BIDPREFLIGHT

Bid Preflight Report

A pre-submission document check. This report does not certify legal compliance and does not guarantee that a bid will be accepted.

Project	Maple Avenue Water Main Replacement
Agency	City of Fernhollow, Department of Public Works
Solicitation reference	PW-2026-031
Deadline entered by you	March 19, 2026 at 2:00 PM (America/Chicago)
Report generated	March 17, 2026 at 10:00 AM (America/Chicago)
Report reference	DEMO-A00 | engine 0.1.0

Summary of findings

0	0	14	9
▲ POSSIBLE ISSUE	☒ MISSING / NOT FOUND	? HUMAN REVIEW	✓ FOUND

No "Possible Issue" or "Missing / Not Found" item was identified in the pages that could be read. This is not a finding that the bid is complete, correct or compliant. 14 items still need to be checked by a person.

By category

Category	Possible Issue	Missing / Not Found	Human Review	Found
Addendum acknowledgments	0	0	1	2
Required documents and forms	0	0	1	6
Bid security and bonds	0	0	0	1
Signatures and notarization	0	0	5	0
Deadlines, delivery and submission instructions	0	0	7	0

What each result means

▲ POSSIBLE ISSUE	A potential inconsistency, ambiguity, arithmetic discrepancy or conflict was detected. Check it against the documents.
☒ MISSING / NOT FOUND	The expected evidence was not identified in the pages that could be read. This does not prove the item is absent.
? HUMAN REVIEW	The tool cannot reliably determine the outcome, or the item needs visual, legal or professional verification.
✓ FOUND	Relevant supporting evidence was identified. This does not establish legal compliance or that the item is complete, correct or sufficient.

Documents included in this analysis

File	Uploaded as	Identified as	Result
A1_Invitation_and_Instructions.pdf	Solicitation	Invitation / instructions	Read (3 pages)
A2_Bid_Forms.pdf	Solicitation	Bid form	Read (6 pages)
A3_Addendum_No_1.pdf	Solicitation	Addendum No. 1	Read (1 page)
A4_Addendum_No_2.pdf	Solicitation	Addendum No. 2	Read (2 pages)
Northgate_Bid_Package.pdf	Bid package	Other	Read (8 pages)

Documents that could not be fully analyzed

None. Every uploaded file was read.

Requirement checklist

One row for every item in this report, in the order of the six check categories. The number refers to the detailed entry later in the report.

No.	Requirement or item	Result	Source
1	Confirm no other addenda were issued	Human Review	A1_Invitation_and_Instructions.pdf, page 2
2	Acknowledgment of Addendum No. 1	✓ Found	A3_Addendum_No_1.pdf, page 1
3	Acknowledgment of Addendum No. 2	✓ Found	A4_Addendum_No_2.pdf, page 1
4	Use the revised Bid Form (per Addendum No. 1)	Human Review	A3_Addendum_No_1.pdf, page 1
5	Bid Form	✓ Found	A1_Invitation_and_Instructions.pdf, page 2
6	Bid Schedule	✓ Found	A1_Invitation_and_Instructions.pdf, page 2
7	Buy America Certification	✓ Found	A4_Addendum_No_2.pdf, page 1
8	Non-Collusion Affidavit	✓ Found	A1_Invitation_and_Instructions.pdf, page 2
9	Statement of Bidder's Qualifications	✓ Found	A1_Invitation_and_Instructions.pdf, page 2
10	Subcontractor List	✓ Found	A1_Invitation_and_Instructions.pdf, page 2
11	Bid security	✓ Found	A1_Invitation_and_Instructions.pdf, page 1
12	Corporate seal	Human Review	A1_Invitation_and_Instructions.pdf, page 2
13	Notarization: Non-Collusion Affidavit	Human Review	A1_Invitation_and_Instructions.pdf, page 2
14	Signature by an authorized person	Human Review	A1_Invitation_and_Instructions.pdf, page 2

