

 Purchasing Tutorial 2018

**Filling out the Bid Form**

The Completion Date is the last section of the Scope of Work and Summary and will need to be placed in the last text field on first page of invitation to bids.

***For example, Completion Date -The Owner seeks to get new stage delivered by March 15, 2017.***

**Section One-Addendums**

Addendums will be made available online so please keep an eye on the purchasing section of the website to ensure that you acknowledge all addendums issued.

**Section Two- Bid Schedule**

Within the Invitation to bid Section I, Summary of Work, the Required information categories correspond with the Bid Form Section Two Bid Schedule. Please provide pricing of each individual category into the corresponding fields and total the bid amount at the end. If categories are not used, please put N/A.

Invitation to Bid Section I Scope of Work Required Information goes into Bid Form Section II Bid Schedule Table

***An example, Category A) The bidder will provide a stage and necessary accessories that correspond with specifications goes into Bid Schedule Category A with pricing. The last required information category represents the total which will be required to provided twice.***

**Section Three- Proposed Schedule of Activities**

Please keep activities names simple, for example Activity #1, Installation Timeframe 2 days or 1 week. Please note the successful bidder will be able to amend their schedule at the time of award.

**Section Four- Bid Certification**

Please provide the name and addresses of those who are going to be principles in the project. Check the box if you are local contractor.

**Section Five- Bonding**

Please only provide bonding information if it is required by the invitation to bid. If not please put N/A in both fields.

**Section Six- Subcontractors**

Please provide all subcontractors that will be involved with project. If more than five, please provide further documentation.

**Section Seven- Signature of Bidders**

Please fill out entire form, sign and scan. Bids without signatures will be deemed incomplete and may be rejected.

**DON’T FORGET TO FILL OUT THE PROJECT AND PROFESSIONAL REFERENCES FORM.**

***\*IF ANYTHING, this area is not a disqualifier. \* Please respond with appropriate language of not having done any work with the Town.***

If you have any further questions regarding the Town Bid Form please don’t hesitate to ask,

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