



## **Bids & Tenders Process**

Please be advised that the Town of Plympton-Wyoming's Municipal Office is now closed to the public due to the current COVID-19 pandemic. Please see the linked notice for details ([Declaration of Emergency](#)).

During the pandemic, bids will still be accepted for advertised tenders, requests for proposals and requests for quotations. There will be no public bid opening during the pandemic. All bids are to be submitted to a drop box at the main entrance of the Municipal Office. If you wish to obtain a confirmation email that your bid was received, please include your email address on the front of the bid envelope. Un-official/un-reviewed results will be released as soon as reasonable possible after the closing time. Final reviewed results will be provided as soon as Town staff and the project engineers have completed their review of the submitted bid documents. Review of the bid submissions may take longer than normal as they will be carried out remotely and digitally.

Email bid submissions will be accepted provided all deliverables are scanned and included with the email submission. The original bid documents from the lowest two bidders must be couriered to the Town as soon as possible following the release of the un-official/un-reviewed results.

If you have any questions in regards to the amended bid submission process, please contact the appropriate person identified in the bid documents.

Thank you for your co-operation and understanding during this time.

Town of Plympton-Wyoming

