

EXHIBIT A SUBMISSION INSTRUCTIONS

1) Response Requirements for Submission of Electronic Bid

- a) **Respondents must notify the Service of their INTENT TO SUBMIT a bid via email no later than the due date and time shown on in the *Submission of Bid* section of the RFB. The email must come from the email account the Bidder will use to submit the electronic bid. The Service will not accept proposals from entities that do not provide notice on or before the date and time noted in the *Submission of Bid* section in the RFB or from email addresses other than the one used to submit the intent to propose.**
- b) Bids (electronic submission) for the Draft Lease must be received by the deadline and times shown in the *Submission of Bid* section of the RFB.
- c) Only a Bidder submitting a responsive bid is eligible to be awarded the Draft Lease. A responsive bid means a timely submittal of all the required information described in the *Bid Submission Requirements* section of the RFB and Exhibit B: Bid Sheet, and that is determined by the Service as agreeing to all of the minimum requirements of the Draft Lease and RFB. The bid must be received from the email account the Bidder identified in its Intent to Submit notification.
- d) Information “required by the RFB” refers to information expressly required by the RFB and that is material, as determined by the Service, to an effective evaluation of the bid under the applicable criteria.

2) Format in Which Bid Must be Submitted

- a) Bidders must follow the format provided in the Bid Sheet with all the information requested, including the truck size, power source, potable water tank capacity, bid amount, menu and offering description, required financial forms, and current license(s) / permit(s).
- b) The Bidder must include the signed Bid Sheet with the electronic proposal submittal.

3) Submission Protocol (electronic submission)

- a) Submit an electronic copy of your bid by sending your document(s) to PWR_Commercial_Services@nps.gov. The submission must be in a format that can be shared, copied, and pasted easily. Microsoft Office programs or an Adobe PDF electronic version that allows for copying and pasting of text using Adobe Reader software are acceptable.
- b) You must send your electronic bid document(s) no later than the electronic submission due date listed in the *Submission of Bid* section of the RFB. Bidders are encouraged to ensure the timely submittal of bids by uploading before the deadline to avoid delays related to technical issues, such as connectivity
- c) **The Service will not accept a bid or any part of a bid by hard copy mail/delivery service or facsimile transmission.**