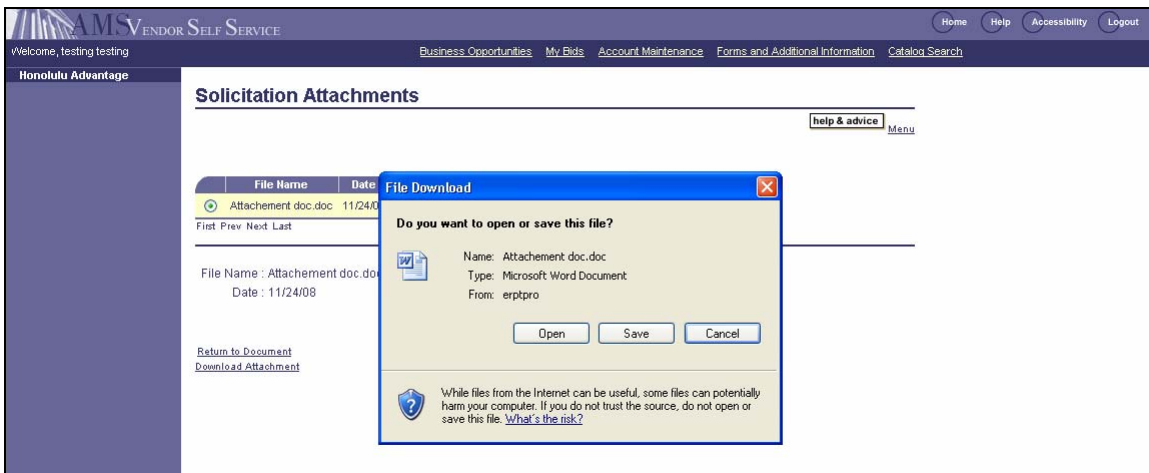
Please follow the steps below to download an attachment:

- Please click on the  button to open a list of all attachments for a solicitation.

- Open or download an attachment by selecting a document and then clicking on the Download Attachment button.



- After clicking on the Download Attachment button, a pop-up message will ask you to open or save the document.



How to Enter/Submit a Bid

Please click on the following link to access an in-depth guide on How to Enter and Submit a Bid in Honolulu Vendor Self Service:

- How to Bid Guide at <http://www.honolulu.gov/pur/vsssurplusbidding.pdf>

Appendix A: Additional Resources

If you have any questions, please contact the help desk at (808) 768-5535 or bfs purchasing@honolulu.gov.

Please click on the following link to access VSS FAQ's and VSS Help Guides:
<http://www.honolulu.gov/pur/honoluluvss.htm>