

BIDDING PROCESS CHECKLIST

Request for Proposal (RFP) Submission Requirements

Please review the checklist below carefully before submitting your bid. Incomplete submissions may result in disqualification.

Required Documents

Ensure **all required documents** are submitted with your Request for Proposal (RFP), including:

- Completed Bid Price Sheet
- All required forms and certifications
- Signed acknowledgment of addenda (if applicable)
- Any additional documents listed in the RFP instructions

Failure to submit all required documentation may result in your proposal being rejected.

Bid Price Sheet Requirements

- All line items must have a price listed.
- Incomplete price sheets will **not** be accepted.
- Do not leave any blanks. If a line item does not apply, indicate “N/A” (if allowed per RFP instructions).

Scope of Work Review

- Carefully read each item description before submitting pricing.
- Ensure you understand what is included within the price.
- Pricing should reflect all labor, materials, equipment, permits, overhead, and any other costs required to complete the item as specified.

It is the contractor’s responsibility to fully review and understand the scope of work prior to submitting a bid.



