

Bid Preparation Checklist

The checklist provided below is intended to assist the bidder in preparing their bid for submission. It is not intended to be a comprehensive list of all bid requirements or to substitute for the Instruction to Bidders in the Project Manual. The bidder is responsible for reviewing the Instructions to Bidders and all Bidding Documents and for compliance with all requirements of the bidding documents. If there are questions concerning the preparation of bids, contact the Iowa State University Contract Administration office at (515) 294-0563.

√	Item	Bid Document Reference
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Form of Bid:

<input type="checkbox"/>	Bid is on the form provided in Project Manual	00 41 13
<input type="checkbox"/>	All applicable blank spaces on the Form of Bid are filled in	00 21 13, Article 2
<input type="checkbox"/>	All Addenda have been acknowledged	00 21 13, Article 13
<input type="checkbox"/>	Bid amount is listed in both words and figures <u>and</u> they agree	00 21 13, Article 2
<input type="checkbox"/>	Any erasures or corrections have been initialed by person signing the bid	00 21 13, Article 2
<input type="checkbox"/>	A current Iowa Contractor Registration No. has been provided as required	00 21 13, Article 9
<input type="checkbox"/>	The Form of Bid is signed	00 21 13, Article 2
<input type="checkbox"/>	The Form of Bid is enclosed in a separate sealed envelope	00 21 13, Article 4

Bid Security:

<input type="checkbox"/>	A bid bond or other acceptable form of bid security is provided	00 21 13, Articles 7 & 8
<input type="checkbox"/>	The bid security is in an amount of at least five percent of the bid	00 21 13, Article 7
<input type="checkbox"/>	The Bid Bond is on the form included in the Project Manual	00 43 13
<input type="checkbox"/>	The Bid Bond is signed by the Contractor <u>and</u> Surety	00 21 13, Article 7
<input type="checkbox"/>	A Power of Attorney is attached to the Bid Bond showing the name of Attorney-in-fact who signed the surety bond	00 21 13, Article 7

Board of Regents, State of Iowa Equal Employment Opportunity Data Reporting Form or Certificate of Reporting:

<input type="checkbox"/>	Either an EEO Data Reporting form OR a Certificate of Reporting form is included and signed	00 45 36 or 00 45 37
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Targeted Small Business Form:

<input type="checkbox"/>	The TSB form is included and signed if a TSB goal is specified. A TSB goal, if applicable, will be specified in the Special Conditions	00 45 40, 00 21 13, Article 4, and 00 74 13, Article 1
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Submittal of Bids:

<input type="checkbox"/>	The Form of Bid (in it's own sealed envelope), the Bid Security, the EEO Data Reporting form or Certificate of Reporting form, and Targeted Small Business form are placed in a second envelope and labeled as required in Instructions to Bidders	00 21 13, Article 4
<input type="checkbox"/>	If bid is mailed, bidders should refer to Instructions to Bidders for additional requirements	00 21 13, Article 4
<input type="checkbox"/>	Submit bid at the front counter at the Facilities Planning and Management office located on the first floor of the General Services Building at Iowa State University by 2:00 p.m. on the specified bid date	00 21 13, Article 1
<input type="checkbox"/>	IF YOU ARE BIDDING ON MORE THAN ONE BID PACKAGE, EACH BID PACKAGE MUST BE TREATED AS A <u>SEPARATE BID</u>. EACH BID PACKAGE MUST BE SUBMITTED IN SEPARATE ENVELOPES AND CONTAIN SEPARATE BID FORM, BID SECURITY, AND ALL OTHER REQUIRED BID DOCUMENTS.	