

	<h2 style="margin: 0;">State of South Carolina</h2> <p style="margin: 0;">Invitation for Bids</p>	Solicitation Number: <span style="background-color: black; color: black;">[REDACTED]</span>
		Date Issued: <span style="background-color: black; color: black;">[REDACTED]</span>
		Procurement Officer: <span style="background-color: black; color: black;">[REDACTED]</span>
		Phone: <span style="background-color: black; color: black;">[REDACTED]</span>
		E-Mail Address: <span style="background-color: black; color: black;">[REDACTED]</span>
Mailing Address: <span style="background-color: black; color: black;">[REDACTED]</span>		

DESCRIPTION: [REDACTED]

DSN BOARD OR PROVIDER: [REDACTED]

*The Term "Offer" Means Your "Bid" or "Proposal." Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.*

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: <span style="background-color: black; color: black;">[REDACTED]</span>	PHYSICAL ADDRESS: <span style="background-color: black; color: black;">[REDACTED]</span>
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SUBMIT OFFER BY (Opening Date/Time): [REDACTED] *date/time* (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: [REDACTED] *date/time* (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: [REDACTED] *to be completed*

CONFERENCE TYPE: <b>Not Applicable</b> DATE & TIME: <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" &amp; "Site Visit" provisions)</small>	LOCATION: <b>Not Applicable</b>
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AWARD & AMENDMENTS	Award will be posted on <span style="background-color: black; color: black;">[REDACTED]</span> / <span style="background-color: black; color: black;">[REDACTED]</span> / <span style="background-color: black; color: black;">[REDACTED]</span> (date). The award, this solicitation, any amendments, and any related notices will be posted at the following location or web address: _____
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of 30 calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR: <small>(full legal name of business submitting the offer)</small>	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, (i.e., a separate corporation, partnership, sole proprietorship, etc.)
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AUTHORIZED SIGNATURE: <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED:
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TITLE: <small>(business title of person signing above)</small>	FEDERAL EMPLOYER IDENTIFICATION NO. (FEIN):  <small>(Do NOT use your Social Security Number)</small>
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PRINTED NAME: <small>(printed name of person signing above)</small>	STATE OF INCORPORATION: <small>(If you are a corporation, identify the state of incorporation.)</small>
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OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small>	<small>(See "Signing Your Offer" provision.)</small>
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____ <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local)	

<p>HOME OFFICE ADDRESS: (Address for Offeror's home office/principal place of business)</p>	<p>NOTICE ADDRESS: (Address to which all procurement and contract related notices should be sent) (See "Notice" clause)</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email Address: _____</p>
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<p>PAYMENT ADDRESS: (Address to which payments will be sent) (See "Payment" clause)</p> <p><input type="checkbox"/> Payment Address same as Home Office Address</p> <p><input type="checkbox"/> Payment Address same as Notice Address (<i>check only one</i>)</p>	<p>ORDER ADDRESS: (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)</p> <p><input type="checkbox"/> Order Address same as Home Office Address</p> <p><input type="checkbox"/> Order Address same as Notice Address (<i>check only one</i>)</p>
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ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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**PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):** On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in S.C. Code Ann. § 11-35-1524. A summary of the new preferences is available at [www.procurement.sc.gov/preferences](http://www.procurement.sc.gov/preferences). **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [S.C. Code Ann. § 11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (S. C. Code Ann. § 11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (S. C. Code Ann. § 11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference.

