

ARKANSAS BUILDING AUTHORITY

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To: All Bidders
From: Construction Section
Re: Common Bidding Mistakes
Date: December 1, 2007

The following list* are the eleven most common mistakes which occur in the bid submittal process and result in bid rejections.

- 1) *Not listing the Subcontractor's name or the Contractors name (Mechanical, Plumbing, Electrical, Roofing) in the space provided on the bid form.*
- 2) *The listed Subcontractor's license has expired or is misclassified (when the Subcontractor's work is \$20k or more for the work).*
- 3) *Bid Bond is not signed by a resident/ non resident agent licensed within Arkansas.*
- 4) *Addenda are not acknowledged by the Contractor on the Bid Form.*
- 5) *Failure to submit any bid security or the issuing surety company for the Bid Bond is not qualified and authorized to do business within the State.*
- 6) *Bid Bond is not signed by the Contractor.*
- 7) *Bid Form is not signed by the Contractor or Contractors representative.*
- 8) *Expired Contractor's license or is misclassified for the work.*
- 9) *Not listing the Prime Contractors license number on the Bid Form.*
- 10) *Bid Bond not accompanied by the Agent's Power of Attorney.*
- 11) *Bid Security (Bid Bond or Cashiers Check) made out to the wrong entity (Obligee or Payee), the bid security must be made out to the Owner.*

*This is NOT an all inclusive checklist and is only being provided as informational assistance to bidders. Bidders should become familiar with all the bid documents, procedures, rules and laws governing bid submittals and state contracting processes.