

# DIRECTIONS FOR FILLING OUT THE BID FORM

Prior to filling out the bid form, please make sure that you have fully reviewed the scope, drawings, specifications, RFIs, and Addendums.

Bids are for the **ENTIRE** work package.  
Please do not submit a partial bid.

Please carefully review the directions on how to fill out the DPO portion of the bid form. If you include Tax Savings on your bid form that amount will be removed from your contract even if you end up not processing any DPOs.

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Signature: \_\_\_\_\_

1. Fill in ALL information above. This page must be signed.

2. Select the correct work package on the form below. You must write out your total bid amount on the provided lines

**Work Package # (Work Package Name)**

Example: Twenty-Eight Thousand Dollars and Zero Cents

Example:

\$ 28,000.00

Written Amount

Bid Amount

The amount on this page will be your **TOTAL** contract amount. It should be an all inclusive price, meaning it includes the labor, installation, material, and taxes for the entire scope of the work package.

## Scope

Project Name: \_\_\_\_\_

Project Number: MDCPS 01423408

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Signature: \_\_\_\_\_

3. Fill in ALL information above. This page must be signed.

4. Confirm the Work Package on this page is the same Work Package that you provided a price for on the previous page.



### Work Package # - Work Package Name

5. Write your total bid amount on the provided line. This amount should match the number on the previous page

Grand Total Concrete, Grout, & Patching Bid Package

Example:  
\$ 28,000.00

### THIS SECTION IS FOR DPOs

Material costs included on the line below will be processed as a Purchase Order between your vendor and MDCPS. However, the amount will still be part of your contract.

If you do not wish to submit a DPO for this project leave these lines **blank**.

Total Material Cost Included in Bid \$ \_\_\_\_\_ Material Tax Savings \$ \_\_\_\_\_

These amounts should be included in your total bid price. They are **NOT** an addition to the bid total.

If you have any questions in regards to DPOs or how to fill in your bid form, please send an email to [admin@carivon.com](mailto:admin@carivon.com)