

BIDDER CHECKLIST FOR FEDERAL FUNDED PROJECTS

(ITEMS REQUIRING COMPLETION AND/OR SIGNATURE AT BID LETTING)

<p style="text-align: center;">This checklist is to assist the contractor in the submission of a complete Bid Proposal. This checklist in no way relieves the contractor of the responsibility to submit a complete Proposal. Failure to complete any or all of the applicable requirements will be cause for the proposal to be considered irregular.</p>	
<u>If Submitting a Paper Bid</u>	<u>If Submitting a Bid Electronically</u>
<input type="checkbox"/> Envelope has required information on outside and is <u>sealed</u> . (See Subsection S-102.01 and S-102.09)	<input type="checkbox"/> Include a cover sheet as the first page of the .pdf document containing the same information required on the outside of the envelope for a paper bid submission. (See Subsection S-102.01 and S-102.09)
<input type="checkbox"/> Bid Proposal submitted containing entire proposal document bound and in order received.	<input type="checkbox"/> Bid Proposal submitted as a .pdf document containing entire proposal document as received (in order received) including front cover.
<input type="checkbox"/> Affidavit regarding Non-Collusion, Debarment and Suspension, etc. executed (signed and notarized) in <u>duplicate</u> .	<input type="checkbox"/> Affidavit regarding Non-Collusion, Debarment and Suspension, etc. executed (signed and notarized) in <u>duplicate</u> .
<input type="checkbox"/> Form OCR-485-S (Federal Contracts Only): Attach completed and <u>signed</u> forms in <u>duplicate</u> .	<input type="checkbox"/> Form OCR-485-S (Federal Contracts Only): Attach completed and <u>signed</u> forms in <u>duplicate</u> .
<input type="checkbox"/> EEV Certification	<input type="checkbox"/> EEV Certification
<input type="checkbox"/> Section 902 Proposal - Complete the following	<input type="checkbox"/> Section 902 Proposal - Complete the following
<input type="checkbox"/> Bid sheets : unit prices and item totals, subtotals and project totals, etc. entered.	<input type="checkbox"/> Bid sheets : unit prices and item totals, subtotals and project totals, etc. entered.
<input type="checkbox"/> Sheet No. 2-DBE, Federal contract requirement: DBE/WBE completed and <u>signed</u> . Federal Projects Only.	<input type="checkbox"/> Sheet No. 2-DBE, Federal contract requirement: DBE/WBE completed and <u>signed</u> . Federal Projects Only.
<input type="checkbox"/> Combination Bid Proposal of Section 902, where applicable: completed and <u>signed</u> for each project which is to be considered in combination. (See Subsection S-102.11)	<input type="checkbox"/> Combination Bid Proposal of Section 902, where applicable: completed and <u>signed</u> for each project which is to be considered in combination. (See Subsection S-102.11)
<input type="checkbox"/> Section 902 Proposal, page 3: completed and <u>signed</u> .	<input type="checkbox"/> Section 902 Proposal, page 3: completed and <u>signed</u> .
<input type="checkbox"/> Proposal Guaranty (Bid Bond) : attached. (See Subsection S-103.05)	<input type="checkbox"/> Proposal Guaranty (Bid Bond) : attached. (See Subsection S-103.05)
<input type="checkbox"/> Any issued addenda included and acknowledged as required.	<input type="checkbox"/> Any issued addenda included and acknowledged as required.
<p><u>DO NOT REMOVE</u> any part of the contract documents. A stripped proposal is considered as an irregular bid and will be cause for rejection.</p>	<p><u>INCLUDE ALL PARTS</u> of the contract documents. A stripped proposal is considered as an irregular bid and will be cause for rejection.</p>

Revised December 21, 2018