No.	Requirement or item	Result	Source
15	Signature: Bid Form	Human Review	A1_Invitation_and_Instructions.pdf, page 2
16	Signature: Non-Collusion Affidavit	Human Review	A1_Invitation_and_Instructions.pdf, page 2
17	Bid deadline: Thursday, March 19, 2026 at 2:00 PM (local time) (per Addendum No. 2)	Human Review	A4_Addendum_No_2.pdf, page 1
18	Deliver the bid on paper in a sealed envelope	Human Review	A1_Invitation_and_Instructions.pdf, page 1
19	Envelope marking	Human Review	A1_Invitation_and_Instructions.pdf, page 2
20	Fax, e-mail or electronic bids are not accepted	Human Review	A1_Invitation_and_Instructions.pdf, page 2
21	Instruction to confirm: All blank spaces for bid prices shall be filled in, in ink or typewritten, in both words and figures where indicated.	Human Review	A1_Invitation_and_Instructions.pdf, page 2
22	Instruction to confirm: The Bidder's registration number shall be entered on the Bid Form.	Human Review	A1_Invitation_and_Instructions.pdf, page 3
23	Number of originals and copies	Human Review	A1_Invitation_and_Instructions.pdf, page 2

Potential issues and inconsistencies (0)

No potential inconsistency was detected in the pages that could be read. This is not a finding that the bid is consistent or correct.

Missing / Not Found (0)

Nothing was reported as Missing / Not Found. This is not a finding that the bid package is complete: see the items requiring human verification.

Items requiring human verification (14)

The tool could not reach a reliable result on these items, or they are things that cannot be verified from the text of a PDF. Each needs a person to check it.

HUMAN REVIEW — No. 1 | Addendum acknowledgments

Confirm no other addenda were issued

Source A1_Invitation_and_Instructions.pdf, page 2

"Bidders shall acknowledge receipt of all addenda in the space provided on the Bid Form."

Assessment This check covers the 2 addenda that were uploaded (No. 1 and No. 2). An addendum that was not uploaded cannot be detected, and agencies sometimes issue one shortly before bids are due.

Confidence Low. This tool only sees the documents uploaded to it.

Next step Check the agency's website or bidding portal for the current list of addenda before you submit.

HUMAN REVIEW

No. 4 | Required documents and forms

Use the revised Bid Form (per Addendum No. 1)

Source A3_Addendum_No_1.pdf, page 1

"Bid Schedule, Item 4: The estimated quantity of 6-inch Gate Valve and Box is revised from 4 to 6. A revised Bid Form is attached and replaces the original Bid Form."

Assessment This item was identified in the solicitation. It is not something this tool can match to a specific page of the bid package, so it is listed for you to confirm.

Confidence Low. The wording was read from the solicitation; whether it has been satisfied was not assessed.

Next step Read the cited passage and confirm your bid satisfies it.

HUMAN REVIEW

No. 12 | Signatures and notarization

Corporate seal

Source A1_Invitation_and_Instructions.pdf, page 2

"Bids submitted by a corporation shall bear the corporate seal."

Assessment A seal cannot be detected in PDF text. Looked at Bid Form (Northgate_Bid_Package.pdf, pages 2 and 3). This tool cannot tell whether the page has been signed by hand, or whether typed text such as "/s/ Name" is acceptable to the agency.

Confidence Low. Handwritten signatures, seals and notary stamps cannot be verified from PDF text. Typed text on a signature line is not proof of a valid signature.

Next step If the bidder is a corporation, confirm the corporate seal is on the final copy where the form asks for it.

HUMAN REVIEW

No. 13 | Signatures and notarization

Notarization: Non-Collusion Affidavit

Source A1_Invitation_and_Instructions.pdf, page 2

"Non-Collusion Affidavit, signed and notarized;"

Evidence Northgate_Bid_Package.pdf, page 5: "Subscribed and sworn to before me this 17th day of March, 2026."

Northgate_Bid_Package.pdf, page 5: "Notary Public: /s/ Teodoro Vance-Abernathy"

Assessment In Non-Collusion Affidavit (Northgate_Bid_Package.pdf, page 5): page 5: the notary statement has a date typed in; page 5: "Notary Public" has typed text on it ("/s/ Teodoro Vance-Abernathy"). Typed text is present there. This tool cannot tell whether the page has been signed and notarized by hand, or whether typed text such as "/s/ Name" is acceptable to the agency.

Confidence Low. Handwritten signatures, seals and notary stamps cannot be verified from PDF text. Typed text on a signature line is not proof of a valid signature.

Next step Look at the notary section on the final copy: confirm the notary's signature, date, commission expiry and seal are all there.

HUMAN REVIEW

No. 14 | Signatures and notarization

Signature by an authorized person

Source A1_Invitation_and_Instructions.pdf, page 2

"Bids submitted by a partnership must be signed by a general partner."

Evidence Northgate_Bid_Package.pdf, page 3: "By (Signature): /s/ Dana Whitfield"

Assessment In Bid Form (Northgate_Bid_Package.pdf, pages 2 and 3): page 3: "By (Signature)" has typed text on it ("/s/ Dana Whitfield"). Typed text is present there. This tool cannot tell whether the page has been signed by hand, or whether typed text such as "/s/ Name" is acceptable to the agency.

