

BIDDER CHECKLIST

ATTENTION BIDDERS:

In preparing your bid -----

1. Have you signed the bid? Are all blank spaces filled in?
2. If signing on behalf of your company, have you attached evidence of your authority to sign the bid?
3. Have you acknowledged receipt of all amendments (if applicable)?
4. Have you checked your bid for possible errors? Arithmetically?
5. Have you furnished all information required by the invitation for bids and/or the specifications?
6. Are you submitting your bid on time?
7. If required by the invitation for bid, have you submitted a bid bond? Is it signed? Is it in the proper amount?
8. Have you identified on the file description containing your bid the invitation number to which it pertains and your firm's name? See 52.214-5, Submission of Bids.
9. Have you completed the 'Representations and Certifications' Section as part of your bid submission?