

## Orlando Utilities Commission

Orlando, Florida



Note: Electronic proposal submittals, described in the Electronic Submittal of the Proposal section of the RFP, will be accepted and are highly encouraged. Hard copy proposal submittals may be used *when necessary* and must adhere to the following instructions. Do not submit following both methods unless otherwise instructed. Email or other means will not be accepted.

VendorLink help can be accessed by calling 407-222-1885, or by emailing [support@evendorlink.com](mailto:support@evendorlink.com).

### Submission Instructions

To ensure correct Proposal formatting, Bidders shall:

1. Submit a single, complete copy of the Proposal in a sealed envelope to the mailing address listed below:  

Orlando Utilities Commission  
Reliable Plaza  
100 West Anderson Street  
Orlando, Florida 32801
2. Clearly identify the RFP Number, Name, Submission Date, Buyer of Record, and Bidder Name on the Response cover page on Bidder's letterhead.
3. Separate and identify each part of the submission (i.e. document type, form type, content type) with a Tab, as specified in the RFP.
4. Follow all instructions outlined in the RFP and provide all requested information.
5. Provide an electronic copy of the proposal on a USB flash drive.