

To: All Bidders
From: Construction Section
Re: Common Bidding Mistakes
Date: 7/22/2015

The following list* are the eleven most common mistakes which occur in the bid submittal process and result in bid rejections.

- 1) *Not listing the Subcontractor's name or the Contractors name (Mechanical, Plumbing, Electrical, Roofing) in the space provided on the bid form.*
- 2) *The listed Subcontractor's license has expired or is misclassified (when the Subcontractor's work is \$50k or more for the work).*
- 3) *Bid Bond is not signed by a resident/ non resident agent licensed within Arkansas .*
- 4) *Addenda are not acknowledged by the Contractor on the Bid Form.*
- 5) *Failure to submit any bid security or the issuing surety company for the Bid Bond is not qualified and authorized to do business within the State and is not listed on current United States Department of the Treasury's listing of approved sureties.*
- 6) *Bid Bond or Bid Form is not signed by the Contractor or Contractors Representative*
- 7) *Expired Contractor's license or is misclassified for the work.*
- 8) *Bid Bond not accompanied by the Agent's Power of Attorney, or the name of the resident / non-resident agent is not shown on the Power of Attorney.*
- 9) *Bid Security (Bid Bond or Cashiers Check) made out to the wrong entity (Obligee or Payee), the bid security must be made out to the Owner.*
- 10) *Failure to submit attachments, such as unit prices, with the bid form, if required by the bid documents.*
- 11) *Bidder fails to initial any revised entries on the submitted bid form. All changes shall be made by striking through the wrong entry and the corrected entry shall be inserted on the Bid Form and initialed.*

*This is NOT an all inclusive checklist and is only being provided as informational assistance to bidders. Bidders should become familiar with all the bid documents, procedures, rules and laws governing bid submittals and state contracting processes.