Check your bid documents for each of the items listed below prior to submitting your bid. Omission of any item could invalidate your bid.

- List your company name, address, telephone number, Tax ID/FEI number, and email address on the bid form where indicated.
- Complete and sign the bid statement. If any of the questions on the statement do not apply to you, enter "NONE" in the blank.
- 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.

Deliver to Construction and Properties proper bid security as required by the Bid Documents. (Required if bid is more than $100,000). Bid Bonds must contain original signatures and have a "Power of Attorney" attached. Copies of Bid Bonds are not acceptable. Checks must be either a certified or a cashier’s check. If an Irrevocable Bid Letter of Credit is used, it must be on the form provided by the Owner, and complete.

Check the Online Plan Room linked from the Construction and Properties’ website at https://omes.ok.gov/services/construction-and-properties/, then navigate to “Download project bid documents and submit online bids” under “Drawings” at least 24 hours in advance of the bid closing to verify that you have received all of the addenda, which have been issued.

- Double check all bid prices to ensure each price listed is correct.
- Include all documentation, certifications, or other special submittals required by the specifications are uploaded during Electronic Bidding.