

BID EVALUATION CHECK LIST

PROJECT NAME:
 CONTRACTOR NAME:

Are the following items included with the bid?			
	Yes	No	Comments
1 EXHIBIT 1 BID FORM			
Do Written Amounts Match Numbers?			
Are All Base Bids & Unit Price Blanks Filled in?			
Do Amounts Total Correctly?			
Is the acknowledgement receipt of the Addenda included			
Is Bid Form signed with correct Contractor License			
Is Addendum(s) Acknowledged? (on bid sheet)			
2 EXHIBIT 2 BID PROPOSAL GUARANTEE/BID BOND			
Is Proposal Guarantee for 10%?			
Is Guarantee signed/sealed by Surety Company?			
Is Power of Attorney Attached?			
If no bid bond, Cashier's Check/ Money Order for 10%?			
3 EXHIBIT 3 EXPERIENCE QUALIFICATIONS			
Is the Form included in the Bid?			
Are the experience qualifications met?			
Is the Form signed?			
4 EXHIBIT 4 – DESIGNATION OF SUBCONTRACTORS LIST			
Is the Form included in the Bid?			
Is there a 5% Sub List with the Bid?			
is the Prime Contractor Self-Listed?			
Is the Prime Contractor performing more than 50% of work?			
Is there a 1% Sub List with the Bid?			
Is the Prime Contractor Self-Listed?			Date /Time Rec'd
Is the Prime Contractor performing more than 50% of work?			
5 EXHIBIT 5 - AFFIDAVIT OF NON-COLLUSION signed			
6 EXHIBIT 6 - CERT OF BIDDER RE: PENALTIES FOR NON-COMPLIANCE Signed			
7 EXHIBIT 7 - FRINGE BENEFIT PLAN FUND PLAN -Completed if Applicable			
EXHIBIT 8-19 (ARE TO BE PROVIDED WITH CONTRACTS)			
8 NEVADA STATE CONTRACTOR'S BOARD STATUS (Item 8 from the bid specs)			
Did the bid include a printout from the Nevada State Contractor's Board Website, dated nor more than 90 calendar days prior to the date for receipt of Bids, showing that the Bidder has a Nevada Contractor's license in good standing?			
Is the License the correct type required?			
Is the monetary limit sufficient?			
9 SOS BUSINESS LICENSE - (Item 9 from the bid specs)			
Did bid include (A) Certificate issued by the SOS within 90 calendar days prior to the date of receipt of bids certifying good standing or (B) Printout of Business Entity Search from SOS website within 30 calendar days prior to date for receipt of bids showing actively registered?			
10 EXHIBIT 18 – PREFERENTIAL BIDDER STATUS – PWP over \$250,000			
Does bidder preferential apply for this bid?			
Was the form included in the bid?			
11 EXHIBIT 19 - CERTIFICATION NOT TO ENGAGE IN BOYCOTT OF ISRAEL			
Is the Form included in the Bid? If not this can be submitted with the Contracts			

NOTES:
