RANCHO DALTON
AGENCIES / ASSOCIATIONS / BUSINESSES

Public Agency Bid Checklist

For city, county, special district and state service bids · Rancho Dalton, LLC

Before you start

- ☐ Due date, time and time zone written down.
- ☐ Submission method confirmed: portal, email or hard copy, and the exact address.
- ☐ Questions deadline noted; questions sent early.
- ☐ Mandatory pre-proposal meeting or site visit attended, if required.
- ☐ Every addendum downloaded; sign up for portal notices.

Required forms

- ☐ Each form listed in the solicitation, filled in and signed by an authorized person.
- ☐ Every addendum acknowledged on the form or page the agency asks for.
- ☐ Insurance certificates, or a statement that you can meet the insurance terms.
- ☐ Business license, certifications (small business, veteran, disadvantaged business, local) and registrations the agency requires.
- ☐ References in the format requested.

Format and page limits

- ☐ Page limit, font size, margins and file type as specified.
- ☐ Sections in the same order as the scoring criteria.
- ☐ Résumés for the people who will do this work, within any page limit.
- ☐ Cost proposal in the format required, and in a separate file or envelope if asked.

Scoring

- ☐ Each scoring criterion answered under a heading that matches its name.
- ☐ Local knowledge of the agency and its community shown with specifics.
- ☐ Project examples that match this scope, with dates, owners and contacts.
- ☐ Exceptions to the contract terms listed, if the agency allows them, or none taken.

Submit

- ☐ One final check against this list by someone who did not write the proposal.
- ☐ Submitted a day early; confirmation receipt saved.
- ☐ Ask for the score sheets and the award result afterward, win or lose.

Every solicitation is different: the solicitation itself governs. Want a second set of eyes? A compliance check comes back in one business day for $295.

Eric Hall · (925) 708-2686 · eric@ranchodaltonbids.com · ranchodaltonbids.com