

Submission Procedures for Sealed Bids & Proposals

Instructions for Bidder/Proponent

Sealed Bids and Proposals are to be submitted by mail, common carrier, or delivered in person at the Central Services Department, 7994 North McDonough Street, Jonesboro, GA 30236.



Location of Drop Box: Conference Room

In-person delivery, you will need to do the following:

- All Bid packages must be sealed.
- The front desk representative will direct the Bidder to complete the required information for dropping off the Bid packages, in the Drop Box, located in the locked conference room.
- Two (2) **“Time Stamp”** cards will be provided to the Bidder/Proponent one to be taped to the front of their package, and one to be kept as a receipt.
- A time-stamped **“Bid Log Sheet”** will be provided to the Bidder/Proponent for the firm to provide their name, address, and representative name.
- The Bidder/Proponent will then place the Bid package with the attached Bid Log Sheet in the Drop Box. The Drop Box has a tamper-resistant drop slot that accepts items up to 15 inches wide and 7.5 inches in height.



NOTICE:

- It shall be the duty of each Bidder to ensure that their Bid is delivered within the closing date/time and at the place prescribed in the Bid/RFP document or subsequent addenda.
- Sealed Bids/Proposals received before the time fixed in the Bid/Proposal document will be kept in a secure location.
- Any Bid/Proposal received after the exact time and date specified, will not be considered. If a late Bid/Proposal is received via carrier, it will be marked “late Bid” and will not be opened. If a late Bid is hand-delivered, it will be returned unopened to the Bidder/Proponent.