

## CHECKLIST FOR BID SUBMISSION

The following is a checklist of items included in the proposal/bid package that are required to be completed and returned (or filled in on-line) to the address in Block 8 of the Standard Form 1442, Solicitation, Offer, and Award (page 1). This checklist is for informational purposes only and is not required to be filled out by the bidder. Failure to submit a complete bid may be cause to reject your bid.

### 1. Bid Envelope:

- a. Addressed as shown in Block 8 of SF-1442.
- b. In lower left corner, indicate the following: Solicitation Number, Project Name and Number
- c. If proposal is hand delivered, bring it to the security checkpoint in the lobby at the address listed in Block 7 and have them 202.632.6545 and a Contract Specialist will be notified.

### 2. Standard Form 1442: Solicitation, Offer and Award:

- a. Block 14: Name and Address of Bidder. Include DUNs and TIN numbers.
- b. Block 15: Telephone Number of Bidder.
- c. Block 16: Remittance Address if different from Block 14.
- d. Block 19: All Amendments Acknowledged, with dates of Amendments.
- e. Block 20: Bid is signed and dated.

### 3. Bid Schedule:

- a. Unit bid price and bid amount provided for each line item.
- b. Corrections initialed.

### 4. Standard Form 24, Bid Bond (If Required):

- a. Date executed.
- b. Legal name and address of bidder.
- c. Type of organization.
- d. State of incorporation (if applicable).
- e. Name and business address of Treasury approved surety.
- f. Penal sum of bond (not less than 20% of bid total).

- g. Bid identification.
- h. Signature of Bidder.
- i. Seal, if corporation.
- j. Signature of Surety.
- k. Seal, if corporation.

IF A BID BOND IS REQUIRED, BIDS RECEIVED WITHOUT A VALID BID BOND WILL BE REJECTED.

5. Power of Attorney.

- a. Dated on or before execution date of bond
- b. Power has original signature of surety, or is embossed with surety's seal in the certification section.

NOTE: THE CONTRACTOR IS FULLY RESPONSIBLE TO VERIFY THAT ALL INFORMATION IS COMPLETE AND CORRECT PRIOR TO SUBMISSION.