

## **BID CHECKLIST**

Please complete the entire Bid form, paying particular attention to:

### **CURRENT BID**

- The correct form for the current bid has been completed.

### **SIGNATURE PAGE**

- Firm name on Bid matches Firm name on W-9.
- Signature(s) provided follows the Approved Corporate Signature Methods:
  - a) **Two signatures**: One by Chairman of Board of Directors, President, or a Vice-President **AND** one by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer.
  - b) **One signature**: By corporate designated individual **together with** properly attested resolution of Board of Directors authorizing person to sign.

### **WORKSHEET**

- Worksheet has been completed as instructed and any documentation requested has been provided.

### **BUSINESS TAX REGISTRATION CERTIFICATE (BTRC)**

- The number entered was issued by the City of Los Angeles Office of Finance.  
For example, 0000123456-0001-1.

### **ADDITIONAL ITEMS**

- Any and all documents and addenda attached to the bid have been completed and included with the submission.

Please do not leave any areas blank. Enter "N/A" if necessary.

Include this completed checklist with your bid submission.