

RFB 120-033

Bid Submittal Instructions

Step 1: Please save/scan all your bid documents as PDFs with the following filename format:

120-033_CompanyName_File# of TotalFile#_FileDescription

Examples: 120-033_AcmeCorp_1of5_BidDocs

120-033_AcmeCorp_2of5_Worksheet

120-033_AcmeCorp_3of5_AdminDocs

etc.

Step 2: Please click on the following to submit your bid documents:

[Bid Document Submittal](#)

If you are unable to open the above link due to computer restrictions, open this document in Adobe Reader and copy-paste the following URL into a web browser (Chrome, Firefox, etc.):

<https://lawa.app.box.com/f/7a70a0c19832405fbc0240bc11146be7>

Important Notes Regarding Bid Submittal:

- **Files must be successfully uploaded by the due date and time.** Please start the upload at least 30 minutes before the deadline to allow for file transfer.
- Please make sure to upload the individual files. Folders cannot be uploaded.
- The email address required for submittal may be contacted for questions and clarification.
- The selected vendor will be required to mail/submit the **original** bid documents.
- Bid document revisions are allowed prior to the deadline. Please submit your updated bid files with the same filenames and we will accept the latest copies prior to the deadline.
- For further help regarding bid submittal, please contact **Joon Lee** at jlee@lawa.org and **Matthew Yeung** at myeung@lawa.org