

## PlanetBids Upload Instructions

Bidders/Proposers must submit an electronic signed (e.g., Adobe Sign, DocuSign, or scanned) bid/proposal through the PlanetBids portal by the **Closing Date**. The City may require Bidders/ Proposers to submit original hard copies prior to execution of the contract if the PlanetBids electronic submission does not include an authorized electronic signature page (e.g., Adobe Sign, DocuSign).

**\*\*\*Please note that each document uploaded cannot exceed 150MB – regardless of which type of file (Response File or General Attachments).**

See below for additional instructions:

1. **File Requirements:**  
Proposers will be required to provide one or more types of files depending on the solicitation:
  - a. **RESPONSE FILE:** Proposers will only be able to upload one (1) document in the "*Response File*" section of PlanetBids. This may be the complete proposal submission or the Executive Summary, or other document depending on the solicitation type.
  - b. **GENERAL ATTACHMENTS:** Each required file may have its own sub-label, ie. Proposal – Part 1, Proposal – Part 2, etc. These will be provided for solicitations that require multipart responses or if additional file space is needed.
2. **REQUIRED DOCUMENTS.** Proposers are responsible for ensuring that all required information and documentation are provided. Proposers are responsible for satisfying all proposal submission requirements.
3. **IMPORTANT:** Do not wait until the last minute to submit bids. Due to the high volume of electronic submissions, the internet has experienced periodic slowdown and connection issues. **The City and PlanetBids are not responsible for connection issues.**