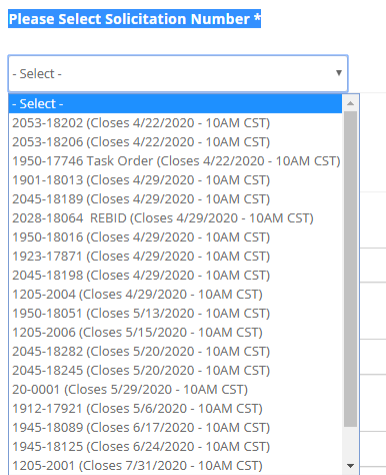


1. Navigate to: [cookcountyil.gov/procurement](http://cookcountyil.gov/procurement)
2. Select Online Solicitation / Bid Submission



3. Select the solicitation you are responding to from the drop-down menu



4. Enter Company Information

COMPANY INFORMATION

Organization / Company Name \*

Sample Company name

Street Address \*

123 Main Street

City \*

Chicago

State \*

IL

Zipcode \*

60602

## 5. Enter Contact Information

### CONTACT'S INFORMATION

Contact First Name \*

First Name

Contact Last Name \*

Last Name

Contact Email Address \*

First.Last@sampleemail.com

Contact Phone Number \*

312.123.2134

Comments

Sample Comment

## 6. In the file uploads section, click "Choose File", select the file to upload from your computer and choose "Open".

### FILE UPLOADS

Use the following section to upload the required files for this Bid/RFP/RFQ. Please have ALL your files ready to upload when you submit your bid/Proposal, as you cannot save and continue later.

At least one file is required to be uploaded with your Bid, Proposal or Qualifications package. To download fillable PDFs for many of the forms included in the solicitation, please visit: <https://www.cookcountyil.gov/service/forms-affidavits>  
The maximum file size is 75MB so Bids, Proposals, or Qualifications packages that exceed the allowable size limit may not upload properly. Please plan accordingly. If you have multiple files to upload, please put them together in a zip folder and upload the zip folder.

### Solicitation Document

Choose File No file chosen

Upload

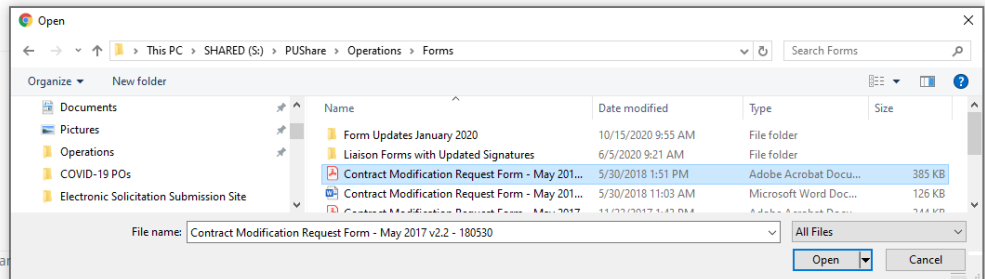
[Required]

Files must be less than 75 MB.

Allowed file types: pdf doc docx xls xlsx zip.

\*\* Please note that any submission received after the time at

The submitter remains responsible for ensuring that its proposal/bid is received at or before the date and time specified in the solicitation. The County assumes no responsibility for any submittal not timely received, regardless of the reason for the delay.



Submit

## 7. Verify the file has uploaded properly by checking to ensure the name of your file appears next to the "Choose File" button.

### Solicitation Document

Choose File

Contract Mo... - 180530.pdf

Upload



[Required]

Files must be less than 75 MB.

Allowed file types: pdf doc docx xls xlsx zip.

## 8. If you have more than one file to upload, you must create a zip folder on your computer and add all files into the zip folder. Then upload the zip folder as the Solicitation document as outlined in the File Upload instructions area.

9. Once all information is entered, click the Blue "Submit" Button at the bottom of the page.

### FILE UPLOADS

Use the following section to upload the required files for this Bid/RFP/RFQ. **PI**  
At least one file is required to be uploaded with your Bid, Proposal or Qualificati  
The maximum file size is 75MB so Bids, Proposals, or Qualifications packa  
a zip folder and upload the zip folder.

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### Solicitation Document

Contract Mo... - 180530.pdf

[Required]

Files must be less than **75 MB**.

Allowed file types: **pdf doc docx xls xlsx zip**.

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**\*\* Please note that any submission received after the time and date speci**

The submitter remains responsible for ensuring that its proposal/bid is re  
of the reason for the delay.

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10. You will receive a confirmation on the next screen acknowledging receipt of your item. You will also receive a confirmation email sent to the contact email address provided in the form.
11. If you have any questions regarding the process, please email [Vendor.Services@cookcountyil.gov](mailto:Vendor.Services@cookcountyil.gov).