Confidence Low. Handwritten signatures, seals and notary stamps cannot be verified from PDF text. Typed text on a signature line is not proof of a valid signature.

Next step Look at the signature line on the final copy: confirm it is signed by a person authorized to bind the bidder, with name, title and date filled in.

HUMAN REVIEW

No. 15 | Signatures and notarization

Signature: Bid Form

Source A1_Invitation_and_Instructions.pdf, page 2

"The Bid Form shall be signed by an officer or other person authorized to bind the Bidder."

Evidence Northgate_Bid_Package.pdf, page 3: "By (Signature): /s/ Dana Whitfield"

Assessment In Bid Form (Northgate_Bid_Package.pdf, pages 2 and 3): page 3: "By (Signature)" has typed text on it ("/s/ Dana Whitfield"). Typed text is present there. This tool cannot tell whether the page has been signed by hand, or whether typed text such as "/s/ Name" is acceptable to the agency.

Confidence Low. Handwritten signatures, seals and notary stamps cannot be verified from PDF text. Typed text on a signature line is not proof of a valid signature.

Next step Look at the signature line on the final copy: confirm it is signed by a person authorized to bind the bidder, with name, title and date filled in.

HUMAN REVIEW

No. 16 | Signatures and notarization

Signature: Non-Collusion Affidavit

Source A1_Invitation_and_Instructions.pdf, page 2

"Non-Collusion Affidavit, signed and notarized;"

Evidence Northgate_Bid_Package.pdf, page 5: "Signature of Affiant: /s/ Dana Whitfield"

Assessment In Non-Collusion Affidavit (Northgate_Bid_Package.pdf, page 5): page 5: "Signature of Affiant" has typed text on it ("/s/ Dana Whitfield"). Typed text is present there. This tool cannot tell whether the page has been signed by hand, or whether typed text such as "/s/ Name" is acceptable to the agency.

Confidence Low. Handwritten signatures, seals and notary stamps cannot be verified from PDF text. Typed text on a signature line is not proof of a valid signature.

Next step Look at the signature line on the final copy: confirm it is signed by a person authorized to bind the bidder, with name, title and date filled in.

HUMAN REVIEW

No. 17 | Deadlines, delivery and submission instructions

Bid deadline: Thursday, March 19, 2026 at 2:00 PM (local time) (per Addendum No. 2)

Source A4_Addendum_No_2.pdf, page 1

"The date for receipt and opening of bids is changed from Thursday, March 12, 2026 to Thursday, March 19, 2026 at 2:00 p.m. local time."

Also stated A1_Invitation_and_Instructions.pdf, page 1

Assessment The documents state that bids are due Thursday, March 19, 2026 at 2:00 PM (per Addendum No. 2). An earlier date, Thursday, March 12, 2026 at 2:00 PM, appears on page 1 of A1_Invitation_and_Instructions.pdf; Addendum No. 2 changes it. This matches the deadline entered for this project (time zone entered for this project: America/Chicago). This tool cannot confirm the time zone, the place of receipt, or that the bid will arrive on time.

Confidence High. The date and time were read from a sentence about when bids are due.

Next step Confirm the date, time, time zone and place of receipt against the latest addendum, and plan delivery with time to spare.

HUMAN REVIEW

No. 18 | Deadlines, delivery and submission instructions

Deliver the bid on paper in a sealed envelope

Source A1_Invitation_and_Instructions.pdf, page 1

"Sealed bids for the Maple Avenue Water Main Replacement project will be received by the City Clerk, City of Fernhollow, 400 Alder Street, Fernhollow, until 2:00 p.m. local time on Thursday, March 12, 2026, at which time they will be publicly opened and read aloud."

Also stated A1_Invitation_and_Instructions.pdf, page 2

Assessment This instruction about preparing or delivering the bid was identified in the solicitation. Whether it has been followed cannot be verified from the uploaded PDFs.

Confidence Medium. The instruction was read from the solicitation; following it happens outside the documents.

Next step Read the cited passage and confirm your submission follows it.

HUMAN REVIEW

No. 19 | Deadlines, delivery and submission instructions

Envelope marking

Source A1_Invitation_and_Instructions.pdf, page 2

"Each bid shall be enclosed in a sealed envelope clearly marked "BID - MAPLE AVENUE WATER MAIN REPLACEMENT - BID NO. PW-2026-031" and bearing the name and address of the Bidder."

