

Bid Check List

Make sure your bid is not rejected for one of the following careless mistakes.

- ✓ Is your bid signed by an authorized representative of the company?
- ✓ Have you responded to ALL questions contained in the bid package?
- ✓ Did you include ALL pages of the bid in your returned package?
- ✓ Did you check for any addenda?
- ✓ Have you enclosed a signed copy of the addenda if required?
- ✓ Did you include any additional information that may be required, such as specifications, references, proof of certification, etc?
- ✓ Be sure to allow enough time for your bid to be delivered by the time and date indicated in the bid package. Late bids are not accepted.
- ✓ If bidding an alternate brand, does the item meet ALL specified requirements?
- ✓ Have you verified that any pricing extensions are calculated correctly?
- ✓ Is your bid/handwriting legible?
- ✓ Have you completed the vendor information section of the bid?