

GRAYSLAKE COMMUNITY HIGH SCHOOL
DISTRICT 127
Phone: (847) 986-3400



GROUNDS MAINTENANCE EQUIPMENT
AT
GRAYSLAKE COMMUNITY HIGH SCHOOL

Prepared by:
Dr. Michael G. Zelek
Associate Superintendent

REQUEST FOR BID

OWNER: Board of Education, Grayslake Community High School District 127,
Grayslake, IL 60030.

OFFICE: Associate Superintendent, 400 North Lake Street, Grayslake, IL 60030

ISSUED: April 26, 2019

The Board of Education of Grayslake Community High School District 127, 400 North Lake Street, Grayslake, Illinois 60030 will receive Bid Proposals for Grounds Maintenance Equipment for Grayslake Community High School District 127. The District reserves the right to cancel the contract without cause with (30) thirty days' notice at any time throughout the contract period.

Bid Documents and Specifications are on file and may be requested any time after 11:00 a.m. on April 26, 2019 by going to the District website at www.d127.org and clicking on the Grounds Maintenance Equipment Bid link in the left column of the main page and a copy will be emailed to you. You may also pick up the document at the District Office of Grayslake Community High School District 127, 400 N. Lake Street, Grayslake, IL 60030.

BID OPENING DATE

Sealed bids will be received by the Board of Education, or designee, Grayslake Community High School District 127, Grayslake, Illinois at the place, date and time listed below, and will be publicly opened and read:

Place: Grayslake Community High School District 127, District Office, 400 North Lake Street,
Grayslake, Illinois 60030

Date: May 3, 2019

Time: 9:00 a.m.

Bids shall be submitted in an opaque envelope, clearly marked with "Ground Maintenance Equipment" in the corner, and addressed to Dr. Michael Zelek, Associate Superintendent, at the above address. Bids must be either hand carried and delivered to the District Office location, cited above or mailed certified return receipt requested and received any time prior to, but not later than, 9:00 a.m., May 3, 2019. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the School District before the specified deadline. Bids received after the time specified in the Request for Bids will not be considered.

No bids may be withdrawn for a period of 90 days after the bid opening date.

The Board of Education reserves the right to waive any irregularities, reject any or all proposals, when in its opinion such action will serve the best interests of the Board of Education of Grayslake Community High School District 127.

Instructions to Bidders

1. General

- a. Bids must be submitted in the correct order listed below:
 - i. Bid Form
 - ii. Contractor Qualification Information
 1. Corporate History and Background
 2. Employee List
 3. Financial Information
 4. Audited Financial Statements
 5. Subcontractor Information
 6. Scope of Project and Timeline
 - iii. Educational Environments
 1. References – minimum of 5 years' experience working with school districts
 - iv. Bid Forms
 1. Bid total cost of the project – page 19
 2. Specifications for materials to be used on this project
 - v. Required Information
 1. Signed Contract/Agreement for this Parking Lot Project
 2. Non-Collusion Affidavit
 3. Certification of Eligibility to Bid
 4. Sexual Harassment Clause
 5. Drug Free Workplace Certification
 6. Certificate of Compliance with Prevailing Wage Act
 7. State of Ethics Certification
 8. Criminal Background Investigations
 - vi. Additional Bid Information
 1. Company Safety Report for the past 5 year's
 2. Courtesy "No Bid" Response Questionnaire
- b. Submit 1 hard copy plus one electronic copy (a PDF file on a flash drive), in an envelope properly marked with the title of the bid and date and time of opening.
- c. Seal and deliver to the Associate Superintendent, in the District Office (400 N. Lake St., Grayslake, IL 60030) on or before the time scheduled for the opening.
- d. All bids shall be made on the forms provided in this bid package.
- e. Unsigned or late bids will not be considered.
- f. Grayslake Community High School District 127 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- g. Prices quoted shall include all charges for packing, transportation and delivery to the School Building as designated on the bid.
- h. Correspondence shall be addressed to the Associate Superintendent
- i. Oral, telephonic, telegraphic or faxed bids will not be accepted. The use of District transmission equipment by Bidders is prohibited.
- j. All questions regarding this bid will be collected and answered in an addendum sent to you via email. Please send all questions to jutinans@d127.org by April 30, 2019 before 11:00 a.m. NO QUESTIONS WILL BE ANSWERED AFTER THAT DATE.
- k. **Bidders will acknowledge receipt of each addendum issued on the form provided.** Oral explanations will not be given.

