

BIDDER'S CHECKLIST

- Q1. Contractor/Vendor has included scope of work on Letterhead or Proposal Form attached hereto (Form is preferred)
- Q2. Attach copy of Non-Resident Bidder's Preference Law, if applicable. (per Code 31-3-21(3)) (when contractor is from out of state)
- Q3. Out of State Contractor/Vendor must have a Certificate to do business in the State of Mississippi from the Mississippi Secretary of State's Office if doing business in the State of Mississippi for more than 30 days. Yes, has one _____ N/A _____ (because Contractor/Vendor is a Mississippi domiciled company) (per Code 79-4-15.01)
- Q4. Mississippi Department of Agriculture and Commerce, Bureau of Plant Industry Landscape License Number _____, if applicable. (per Code 69-19-1 through 69-19-15)
- Q5. If this is a bid/quote between \$25,000.00 and \$50,000.00, with or without advertising - Contractor/Vendor will be required to submit a [Performance/Payment] Bond (see <http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm>), if Contractor/Vendor is awarded the contract, which will be attached to his Letterhead or Proposal form. (attached Form is preferred) Yes _____ No _____ (because bid/quote is not over \$25,000.00) (per Code 31-5-51(5) for bid /quote over \$25,000.00) (If this is an advertised bid under \$50,000.00, then items listed herein apply. If this is an advertised bid over \$50,000.00, then 31-7-13(c) applies but Bond is still required.)
- Q5a. All close-out forms will be required when there is a Bond as listed in the Owner's (or Bureau's) Procedure Manual.
- Q6. Bond mentioned in #5 above has a countersignature, if needed: Yes _____ No _____ (because no bond is required because bid/quote is not over \$25,000.00) (per Code 83-17-21).
- Q6a. When Bond or Insurance are required – the surety agent, insurance agent, Surety, Insurance Providers MUST be licensed in Mississippi on the Mississippi Insurance Department web and Workers Comp web MUST show workers comp policy number and Provider for Contractor. See BoB's Division 0 Instructions to Bidders.
- Q7. Contractor is aware that if no Bond is submitted, because bid/quote is under \$25,000.00, as mentioned in accordance with #5 above, then a lump sum payment will be made at final acceptance of project. Yes _____ (per Code 31-5-51(5))
- Q7a. The Owner may elect to make lump sum payment for \$25,000.00 to \$50,000.00 per #12 above regarding retainage.
- Q7b. Liquidated Damages will be in the amount of Two Hundred Dollars (\$200.00) for each calendar day for awards over \$25,000.00.
- Q8. If this is a bid/quote between \$5,000.00 and \$50,000.00, with or without advertising - Contractor/Vendor will be required to submit a Certificate showing Liability Insurance, at least, (see <http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm>) if Contractor/Vendor is awarded the contract, which will be attached to his Letterhead or Proposal form. Yes _____ No _____ (because no Insurance is required because bid/quote is under \$5,000.00) (per Code 31-5-51(7) for bid/quote over \$5,000.00)) (If this is an advertised bid under \$50,000.00, then items listed herein apply. If this is an advertised bid over \$50,000.00, then 31-7-13(c) applies and Insurance is still required – Liability plus others.)
- Q8a. Contractor is prepared, if awarded the contract, and if not less than \$1,000,000.00 insurance is required, to submit proof of, or ability to obtain, said Insurance, within 5 days of bid acceptance/intent to award. (per Code 31-7-13(v)) which will be before execution of the Contract.
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- Q9. If this is a bid/quote for any amount, with or without advertising - Contractor/Vendor will be required to submit a Certificate showing Workers Comp, at least, if Contractor/Vendor is awarded the contract, which will be attached to his Letterhead or Proposal form included herein. Yes _____ No _____ (because Company is less than 5 employees) (per Code 71-3-5 for companies with over 5 employees)
- Q10. If this is a bid/quote between \$5,000.00 and \$50,000.00, ~~with or~~ without advertising – Contractor/Vendor completed the section on his Proposal form included herein regarding the component breakdown(s). (per Code 31-7-13 (b) and SB2923 L'09) No component breakdown needed for bid/quote under \$50,000.00 when Code 31-7-13(c) regarding advertisement is followed.
- Q11. Be sure you included your applicable taxes in your total quote/bid – which is usually MPC taxes. (see Code 27-65-21 and 27-65-23 and State Tax Commission Rule 41 (<http://www.mstc.state.ms.us/taxareas/sales/constr.html>))
- Q12. Code 31-7-301 allows 45 days for timely payment.
- Q13. Code 71-11-1, et seq Mississippi Employment Protection Act (e-verify).
- Q14. E-payment (electronic payment) is required. See http://www.mmrs.state.ms.us/statewide_applications/E_Payment_Services/index.shtml
E-Invoice is waived for the Bureau of Building, et al.
- Q15. Code 27-104-151, et seq American Accountability and Transparency Act of 2009 and Code 31-7-13 (posting of contract awards).
- Q16. Code 83-17-21 Surety Bond Company, Bond Agent, Insurance Providers, and Insurance Agents are on the Mississippi Insurance Department approved list.
- Q17. W9 is or will be submitted including SS/Fed ID number and complete company name.
- Q18. Code 79-4-15 quote/bid name is exact as at Mississippi Secretary of State's Office.
- Q19. Place Quote in a sealed envelope to be opened on the “receipt of quotes” deadline day. (This is to assure competitiveness and that quoters' bids are not exposed - for legal, audit and ethics review.)
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