

INSTRUCTIONS TO BIDDERS – IFB and RFP BIDS/PROPOSALS

Metro will now accept **IFBs and RFPs** bids/proposals submitted in two ways:

- (1) A hardcopy accompanied by electronic format on a USB stick
- (2) Electronically via email at bids@metro.net. Bids and Proposals submitted via email must adhere to the requirements stated below.

HOW TO SUBMIT

You may submit your bids/proposals at Metro's email address, bids@metro.net. This email address is exclusively reserved for the submission of **IFBs and RFPs** bids/proposals. Any other communications must be submitted directly to the Contract Administrator, Buyer, DEOD, Ethics, Risk Management, and or Pre-Qualification Office accordingly

- > Bids/Proposals shall include items stated in Hardcopy requirements in addition to all submittal forms.
- > Subject line must contain the LACMTA Contract Administrator First and Last name, and the IFB/RFP Number.
 - If more than one email is required for bid/proposal submittal, the bidder/proposer must indicate in the subject line, submittal 1 of 5, 2 of 5, etc.
- > Bids/Proposals shall be submitted no later than the bid/proposal due date and time.
- > Individual email submittals should be no larger than 20MB.
- > It is recommended that bidders/proposers send their email with a Delivery and Read receipt for their records.
- > Additionally, bidders/proposers should send a verification email to the named Buyer and Contract Administrator of the **IFB/RFP** after the email submission of bid/proposal to bids@metro.net. The verification email should indicate that a bid/proposal has been submitted for IFB#/RFP# on X number of emails.

Or

By carrier mail/hand delivery hardcopy accompanied by electronic format on a USB stick to:

LACMTA Vendor/Contract Management
Mail Stop 99-9-1,
One Gateway Plaza
Los Angeles, CA 90012

For more information about this process please contact us at 213-922-1037, refer to the solicitation instructions or contact the assigned Buyer or Contract Administrator.