MANDATORY

There will be a mandatory pre-bid conference and site visit for all interested bidder at 1:00 pm on Thursday, May 3, 2012 at Haut Gap Middle School Campus gravel overflow parking lot east of the school building. The address is, 186 Bohicket Road, Johns Island, South Carolina 29455.

OFFEROR'S CHECKLIST

AVOID COMMON MISTAKES

Review this checklist prior to submitting your bid
If you fail to follow this checklist, you risk having your bid rejected.

☐ MAKE SURE YOUR BID INCLUDES EVERTHING REQUESTED, AND YOUR BID IS ON TIME.

☐ MAKE SURE YOU SIGN THE BID INCLUDES YOUR COMPANY NAME AND FULL MAILING ADDRESS AND SIGN THE LAST PAGE OF THE PROPOSED CONTRACT.

☐ BID BOND MUST BE ISSUED BY A CORPORATE SURETY REGISTERED AND AUTHORIZED TO DO BUSINESS IN THE STATE OF SOUTH CAROLINA. BID BOND SHALL BE PAYABLE TO THE CHARLESTON COUNTY PARK AND RECREATION COMMISSION, SHALL BE FOR AT LEAST **(5%)** PERCENT OF THE TOTAL AMOUNT OF THE PROPOSAL WITH A RAISED SEAL.

☐ CONTRACTOR'S CERTIFICATION/QUALIFICATION QUESTIONNAIRE

☐ ATTACHMENT 1 - I-312.

☐ ATTACHMENT 2 - EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

☐ ATTACHMENT 3 - NON-COLLUSION OATH

☐ ATTACHMENT 4 - DRUG FREE WORKPLACE CERTIFICATION

☐ ATTACHMENT 5 - LOCAL PREFERENCE OPTION

☐ ATTACHMENT 6- COMPLIANCE WITH ILLEGAL IMMIGRATION ACT

☐ ATTACHMENT 7 - INSURANCE REQUIREMENTS

☐ ATTACHMENT 8 - SMALL BUSINESS ENTERPRISE POLICY – CCPRC GOAL IS **10%.**

PROVIDE COMPANY SBE _____%

☐ ATTACHMENT 9 – SUBCONTRACTOR DATA FORM

☐ IF YOU HAVE CONCERNS ABOUT THE BID, ASK NOW DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER DUE DATE, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-BID CONFERENCE OR A QUESTION** & **ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!**

NOTE: This checklist is included only as a reminder to help Offerors avoid common mistakes
Responsiveness will be evaluated against the solicitation **not** against this checklist.
You do not need to return this checklist with your response.