



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

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. Agent must be listed on the SBS site for the surety on the bond in WI.
<https://sbs.naic.org/solar-external-lookup/>

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, the following staff in the Department of Public Works, Engineering Division are available to help:

Alane Boutelle, (608) 267-1197; email: aboutelle@cityofmadison.com
Johanna Johnson, (608) 264-9274; email: jjohnson@cityofmadison.com