



BID DOCUMENT CHECKLIST

SOLICITATION CONTENTS:

Submit with Offer

0. Bid Document Checklist	NO
1. Scope of Work	NO
2. Price Schedule	YES
3. Solicitation for Bid and Acknowledgement	YES
4. Representations and Certifications	YES
5. Solicitation Instructions and Conditions	YES
6. DBE Program	
• Commitment Agreement Form (SMS 4901) – If Applicable	YES
7. Specifications	NO
8. Bidder's Questionnaire	YES
9. Safety Program	NO
10. Pre-Bid Question Form	YES
11. Purchase Order Pre-Qualification Form	YES
12. Form of Acknowledgement – Purchase Order	YES
13. DRAFT Purchase Order Agreement	NO
Additional Documents to be submitted with Proposal:	
• Articles of Incorporation	YES
• Copy of W9	YES
• Sample of Certification of Insurance	YES