*Revised: 08/25/2023*

**CITY OF BILOXI**

**STANDARD**

# BIDDER’S CHECKLIST

**THE CHECKLIST IS NOT TO BE CONSIDERED PART OF THE SPECIFICATIONS OR CONTRACT DOCUMENTS. THE CHECKLIST IS TO BE USED AS AN AID TO THE CONTRACTOR IN PREPARING THEIR PROPOSAL**.

Bidders should check that the following are completed before submission of bid:

1. Complete SECTION 905-A – PROPOSAL FORM.
   1. Have all addenda been acknowledged and added to SECTION 905-A – PROPOSAL FORM?
   2. Have all unit prices and total extensions (item totals) been entered in SECTION 905-A – PROPOSAL FORM?
   3. Has the total sum of bid been entered on the last page of SECTION 905-A – PROPOSAL FORM?
2. Complete SECTION 905-B – NON-COLLUSION, DEBARMENT/INELIGIBLE CERTIFICATION.
3. Complete SECTION 905-B – NON-COLLUSION, DEBARMENT/INELIGIBLE CERTIFICATION (duplicate copy).
4. Complete SECTION 905-E – CERTIFIED EMPLOYMENT PLAN FORM FOR CERTAIN PUBLIC WORKS PROJECTS in accordance with Miss. Code Ann. §31-5-37 (Mississippi Jobs First Bill), if required.
5. Complete SECTION 905-F – COMPLIANCE AGREEMENT WITH MISSISSIPPI JOBS FIRST BILL
6. Complete SECTION 905-G – MBE/DBE/WBE CERTIFICATION REGARDING GOOD FAITH EFFORTS
7. Complete SECTION 905-H – MBE/DBE/WBE IDENTIFIED FIRMS AND RECORD OF SOLICITIATIONS
8. Complete SECTION 905-I – MBE/DBE/WBE INFORMATION REGARDING REJECTED QUOTES
9. Has certified check, cashier's check, or bid bond payable to the City of Biloxi been included? Specification Subsection 102.08
10. Has Non-resident Contractor's copy of current laws from State domiciled been included? Specification Subsection 103.03
11. Have unit prices and item totals been entered in accordance with Subsection 102.06 and as modified by special provision?
12. Envelope containing bid is marked plainly with the following as described in SECTION 901-ADVERTISEMENT:
    1. Name of the project and the project number
    2. Certificate of Responsibility classification if bid is over $75,000, or statement that bid is less than $75,000. (Not required for federally funded projects)
    3. Company Name and Address, and all applicable state and local license numbers.
13. For MDOT funded projects:

Bidders SHALL return the specification package in its entirety. DO NOT remove any part of the Contract Documents. An incomplete bid package is considered as an irregular bid, and MDOT regulations do not allow “stripped” bids to be opened.

For all other projects other than MDOT funded projects:

Bidders are not required to return the entire specification package, but shall return all of the applicable documents required in the specifications (See Items No. 1– 8 above).

FAILURE TO COMPLETE ALL OF THE APPLICABLE REQUIREMENTS MAY BE CAUSE FOR THE PROPOSAL TO BE CONSIDERED IRREGULAR.