The City of Oklahoma City
Bid Committee

AUDITOR'S CHECKLIST

PROCUREMENT

BID/PRICING AGREEMENT/ CONTRACT FORM:

- **P1** Not included or incomplete
- **P2** Not signed or original
- **P3** Request Letter of Authorization

ANTICOLLUSION AFFIDAVIT:

- **P4** Not included
- **P5** Not signed or original
- **P6** Not properly notarized
- **P7** Text has been altered

BID BOND:

- **P8** Bond Missing
- **P9** Bond in insufficient amount
- **P10** Incorrect Awarding Agency
- **P11** Not signed or original

CONSTRUCTION

ANTICOLLUSION AFFIDAVIT:

- **C1** Not included
- **C2** Not signed or original
- **C3** Not properly notarized
- **C4** Text has been altered

BID BOND:

- **C5** Bond Missing
- **C6** Bond in insufficient amount
- **C7** Incorrect Awarding Agency
- **C8** Not signed or original

BID FORM:

- **C9** Not Included
- **C10** Not signed or original
- **C11** Not sealed
- **C12** Improperly executed
- **C13** Request Letter of Authorization

BUSINESS RELATIONSHIP AFFIDAVIT:

- **C15** Blanks not completed
- **C16** Not included
- **C17** Not signed or original
- **C18** Not properly notarized
- **C19** Text has been altered

LOCAL BUSINESS UTILIZATION (City and OCMAPS only):

- **C20** Not included
- **C21** Blanks not completed
- **C22** Amounts incorrect
- **C23** Not signed or original

OTHER DEFECTS:

- **C24** Not Properly Completed - Bid Bond
- [ ]
- [ ]
- [ ]
- [ ]