

## **BID SUBMISSION**

**Documents required for Bid:** The bid shall be submitted to the Contracting Officer by the due date and time as stated on the SF 1442 at the Department of Veterans Affairs, National Cemetery Administration. The bid shall include a complete signed Standard Form 1442, 'Solicitation, Offer and Award', with the signature of a person authorized to bind the company. All amendments must be acknowledged, and the bid package must include an original and one copy of all required documents.

*Transmittal envelopes or other packaging shall be clearly marked with the solicitation number, project name, project number, offeror's company name and return address.*

## **HAND DELIVERY**

Bids can be hand delivered to the Contracting Officer, keeping in mind that the contracting office is located in a high security federal building which will require the delivery person to undergo a security check in addition to the escort requirement. Therefore any bidders who wish to attend the bid opening must provide enough time that will allow them to go through the security check point, contact the Contracting Officer to be escorted to the bid opening. The Contracting Officer will not be available to escort potential bidders 15 minutes prior to the bid opening as indicated in Box 13A of the Standard Form 1442 or via amendment should the bid opening be extended.

## **VENDOR PORTAL**

When the VA Vendor Portal is used for submission of bids, the portal contains a procedure that stops all submissions at the designated time. It is important that you identify the bid opening time which may be after the deadline of submissions that will be designated for the Vendor Portal. The difference in time gives the Contracting Officer the ability to retrieve all vendor portal submission in preparation of the Bid Opening.

## **UPS - FED EX**

UPS - FED EX - Airborne Express is considered viable methods of delivery with tracking number for verification of government receipt.

## **US-MAIL**

**Please take note:** The bid location is a Federal facility that has a mail scanning requirement. The scanning requirement is known to cause delays in mail delivery. It is paramount that bidders use good judgement in submitting offers in a timely and responsive manner.

## **EMAIL**

Submission of Bids via email **WILL NOT BE ACCEPTED**