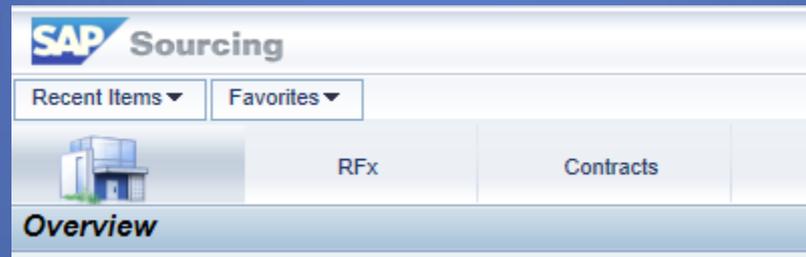


# Responding to Bids

# Click on the “eSourcing” tab in SourceHub



# Select the RFX Tab



# A List of all RFX's your company is associated with will populate, select the one you are looking to reply to

**RFX Response** Full Screen

Query: All RFXs

Find:  In:  Go Results Last Updated: 02:39:57 PM (CDT)

RFX Id	Title	RFX Response	Intention to Respond Date	Due Date	Phase	Type	Contact Person	RFX Response Status
RFX-00831-2018	As-Needed Extended Reach Brushcutter	PROP-03718-2018		08/15/2018 02:00 PM (CDT)	Get Insurance Info and Notify Suppliers	Services - As Needed	Michael Biegler	Waiting For Acceptance
RFX-00829-2018	Extended	PROP-03712-2018		08/15/2018 02:00 PM (CDT)	Get Insurance Info and Notify Suppliers	Services - As Needed	Michael Biegler	Waiting For Acceptance
RFX-00056-2019	2019 - SUPPLY EQUIPMENT	PROP-00148-2019	04/04/2019	04/05/2019 02:00 PM (CDT)	Publish RFX	Material Equipment	Murthy Kamiseti	No Response
RFX-00055-2019	TESTING SC TO RFX Response	PROP-00135-2019		04/30/2019 02:00 PM (CDT)	Get Insurance Info and Notify Suppliers	Services - One Time Project	Rama Kishore	No Activity
RFX-00022-2019	TEST3865	PROP-00012-2019		02/13/2019 02:00 PM (CST)	Publish RFX	Material Equipment	Siva Tellakula	No Activity
RFX-01008-2018	RFX	PROP-04687-2018		10/24/2018 02:00 PM (CDT)	RFX Closed	Services - As Needed	Vinay Boda	In Progress
RFX-00996-2018	TESTING SC TO RFX	PROP-04683-2018		09/27/2018 02:00 PM (CDT)	Publish RFX	Services - One Time Project	Rama Kishore	In Progress
RFX-00949-2018	SOIL PILE EXCAVATION	PROP-04606-2018		09/28/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Michael Biegler	In Progress
RFX-00985-2018	CRANE WITH OPERATOR BR 289.28 DEL RIO	PROP-04600-2018		10/16/2018 04:00 PM (CDT)	RFX Closed	Services - One Time Project	Tracy Harrison	In Progress
RFX-00962-2018	CRANE - BRIDGE DEL RIO SUB 287.33	PROP-04531-2018		10/16/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Scott Lohr	In Progress
RFX-00963-2018	CRANE - BRIDGE DEL RIO SUB 280.95	PROP-04523-2018		10/16/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Scott Lohr	In Progress
RFX-00964-2018	CRANE - BRIDGE DEL RIO SUB 310.70	PROP-04515-2018		10/16/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Scott Lohr	In Progress
RFX-00965-2018	CRANE - BRIDGE DEL RIO SUB 275.11	PROP-04507-2018		10/16/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Scott Lohr	In Progress
RFX-00966-2018	DRILL & SOCKET - BR DEL RIO SUB 275.11	PROP-04498-2018		10/16/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Scott Lohr	In Progress
RFX-00953-2018	DRILL AND SOCKET BR 553.32 SANDERSON	PROP-04473-2018		10/16/2018 04:00 PM (CDT)	RFX Closed	Services - One Time Project	Tracy Harrison	In Progress
RFX-00954-2018	DRILL AND SOCKET BR 310.70 DEL RIO	PROP-04472-2018		10/16/2018 04:00 PM (CDT)	RFX Closed	Services - One Time Project	Tracy Harrison	In Progress
RFX-00960-2018	V. MUNOZ - 368.17 DEL RIO SUB DRILLING	PROP-04471-2018		10/16/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Mary Murphy	In Progress
RFX-00959-2018	V. MUNOZ - 368.34 DEL RIO SUB DRILLING	PROP-04470-2018		10/26/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Mary Murphy	In Progress
RFX-00925-2018	K. FREIMUTH - KC METRO CULVERT	PROP-04332-2018		09/26/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Sandra Suver	In Progress
RFX-00873-2018	M. CORY - 72" culvert - Trenton Sub	PROP-03962-2018		09/04/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Sandra Suver	In Progress
RFX-00840-2018	M. CORY - TRENTON SUB CULVERTS	PROP-03955-2018		09/04/2018 02:00 PM (CDT)	RFX Closed	Services - One Time Project	Sandra Suver	In Progress
RFX-00079-2018-Round02	Round 2 of Southern Region Brushcutting	PROP-02234-2018		05/29/2018 12:00 PM (CDT)	RFX Closed	Services - As Needed	Tamika Pierson-Booty	In Progress
RFX-00236-2018-Round02	Round 2 of BRUSHCUTTING - HYRAIL	PROP-01614-2018		05/01/2018 12:00 PM (CDT)	RFX Closed	Services - As Needed	Michael Biegler	In Progress
RFX-00073-2018	TREE REMOVAL - YUMA SUB	PROP-00224-2018	03/09/2018	03/19/2018 03:00 PM (CDT)	RFX Closed	Services - One Time Project	Michael Biegler	In Progress
RFX-00011-2019	MTESTA1	PROP-00003-2019		02/15/2019 02:00 PM (CST)	Publish RFX	Material Equipment	Murthy Kamiseti	In Progress

