



## SEI Mississippi Bidder's Checklist

The following documents must be fully executed. Bidders shall make necessary copies for their own records. Reference the Invitation for Bid for the pre-bid meeting(s), bid due date and time.

Each bid submitted must contain all the following documents in order to be considered for bid award:

- \_\_\_\_\_ 1. **Copy of this Bidder's Checklist with initials on each numbered item confirming that bidder has reviewed and accepted each bid requirement.**
- \_\_\_\_\_ 2. **Bid Form.** Use separate form for each bid package.
- \_\_\_\_\_ 3. **Proposal.** Include with the bid form a copy of proposal on company letterhead providing scope clarification for each bid package. Provide pricing for "Alternates" as necessary.
- \_\_\_\_\_ 4. **Bidder has reviewed Walsh's Subcontractor Insurance information, and your company can comply with all requirements.** (refer to document "Walsh Subcontractor Insurance Requirements"; Insurance Certificate or Letter will be requested prior to awarding successful bidders)
- \_\_\_\_\_ 5. **Experience – Bidder is attesting to two (2) projects of similar size and scope successfully and independently executed by subcontractor** (references will be requested listing size and scope to similar projects prior to awarding successful bidders).
- \_\_\_\_\_ 6. **Subcontract.** Bidder is willing to enter into a Walsh subcontract or purchase order agreement using the Walsh document form in an unaltered state and can provide insurance as required by the agreement.
- \_\_\_\_\_ 7. **Unit Price Worksheet.** As applicable to scopes of work.
- \_\_\_\_\_ 8. **Prevailing Wage.** Bidder has included applicable prevailing wages in proposal. BOLI Commercial Wages must be included in proposal.
- \_\_\_\_\_ 9. **Sustainability.** Bidder understands that the project is seeking sustainable measures through NGBS Certification program and has considered in the proposal NGBS requirements and submittals as designated in Construction Documents (refer to Checklist).
- \_\_\_\_\_ 10. **Equity Goals.** A minimum of 30% of the **total project cost** shall be contracted to COBID subcontractors and suppliers. Please note if you are an MWESB COBID certified subcontractor or supplier.