

**VENDOR INSTRUCTIONS TO SUBMIT BID, PROPOSAL, AND CONTRACT PAPERWORK
TO THE CITY OF SUMMIT**

SUBMISSIONS MUST BE PHOTOCOPIER READY

PLEASE DO:

- Enclose ORIGINAL documents; facsimile or photocopied signatures ARE NOT acceptable.
- Double check that all documents requiring original signatures have been properly executed.
- Double check that all documents requiring a raised corporate/company/surety seal have been properly sealed.
- Double check that required bonds and consents of surety (if applicable) are properly executed for the full amount AND term of contract award; limits on amount that would not include alternates if awarded and/or term for possible multi-year contract award may be cause for rejection.
- Double check that all required, properly executed documents are enclosed.
- Assemble submission with all required original documents **WITHOUT double-siding, staples, binding, or otherwise affixing page/s together**. Paper clips, binder clips, butterfly clips or rubber bands are welcome and appreciated.
 - For formal bids, assemble submission in a sealed, **properly labeled** envelope.
 - If using messenger/delivery service (FedEx, UPS, etc.), label **outermost** delivery envelope.

PLEASE DO NOT:

- Return informational pages, General Instructions, Technical Specifications, etc. unless specifically requested in scope of services or identified as item to be returned.
- Enclose pages smaller or larger than 8 ½ by 11” unless specifically requested in scope of services (plans, etc.).
- Enclose folded pages.
- Enclose double-sided pages.
- Staple or bind (any form or size of staple, binding, additional punched holes, etc.); paper clips, binder clips, butterfly clips or rubber bands are welcome and appreciated.
- Staple or affix any pages within the submission including folded or partial size pages.
- Enclose any documents that were not specifically requested (**NO financial statements**, no generic equipment lists, history of completed projects longer than three years, generic subcontractor packets that include documentation for subcontractors that were not requested or will not be used on the project, etc.). If unrequested information is provided and proves unacceptable, the potential for delays and/or rejection increases. Also, with limited storage space and the legal requirement for the City to retain these type records for a minimum of six years, submissions which include required documents only are appreciated.
- Enclose any covers, tabbed dividers, inserts, or any other material that is not photocopier ready, unless specifically requested in scope of services (e.g. manufacturer’s equipment brochure, etc.).
- Enclose ILLEGIBLE photocopies; all documents **MUST BE LEGIBLE**. Illegible documents must be verified and may cause delays and/or rejection.
- Mark any documents as “confidential” or the like. All documents submitted to the City of Summit become public record and are subject to the Open Public Records Act (OPRA) with limited exceptions defined by statute.

Thank you for your cooperation!