In-State Office Address same as Home Office Address       In-State Office Address same as Notice Address (*check only one*)

## SCOPE OF SOLICITATION

### PROVIDE GENERAL OVERVIEW OF WORK TO BE DONE AND WHERE

Any resulting contract will be for a term of one (1) year, with four (4) one-year options to renew. The estimated period of the first contract term is: \_\_\_\_\_ (Enter Date If Necessary)

#### MAXIMUM CONTRACT PERIOD - ESTIMATED:

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

## TERMS, CONDITIONS, AND INSTRUCTIONS TO OFFERORS

#### AMENDMENTS TO SOLICITATION:

- (a) The solicitation may be amended at any time prior to opening. All actual and prospective Offerors should call number listed on page one.
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation;
  - (1) By signing and returning the amendment,
  - (2) By identifying the amendment number and date in the space provided for this purpose on page two,
  - (3) By letter, or
  - (4) By submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

#### AWARD NOTIFICATION:

Notice regarding any award or cancellation of award will be posted at the location specified on the Cover Page.

#### BID/PROPOSAL AS OFFER TO CONTRACT:

By submitting Your Bid, you are offering to enter into a contract with the "Using Governmental Unit" listed on the Cover Page. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

#### BID ACCEPTANCE PERIOD:

In order to withdraw Your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Officer in writing.

#### BID IN ENGLISH AND DOLLARS:

Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

**COMPLETION OF FORMS/CORRECTION OF ERRORS:**

All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule).

**DEADLINE FOR SUBMISSION OF OFFER:**

Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected.

**DESCRIPTIVE LITERATURE – LABELLING:**

Include Offeror's name on the cover of any specifications or descriptive literature submitted with Your Offer.

**DISCOUNT FOR PROMPT PAYMENT:**

Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the Offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, Offerors awarded contracts may include discounts for prompt payment on individual invoices.

**DISCUSSIONS WITH BIDDERS:**

After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your bid. Discussions are possible only if your bid is apparently responsive and only for the purpose of clarification to assure your full understanding of the solicitation's requirements. Any discussions will be documented in writing and shall be included with the bid.

**OMIT TAXES FROM PRICE:**

Do not include any sales or use taxes in Your Price.

**PUBLIC OPENING:**

Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

**PURCHASE ORDERS:**

Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic.

**QUESTIONS FROM OFFERORS:**

- (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Label any communication regarding your questions with the name of the Procurement Officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors.
- (b) The "Using Governmental Unit" seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer – as soon as possible – regarding any aspect of this procurement, including any aspect of the solicitation that unnecessarily or inappropriately limits full and open competition.

#### SIGNING YOUR OFFER:

Every Offer must be signed by an individual with actual authority to bind the Offeror.

- (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm.
- (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner.
- (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign.
- (d) An Offer may be submitted by a Joint Venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a Joint Venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the Joint Venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant.
- (e) If an Offer is signed by an Agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the Agent's authorization to bind the principal.

#### SUBMITTING YOUR OFFER OR MODIFICATION:

- (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by electronic means)
  - (1) Addressed to the office specified in the solicitation; and
  - (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the Bidder.
- (b) If you are responding to more than one solicitation, each Offer must be submitted in a different envelope or package.

- (c) Each Offeror must submit the number of copies indicated on the Cover Page.
- (d) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the solicitation.
- (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the solicitation.
- (f) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

#### TAXPAYER IDENTIFICATION NUMBER:

- (a) If Offeror is owned or controlled by a common parent as defined in paragraph (b) of this provision, Offeror shall submit with its Offer the name and TIN of common parent.
- (b) Definitions: “Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member. “Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.
- (c) If Offeror does not have a TIN, Offeror shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether:
  - (i) Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
  - (ii) Offeror is an agency or instrumentality of a state or local government;
  - (iii) Offeror is an agency or instrumentality of a foreign government; or
  - (iv) Offeror is an agency or instrumentality of the Federal Government.

#### SC VENDOR PREFERENCES

To qualify for the SC Resident Vendor Preference, you must maintain an office in this state. An office is a non-mobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least 50 weeks by at least two (2) employees for at least 35 hours a week each.

To qualify for a SC End Product Preference or US End Product Preference, the products must be made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. You may claim either SC End Product or US End Product but not both.

#### WITHDRAWAL OR CORRECTION OF OFFER:

Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the Bid.

