

# MANUAL BID DROP-OFF PROCEDURES

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
  - An email required for participation in virtual bid opening
1. Please notify receptionist you are dropping off a bid so she can notify the City Secretary's Office.
  2. ALL bids are officially accepted ONLY if they are on time and are time stamped by the City Secretary's Office.
  3. ALL vendors, if you want to participate with the virtual opening of a bid, an email MUST be provided on bid envelope.

Thank you for your cooperation,

***City Secretary's Office***