Page 1 of 3 Go Displaying 1-50 of 118 records.

# The details of the RFx will populate

**Displaying: RFx RFX-00068-2019: Trenching Project - Blair Sub - Test**

 Favorites

ID: RFX-00068-2019  
Title: Trenching Project - Blair Sub - Test

**Service Description:**  
Supplier to provide all labor equipment and material to complete trenching project on the Blair Sub.

Description:  
Current Phase: Publish RFx  
Company: Union Pacific  
Contact: Peter Isham  
RFx Response Due Date: 05/10/2019 12:00 AM (CDT)  
Term of:  
Term of Time Period:  
Completion Date:

# Scroll down to find Prebid info and your Proposal, select the RFX Response ID to edit your response

**RFX Responses**

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**Prebid Meeting Information**

Company Representative	Prebid Meeting Date	Prebid Meeting Time	Prebid Timezone	Prebid Meeting Location	Special Instructions	Mandatory/Optional
CT						

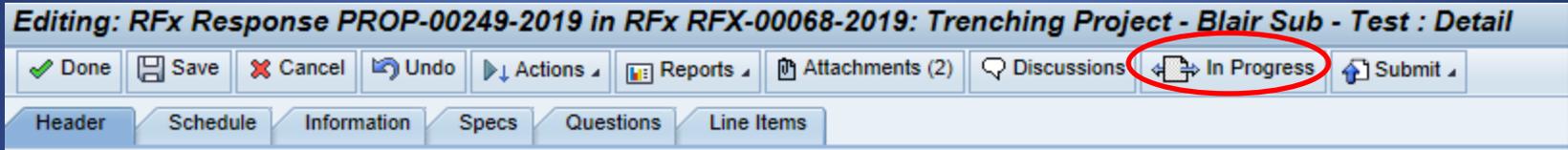
Page 1 of 1 Go Displaying 1-1 of 1 records.

