

BIDDER'S CHECKLIST

This checklist is provided to assist you in preparing a complete bid.

1. "Proposal" Sheet, Form E-058A

- _____ DATE
- _____ FIRM NAME entered exactly as it appears on your corporate seal and invoice.
- _____ CORPORATE SEAL legibly affixed where indicated; or POWER OF ATTORNEY with corporate seal authorizing the individual to sign the bid; or NOTARIAL ACKNOWLEDGEMENT OF SIGNATURE, if company is a partnership or proprietorship.

2. "Contractor Employment Data and Certification" Sheet, Form P-25

- _____ Complete Sections A, B, C & D.
- _____ Sign the form as indicated.

3. "Designation of Subcontractors" Sheet, Form P-46

- _____ Complete if appropriate.

4. "Contract Equity Participation" Sheet, Form P-40

- _____ Complete if appropriate.

5. "Bidder's References and Statement of Experience" Sheet, Form P-020

- _____ Filled in sufficient detail to establish your ability to carry out the specifications.

6. "Bidding Sheets" and "Bidding Summary Sheets"

- _____ Prices as indicated; check prices and extensions carefully (unit prices will prevail in case of error).
- _____ Discounts--this is intended for cash discounts only. Discounts off of list prices should be reflected in the unit price.
- _____ Bidder's Federal E.I. number.

7. "Questionnaire" (where applicable)

- _____ Answer as required, describing equipment as necessary.
- _____ Include literature, catalogs, drawings, etc., as required.

8. "Instructions to Bidder" Sheet

- _____ Sealed envelope clearly marked as instructed.

9. Exceptions

- _____ The specifications have been carefully prepared describing items desired. In almost all instances, exceptions to the specifications will automatically disqualify your bid. Please avoid them. (See General Requirements, Para. 2.)

10. "Addenda"

- _____ Include initialed copies, if any, of all addenda with the Proposal Form when submitting your bid.

11. "Errors"

- _____ Double check your bid carefully before submitting. There is no excuse for carelessness. Remember, you are committing your firm to large sums of money if your bid is accepted. Be careful.
- _____ Be sure your bid is received in the Purchasing Division office **prior to the specified time**. The District is not responsible for bids received late or delivered to the wrong location.