

Please read this before continuing on to the IFB Bid Documents.

**BID OFFER INSTRUCTIONS AND RESPONSE CHECK LIST**

**IFB EN 21-025**

The following information and instructions are provided as a reminder to emphasize the importance of submitting a thorough and complete Bid Offer. Read the IFB submittal instructions in their entirety; failure to adhere to the IFB instructions shall result in the Bid being considered Non-Responsive.

Check off each of the following listed items as the necessary action is completed.

- 1. Complete, fully executed original of this IFB. **39** Total pages.
- 2. All forms have been signed. Signed Bid Offer Sheet
- 3. Any required drawings, plans, Technical Specifications have been included.
- 4. Substitution Request Form (**Exhibit B**).
- 5. Price Sheet complete. Prices have been reviewed.
- 6. Price extensions and totals have been checked.
- 7. Federal Requirements. (As applicable.)
- 8. Licenses; DBE & MBE Status
- 9. References are complete and include all requested information.
- 10. Bid Bond. The Bid surety has been checked and the surety has been included.
- 11. Key Personnel/Subcontractor Listing
- 12. Any Addenda Acknowledgment for each Addendum.
- 13. Bid Package. The packet clearly shows: *Company Name, Company Address, Solicitation Number, Solicitation Title, and Bid Opening Date*

*We appreciate your interest in doing business with the City of Avondale and look forward to receiving your bid/proposals.*