

Port of Bellingham

BIDDER'S CHECKLIST

The bidder's attention is especially called to the following forms which must be completed in full as required and submitted collectively as the bid proposal package:

- ___ 1. **PROPOSAL FORM** – The unit prices **must** be shown in the space provided. Show **all** unit prices in both words and figures when indicated.
- ___ 2. **BID BOND** – Surety Bond or Cashier's Check. The amount of the bid bond shall not be less than five percent (5%) of the total amount of the bid. See POB General Conditions #6 & the "Form of Bid Bond" for instructions on how to prepare the bid bond.
- ___ 3. **NON-COLLUSION AFFIDAVIT** – submit an original signed and notarized document.
- ___ 4. **LIST OF SUBCONTRACTORS** – If the invitation to bid is expected to cost one million dollars or more then the bidder shall comply with RCW 39.30.060.

The following forms shall be executed and submitted within five (5) calendar days after Notice of Award.

- ___ 1. **CONTRACT** – To be executed by the successful bidder.
- ___ 2. **PAYMENT AND PERFORMANCE BOND** – Owner provided form to be completed by Contractor's Surety and submitted with Contractor executed Contracts.
- ___ 3. **CERTIFICATE OF INSURANCE** – Contractor shall furnish a Certificate of Insurance and all applicable Endorsements naming the Port as additional insured on its Commercial General Liability and Automobile Liability Policies.
- ___ 4. **WAGE LAWS COMPLIANCE CERTIFICATION** – To be submitted by Contractor with executed Contract.
- ___ 5. **SCHEDULE OF VALUES** – To be submitted by Contractor with executed Contract.
- ___ 6. **MATERIAL PROCUREMENT AND CONSTRUCTION SCHEDULE** – To be submitted by Contractor with executed Contract.
- ___ 7. **LIST OF SUBCONTRACTORS** – To be submitted by Contractor with executed Contract.
- ___ 8. **PROJECT LABOR RATES AND EQUIPMENT RATES FOR CHANGE ORDER WORK** - To be submitted by Contractor **and** Subcontractors with executed Contract.
- ___ 9. **CONTRACTOR'S W-9** – To be submitted by Contractor with executed Contract.

The following shall be filed prior to Notice to Proceed.

- ___ 1. **STATEMENT OF INTENT TO PAY PREVAILING WAGES** – To be filed immediately by the Prime Contractor after Contract is awarded and before work begins and subsequently by all those providing labor on the project.