**\*\*\*You must define how each offeror must submit their bid.\*\*\***

**OFFERING BY ITEM:** Offers may be submitted for one or more items.

**UNIT PRICES REQUIRED:** Unit price to be shown for each item.

## SCOPE OF WORK/SPECIFICATIONS

**\*\*\*Note: If item to be delivered, be sure to mandate inside delivery by default, unless otherwise requested. Delivery costs are to be included in the bid price and also defined independently.\*\*\***

## INFORMATION FOR OFFERORS TO SUBMIT

**\*\*\*List any documentation you would like the Offerors to submit with their bid here.\*\*\***

Include with your bid a list of any professional organizations of which you may be a member (Local Chamber, Contractor's Association, etc).

Attach to your bid proof of any insurance and/or bond covering the type of work described above in the section titled SCOPE OF WORK/SPECIFICATIONS.

With your bid you must attach three (3) references for whom you have conducted work of an equivalent type and scope.

## QUALIFICATIONS

**\*\*\*State any required qualifications for your bidders here. Request documentation regarding these qualifications in the section above.\*\*\***

## AWARD CRITERIA

**\*\*\*You must define exactly how you will be determining which bidder(s) will receive an award\*\*\***

**AWARD BY ITEM:**

**Award will be made by individual item.**

**AWARD CRITERIA – BIDS:**

Award will be made to the lowest responsible and responsive bidder(s).

**AWARD TO MULTIPLE OFFERORS:**

**Award may be made to more than one Offeror.**

**UNIT PRICE GOVERNS (JAN 2006):**

**In determining award, unit prices will govern over extended prices unless otherwise stated.**

SAMPLE



## BIDDING SCHEDULE

Unless otherwise noted, the price of each item must be inclusive of any additional charges such as shipping, with the exception of tax.

**LOT A:** \_\_\_\_\_

**Lot A Specifications:** \_\_\_\_\_

**Delivery Location/ Time:** \_\_\_\_\_

Agency Req.:					
Item	Commodity	Quantity	Unit Of Measure	Unit Price	Price
1					
<b>Description:</b> _____					

For commodity purchases insert:

Are you requesting the SC Resident Vendor Preference?  Yes  No  
 Are you requesting SC End Product Preference?  Yes  No  
 Are you requesting US End Product Preference?  Yes  No

For purchase of services insert:

Are you requesting the SC Resident Vendor Preference?  Yes  No

**LABOR COST:** \$ \_\_\_\_\_

**MATERIALS COST:** \$ \_\_\_\_\_

**WARRANTY:**  
**PARTS:** \_\_\_\_\_

**LABOR:** \_\_\_\_\_

**DO YOU HAVE INSURANCE OR ARE BONDED TO COVER THE TYPE OF WORK DESCRIBED IN THE SPECIFICATIONS? IF YES, PLEASE ATTACH PROOF OF SUCH TO YOUR BID AS DESCRIBED ABOVE IN THE SECTION TITLED INFORMATION FOR OFFERORS TO SUBMIT.** YES  NO

**Note: Successful vendor must notify receiving section 24 hours prior to delivery. All deliveries will be F.O.B. destination, freight pre-paid. Unless other wise noted, inside delivery will be provided.**

### ATTACHMENTS TO SOLICITATION

**\*\*\*You may include additional attachments if necessary\*\*\***

Important Tax Notice – Nonresidents Only  
 Nonresident Taxpayer Registration Affidavit – Income Tax Withholding (I-312)  
 Offeror’s Checklist

## IMPORTANT TAX NOTICE - NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: S.C. Code Ann. § 12-8-550 requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to;

- (1) Payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina,
- (2) Nonresidents who are not conducting business in South Carolina,
- (3) Nonresidents for contracts that do not exceed \$10,000 in a calendar year, or
- (4) Payments to a nonresident who;
  - (a) Registers with either the S.C. Department of Revenue or the S.C. Secretary of State, and
  - (b) Submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract (“Using Entity”). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

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S.C. Code Ann. § 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

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For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at (803) 898-5383 or visit the Department’s website at [www.sctax.org](http://www.sctax.org).

