



City of Phoenix
Office of the City Engineer
Design and Construction Procurement
200 W. Washington Street, 6th Floor
Phoenix, Arizona 85003-1611

PROJECT NO. ST87600114-3
GRAND CANAL BIKE AND PEDESTRIAN IMPROVEMENTS
FEDERAL AID NO. PHX-0(BFG)F

ADDENDUM NO. 4

ISSUE DATE: September 14, 2017

1. Delete Information for Bidders Paragraph H. Bid Submittal Checklist and replace with **Bid Submittal Checklist – Addendum 4**, attached.

END OF ADDENDUM

George Goodale

George Goodale
Contracts Specialist
Design and Construction Procurement

BID SUBMITTAL CHECKLIST

This checklist is provided to remind bidders of several of the required elements of the bid packages. It is not intended to be a comprehensive list of all of the contract documents. Bidders are encouraged to review all of the Bid Instructions to determine compliance therein.

ALL FIRMS MUST BE REGISTERED IN THE CITY'S VENDOR MANAGEMENT SYSTEM PRIOR TO SUBMITTING A PROPOSAL. FOR NEW FIRMS - THE CITY WILL SEND AN EMAIL TO YOUR FIRM WITH A VENDOR NUMBER WITHIN TWO DAYS OF SUBMITTING THE REQUEST. THE VENDOR NUMBER NEEDS TO BE INCLUDED ON THE COVER OF THE STATEMENT OF QUALIFICATIONS OR ON THE BID PROPOSAL PACKAGE/ENVELOPE. INFORMATION ON HOW TO REGISTER WITH THE CITY IS AVAILABLE AT:

<https://www.phoenix.gov/finance/vendorsreg>

- o Acknowledge all addenda? (Page P-1)
- o Completed all of the Bid Proposal forms? (Pages P-1 to P-6 and P.S.-1)
- o Included your Bid Bond (rated A- or better for the prior four quarters) or Guarantee Cashier's Check? (Page S.B.-1)
- o Completed List of Major Subcontractors and Suppliers form? (Page L.O.S.-1)
- o Buy American Certificate? (Page B.A.C. – 1)
- o No Collusion Affidavit? (Page N.C.A. – 1)

PLEASE DO NOT SUBMIT THE ENTIRE SPECIFICATION BOOK WHEN SUBMITTING YOUR BID. INCLUDE ONLY THE REQUIRED BIDDING DOCUMENTS.

DBE Program Documentation due at time of bid:

All required documentation due with the bid must be submitted in a separate sealed envelope with the bid submittal.

Attachment A (Outreach Efforts)

Each Bidder shall submit **Attachment A with Columns A through D** completed at the time of their initial bid submittal.

Documentation due within THREE (3) BUSINESS DAYS of the Bid Deadline

All required outreach efforts documentation is due within the three (3) business days of the bid deadline must be submitted in a separate sealed envelope.

Attachment A (Outreach Efforts)

Each Bidder shall submit within 3 business days of the bid deadline **Attachment A with Columns E and F** completed to document their outreach efforts.

Attachment A Supporting Documentation

Each Bidder shall complete and submit their supporting documentation of their outreach efforts related to **Attachment A – as it specifically relates to Columns D & F.**

Attachment B (Small Business Utilization Commitment)

Each Bidder shall submit within 3 business days of the bid deadline **Attachment B.**

POST-BID SUBMITTAL CHECKLIST

All bidders wishing to remain in contention for award of the contract must submit completed contracts documents listed below. The documents must be submitted to the Street Transportation Department Contract Procurement Section, 6th Floor, or can be sent by email to George.Goodale@phoenix.gov **within 5 calendar days after bid opening by 4:00 p.m.**

- o Completed List of All Subcontractors and Suppliers form (L.O.S.-2) (5 days after bid opening by 4:00 p.m.)
- o Bidders Disclosure Statement (Pages B.D.S.-1 to 4) (5 days after bid opening by 4:00 p.m.)
- o Submit Affidavit of Identity (if you are a sole proprietor) (Page A.O.I.-1) (5 days after bid opening by 4:00 p.m.)