

## **BIDDER'S CHECKLIST**

### **INSTRUCTION TO BIDDER**

#### **I. GENERAL:**

Bidders are advised that notwithstanding any instructions or implications elsewhere in this Invitation to Bid only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid time, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the bid nonresponsive. Evaluation of bids for responsiveness shall be accomplished in accordance with Anchorage Municipal Code, Title 7.

#### **II. REQUIRED DOCUMENTS FOR BID**

**NOTE:** "Only the following listed items as marked with an "X" are required to be completely filled out and submitted with the bid."

- Bid Proposal consisting of two (2) pages numbered 00 41 13 - 1 through 00 41 13 - 2 Bid Proposal Page **00 41 13 - 2 must be manually signed.**
- Erasures or other changes made to the Bid Proposal Sheet must be initialed by the person signing the bid.
- Bid Bond, certified check, cashier's check, money order or cash shall be submitted with the bid in the amount indicated.
- All Addenda issued shall be acknowledged in the space provided on the Bid Proposal sheet or by manually signing the Addenda sheet and submitting it prior to the bid opening in accordance with Anchorage Municipal Code 7.20.020C.

#### **III. REQUIRED DOCUMENTS AFTER BID OPENING**

The following documents are required within **five (5)** working days of notification by the Purchasing Office. Failure, in whole or in part, to submit the documents required below may be grounds to determine the Bidder as non-responsible.

- Federal Provisions, Exhibit "E", consisting of fifteen (15) pages. Attachment D1 page 00 74 00-10, Attachment D2 page 00 74 00-11, DBE Subcontractor Utilization Forms B-1 through B-4, **must be manually signed and returned within five (5) business days.**
- In accordance with AO No. 2019-130 (S), Anchorage Municipal Code 7.20.030 and 7.20.070, Contractor Questionnaire consisting of three (3) Pages, Prime Contractor Form Filled out by Prime Contractor **and** all known subcontractors. **Please review AO NO. 2019-130 (S), AMC 7.20.030 and 7.20.070, and the attached Contractor Questionnaire before submitting a bid.**