

# 5 STEPS TO WIN CONTRACTS WITH THE COUNTY



## REGISTER AS A VENDOR

Visit [EPCOUNTYPURCHASING.IONWAVE.NET](https://EPCOUNTYPURCHASING.IONWAVE.NET) or use the QR Code below to register with County's Ion Wave website, notifications are emailed according to registered commodity codes.

1

## ATTEND TO YOUR EMAIL

Use a valid, well monitored email address, keep a look out for our notifications, don't let your email get full, and do not unsubscribe.

2

## GET ALL THE DETAILS

Review all important information (i.e. specifications, addenda, T&C) and attend all important events (i.e. pre-bid conference, walk through).

3

## DON'T SKIP OUT ON REQUIRED FORMS

Fill out and attach all required forms. Include all requested attachments.

4

## SUMBIT YOUR BID BEFORE THE DEADLINE

Be sure everything is complete and submitted by the closing/opening date at 2:00pm.

5

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