



Department of Public Works
Engineering Division
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BID SUBMITTAL CHECKLIST FOR CONTRACTOR

DO NOT ATTACH TO CONTRACT

This bid submittal checklist is included to ensure all required documents for a complete bid submittal are present and signed as required.

You must be prequalified prior to the bid opening date. Applications for prequalification must be submitted one week prior to the bid opening date.

Your bid submittal MUST include ALL the following applicable information completely filled out or it may be disqualified after bid opening.

- ___ SECTION B: Proposal Page
- ___ SECTION C: Small Business Enterprise Compliance Report Cover Sheet (only for projects with an SBE goal)
- ___ SECTION C: Small Business Enterprise Compliance Report Summary Sheet (only for projects with an SBE goal)
- ___ SECTION C: Small Business Enterprise Compliance Report Contact Report (only for projects with an SBE goal)
- ___ SECTION E: Bidder Acknowledgement (including acknowledgement of addendum/addenda if any)
- ___ SECTION F: Best Value Contracting
- ___ SECTION G: Bid Bond
In accordance with WI Stat. Sec 62.1593) a properly executed bid bond or certified check equal to at least five (5) percent but not more than ten (10) percent of the bid, payable to the City as a guaranty of the bid.

For assistance in completing any of these forms, please contact Department of Public Works, Engineering Division, at (608)-264-9274.