

Item Number	Bid Submittal Check Sheet	Check <input type="checkbox"/>
1	Part I, Section 1 – Instruction to Bidders (Bid Guarantee Included)	
2	Part I, Section 2 – All Required Submittal Forms (if any of the required submittal documents are not submitted or are incomplete within your Bid submittal package, your firm may be deemed non-responsive). <u>Required Submittals include but are not limited to:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Form 1; Illegal Immigration Reform and Enforcement Act <input type="checkbox"/> Form 2; Contractor Disclosure Form <input type="checkbox"/> Form 3; Bid Bond <input type="checkbox"/> Form 4; Acknowledgement of Insurance and Bonding Requirements <input type="checkbox"/> Form 5; Acknowledgement of Addenda <input type="checkbox"/> Form 6; Offeror Contact Directory <input type="checkbox"/> Form 7; Reference List <input type="checkbox"/> Form 8; Prohibited Source' Ethics Pledge <input type="checkbox"/> Required Submittal Checklist <input type="checkbox"/> Statement of Qualifications <input type="checkbox"/> Authority to Transact Business in the State of Georgia <input type="checkbox"/> Joint Venture Agreement <input type="checkbox"/> Georgia Work License <input type="checkbox"/> Safety Record Form <input type="checkbox"/> Appendix A – OCC Requirements (Forms EBO-1, EBO-2, EBO-3, Form 4, Form 5) <input type="checkbox"/> Appendix B – Insurance and Bonding Requirements 	
3	Separate Sealed Envelope <input type="checkbox"/> Bid Schedule/Bid Form	
4	Bidder's Official Company Name: Company Physical Address:	
5	President/Vice President/Owner Name: Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____	
6	Primary Point-of-Contact Concerning ITB: _____ Title: _____ Office Telephone Number: _____ Direct Cell Telephone Number: _____ Email Address: _____	