

TIPS FOR SUPPLIERS



READ THE REQUEST DOCUMENTS CAREFULLY

- **Check for Mandatory Requirements** - Look for any requirements? For example, a site meeting, technical qualifications.
- **Include All Supporting Documents** - Provide any requested information, such as insurance certificates.
- **Stay Updated** - We may issue additional information (Addendums). Make sure you've seen the latest updates.
- **Ask Questions Early** - If something is unclear, send your questions as soon as possible.



COMPLETE THE RESPONSE FORM

- **Fill Out and Sign the Form** - Double-check that your form is complete and signed.
- **Local Suppliers** - If you are a local business, you may qualify for a price preference. Check the *Buy Local Policy* link in the request document to see if it applies to you.
- **Follow the Pricing Format** - Submit your prices exactly as requested.



ADDRESS ALL EVALUATION CRITERIA

- **Cover Each Point** - We score against every criteria listed, so make sure to address them all.
- **Focus on High-Weighted Criteria** - Criteria with more weight counts more in the evaluation. Focus there - but don't skip any criteria.
- **Quality Over Quantity** - Provide clear and concise information that shows how you meet the criteria.



MEET THE SUBMISSION DEADLINE

- **Plan Ahead** - Allow yourself enough time to email, upload, post or drop off your submission.
- **Label Documents Clearly** - Use one combined PDF for all documents, if possible.
- **No Late Submissions** - We cannot accept any submissions past the deadline.



RESPOND QUICKLY TO QUERIES FROM THE CITY

During the evaluation, we may ask for more details (clarifications). Please respond as quickly as possible.

Note on Timeline:

Evaluation and approval times vary. We'll notify you of the outcome once the decision is final.