

# BIDDER'S CHECKLIST

## THIS CHECK LIST IS NOT PART OF THE FORM FOR BID! THIS FORM DOES NOT HAVE TO BE SUBMITTED WITH A BID!

To ensure that your bids are acceptable to the awarding authority and EOHL, and are not rejected due to mistakes, we are providing this Checklist for your convenience. It does not have to be included with a bid. If this checklist is submitted it is an informality that will not void the bid.

### ALL BIDDERS

- 1. Have you used the appropriate bid form provided for this specific development?
- 2. Have you properly identified the trade, development, architect, etc., on your bid form?
- 3. Do your bid amounts, as expressed in figures and words, coincide? The amount expressed in words shall control.
- 4. Have you added any information not called for, or acknowledged an addendum or alternate that does not exist, which would make your bid conditional or obscure, and lead to a bid protest?
- 5. Is your Bid Form **SIGNED** and dated?
- 6. **Bid Deposits**
  - a. Is your bid deposit, if in the form of a bid bond, issued from a bonding company licensed to do business in the Commonwealth of Massachusetts? **Bid deposits in the form of cash, certified check, treasure or cashier's checks are also acceptable forms of bid deposit. The bid deposit must be submitted to the housing authority at or before the time of bidding.**
  - b. **Is it signed by you and the bonding company?**
  - c. Is your bid deposit made payable to the **Housing Authority?** **Bid deposits made payable to the city, town, commonwealth, or architect will cause the bid to be rejected.**
  - d. Is your bid deposit at least five (5%) of the largest possible bid amount, considering all alternates?

**Passbooks, Letters of Credit, and Deeds to Property are not acceptable as a bid deposit.**

### FILED SUB-BIDDERS

- 7. Have you acknowledged every alternate if applicable to the project?
- 8. If an alternate pertains to your specific category of work and you estimate that there is **no change in price**, did you indicate by writing "**no change**", "**N/C**" or "**0**"?
- 9. If an alternate is called for and it does not affect your category of work did you so indicate by writing "**N/A**" or "**0**".

**Leaving this space blank, on your sub bid form, when alternates are requested, may lead to a may lead to rejection of your bid.**

- 10. Paragraph E of the Form for Sub Bid requires the listing of Sub-Sub Bids **only when your section of the specification explicitly calls for sub-sub bids**. If sub-sub bids are not required did you either leave the space blank or write "**N/A**"?

Filling in paragraph E with your own name or a sub-sub's name when sub-sub bids are not explicitly required by the specifications will cause your bid to be rejected.

- 11. If Sub-Sub Bids are required did you fill in the name, class of work, and amount of the sub-sub bid you are using?
- 12. If you customarily perform this work did you fill in your **name, class of work, and no dollar amount?**

- 13. Have you acknowledged all addenda ISSUED that affect your trade, and followed the instructions contained therein?
- 14. Have you attached your current DCAMM Sub-Bidder Certificate of Eligibility and a **signed** DCAMM Sub-Bidders Update Statement to your bid, and are they completely and accurately filled out?
- 15. Have you **signed** your Update Statement?

## GENERAL BIDDERS

- 16. Have you acknowledged every alternate if applicable to the project?
- 17. If an **ALTERNATE** price is requested and you estimate that there is no change in price, did you indicate by writing "**no change**", "**N/C**" or "**0**"?

**Leaving this space blank, on your general bid form, when alternates are requested may lead to rejection of your bid.**

- 18. Have you indicated in Item 2 of your Form for General Bid if you will require performance and payment bonds from the subcontractors by writing "**yes**" or "**no**"? If left blank it will be interpreted as "**yes**".

(See Articles 5 & 7 of 00.21.00 Instruction to Bidders).

**Remember this is your decision as a general bidder.**

- 19. Have you acknowledged all addenda issued, and followed the instructions contained therein?
- 20. Have you attached your current DCAMM Certificate of Eligibility and a **signed** DCAMM Update Statement (Form CQ3) to your bid, and are they completely and accurately filled out?
- 21. Have you **signed** your Update Statement?

**This checklist is provided as guidance and assistance to bidders to avoid technical mistakes resulting in rejection of a bid. The full comprehensive instructions are located in section 00.21.50 Instructions to Bidders.**

**This in no way changes, affects, or supersedes the provisions set forth in M.G.L. c.149 §44A-J or c.30 §39M or any other sections or provisions contained in the contract documents.**

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