

Bid Packet Documentation Checklist

Please ensure your bid contains documentation for **EACH** item below:

(X)

- _____ • Current business license issued by the SC Department of Labor, Licensing & Regulation
- _____ • Evidence of five (5) years of continuous operation under the same business name
- _____ • Evidence of current good standing with SC Secretary of State's office
- _____ • Completed & signed W-9
- _____ • List of similar projects successfully completed in last five (5) years including the following information:
 - Project name
 - Project owner
 - Project address
 - Project start / end dates
 - Description of funding sources
 - Photo(s) of completed project
- _____ • Organization chart indicating employee names, titles & employment status (e.g. full time vs. part time)
- _____ • Resumes and job descriptions of all key staff members
- _____ • If applicable, list and status of other Authority-funded projects on which Contractor is currently working as well as written explanation for delay if behind schedule
- _____ • If no work performed for Homes of Hope in past three years, three (3) references including contact names and phone numbers.
- _____ • Unique Entity ID (SAM Number) obtained from SAM.gov. This is a nine-digit number available only through registration with SAM.gov and is NOT the same as a DUNS number.
- _____ • Copies of Declarations Page evidencing adequate insurance coverage, as specified above.
- _____ • Completed SRDP-12C – Section 3 Business Concern Certification
- _____ • Signed acknowledgement of HOH Specs.
- _____ • Complete and accurate Construction Cost Addendum.
- _____ • Construction timeline (to be updated with dates at time of contract execution and obtaining permits).

Contractor acknowledges that the information presented via the Homes of Hope bid package at <https://www.homesofhope.org/westside/> has been read and understood and all documentation required to submit a complete and accurate bid has been provided to Homes of Hope on or before the bid submission deadline of Thursday, January 5, 2023, at 5:00pm EST.

Contractor Name: _____

Contractor Signature: _____

Date: _____