Assessment This instruction about preparing or delivering the bid was identified in the solicitation. Whether it has been followed cannot be verified from the uploaded PDFs.

Confidence Medium. The instruction was read from the solicitation; following it happens outside the documents.

Next step Read the cited passage and confirm your submission follows it.

HUMAN REVIEW

No. 20 | Deadlines, delivery and submission instructions

Fax, e-mail or electronic bids are not accepted

Source A1_Invitation_and_Instructions.pdf, page 2

"Bids submitted by facsimile or e-mail will not be accepted."

Assessment This instruction about preparing or delivering the bid was identified in the solicitation. Whether it has been followed cannot be verified from the uploaded PDFs.

Confidence Medium. The instruction was read from the solicitation; following it happens outside the documents.

Next step Read the cited passage and confirm your submission follows it.

HUMAN REVIEW

No. 21 | Deadlines, delivery and submission instructions

Instruction to confirm: All blank spaces for bid prices shall be filled in, in ink or typewritten, in both words and figures where indicated.

Source A1_Invitation_and_Instructions.pdf, page 2

"All blank spaces for bid prices shall be filled in, in ink or typewritten, in both words and figures where indicated."

Assessment This instruction about preparing or delivering the bid was identified in the solicitation. Whether it has been followed cannot be verified from the uploaded PDFs.

Confidence Low. The instruction was read from the solicitation; following it happens outside the documents.

Next step Read the cited passage and confirm your submission follows it.

HUMAN REVIEW

No. 22 | Deadlines, delivery and submission instructions

Instruction to confirm: The Bidder's registration number shall be entered on the Bid Form.

Source A1_Invitation_and_Instructions.pdf, page 3

"The Bidder's registration number shall be entered on the Bid Form."

Assessment This instruction about preparing or delivering the bid was identified in the solicitation. Whether it has been followed cannot be verified from the uploaded PDFs.

Confidence Low. The instruction was read from the solicitation; following it happens outside the documents.

Next step Read the cited passage and confirm your submission follows it.

HUMAN REVIEW

No. 23 | Deadlines, delivery and submission instructions

Number of originals and copies

Source A1_Invitation_and_Instructions.pdf, page 2

"One (1) original and two (2) copies of the bid shall be submitted."

Assessment This instruction about preparing or delivering the bid was identified in the solicitation. Whether it has been followed cannot be verified from the uploaded PDFs.

Confidence Medium. The instruction was read from the solicitation; following it happens outside the documents.

Next step Read the cited passage and confirm your submission follows it.

Found (9)

A matching page or passage was located for each item below. "Found" does not mean the item is complete, correct, current, signed or sufficient.

✓ FOUND

No. 2 | Addendum acknowledgments

Acknowledgment of Addendum No. 1

Source	A3_Addendum_No_1.pdf, page 1
	"ADDENDUM NO. 1"
Also stated	A1_Invitation_and_Instructions.pdf, page 2
Evidence	Northgate_Bid_Package.pdf, page 2: "Addendum No. 1 Dated 02/27/2026"
Assessment	Addendum No. 1 is listed with a date entered next to it on page 2 of Northgate_Bid_Package.pdf. This shows an acknowledgment entry exists. It does not confirm the entry is in the form the agency requires or that the page is signed.
Confidence	High. The addendum number and an entry next to it were read from the acknowledgment lines.
Next step	Confirm the acknowledgment is on the final signed copy of the bid form.

✓ FOUND

No. 3 | Addendum acknowledgments

Acknowledgment of Addendum No. 2

Source	A4_Addendum_No_2.pdf, page 1
	"ADDENDUM NO. 2"
Also stated	A1_Invitation_and_Instructions.pdf, page 2; A3_Addendum_No_1.pdf, page 1
Evidence	Northgate_Bid_Package.pdf, page 2: "Addendum No. 2 Dated 03/06/2026"
Assessment	Addendum No. 2 is listed with a date entered next to it on page 2 of Northgate_Bid_Package.pdf. This shows an acknowledgment entry exists. It does not confirm the entry is in the form the agency requires or that the page is signed.
Confidence	High. The addendum number and an entry next to it were read from the acknowledgment lines.
Next step	Confirm the acknowledgment is on the final signed copy of the bid form.