2. Errors and Omissions

All proposals shall be submitted with each space properly completed. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall email any questions to Jenny Utinans at jutinans@d127.org, and an addendum will be issued with the necessary clarifications to all prospective Bidders by means of email.

3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date of District 127 Board of Education Approval.

4. Withdrawal of Bids

Bids may be withdrawn by letter, email, fax, or in person prior to the time and date established for the opening of bids.

5. Investigation of Bidders

- a. The District Office will make such investigation as necessary to determine the ability of the Bidder to fulfill bid requirements. The Bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.
- b. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the contract.

6. Reservation of Rights by the Institution

- a. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept the lowest responsive Bidder, considering conformity with specifications, terms of delivery, quality, and serviceability. All items shall be new unless otherwise specified. By submitting a bid, Bidders agree to mandatory binding arbitration on all bid disputes.
- b. It is the intent of the Board of Education to award a contract to the lowest responsible, responsive bidder meeting the specifications and in the best interest of the District. While the cost of services is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform its contract so that the service will be provided in accordance with the proposed contract documents.
- c. The Board of Education does not assume responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been “received” by the School District before the specific deadline.

7. Prevailing Wage Act

It shall be mandatory upon the Contractor(s) while under contract to Grayslake Community High School District 127, Lake County, Illinois, that said Contractor has and will fully comply with the applicable provisions, of the Illinois Prevailing Wage Rate Act, (820 ILCS 130/0.01) *et seq.* (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics employed by them no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.htm>.

Contractors and subcontractors must also pay the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage,

notice and record keeping duties. Contractors are required to increase wages as necessary during the term of this contract to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes. Prior to any payouts being granted on project, Contractor will apply for payment and submit along with it a waiver of lien for amount requested and a certified payroll certificate. Failure do so will stop payment until contractor gives the District what is requested to complete the transaction. Contractor(s) must provide the District with certified payroll sheets for all parties employed for this project for payments to be released to Contractor.

8. Equal Employment Opportunity

During the performance of this Contract (whether or not Federal funds are involved) the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The Contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex or national origin.
- c. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto and will permit access to his/her books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations and orders.
- d. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- e. The Contractor shall include the provisions of paragraphs (a) through (d) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Sec. 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

9. Human Rights Act

It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and

further that the Contractor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

10. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

11. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid. District reserves the right to cancel the contract without cause with (30) thirty days notices at any time throughout the contract period.

12. Completion Delivery Time

If delivery will exceed thirty (30) days after receipt of purchase order, state the delivery time by the respective items in the "Description" column. All prices must be quote F.O.B.

DESTINATION. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of the goods.

13. Evaluations

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different Bidders or all items to a single Bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) a Bidder is not a responsible Bidder and should be disregarded, and (3) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors the unit cost(s) listed will prevail and be considered accurate.

14. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the Bid Form before signing and submitting the bid. **Please note: the school district reserves the right to pick and choose items from the bid and reject any part of the bid.**

15. Hold Harmless and Indemnification

The Contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the Contractor under this Contract or by reason of anything to be supplied by the Contractor pursuant to this Contract.

B. Bodily injury, including death, to any person or persons (including Contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the Contractor or any Subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

- Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
- Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

16. Insurance

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the School District:

a. Worker's Compensation Insurance

Coverage A – Illinois Statutory Limits

Coverage B – Employer's Liability \$500,000 Limit

b. Automobile Liability Insurance: \$5,000,000 combined single limit per occurrence for bodily injury and property damage and include coverage for all owned, non-owned and hired automobiles.

c. Commercial General Liability Insurance shall provide the following limits:

\$5,000,000 each occurrence

\$5,000,000 General Aggregate

\$5,000,000 Completed Operations Aggregate

\$5,000,000 Personal Injury

\$ 25,000 Medical Expense Reimbursements (per person)

\$1,000,000 Uninsured Motorists (each occurrence)

