

SECTION 004393 - BID SUBMITTAL CHECKLIST

1.1 BID INFORMATION

- A. Bidder: \_\_\_\_\_.
- B. Contract No.: \_\_\_\_\_.
- C. Project Name: 2024 WHS PPS PROJECT
- D. Project Location: Westlake High School
- E. Owner: Mount Pleasant Central School District
- F. Architect: MEMASI
- G. Architect Project Number: 107-2201
- H. Construction Manager: Arris Contracting Company, Inc.

1.2 BIDDER'S CHECKLIST

- A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
  - 1. Used the Bid Form provided in the Project Manual.
  - 2. Prepared the Bid Form as required by the Instructions to Bidders, AIA Document A701-2018.
  - 3. Indicated on the Bid Form: Acknowledgement of Addenda.
  - 4. Attached to the Bid Form: Bid Bond, AIA Document A310-2010.
  - 5. Attached to the Bid Form: Procurement Substitution Request Form.
  - 6. Attached to the Bid Form: Bid Submittal Checklist.
  - 7. Attached to the Bid Form: Insurance Certification Form.
  - 8. Attached to the Bid Form: Non-Collusion Affidavit.
  - 9. Attached to the Bid Form: Qualifications of Bidders
  - 10. Attached to the Bid Form: Iran Divestment Act Affidavit.
  - 11. Attached to the Bid Form: Inability to Comply with Iran Divestment Act Affidavit.
  - 12. Attached to the Bid Form: Sexual Harassment Prevention Certification Form
  - 13. Attached to the Bid Form: Corporate Resolutions.
  - 14. Attached to the Bid Form: Hold Harmless Agreement
  - 15. Bid envelope shows name and address of the Bidder.
  - 16. Bid envelope shows the Bidder's Contractor's License Number.
  - 17. Bid envelope shows name of Project being bid.
  - 18. Bid envelope shows name of Prime Contract being bid.

19. Bid envelope shows time and day of Bid Opening.
20. Verified that the Bidder can provide executed Performance Bond and Payment Bond.
21. Verified that the Bidder can provide Certificates of Insurance in the amounts indicated.

END OF SECTION 004393