

DO NOT BIND INTO PROJECT MANUAL

ATTENTION BIDDERS

To ensure that your bids are acceptable to the Hampshire County Sheriff's Office, and are not rejected due to mistakes, we are providing this Checklist for your convenience.

ALL BIDDERS

1. Have you used the appropriate bid form provided for this specific development?
2. Have you properly identified the trade, development, architect, etc., on your bid form?
3. Do your bid amounts, as expressed in figures and words, coincide? The amount expressed in words shall control.
4. Have you added any information not called for, or acknowledged an addendum or alternate that does not exist, which would make your bid conditional or obscure, and lead to a bid protest?
5. Is your Bid Form **SIGNED** and dated?
6. **Bid Deposits**
 - a. Is your bid deposit, if in the form of a bid bond, issued from a bonding company licensed to do business in the Commonwealth of Massachusetts?
 - b. **Is it signed by the you and the bonding company?**
 - c. Is your bid deposit made payable to the **Hampshire County Sheriff's Office? Bid deposits made payable to the city, town, commonwealth, or architect will cause the bid to be rejected.**
 - d. Is your bid deposit at least five (5%) of the largest possible bid amount, considering all alternates?

Passbooks, Letters of Credit, and Deeds to Property are not acceptable as a bid deposit.

FILED SUB-BIDDERS

7. Have you acknowledged every alternate?
8. If an alternate pertains to your specific category of work and you estimate that there is **no change in price**, did you indicate by writing "**no change**", "**N/C**" or "**0**"?
9. If an alternate is called for and it does not affect your category of work did you so indicate by writing "**N/A**" or "**0**". **Leaving this space blank, on your sub bid form, when alternates are requested may lead to a protest.**
10. Paragraph E of the Form for Sub Bid requires the listing of Sub-Sub Bids **only when your section of the specification explicitly calls for sub-sub bids**. If sub-sub bids are not required did you either leave the space blank or write "**N/A**"?

Filling in paragraph E with your own name or a sub-sub's name when sub-sub bids are not explicitly required by the specifications will cause your bid to be rejected.

11. If Sub-Sub Bids are required did you fill in the name, class of work, and amount of the sub-sub bid you are using?

12. If you customarily perform this work did you fill in your **name, class of work, and no dollar amount**?
13. Have you acknowledged all addenda that affect your trade, and followed the instructions contained therein?
14. Have you attached your current DCAM Sub-Bidder Certificate of Eligibility and a **signed** DCAM Sub-Bidders Update Statement to your bid, and are they completely and accurately filled out?
15. Have you **signed** your Update Statement?

GENERAL BIDDERS

16. Have you acknowledged every alternate?
17. If an alternate price is requested and you estimate that there is no change in price, did you indicate by writing **"no change", "N/C" or "0"**? **Leaving this space blank, on your general bid form, when alternates are requested may lead to rejection of your bid.**
18. Have you indicated in Item 2 of your bid form if you will require performance and payment bonds from the subcontractors by writing **"yes" or "no"**? If left blank it will be interpreted as **"yes"**. (See Articles 5 & 7 of Instruction to Bidders). **Remember this is your decision as a general bidder.**
19. Have you acknowledged all addenda issued, and followed the instructions contained therein?
20. Have you attached your current DCAM Certificate of Eligibility and a **signed** DCAM Update Statement (Form CQ3) to your bid, and are they completely and accurately filled out?
21. Have you **signed** your Update Statement?

This checklist is provided as guidance and assistance to bidders to avoid technical mistakes resulting in rejection of a bid.

This in no way changes, affects, or supersedes the provisions set forth in M.G.L. c.149 §44A-J or c.30 §39M or any other sections or provisions contained in the contract documents.