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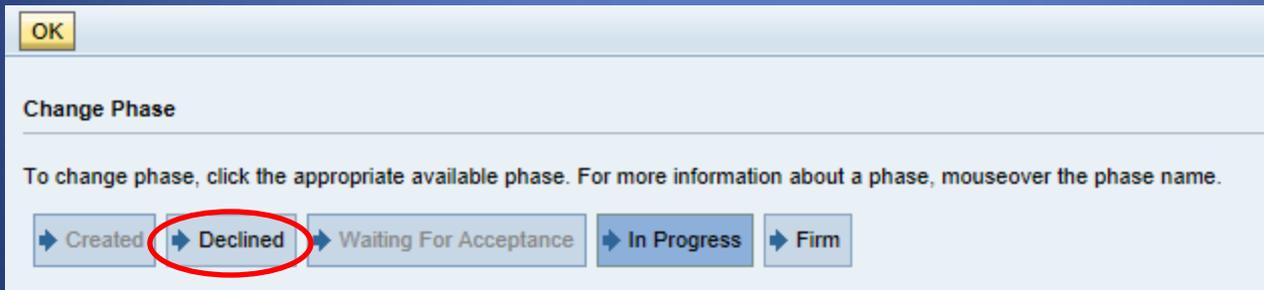
RFX Response	Internal RFX Response ID	Cover Page Comments	RFX Response Status
<a href="#">PROP-04683-2018</a>			In Progress

Page 1 of 1 Go Displaying 1-1 of 1 records.

# To decline a bid, click the “In progress” tab



Select “Decline” then click OK



The Header tab will show first.  
The Internal ID is a way for you to identify the response internally.

**Editing: RFX Response PROP-04683-2018 in RFX RFX-00996-2018: TESTING SC TO RFX : Detail**

Done Save Cancel Undo Document Actions Reports Attachments Discussions In Progress Submit

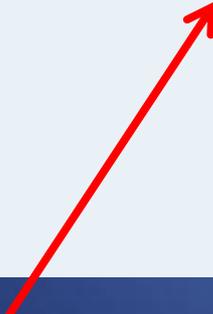
Header Schedule Information Specs Questions Line Items

ID: PROP-04683-2018  
Title: TESTING SC TO RFX  
Current phase of RFX: Publish RFX  
Customer Company: Union Pacific  
Contact Person: Rama Kishore  
**Internal RFX Response ID:**

**General Status**

RFX Response Status: In Progress  
Response Due Date: 09/27/2018 02:00 PM (CDT)  
Cover Page Comments:

Font Size Black B I U  View HTML Source Spell Check  
0 characters



Include any comments to the “Cover Page Comments” section.

# The Schedule Tab will show any important dates related to the RFX

**Schedule Items**

Display Name	Planned Start	Description
RFX Response Due	05/10/2019	The RFX response is due shortly. Make your final changes and set the response status to Firm.

Page 1 of 1 Go   Displaying 1-1 of 1 records.

# The Information tab will show anything that must be understood prior to bidding

**Editing: RFX Response PROP-04683-2018 in RFX RFX-00996-2018: TESTING SC TO RFX : Detail**

Done Save Cancel Undo Actions Reports Attachments Discussions In Progress Submit

Header Schedule **Information** Specs Questions Line Items

**Information Sections**

#	Information Sections	Has Attachments
1	Bidders shall carefully examine	<input type="checkbox"/>
2	The information contained in this bid	<input type="checkbox"/>
3	Union Pacific Railroad has implemented	<input type="checkbox"/>
4	All correspondence concerning this bid	<input type="checkbox"/>
5	Volumes furnished in this Request	<input type="checkbox"/>
6	This bid does not constitute an offer	<input type="checkbox"/>
7	The successful bidder shall be required	<input type="checkbox"/>
8	If you are in doubt as to the understand	<input type="checkbox"/>
9	Expenses incurred in the preparation	<input type="checkbox"/>
10	Union Pacific reserves the right	<input type="checkbox"/>
11	Union Pacific reserves the right	<input type="checkbox"/>
12	All times referenced are in the Central	<input type="checkbox"/>
13	The pricing, terms, and conditions state	<input type="checkbox"/>

Page 1 of 1 Go Displaying 1-13 of 13 records.

# The Questions tab includes all questions that are required to be answered before submitting your bid

Questions

Export Import

#	Title	Questions Answered	Required Questions Answered
 1	Services - One Time	0 out of 13	0 out of 13

Page 1 of 1 Go Displaying 1-1 of 1 records.

