

MANUAL BID DROP-OFF PROCEDURES

NOTE: Manual Bids will be accepted up to the first 45 minutes of the hour before they are due. For example, if bid is due at 4:00, bids will be accepted up to 3:45 p.m. of the date due.

1. Please make sure that the bid is in a sealed envelope marked with the following:
 - Name of Bid
 - Name of Company submitting Bid
 - Address of Company submitting Bid
2. Please notify security officer that you are there to drop off a bid with the City Secretary. The security officer will notify the City Secretary's Office and one of our staff members will go downstairs to receive the bid.
3. All vendors should wait outside until we pick the envelope up, go back up to the 3rd floor to time-stamp the envelope, make a copy of it and bring it back to you. **(We highly recommend the vendor wait to receive a copy of the time-stamped envelope.)**

Thank you for your understanding and help at this time of trying to stay healthy and safe.

City Secretary's Office