

## CHECKLIST FOR SUBMITTING A SUCCESSFUL BID

- ✓ Provide pricing for all items as requested and any additional costs must be included.
  - Review the solicitation document for instructions regarding per unit pricing. Per unit pricing may need to
    include all costs, such as labor, supplies, delivery, and surcharges. All costs must appear on the Bid Sheet.
    Incomplete pricing will disqualify the bid.
- ✓ Make sure all mathematical calculations are correct.
  - Have someone else check the bid for errors.
- ✓ Submit bid or proposal to the correct location, on the correct date, <u>before</u> the due time, AND in a sealed envelope.
  - Allow plenty of time for traffic, to find parking, and to find the delivery location. Late bids cannot be considered and will be returned unopened.
- ✓ Read the entire solicitation well in advance of the bid due date.
  - This will allow you plenty of time to call the City contact for clarification if you have a question or concern.
- ✓ Attend the mandatory pre-bid meeting or walk-through. Many solicitations **require** attendance at one of these meetings in order to submit a bid.
- ✓ Verify your references' contact information.
  - The City will contact your references. References are one way that the City can determine whether a bidder or proposer is responsive and responsible. Outdated or incomplete reference contact information will reflect poorly.
- ✓ Give yourself plenty of time to work on the bid. Mistakes happen when you rush.
- ✓ Follow the "Instructions to Bidders" section in the solicitation.
- ✓ Make sure your bid or proposal is legible.
  - Request For Proposals frequently establish a criteria to rate the overall quality of the proposal.
- ✓ If addenda is issued for the solicitation, include the signed addendum(s) with your bid.
- ✓ Provide **all** requested information on the Bid Sheet and include all requested submittals.
- ✓ Bid or proposal must be signed.
  - Signer must be authorized to initiate a contract on behalf of the company.
- ✓ Contact award will be made to the most responsive and responsible bidder. This does not necessarily mean the lowest bidder.

We want to help you! No question is too small! Call the City of Santa Cruz Purchasing Division at 831/420-5080.