

## **BID CHECKLIST**

You may use this itemized list to insure that you have correctly completed the required forms and documentation to satisfy the HUD guidelines.

1. Bid number must appear on outside of sealed bid package (HAS071907)
2. Official bid form
3. Bid guarantee of 5% of the total of your bid.
4. Contractor's State License Number
5. Affidavit (notarized)
6. Previous Participation -HUD-2530
7. Signed Completion Date form
8. Representations, Certifications, etc. HUD-5369-A

**AFFIDAVIT**

**STATE OF LOUISIANA  
PARISH OF ST. TAMMANY**

**Before me, undersigned Notary Public, personally came and appeared**

\_\_\_\_\_ who certifies that he is the

\_\_\_\_\_ and duly authorized representative of the

firm of \_\_\_\_\_, and that neither he nor the firm

**he here represents has:**

1. employed or retained for a commission, percentage, brokerage contingent fee, or other consideration any firm or person (other than a bona fide employee working solely for me or this above consulate to solicit or secure this public contract.
2. agreed, as an express or implied condition for obtaining this public contract, to employ or retain the services of any firm or person in connection with, procuring or carrying out the contract, or
3. paid or agreed to pay, to any firm organization or person (other than a bona fide employee working solely for me or the above consultant) any fee, contribution donation, or consideration of any kind for, or in connection with, procuring or carrying out this public contract:

**Affiant acknowledges that this affidavit is furnished to the Housing Authority of Slidell, in connection with the renovations to the Administrative Building, 1250 Dr. Martin Luther King, Jr. Drive, Slidell, Louisiana in complete compliance with the provisions of Louisiana revised statutes 38:2224 and is subject to applicable State and Federal Laws, both criminal and Civil.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME, AT \_\_\_\_\_**

**This \_\_\_\_\_ Day of \_\_\_\_\_ 2007**

**By: \_\_\_\_\_**

**NOTARY PUBLIC**

**CONTRACTORS STATE LICENSE NUMBER**

Employer's (Contractor) REGISTRATION NUMBER under the Social Security Act of

The United States of America: \_\_\_\_\_

We understand and agree that the Board of Supervisors reserves the right to reject any and all proposals and that proposal cannot be withdrawn for a period of ninety (90) days from the date of the opening thereof.

We confirm that we have carefully examined the Contract Documents and have complied with all conditions therein, and understand that unless the bid is signed, it will not be considered a formal proposal.

Respectfully submitted, \_\_\_\_\_

Contractor's Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If bid by Corporation or Agent attach information required by "Instruction to Bidders". Attach Bid Bond, complete Affidavits, Certifications, and Bidders Check list. Submit in duplicate.