

## NEWS RELEASE

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### **Doing Business with the City of Nanaimo**

*Electronic submissions for City bid opportunities are accepted online*

#### **Summary**

Effective August 7, 2018, the City's Doing Business website portal will be accepting submissions for City bid opportunities. With the exception of construction projects, this portal is available to all vendors wishing to submit an electronic submission on an open opportunity.

With this change, the City will no longer be accepting email submissions for bid opportunities. All vendors submitting through the Doing Business Portal will be required to provide an email address and will receive a receipt and confirmation for each successful submission.

Each bid opportunity is unique and will have its own directions and compliance requirements. For more details and for a list of current bid opportunities, please visit the City's Doing Business website portal at <https://www.nanaimo.ca/doing-business>

*Strategic Link:* Taking responsibility to be an excellent municipal government.

#### **Key Points**

- As of August 7, 2018, the City will only be accepting electronic submissions on bid opportunities through the Doing Business portal on our website.
- Online form submissions through the Bid Opportunities portal are not for construction projects. Construction opportunities require a hard copy submission delivered to the Purchasing Office located at 2020 Labieux Road.

#### **Quotes**

"The City welcomes this new addition to the City's website as a means for bidders to submit their electronic bids from the same web page where they access the documents."

Jane Rushton  
Manager of Purchasing and Stores  
City of Nanaimo

Continued... Doing Business with the City of Nanaimo

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