

## **Responding to a Bid**

Bid documents contain the County's Invitation for Bids form at the beginning. Requests for Letters of Interest and County Attorney forms do not contain this document. The first page of the Invitation for Bids form is an integral part of any bid response. It must contain an original signature, in ink (per Item 1 of the form), and must be returned along with the completed document titled "Bid Sheet". Responses to an Invitation for Bid may not be faxed or sent via email.

Bids that require the bid (pricing) sheet electronically must still be submitted in hard copy form with the addition of a CD-Rom containing the bid pricing sheet in Excel format. The CD-Rom disc must be read-only. The CD-Rom will become property of Broward County as part of the bid submittal; as such it is submitted at a no-cost basis to Broward County. **The Excel bid sheet template provided on the Broward County Purchasing website must be used and CD-Rom is the only electronic media accepted.** Further instructions are provided in the Invitation for Bid.

Bids received after the bid opening deadline will be rejected.