

## 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 DHCD, 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 development, architect (engineer), 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.**
- ☐ 7. Have you acknowledged every alternate if applicable to this project?
- ☐ 8. 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.

- ☐ 9. Have you acknowledged all addenda issued, and followed the instructions contained therein?

**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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