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## Bid Proposal Instructions – 2026

Geauga County Engineer's Office will utilize digital bidding via Bid Express as the primary method of bid submission for all solicitations. This is the preferred bid submission method.

Please go to <https://www.bidexpress.com/businesses/76720/home> for all current and past solicitations. If you are not registered with Bid Express, you will be prompted to create a new vendor registration at no cost. All vendors can view and download documents at no cost. Bid submission, however, requires a one-time fee or subscription to upload your bid.

Alternatively, a bid proposal package can be requested in writing and submitted in paper form in a sealed envelope, at no cost to the bidder. The entire Bid Proposal Package, in ADOBE ACROBAT PDF format, may be printed and completed by the Contractor (prospective bidder) by hand in ink or typed. For best results, change your printer setup for 8.5"x14" (legal size) paper.

All forms shall be submitted as required by the Standard Contract Provisions for Improvement Project Contracts 2026, prepared by The Geauga County Engineer's Office, available at: <https://www.geaugacountyengineer.org/projects-bids/online-plans-and-specifications/>

**A 3.14 DELIVERY OF PROPOSAL**, Proposals can be submitted via one of three methods: (1) Electronically via the [www.bidexpress.com](http://www.bidexpress.com) web service; (2) In hard copy by mail; or (3) In hard copy by hand delivery to the Public Authority. Electronically submitted proposals for the project shall be uploaded through the [www.bidexpress.com](http://www.bidexpress.com) online web service. Proposals submitted in hard copy for the project shall be placed, together with the properly signed and sealed Proposal Guaranty, in a sealed envelope so marked as to indicate the identity of the Project and the name and address of the Bidder. If forwarded by mail said envelope shall then be placed in another envelope which shall be sealed and addressed for mailing. Proposals shall be addressed to the Public Authority as stated in the Legal Notice. Proposals will be received until the hour and date set for the opening thereof and must be in the hands of said Public Authority by that time, unless otherwise stated in the Legal Notice. All proposals received after the time for opening of bids will be returned to the Bidder unopened.