

BID CHECKLIST

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

CURRENT BID

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

WORKSHEET

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

DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) REGISTRATION

- Bidder has a current registration with the State of California Department of Industrial Relations (DIR).

INSURANCE REQUIREMENTS

- Insurance requirements have been acknowledged by initialing this section of the Bid.

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.