



Department of Public Works
Engineering Division
 Robert F. Phillips, P.E., City Engineer
 City-County Building, Room 115
 210 Martin Luther King, Jr. Boulevard
 Madison, Wisconsin 53703
 Phone: (608) 266-4751
 Fax: (608) 264-9275
engineering@cityofmadison.com
www.cityofmadison.com/engineering

Assistant City Engineer
 Michael R. Dailey, P.E.
Principal Engineer 2
 Gregory T. Fries, P.E.
 Christopher J. Petykowski, P.E.
Principal Engineer 1
 Christina M. Bachmann, P.E.
 Eric L. Dundee, P.E.
 John S. Fahrney, P.E.
Facilities & Sustainability
 Jeanne E. Hoffman, Manager
Operations Manager
 Kathleen M. Cryan
Mapping Section Manager
 Eric T. Pederson, P.S.
Financial Manager
 Steven B. Danner-Rivers

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

Pursuant to Wis. Stat. Sec. 62.15(3) and Standard Specifications Sec. 102.5, no proposal shall be considered unless either (i) it is accompanied by a Bid Deposit of the character and amount described in the Advertisement for Bids or (ii) a Biennial bid bond in an amount and form acceptable to the City of Madison has been previously submitted.

Bid Deposits *SHALL* include a Bid Bond on the City of Madison Bid Bond form unless Biennial bid bond is on file with the City of Madison or unless the Bid Deposit is made by certified check. Failure to use the City of Madison Bid Bond form may be considered as sufficient for rejection of the bidder as non-responsive.

City of Madison Bond forms may be found in:

- Bid Bond: Section G of the Bid Express advertisement
- Biennial Bid Bond: link on web page <http://www.cityofmadison.com/business/pw/forms.cfm>

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