

Project No. 271

COMPUTERIZED BID SHEET

Bidders may submit an 8-1/2" by 11" computerized bid sheet or sheets attached to the bid proposal for purposes of setting out the unit prices, extensions, lump sums, subtotals and total prices. The computerized bid sheet or sheets must meet the following requirements:

- a) reference numbers included
- b) a unit price per/item
- c) an extension price per/item
- d) the words "Lump Sum" included where appropriate
- e) contractor's name and full street address on each computerized sheet
- f) date of letting on each sheet
- g) project number on each sheet
- h) subtotals and totals clearly identified
- i) blanks where appropriate
- j) in the event of a deleted item - the word "deleted" inserted
- k) lines or double spacing between items
- l) each page numbered
- m) total amount written out in words and figures at the top of the first page
- n) completion date at the top of the first page

It is not necessary to include the item description or quantities. However, if either an incorrect description or quantity is stated by the bidder, the proposal description and proposal quantity controls. In the event an incorrect description or quantity causes an error in the unit price, extension, subtotal or total, the bidder bears the sole responsibility of the error in accordance with O.R.C. Section 5525.01.

Be advised further that the bidder is **solely** responsible to prepare his/her computerized bid sheet or sheets in accordance with the above requirements, failure to fully comply with the designated format shall result in the rejection of the bidder's bid.