

**BIDDER'S CHECKLIST****BID GUARANTY**

- ☐ a) Cashier's Check
- ☐ b) Certified Check
- ☐ c) Bid Bond

**IF BID BOND**

- ☐ Signed By Bidder & Surety Agent
- ☐ Power of Attorney-Proper Agent Name and Date
- ☐ Current Financial Statement of Surety
- ☐ Current Certificate of Insurance for Surety from Department of Insurance

☐ **SUPPLEMENTAL QUESTIONNAIRE****COMMITMENT LETTERS**

- ☐ a) Type of Work
- ☐ b) Dollar Qualification

☐ **ADDENDA**

- ☐ Properly Prequalified for Amount of Bid, Type of Work and, Where Applicable, DBE/MBE Status
- ☐ Circled and Checked Appropriate EEO Requirement
- ☐ Herbicidal Spray Letters-When Required
- ☐ Reviewed Proposal for Mathematical Errors
- ☐ Bid Proposal Signed by Officer of Company

**DISCLAIMER**

This checklist is not intended to relieve the bidder of the responsibility to provide other required documents. Rather, this checklist is offered merely to serve as an aid in assisting in the preparation of the bid. Notice is hereby given that the failure to submit all required documents duly and properly constituted including but not limited to all required signatures may result in the rejection of your bid on the basis that the bid is non-responsive.