\$1,000,000 Underinsured Motorists (each occurrence)

This policy shall include the following coverage:

a. Premises/Operations

b. Independent Contractors

c. Products/Completed Operations

d. Contractual Liability – Blanket

e. Broad Form Property Damage

f. Personal Injury-Offenses A, B, C, -exclusion C deleted

Contractual Liability Coverage, including the "Indemnification of School District and Architect" (hold harmless agreement), must be fully insured under this policy for the liability limits set forth above. In addition, Care, Custody, and Control and XCU exclusions shall be removed from all policies under this Contract and suitable coverage provided subject to the approval of the School District's insurance counselor.

The Contractor is responsible for all claims arising out of sales of vended product on the premises and injury and/or death caused by the vendor's delivery vehicles on and immediately adjacent to the premises.

d. Umbrella Liability Insurance: It is required that an umbrella policy be written for a minimum of \$20,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined above.

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the School District. All insurance shall indicate that it is primary and any material change shall cause notice to District 127 thirty (30) days prior to the change.

With respect to the insurance required herein, the Contractor shall provide such insurance naming as additionally insured, Grayslake Community High School District 127, and including all elected and appointed officials, all employees and volunteers, all boards, and their board members. The Contractor shall also purchase and maintain such insurance as will protect the School District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the Contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the School District 127 Associate Superintendent.

17. Late Bids

Bids received after the time specified in the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the Bidder's risk of untimely receipt by the School District. The use of District equipment for transmission of bids is prohibited.

Specifications for Grounds Maintenance Equipment

Or comparable equipment as approved by the District

Skid Steer	<p>75 HP Turbo Diesel Engine Backup Alarm Horn Interlock Control System Joy stick controls Cylinder cushioning lift and tilt Engine/Hydraulic systems shutdown. Glow plugs automatically activated Engine temp and fuel gauges, hour meter, rpm and warning lights Cab enclosure with heat and AC Two speed Hydraulic bucket positioning Amber strobe light kit</p> <p>74" low profile bucket with bolt on cutting edge 5.5k heavy duty pallet fork frame w/ 5.5 K heavy duty fork teeth 48" 8' snow pusher box.</p>
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Drop deck tilt trailer	
	12,300 GVWR 80" wide, 14' deck, 3' B-Tail, 8 D-rings, Pintle hitch and 7 way RV plug
Bunker Rake/Athletic Field Groomer	
	2 wheel drive 40" manual operated plow Scarifier with blades and gauge wheels Infield finisher/leveler with drag mat
Wide Area Mower	
	55HP Engine Turbo Diesel 11' mow width Full-time All-Wheel drive Air ride seat with arm rests

BID PRICE

Bid prices shall include all labor including any additional charges for overtime or off – hours work, and permits.

The District reserves the right to purchase the separate pieces or if bidders want to offer a discount to purchase all three (3) items as a package.

CONTRACTORS QUALIFICATIONS

- a. All Bidders must submit a fully completed AIA Contractor’s Qualification Statement (AIA document A305

REFERENCES – List at least five (5) references of work completed in an educational setting

1.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Square Footage of Project:
2.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Square Footage of Project:
3.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Square Footage of Project:
4.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Square Footage of Project:
5.) Organization Name/Address:	
Name/Phone of Reference Contact:	
Scope of Management Personnel:	
Scope of Production Personnel:	
Contract Date(s):	Square Footage of Project:

Non-Collusion Affidavit

STATE OF ILLINOIS

SS:

LAKE COUNTY

The undersigned Bidder or agent, being duly sworn, on oath says that he has not, nor has any other member, representative, nor agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

(Bidder or Agent)

FOR _____
(Firm or Corporation)

Subscribed and sworn to before me this ____ day of _____, 20____.

My Commission Expires:

(Notary Public)

Certification of Eligibility to Bid

The bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

(Signature)

Subscribed and sworn to before me this ____ day of _____, 20_____.

My Commission Expires:

(Notary Public)

Sexual Harassment Clause

Each Bidder must certify that it has complied with the requirement of section §2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The Board of Education states that it is in compliance with said law.

(Signature)

Subscribed and sworn to before me this ____ day of _____, 20____.

