

## UPDATED BID SUBMITTAL CHECKLIST

### Goods & Services Contracts

Items below represent components required in this bid package. Bidders are asked to review the requirements to be sure that all applicable parts are included with bid submission.

It is the Bidder's responsibility to be thoroughly familiar with all the requirements and specifications. Be sure you understand the following before you submit your bid.

#### **Before submitting your e-bid:**

- Make sure you are using a PC or laptop to access the PlanetBids (PB) platform. No tablets/ No cellphones
- Google Chrome is the *preferred* internet search engine to use with PB
- Have your PIN number ready for e-bid
  - o If you forgot your PIN number, you can click on "Forgot PIN" when you start your e-bid
  - o If you are not registered for a PIN number, go into your company's vendor profile and click on "I'm an authorized signer" and a PIN number will be sent to the email on file (may go to spam/junk email)
- Each of the below listed packets/documents that are due with bid submittal, are all separate, mandatory uploads with your bid submittal
- If there are any proposed changes to the documents/contract posted to this bid, they must be submitted as part of bid submittal/proposal
- When e-bidding, please make sure that you are only logged into one computer under your username that you are bidding, as this will invalidate your e-bid.
- ***You are strongly encouraged to start your e-bid prior to the due date of this bid.***

#### **DUE WITH BID SUBMITTAL**

##### ☐ **QUOTATION**

Please view the "Line Items" tab of the bid for items to be quoted. When e-bidding, the line items will auto-populate in PB to enter the "unit price" of your quotation. Please be aware that all items typed in the unit price box will appear as a dollar amount. Refer to the UOM (unit of measure) we are asking for with each line item. There is a "comments" box next to each line item for any further notes you would like to submit with bid.

Bids shall be quoted to two (2) decimals places (ie. \$0.00) Only one price per line item.

##### ☐ **ATTACHMENTS- NEW PROCESS**

Paperwork that is due with the bid submittal is listed on the Scope & Specifications – "Bid Submission" section of this document. Items with an asterisk (\*) are files that are on the "Documents" tab of this bid in PlanetBids.

**1. CITY PAPERWORK\***- *This paperwork will only need to be submitted once for your company for the duration of all contracts with the City. If any of the information below changes, it is the responsibility of the company to update the forms and submit to the Division of Purchases and Supplies.*

- Vendor Registration Form, if your company is new to doing business with the city
- Business Taxation Registration Form, if your company is new to doing business with the city
- Child Support Affidavit, notarized- Do not change this form – this form is intended if child support is owed in Lucas County. If you do not owe, fill out first paragraph and initial where indicated. If there is child support owed, list cases.
- Vendor Utility

**2. ANNUAL PAPERWORK\***- *This paperwork will only need to be submitted once for all bids your company submits in 2026.*

- EEO compliance
- Debarment Certification
- Living Wage Affidavit, updated no later than February 1<sup>st</sup>
- W-9
- Certificate of Insurance, naming the City of Toledo as additionally insured
  - Insurance requirements can be found on the city of Toledo's website at <https://toledo.oh.gov/business/how-to-do-business-with-the-city>
- Workers' Compensation Certificate, through expiration and then annually
  - If you are in the state of Ohio, submit a copy of your Ohio BWC certificate.
  - If you are out of the state of Ohio, workers compensation should be listed on the Certificate of Liability

**3. PROJECT PAPERWORK\***- *This paperwork must be submitted with each bid your company submits.*

- Acknowledge & Acceptance of Terms and Conditions, Contract Specifications, Instructions to Bidder, Bid Sheet or Proposal and All Addenda
- Living Wage Contract Addendum
- Primary/Subcontractor Agreement Certificate
  - If no subs/suppliers are being used, please fill out the top and bottom section of the form and check mark the box that there are no subcontractors being used.
  - If you are using subcontractors/suppliers, please fill out this form – one per form. You must have dollar amount indicated and the form must be signed by sub/supplier.

- ☐ **CONTRACT SIGNED BY BIDDER\***
- ☐ **BID GUARANTY**

Per TMC 187.09, A surety bond is preferred with e-bids; the original is not needed. If you are using a check as the bid guaranty, the check must be received by the Division of Purchases and Supplies no later than the due date and time to be deemed responsive. The check must also be scanned and uploaded with the e-bid. The bid guaranty shall be in the form of a bid bond or a certified check/cashier's check on a solvent bank. **Company Checks and personal checks will not be permitted.**

Every bidder shall submit with any bid in the amount of \$75,000 or less a bid guaranty in the amount of 2.5% of the bid, but in no event less than \$40 nor more than one thousand eight hundred dollars (\$1,800).

Any bidder submitting a bid in an amount exceeding of \$75,000 shall submit a bid guaranty in the amount of 5% of the bid, subject to a maximum amount of \$200,000.

User's guide is available on the PlanetBids website should you need assistance with placing your e-bid.  
**Make checks payable to the "City of Toledo."**

Division of Purchases & Supplies  
One Government Center  
640 Jackson Street, Suite 2000  
Toledo, OH 43604

- ☐ **SAMPLE SUBMISSION**, if applicable
- ☐ **PROPOSALS, QUALIFICATIONS OR OTHER DOCUMENTATION AS REQUESTED**, *if applicable*
  - Refer to the Scope & Specifications for details.

#### **REQUIREMENTS upon AWARD RECOMMENDATION**

**Performance Bond, if applicable per TMC 187.28**

**PLA, if applicable per TMC 187.12**