

Grounds Maintenance Services — Fort Example

Palmetto Services Group (SAMPLE) · U.S. Army (sample) · BidReady Desk

SAMPLE — fictional business and solicitation, for demonstration only.

6 days until deadline

March 28, 2026 at 2:00 PM ET

Submit at least 24 hours early. Late submissions are rejected automatically.

HOW TO SUBMIT

Platform	SAM.gov (Contract Opportunities)
Method	Electronic submission through the SAM.gov portal
Where	https://sam.gov — open the opportunity by its notice number
Account needed	Active SAM.gov entity registration with UEI, plus a Login.gov account.
File format	PDF; keep each file under the portal's size limit.

FILES TO SUBMIT

- Completed bid schedule (Section B), priced per line item
- Signed representations & certifications
- Certificate of insurance (GL \$1M / \$2M)
- Past performance references (3 comparable projects)
- Site-visit sign-in confirmation

STEP BY STEP

- 1 Log in at sam.gov with your Login.gov credentials.
- 2 Open the opportunity by notice number W912EX-26-Q-0042.
- 3 Attach every required, correctly named file.
- 4 Complete all required fields and review the bid schedule totals.
- 5 Submit and download the submission confirmation.

PROOF & CONFIRMATION

CONFIRM IT'S ACTUALLY SUBMITTED

Confirm the opportunity shows your response as Submitted — not Saved or Draft.

Proof to keep	Download and save the SAM.gov submission confirmation (with date and time).
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AFTER YOU SUBMIT

- Save your confirmation (screenshot or PDF).
- Write down the exact date and time you submitted.
- Check the solicitation for any amendments posted after you submitted.
- If you receive no acknowledgment within 24 hours, email the contracting officer.

One minute late = automatic rejection. No exceptions.