My Commission Expires:

(Notary Public)

Certificate of Compliance with Prevailing Wage Act

Bidder, does hereby certifies that while under contract to Grayslake Community High School District 127, Lake County, Illinois, that said Bidder has and will fully comply with the applicable provisions, of the Illinois Prevailing Wage Rate Act, (820 ILCS 130/0.01)

Bidder also will maintain records of payments following the Prevailing Wage Rate Act (820 ILCS 130/5 (a) (1), (b)

Bidder will submit certified payroll records following the Prevailing Wage Rate Act (820 ILCS 130/5 (a)(2)

Name of Bidder (Please print)

By: _____
Authorized Signature

Title

Date

Subscribed and sworn to before me this ____ day of _____, 20____.

My Commission Expires:

(Notary Public)

STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

- a. This bid or proposal has been independently arrived at without collusion neither with any other bidder nor with a competitor.
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
- d. Bidder has not been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years.
- e. Bidder is not a subsidiary of a company that has been convicted of price fixing nor pleaded "no contact" to such charges within the last five (5) years.

Name of Contractor

By: _____
Authorized Signature

Title

Date

Subscribed and sworn to before me this ____ day of _____, 20____.

My Commission Expires:

(Notary Public)

GRAYSLAKE COMMUNITY HIGH SCHOOL DISTRICT 127

CERTIFICATION REGARDING

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the District, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall complete the District form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.0 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses therein.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employee thereby in any position that involves or may involve contact with the students of the school district.

Name of Contractor (Please Print)

Date

By: _____
(Signature)

Position with Contractor

Subscribed and sworn to before me this ____ day of _____, 20____.

My Commission Expires:

(Notary Public)

**Grayslake Community High School District 127
400 North Lake Street
Grayslake, IL 60030**

BID FORM

TO: Dr. Michael G. Zelek, Associate Superintendent
Grayslake High School District 127
400 N. Lake St.
Grayslake, IL 60030
847-986-3445

From: _____
(Name of Company)

For: Grounds Maintenance Equipment
Date: May 3, 2019 - 9:00 a.m. CST

THE EQUIPMENT THAT WILL BE PURCHASED BY DISTRICT 127 WILL NEED TO BE DELIVERED TO 1925 N. ROUTE 83, GRAYSLAKE, IL 60030 ON OR BEFORE JUNE 7, 2019

TOTAL BID PRICE (for all 4 pieces), per specifications: \$ _____

Wide Area Mower, per specifications: \$ _____

Bunker Rake/Athletic Field Groomer, per specifications: \$ _____

Skid Steer, per specifications: \$ _____

Drop Deck Tilt Trailer, per specifications: \$ _____

The District reserves the right to purchase the separate pieces or if bidders want to offer a discount to purchase all four (4) items as a package.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items and/or services or work described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

COMPANY NAME

SIGNED

ADDRESS

PRINT NAME

CITY, STATE & ZIP CODE

TITLE

TELEPHONE NUMBER

DATE

REMINDER: YOUR BID *MUST* BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NAME CLEARLY MARKED ON THE OUTSIDE.

**If NO BID is your response, please fill in the "Courtesy No Bid Response Questionnaire"*

Courtesy "No Bid" Response Questionnaire

If you are not submitting a price on this bid, District 127 would like your input as to why you are not bidding.

Please indicate your reason and return by Bid Due Date to:

Dr. Michael G. Zelek, Associate Superintendent for Business Services
Grayslake High School District 127
400 North Lake Street
Grayslake, IL 60030
(847) 986-3400

- Previous commitments, too busy
- Too small a job
- Too large a job
- Our firm is not suited for this type of work
- Do not like to bid jobs
- Could not schedule site examination
- Cannot get bonding for this job
- Other _____

Company Name _____

Address _____

City, State & Zip Code _____

Telephone Number _____

By _____

Title _____

Date _____

Check List For Bidders

- Have you properly completed all portions of the bid?
- Is your bid in the proper order?
- Have you signed the contract?
- Have you furnished references?
- Have you indicated your total price for project on a clearly marked sheet, in the proper order?
- Is your bid sealed in an envelope?
- Is the envelope clearly marked as required?