

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

1. Navigate to: [fpdcc.com](http://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

COMPANY INFORMATION

Organization / Company Name \*

Sample Company name

Street Address \*

123 Main Street

City \*

Chicago

State \*

IL

Zipcode \*

60602

10. Enter Contact Information

CONTACT'S 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

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 accordingly.  
zip folder and upload the zip folder.

**Solicitation Document**

  No file chosen

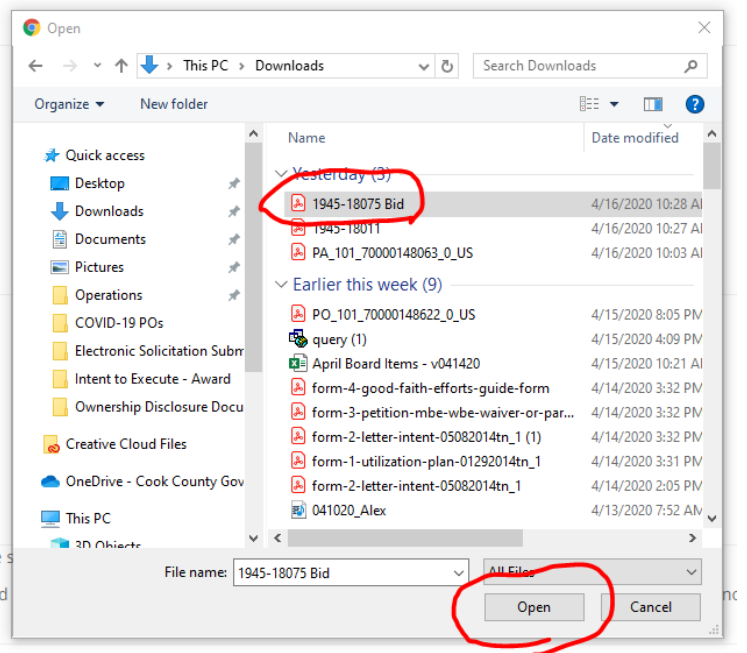
[Required]  
Files must be less than **75 MB**.  
Allowed file types: **pdf doc docx xls xlsx zip**.

**Supporting Document**

No file chosen

(Optional) Additional supporting document for your solicitation submission.  
Files must be less than **75 MB**.  
Allowed file types: **pdf doc docx xls xlsx zip**.

\*\* Please note that any submission received after the time and date s  
The submitter remains responsible for ensuring that its proposal/bid  
of the reason for the delay.



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

1945-18075 Bid.pdf

[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.

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1945-18075 Bid.pdf

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Allowed file types: **pdf doc docx xls xlsx zip**.

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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](mailto:Vendor.Services@cookcountyil.gov).