



Department of Public Works
Engineering Division
James M. Wolfe, 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
Bryan Cooper, AIA
Gregory T. Fries, P.E.
Chris Petykowski, P.E.
Deputy Division Manager
Kathleen M. Cryan
Principal Engineer 2
John S. Fahrney, P.E.
Janet Schmidt, P.E.
Principal Engineer 1
Mark D. Moder, P.E.
Andrew J. Zwieg, P.E.
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 <https://www.cityofmadison.com/engineering/developers-contractors/forms-and-resources>

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
John Fahrney, (608) 266-9091, email: jfahrney@cityofmadison.com