

## **BID SUBMISSION REQUIREMENTS**

Each Bidder is required to submit in the same sealed envelope **one (1) Bid Package**. The envelope should be labeled with the bid item name and the CPC bid number. **Bid prices must be guaranteed 12 months from the date of the bid.**

Each Bid Submission shall contain the following:

- (1) Bidders of installed items are required to list their General Contractors License for both North Carolina and South Carolina. License numbers should be listed on the exterior of the sealed bid envelope and on the Bid Proposal and Bidders Self Certification Form. **FAILURE TO PROVIDE LICENSE INFORMATION WILL RESULT IN THE BID BEING DECLARED “NON-RESPONSIVE.”**
- (2) A fully completed and signed Bid Proposal Form and Bidders Self Certification Form. (Must be current revised version of this form from the website).
- (3) A signed copy of the Vendor Rules of the CPC.
- (4) A signed copy of the Code of Ethics.
- (5) A signed Non-Collusive Affidavit.
- \* (6) A fully completed and signed copy of Form HUD-5369-A: Representations, Certifications, and Other Statements of Bidders.
- (7) Typed, Current Year Bid/Summary Price Sheet(s).
- (8) List of Bid Items with test report numbers (if required by the Housing Agency).
- (9) The Manufacturer’s descriptive literature marked for each item offered. (Descriptive literature must provide all information as outlined in the terms and conditions Carolinas Council of Housing and Redevelopment and Code Officials sponsored Comprehensive Purchasing Consortium).
- (10) Bonding Agent’s letter with Power-of-Attorney attached. (Both documents required and must meet the requirements set forth in the Terms and Conditions of the CPC Program.)
- (11) All other items required by this solicitation for the specific bid items.

**Failure to include any required item will result in rejection of the bid as non-responsive.**

Note: Vendors are reminded to review all documents and use current forms posted on the website. Do not use documents from previous bid packages.

\* **INSTALLED ITEMS ONLY**