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CLARK COUNTY  
WASHINGTON

GENERAL SERVICES

Office of Purchasing

April 10, 2006

To: Construction Vendors

Subject: Areas of consideration when submitting a Bid Proposal.

Recent events with construction projects have resulted in disputes over issues with the signatures on the bid forms and have caused some concern with Clark County Purchasing and the Board of County Commissioners. In an attempt to simplify and add clarity to the process, Clark County has revised the proposal signature page. The signature page title has changed from "Bid Bond" to "Proposal Signature Page". In addition, in the first paragraph it states the following: "Proposals submitted without a signature below will be rejected". All other forms requiring a signature have had the same warning added.

Other bid deficiencies that will cause a bid to be rejected are:

1. The bidder is not pre-qualified; if applicable
2. The authorized proposal form furnished by the County is not used or is altered;
3. The completed proposal form contains any unauthorized additions, deletions, alternate bids or conditions;
4. The bidder adds provisions reserving the right to reject or accept the award, or enter into a contract;
5. A price per unit cannot be determined from the bid proposal;
6. The proposal form is not properly executed;
7. The bidder fails to submit or properly complete a subcontractors list, if applicable;
8. The bidder fails to submit or properly complete a Disadvantaged, Minority or Women's Business Enterprise Certification, if applicable;
9. The bid proposal does not constitute a definite and unqualified offer to meet the material terms of the bid invitation.