



- Check your bid documents for each item listed below prior to submitting your bid.
- Omission of any item could invalidate your bid.

- List your company name, address, phone number, tax ID/FEI number and email address on the bid form where indicated.
- Complete and sign the bid statement. If any questions on the statement do not apply to you, enter "NONE" in the box.
- Fill in all blanks on the bid form, including acknowledgment of addenda, base or total bid price, all alternate or unit prices. Use words and numbers where required.
- Deliver to Construction and Properties proper bid security as required by Bid Documents (required if bid is more than \$100,000). Bid bonds must contain original signatures and have a power of attorney attached. Copies of bid bonds are not acceptable. Checks must be either certified or a cashier's check. If an irrevocable letter of credit is used, it must be complete and on the form provided by the owner.
- Check the Bid Express website linked from the Construction and Properties' page at oklahoma.gov/omes/services/construction-and-properties.html. Under Drawings, select [Download project bid documents and submit online bids](#).
- Double-check all bid prices to ensure each price listed is correct.
- Include all documentation, certifications and other special submittals required by the specifications uploaded during electronic bidding.