

Government Construction Bid Proposal Checklist

Federal sealed-bid submissions (FAR Part 14) · by ConstructionBids.ai

Work top to bottom before you submit. Most government bids are rejected on technicalities, not price — a missed amendment, an unsigned form, incomplete bonding. Tick every box and the avoidable rejections disappear.

1 · Before you start

- Confirmed the solicitation type — Invitation to Bid (sealed/lowest price) vs. RFP (qualifications + price).
- Business is registered and **active** in SAM.gov.
- NAICS code(s) match the solicitation.
- Confirmed set-aside eligibility, if applicable (8(a), WOSB, SDVOSB, HUBZone).
- Verified bonding capacity meets the requirement.
- Calendared the question deadline, the bid due date/time, and any mandatory pre-bid site visit / job walk.

2 · Read the whole solicitation (Sections A–M)

- Read the full project manual, technical specs, and drawing index — not just the bid notice.
- Located Section K (certifications), Section L (instructions), and Section M (evaluation factors).
- Listed every required form and attachment.

3 · Standard Form 1442 (SF-1442)

- Block 11 — confirmed whether performance time starts at award or at notice to proceed.
- Block 14 — amendments acknowledged.
- Block 19 — every amendment number and date entered.
- Block 20a–c — signed and dated by an authorized official.
- SF-1442 placed as the first page of the offer.

4 · Section L — instructions to bidders

- Page limits and volume structure followed exactly.
- Formatting requirements met.
- Submission method confirmed (portal / email / SAM.gov).
- Questions submitted before the Section L deadline.

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5 · Section M — evaluation factors

- Every stated evaluation factor is addressed.
- Each factor is easy for an evaluator to find quickly.
- Past performance, key personnel, technical approach, and schedule covered as required.

6 · Section K — certifications

- All representations are accurate and internally consistent.
- Small-business / set-aside status stated correctly.
- Taxpayer and ownership information correct (these statements are legally binding).

7 · Bonding, insurance & bid schedule

- Bid bond included and complete.
- Performance & payment bond commitment documented.
- Insurance meets the limits stated in the solicitation.
- Bid schedule / CLINs priced in the structure the solicitation provides.
- Unit prices extended to two decimal places (cents) — not rounded.

8 · Final submission

- Re-checked Block 19 — all amendments acknowledged.
- All required forms and attachments included.
- Signed by an authorized official.
- Submitted before the deadline, with buffer for upload or system issues.

9 · Disqualifier double-check (the 10 most common)

- Unacknowledged amendment · incomplete bonding · late submission · Section L formatting/page limits ignored.
- Unsigned SF-1442 · inaccurate Section K certs · bid-schedule math or decimal errors.
- Insurance limits not met · missed mandatory job walk · a Section M factor left unaddressed.

This checklist summarizes the federal sealed-bidding process under FAR Part 14 and is for general information, not legal advice. Always confirm requirements against each specific solicitation. Find and respond to public construction bids faster at [constructionbids.ai/resources](https://www.constructionbids.ai/resources).