

Submission Checklist

The following items are required for vendor proposals to be valid and placed into consideration.

- ☐ Invitation to Bid – Filled in and Notarized
- ☐ Itemized Cost Summary
- ☐ Non-Collusion Affidavit – Filled in and Notarized
- ☐ Business Relationships Affidavit – Filled in and Notarized
- ☐ Bid Bond, Irrevocable Letter of Credit, Check or Cashier's Check – Filled in and Notarized with Proof Attached (If Bid is over \$50,000.00)
- ☐ Valid Certificate of Insurance (COI) Showing Coverage of General Liability, Workers' Comp, Employer Liability, Excess Liability, Owner's & Contractors Protective Liability, Property Insurance, and Auto Liability of employees and vehicles that will be present during the project.
- ☐ 3 Examples of Prior Projects of this Type and Scale on Commercial Properties
- ☐ Proof of Warranty (if Applicable)