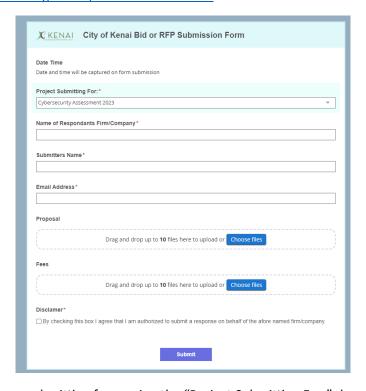
City of Kenai

Electronic Bid/Proposal Submission Instructions

1. Go to https://forms.kenai.city/Forms/BidSubmissionForm



- 2. Select the project you are submitting from using the "Project Submitting For:" drop down box.
- 3. Enter the name of your Firm or Company.
- 4. Enter your name.
- 5. Enter an email address that will be used for issuing a receipt for the submission. *All other communications regarding your bid/proposal will be directed to the contacts listed in the bid/proposal.*
- 6. Upload your bid/proposal.
 - a. If you are submitting a bid there will only be one upload field.
 - b. If you are submitting a response to a Request for Proposal, there will be two upload fields. You MUST submit your proposal using the "Proposal" upload field. You MUST submit your fee information in a separate attachment using the "Fee" upload field.
- 7. If you are authorized to submit a bid on behalf of the listed firm/company, check the "Disclaimer" box. If you are not authorized to submit on behalf of the listed firm, please do not submit this form.
- 8. Press the button labeled "Submit."

You should receive an email confirming receipt of your proposal shortly after submitting. If you do not, please contact the City using the information in the bid/RFP documents.