Click the pencil to edit your answers

# Once all questions are answered, click “Done”

**Editing: Questions Section : Services - One Time**

Done  Save  Cancel  Undo

Description:

Questions Answered: 0 out of 13

Required Questions Answered: 0 out of 13

**1.1 Compliance**

1.1.1

 Have you read and can your company comply with UP's Supplier Code of Conduct?  
Website: ([https://www.up.com/suppliers/code\\_of\\_conduct/index.htm](https://www.up.com/suppliers/code_of_conduct/index.htm))

**\***

No Answer  
 Yes  
 No

Additional Info:

0 of 1000 characters

1.1.2

# The Line Items tab allows you to input bid pricing for the line items included in the project

Header		Schedule	Information	Specs	Questions	Line Items
View:	Basic View	Group By:	Display Group	Detail Pane: <input type="radio"/> On <input checked="" type="radio"/> Off		
Import Line Items		Export Line Items				
<input type="checkbox"/>	Decline To Bid	<input type="checkbox"/>	Not Applicable - Unit Price	Scales	<input type="checkbox"/> Not Applicable - Extended Price	
▼ 1. Trenching Project - Blair Sub - Test						
	▼ 1.1. Service - 3000781 - Excavator Crawler 26-40 Ton - WO Oper - Heavy Construction Eqmt Svcs - NORTHERN-GREAT PLAINS - 100.000 Hour					
<input type="checkbox"/>	<input type="text"/>	USD				
	▼ 1.2. Service - 3001933 - Truck Dump End 21-30 CY - WO Oper - Heavy Construction Eqmt Svcs - NORTHERN-GREAT PLAINS - 100.000 Hour					
<input type="checkbox"/>	<input type="text"/>	USD				
	▼ 1.3. Service - 3000302 - Bulldozer Crawler <105 HP - WO Oper - Heavy Construction Eqmt Svcs - NORTHERN-GREAT PLAINS - 100.000 Hour					
<input type="checkbox"/>	<input type="text"/>	USD				
	▼ 1.4. Service - 3001392 - Per Diem Lodging & Meals - Per Person - Heavy Construction Eqmt Svcs - NORTHERN-GREAT PLAINS - 1 Days					
<input type="checkbox"/>	<input type="text"/>	USD				
Total Price						

# Fill in the line item price and then click "Save"

Decline To Bid	Unit Price	Scales	Extended Price
<input type="checkbox"/>	220.00 USD		22,000.00 USD
<input type="checkbox"/>	560.00 USD		56,000.00 USD
<input type="checkbox"/>	560.00 USD		56,000.00 USD
<input type="checkbox"/>	560.00 USD		560.00 USD
Total Price			134,560.00 USD

The total price of each line and the grand total bid price will show up on the right side, please confirm these are accurate

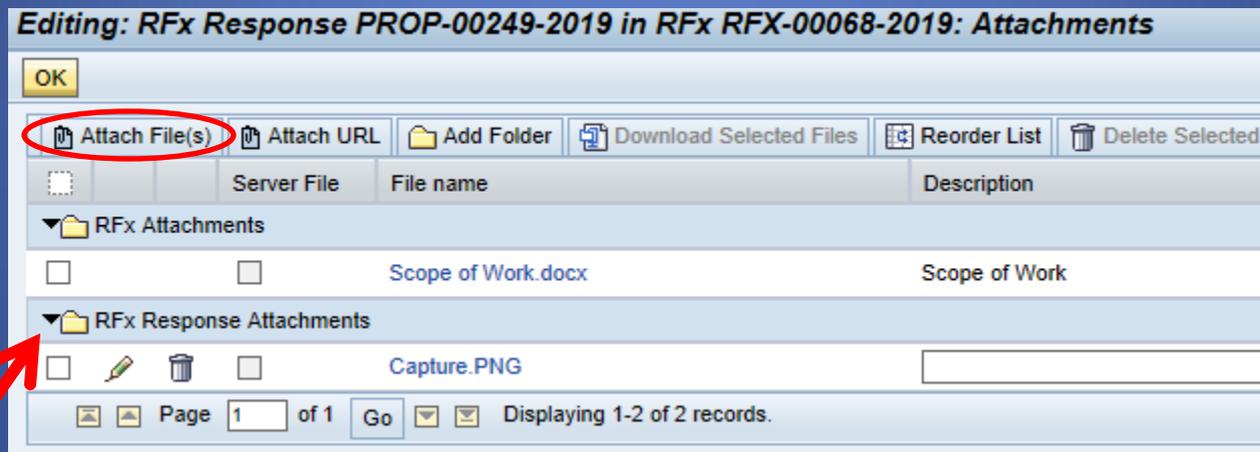
Any necessary information UP provides will be in the “Attachments” tab

