

## BID EVALUATION CHECKLIST

PROJECT NAME: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

ITEM	YES	NO	COMMENTS
<b>1. <u>BID FORM</u></b>			
• Do Written Amounts Match Numbers?	_____	_____	_____
• Are All Base Bids & Unit Price Blanks Filled in?	_____	_____	_____
• Do Amounts Total Correctly?	_____	_____	_____
• Is Addendum(s) Acknowledged? (on bid sheet)	_____	_____	_____
• Is Bid Form signed with Contractor License #?	_____	_____	_____
<b>2. <u>PROPOSAL GUARANTEE/BID BOND – (Item 6 from bid specs)</u></b>			
• Is Proposal Guarantee for 10%?	_____	_____	_____
• Is Guarantee signed/sealed by Surety Company?	_____	_____	_____
• Is Power of Attorney Attached?	_____	_____	_____
• If No Bond, Cashier’s Check/ Money Order for 10%?	_____	_____	_____
<b>3. <u>EXPERIENCE QUALIFICATIONS – (Item from bid specs)</u></b>			
• Is the Form included in the Bid?	_____	_____	_____
• Are the experience qualifications met?	_____	_____	_____
• Is the Form signed?	_____	_____	_____
<b>4. <u>NEVADA STATE CONTRACTOR’S BOARD STATUS – (Item 8 from the bid specs)</u></b>			
• Did the bid include a printout from the Nevada State Contractor’s Board Website, dated nor more than 90 calendar days prior to the date for receipt of Bids, showing that the Bidder has a Nevada Contractor’s license in good standing?	_____	_____	_____
• Is the License the correct type required?	_____	_____	_____
• Is the monetary limit sufficient?	_____	_____	_____
<b>5. <u>SUBCONTRACTORS LIST – (Item 7 from bid specs)</u></b>			
• Is there a 5% Sub List with the Bid?	_____	_____	_____
○ Is the Prime Contractor Self-Listed?	_____	_____	_____
○ Prime performing more than 50% of work?	_____	_____	_____
• Is there a 1% Sub List with the Bid?	_____	_____	_____
○ Is the Prime Contractor Self-Listed?	_____	_____	_____
○ Prime performing more than 50% of work?	_____	_____	_____
• Was a 1% Sub List submitted after bid opening?	_____	_____	Date/Time Rec’d
<b>6. <u>AFFIDAVIT OF NON-COLLUSION SUBMITTED?</u></b>			
<b>7. <u>CERTIFICATE OF BIDDER PREVAIL WAGE SUBMITTED?</u></b>			
<b>8. <u>SOS BUSINESS LICENSE - (Item 9 from the bid specs)</u></b>			
• Did bid include (A) Certificate issued by the SOS within 90 calendar days prior to the date of receipt of bids certifying good standing or (B) Printout of Business Entity Search from SOS website within 30 calendar days prior to date for receipt of bids showing actively registered?	_____	_____	_____
<b>9. <u>BIDDER PREFERENTIAL STATUS – PWP over \$250,000</u></b>			
• Does bidder preferential apply for this bid?	_____	_____	_____
○ Was the form included in the bid?	_____	_____	_____
○ Affidavit affirming compliance included or received within 2 hours of bid opening. (NRS 338.0117)	_____	_____	_____