PlanetBids Bidder Upload Instructions

If vendors are unable to provide hard copy proposal packages with wet signatures due to COVID-19 related shelter in place and shutdown requirements, you may submit an electronic signed copy (using DocuSign, Adobe, or a scanned signature) through the PlanetBids portal in the interim by the **Closing Date**. Vendors will be required to provide two (2) original wet signature hard copies when requested (once Covid-19 restrictions have been lifted) by the City of San Diego.

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

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 will have its own sub-label, ie. Proposal – Part 1, Proposal – Part 2, etc. These will be provided for solicitations that require multi part responses.

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.

4. **IMPORTANT:** Do not wait until the last min to submit bids. Due to the high volume of traffic on the internet due to COVID-19 quarantine, the internet has experienced periodic slowdown and connection issues. **The agency and PlanetBids are not responsible for connection issues.**