

# 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 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.