

## INSTRUCTIONS FOR SUBMITTING PRICING DOCUMENTS

Waukesha County accepts hard copy or electronic bids. Electronic bids/RFP responses are those that are submitted using Waukesha County's website; <https://www.waukeshacounty.gov/administration/purchasing/>. **Fax or E-mail responses to the buyers or other staff members are not considered electronic responses and WILL NOT BE ACCEPTED.**

### **BID/RFP RESPONSE SUBMISSION REQUIREMENTS FOR SUBMITTING HARD COPY:**

Bid/RFP responses must be submitted on the forms provided and the Signature document must be MANUALLY SIGNED to be considered. All **REQUIRED** bid/RFP documents as noted therein are to be received in a sealed envelope no later than the opening time/date. **BID/RFP RESPONSES RECEIVED AFTER THE OPENING DATE/TIME WILL BE REJECTED.** Bid/RFP responses should be identified in the lower left corner with the bid/RFP number, opening date & description.

#### **Mailing Address for Bid/RFP Response Submission:**

Waukesha County Purchasing Division  
Administration Center Room 310  
515 W. Moreland Blvd.  
Waukesha, WI 53188

#### **Delivery of Bids/RFPs**

**If you are delivering your response in person,** you must enter through the main courthouse public entrance, 515 W. Moreland Blvd. and **deliver it to the receptionist in Room 320** of the Administration Center and the Receptionist will time-stamp your bid.

\*\*Be sure to allow sufficient time to obtain entry as the County has now instituted a Controlled Access policy. For more information visit [www.waukeshacounty.gov](http://www.waukeshacounty.gov) and click on the Waukesha County Security Screening link.

### **BID/RFP SUBMISSION REQUIREMENTS FOR SUBMITTING ELECTRONICALLY**

If you would like to submit electronically, you must be a registered vendor. Log into the system and begin the submission process by going to Bid/RFP Listing. Click on the applicable bid number. Scroll down and click on "Create a Response to this Bid or Proposal". If this button is disabled, you didn't login or you are not a registered vendor.

Follow the step-by-step instructions provided to begin creating your response.

1. Click on "Download form to be completed" the document will open as an Excel file. Note: Your browser window (that accesses bid information) will continue to be open.
2. Save the document to your local drive. We suggest you save it with the bid number.
3. Complete all blue shaded areas.
4. If additional comments are required, please upload a separate document (see Item 12).
5. Save your completed document.
6. Click back in the browser window so that you are at the bid response page.
7. Click on "Upload your completed form".
8. Click on "Browse" and locate the Excel File you saved to your local drive.
9. Double click on the file and you will be back at the Bid/RFP Response page.
10. Click on "Upload".
11. This completes the process for uploading your pricing document.
12. If you need to add additional documents, click on the add button located on this same page.
13. Click on "Browse" and locate the file you wish to add to your response.
14. Double click on the file and you will be back at the Bid Response page.
15. Click on "Upload".
16. Repeat this process for additional files if applicable.
17. This completes the process for uploading your additional document(s).