# Bid Day Helpful Hints

**North Waterfront Park Phase 3 & 4**

## Checklist for Bid Form - DO NOT SUBMIT THIS CHECKLIST WITH BID FORM!!

Bid Form from Bid Manual is used (unless revised by Clarification.)

Correct number of Addenda and Clarifications are acknowledged. (Addenda and Clarifications are posted on C&T’s FTP site. User name and password provided with prequalification approval notification.)

Base bid is completed with both numerical and written amount. (Written amount governs in case of discrepancy). The amounts are legible.

Bid breakdown is completed and total amount agrees with base bid amount. Bid breakdown is for accounting purposes only.

Alternates completed with “$0”, “No Charge,” “N/A”, or the dollar amount. Do not leave blank. “Add” OR “Deduct” is circled. The word “Add” is assumed if neither is circled.

All applicable unit prices are completed for any unit prices assigned to your bid package. All other unit prices may be left blank.

Scope of Work acknowledgement is initialed on bid form. Construction Schedule acknowledgement is initialed on bid form. Contract terms and conditions acceptance is initialed on bid form.

List sub-subcontractors who you plan to use for this project. This section may be left blank if unknown at time of bid.

**Proposal form is signed with original signature.** If corporation, must be attested and corporate seal affixed. Unsigned proposal form will be disqualified.

**Bid bond is attached, completed, signed and sealed.** (Required for bids $300,000 or greater.

Failure to submit a bid bond if your bid is $300,000 or greater will disqualify you.)

**MBE Affidavit A and Identification of MBE Participation OR Affidavit B is attached, signed and sealed.** Failure to submit MBE Affidavit A or B with bid will disqualify you.

Bid form, bid bonds (if applicable) and MBE Affidavit A **OR** B is enclosed in opaque envelope with bid information form securely attached to outside. Envelope is sealed.

## Other Information

* Only one bid form in one bid envelope per each bid package quoted.
* No exclusions or qualifications attached to bid or written on bid form.
* No product data attached to bid.
* Bid signatures and seals must be originals – no copies.
* No faxed or emailed bids will be accepted.
* No late bids will be accepted. Bids delivered by overnight mail services will be accepted unless delivered after bid time.

## BIDDER HAS THOROUGHLY REVIEWED THEIR ATTACHMENT 1 SCOPE OF WORK AND INCLUDED ALL ITEMS IN THEIR BID.

* Bids opened and publicly read out loud.
* No bid awards will be made at bid opening.
* Apparent low bidder must attend scope review meeting. Time and date indicated in Bid Manual. Note: Bidder is not allowed to adjust bid if scope items have been excluded or is in error.

## Apparent low bidder will have 72 hours after scope review meeting to submit MBE Affidavit C or D to Construction Manager.

**CONTACT DAVID GADALLA (910-392-5220) WITH ANY QUESTION REGARDING BIDDING!**