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This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at (803) 898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at (803) 898-5383.



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
NONRESIDENT TAXPAYER REGISTRATION
AFFIDAVIT INCOME TAX WITHHOLDING

Mail to: The company or individual you are contracting with.

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Name of Nonresident Taxpayer: \_\_\_\_\_

2. Trade Name, if applicable (doing business as): \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

4. Federal Employer Identification Number (FEIN): \_\_\_\_\_

5. [ ] Hiring or Contracting with:
Name: \_\_\_\_\_
Address: \_\_\_\_\_

[ ] Receiving Rentals or Royalties From:
Name: \_\_\_\_\_
Address: \_\_\_\_\_

6. I hereby certify that the above named nonresident taxpayer is currently registered with (check the appropriate box):

[ ] The South Carolina Secretary of State or
[ ] The South Carolina Department of Revenue:
Date of Registration: \_\_\_\_\_

7. I understand that by this registration, the above named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Section 12-8-550 (temporarily doing business or professional services in South Carolina) or Code Section 12-8-540 (rentals) at any time it determines that the above named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44(B)(6)(a)(i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_(Seal) \_\_\_\_\_
Signature of Nonresident Taxpayer (Owner, Partner or Corporate Officer, when relevant) Date

If Corporate officer, state title (Name - Please Print): \_\_\_\_\_

**INFORMATION**  
**NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT**

Submit this form to the company or individual you are contracting with.

Do not submit this form to South Carolina Department of Revenue.

**PURPOSE OF AFFIDAVIT**

A person is not required to withhold taxes for a nonresident taxpayer who submits an affidavit certifying that they are registered with either the South Carolina Secretary of State or the South Carolina Department of Revenue.

**REQUIREMENTS TO MAKE WITHHOLDING PAYMENTS**

Code Section 12-8-550 requires persons hiring or contracting with a nonresident taxpayer to withhold 2% of each payment made to the nonresident where the payments under the contract exceed \$10,000. However, this section does not apply to payments on purchase orders for tangible personal property when those payments are not accompanied by services to be performed in this state.

Code Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation.

The Internet address is: [www.dor.sc.gov](http://www.dor.sc.gov)

## OFFEROR'S CHECKLIST

### *AVOID COMMON BID/PROPOSAL MISTAKES*

Review this checklist prior to submitting your bid/proposal.  
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- Do not include any of your standard contract forms!
- Unless expressly required, do not include any additional boilerplate contract clauses.
- Reread your entire bid/proposal to make sure your bid/proposal does not take exception to any of the state's mandatory requirements.
- Make sure you have properly marked all protected, confidential, or trade secret information in accordance with the instructions entitled: SUBMITTING CONFIDENTIAL INFORMATION. ***Do not mark your entire bid/proposal as confidential, trade secret, or protected! Do not include a legend on the cover stating that your entire response is not to be released!***
- Have you properly acknowledged all amendments? Instructions regarding how to acknowledge an amendment should appear in all amendments issued.
- Make sure your bid/proposal includes a copy of the solicitation cover page. Make sure the cover page is signed by a person that is authorized to contractually bind your business.
- Make sure your Bid/proposal includes the number of copies requested.
- Check to ensure your Bid/proposal includes everything requested!
- If you have concerns about the solicitation, do not raise those concerns in your response! **After opening, it is too late! If this solicitation includes a pre-bid/proposal conference or a question & answer period, raise your questions as a part of that process!** Please see instructions under the heading "submission of questions" and any provisions regarding pre-bid/proposal conferences.

This checklist is included only as a reminder to help Offerors avoid common mistakes.  
Responsiveness will be evaluated against the solicitation, ***not*** against this checklist.  
You do not need to return this checklist with your response.