



Check your bid documents for each item listed below prior to submitting your bid. Any omissions could invalidate your bid.

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- List your company name, address, phone number, tax ID/FEI number and email address on the bid form where indicated.
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- Complete and sign the bid statement. If any of the questions on the statement do not apply to you, enter "None" in the blank.
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- Fill in all blanks on the bid forms, including acknowledgment of addenda, base, or total bid price, all alternate or unit prices. Use words and numbers where required.
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- Deliver or submit online to the Owner (Construction and Properties) proper bid security as required by the Bid Documents, which is required if the bid exceeds \$100,000. Bid bonds must be accompanied by a power of attorney. Checks must either be a certified check or cashier's check.
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- Check the Online Plan Room linked from the Bid Express solicitation page at least 24 hours in advance of bid closing to verify you have viewed all potentially issued addenda.
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- Ensure each bid price is listed correctly.
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- Ensure all documentation, certifications or other special submittals required by the specifications are properly uploaded during bid submission.