

Campus Wide (CW) Community Garden Solicitation #1751

Appendix 2.6 Submission Instructions for Bidders

Please follow these instructions to submit via the Bid Locker Portal.

1. Prepare your submission materials:

- Please note the type and number of files allowed.
- **Do not** alter or add to Appendix 2.5, embed any documents within your uploaded files, or include any unrequested files, **these actions may cause the Owner to consider rejecting your Bid as Non-Responsive.**

Requested Documents:

Name	Type	# Files	Requirement
Appendix 2.5 PSU Bid and Bid Security Forms (4 Page Form plus Bid Bond Power of Attorney Pages)	File Type: PDF (.pdf)	1	Required

2. Upload your submission materials to: <https://bidlocker.us/a/psu> or

- Your submission must be uploaded prior to the Bid Due Date and Time of **July 23, 2026 at 2:00 pm, local time.**
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before the Bid Due Date and Time to begin the uploading process and to finalize your submission.
- **NO LATE BIDS WILL BE ACCEPTED.**
- PSU accepts no responsibility for non-receipt and/or delays in receipt caused by transmission and reception problems, equipment failure, or any other similar cause.

3. Important Notes:

- Each item of your submission is instantly sealed and will only be visible after the Proposals Due Date and Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt once you finalize your submission.

4. Need Help?

- PSU uses a Bid Locker portal for accepting proposals digitally. Please refer to Appendix 2.7 Bid Locker Vendor Guide.
- If you need further assistance, contact Equity Hub at help@equityhub.us or (267) 225-1407 for technical questions related to your submission.