

# Checklist for Bidders

## First Congregational Church in Nantucket

Section Number	Section Description
1	The Bid is submitted on the Bid Form provided by the Owner.
2	The name of the Bidder has been provided on the Bid Form.
3	All Addenda have been acknowledged on the Bid Form (Paragraph B).
4	The Proposed Contract Sum (Paragraph 3) has been set forth in both words and figures.
5	The Bid Proposal Form has been completed.
6	The General Bid or Sub-Bid Form is signed by an authorized representative of the Bidder.
7	Company information has been provided (following signature section on Bid Form).
8	The information requested in the Statement of Bidder Qualifications has been provided, the Statement signed, and notarized.
9	The bid will be submitted to the Owner at the address indicated in the Invitation for Bids in sealed opaque envelopes (inner and outer) bearing on the outside the words "BID DOCUMENTS", the name and address of the Bidder, the date and time of opening, and the title of the project for which the bid is submitted. If to be forwarded by mail, the sealed bid marked as described above together will be enclosed in another envelope with the notation "BID ENCLOSED" on the face and addressed as indicated in the Invitation for Bids.
10	Bids are due at David M. Hart Enterprises, 104 Federal Street, Salem, MA office before 4 p.m. Wednesday, September 5, 2007. Faxed proposals are acceptable - 978 745 0085. Emailed proposals are also acceptable with electronic signature.
11	<b>BIDDERS ARE REMINDED THAT IT IS THEIR RESPONSIBILITY TO DELIVER THEIR BIDS TO THE ARCHITECT/ENGINEER NOT LATER THAN THE TIME SET FOR OPENING OF BIDS. LATE BIDS WILL NOT BE ACCEPTED.</b>