

THINGS TO REMEMBER BEFORE SUBMITTING YOUR BID.....

- Envelope MUST BE SEALED
- OUTSIDE OF ENVELOPE MUST INCLUDE:
 - The bidders name and city (location of the business); and
 - Project name
- MUST BE SUBMITTED TIMELY Verify time with Clerk's Office

If the envelope is incomplete or not sealed, or received late, **WE WILL NOT ACCEPT** your bid proposal.