**Editing: RFX Response PROP-00249-2019 in RFX RFX-00068-2019: Trenching Project - Blair Sub - Test : Detail**

Done Save Cancel Undo Document Actions Reports Attachments (1) Discussions In Progress Submit

Header Schedule Information Specs Questions Line Items

# Click on the Attachments Tab and then click “Attach File”

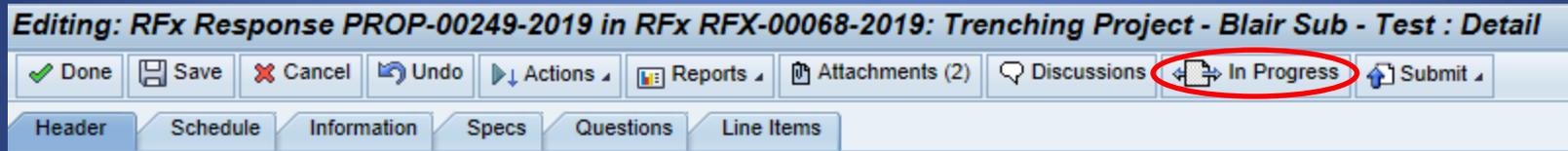


Any attachments you upload will be filed in an “RFX Response” folder and will be included with your bid submission

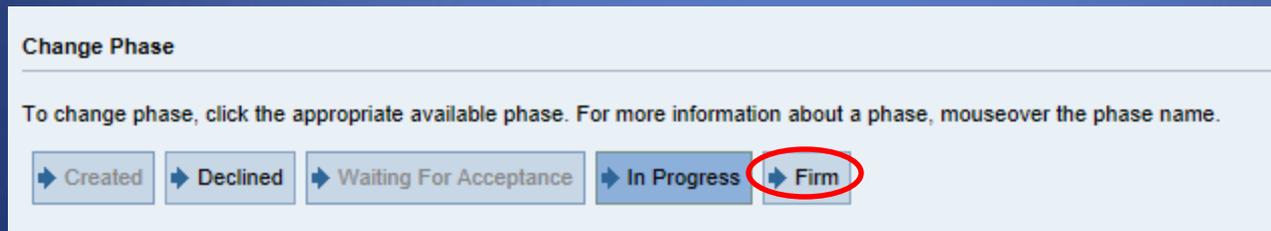
Click OK to exit

# There are two ways to submit your final response

1) Click the “In progress” tab



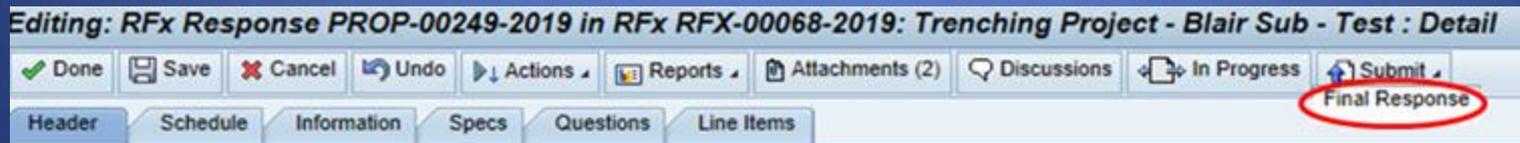
On the “Change Phase” prompt, click “Firm



2) Click the “Submit” tab



Select “Final Response”



# Your bid has now been submitted

- If for any reason your bid needs to be retracted, contact the bid manager or RPC at 402-544-1772