

Prior to submission of the Bid, each Bidder shall ascertain that it has received all Addenda issued. The Bidder shall acknowledge receipt of all Addenda by completing the acknowledgment space provided on the Bid Form.

**E. Bid Preparation and Submission**

1. Bid proposals are to be submitted on the Bid forms provided and manually signed by pen by an officer or the principal of the Bidder. All figures must be written in ink or typewritten. Figures written in pencil or erasures are not acceptable. Bid amounts shall be determined by multiplying the unit price bid by the quantity shown on the Bid Schedule. Any interlineation or alteration must be initialed in ink by a person authorized to bind the Bidder to a Contract. If the person making said interlineation or alteration is not the same person who signs the Bid Proposal, such person must write his/her signature and print his/her name and title on each page of the Bid Proposal where initials appear. Written delegation of signature authority to an agent acting in behalf of the principal must accompany the sealed Bid and cannot contain any language which states the principal retains final approval of acceptance of any of the terms conditions, specifications and/or finalized Contract.
2. Each Bid shall be submitted in a sealed envelope prominently marked on the lower left side as follows:

**SEALED BID**

**BID NO: 1368**

**OPENING: March 11, 2010 at 2:00 p.m.**

**COMPANY NAME:**

Failure to do so may result in a failure to open that Bid. Bids must be delivered prior to the time and date specified in the Invitation to Bid to the following address:

Office of The City Clerk  
North Las Vegas City Hall Complex  
2200 Civic Center Drive  
North Las Vegas, Nevada 89030

3. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed as specified. Mailed Bids must be received by the City Clerk prior to the closing time for receipt of Bids to receive consideration. Facsimile Bids will not be accepted nor considered.

**F. Documents Necessary For Submittal**

The Bid Proposal Form, Bid Schedule, Subcontractor Listing, Supplier Listing, Bid Preference Certificate of Eligibility, Bid Bond, Non-Collusive Affidavit and Americans with Disabilities Statement comprise the Bid Proposal and all shall be included in the sealed envelope. **Do not return the entire set of specifications with the Bid.** Omission of or failure to complete any portion of the required documents prior to the time of Bid Opening may be cause to reject the entire Bid.