

ELECTRONIC BID OR PROPOSAL SUBMISSIONS

Electronic Bid Submission is defined as the prospective offerer's access for the purpose of submitting formal sealed bids/proposals to Burnet County by electronic mail. Procedures for bid/proposal submission as required by LGC 262.0235 are listed below:

- Bids/proposals shall be submitted to: bids@burnetcountytexas.org. This is a confidential, reserved address for bid/proposal submittal only. All other communications should be addressed specific to the intended recipient.
- The SUBJECT LINE of the transmittal should be the bid/proposal number and title as specified in the bid document. The message body shall contain the company/individuals name, point of contact address and phone number.
- Electronic bid proposal formats shall be any combination of the following formats: Microsoft Word, Microsoft Excel or Adobe pdf format. Multiple document submissions shall be submitted in one single message. Submissions received in any other format not listed above may be rejected.
- Submitted bids/proposals shall be in accordance with the date and time set forth in the bid/proposal specification. Any bids received after the listed closing date and time shall not be considered. Burnet County is not responsible for equipment or software failure that may cause delay or non-delivery.
- Burnet County is not responsible for electronic bids/proposals containing viruses that cannot be eradicated, or that are corrupted as a result.
- At the appointed bid/proposal closing date and time, the Burnet Purchasing Officer will in a public manner download the applicable contents of the reserved mailbox and make them public accordingly.