✓ FOUND

No. 5 | Required documents and forms

Bid Form

Source	A1_Invitation_and_Instructions.pdf, page 2
	"Bids shall be submitted on the Bid Form furnished by the City."
Evidence	Northgate_Bid_Package.pdf, page 2: "BID FORM"
Assessment	A page titled "BID FORM" was identified in Northgate_Bid_Package.pdf, page 2. This confirms the page is present. It does not confirm that the form is the current version, complete, correct or signed.
Confidence	High. The page heading matches a known name for this document.
Next step	Confirm Bid Form is the current version and is complete and signed where required.

✓ FOUND

No. 6 | Required documents and forms

Bid Schedule

Source	A1_Invitation_and_Instructions.pdf, page 2
	"Bid Form, including the Bid Schedule;"
Also stated	A2_Bid_Forms.pdf, page 1
Evidence	Northgate_Bid_Package.pdf, page 3: "BID SCHEDULE"
Assessment	A page titled "BID SCHEDULE" was identified in Northgate_Bid_Package.pdf, page 3. This confirms the page is present. It does not confirm that the form is the current version, complete, correct or signed.
Confidence	High. The page heading matches a known name for this document.
Next step	Confirm Bid Schedule is the current version and is complete and signed where required.

✓ FOUND

No. 7 | Required documents and forms

Buy America Certification

Source A4_Addendum_No_2.pdf, page 1

"Bidders shall complete and submit the attached Buy America Certification with the bid."

Evidence Northgate_Bid_Package.pdf, page 8: "BUY AMERICA CERTIFICATION"

Assessment A page titled "BUY AMERICA CERTIFICATION" was identified in Northgate_Bid_Package.pdf, page 8. This confirms the page is present. It does not confirm that the form is the current version, complete, correct or signed.

Confidence High. The page heading matches a known name for this document.

Next step Confirm Buy America Certification is the current version and is complete and signed where required.

✓ FOUND

No. 8 | Required documents and forms

Non-Collusion Affidavit

Source A1_Invitation_and_Instructions.pdf, page 2

"Non-Collusion Affidavit, signed and notarized;"

Evidence Northgate_Bid_Package.pdf, page 5: "NON-COLLUSION AFFIDAVIT"

Assessment A page titled "NON-COLLUSION AFFIDAVIT" was identified in Northgate_Bid_Package.pdf, page 5. This confirms the page is present. It does not confirm that the form is the current version, complete, correct or signed.

Confidence High. The page heading matches a known name for this document.

Next step Confirm Non-Collusion Affidavit is the current version and is complete and signed where required.

✓ FOUND

No. 9 | Required documents and forms

Statement of Bidder's Qualifications

Source A1_Invitation_and_Instructions.pdf, page 2

"Statement of Bidder's Qualifications; and"

Evidence Northgate_Bid_Package.pdf, page 7: "STATEMENT OF BIDDER'S QUALIFICATIONS"

Assessment A page titled "STATEMENT OF BIDDER'S QUALIFICATIONS" was identified in Northgate_Bid_Package.pdf, page 7. This confirms the page is present. It does not confirm that the form is the current version, complete, correct or signed.

Confidence High. The page heading matches a known name for this document.

Next step Confirm Statement of Bidder's Qualifications is the current version and is complete and signed where required.

✓ FOUND

No. 10 | Required documents and forms

Subcontractor List

Source A1_Invitation_and_Instructions.pdf, page 2

"Subcontractor List;"

Evidence Northgate_Bid_Package.pdf, page 6: "SUBCONTRACTOR LIST"

Assessment A page titled "SUBCONTRACTOR LIST" was identified in Northgate_Bid_Package.pdf, page 6. This confirms the page is present. It does not confirm that the form is the current version, complete, correct or signed.

Confidence High. The page heading matches a known name for this document.

Next step Confirm Subcontractor List is the current version and is complete and signed where required.

✓ FOUND

No. 11 | Bid security and bonds

Bid security

Source	A1_Invitation_and_Instructions.pdf, page 1 *"Each bid shall be accompanied by a bid bond, certified check or cashier's check in an amount not less than five percent (5%) of the total bid, made payable to the City of Fernhollow."*
Also stated	A1_Invitation_and_Instructions.pdf, page 2
Evidence	Northgate_Bid_Package.pdf, page 4: "BID BOND" Northgate_Bid_Package.pdf, page 4: "(in figures): $22,000.00"
Assessment	A page titled "BID BOND" was identified in Northgate_Bid_Package.pdf, page 4. The bond amount is $22,000.00; 5% of the total bid of $425,142.50 is $21,257.13, so the amount is not less than the required amount. If the total bid changes, check this again. This does not confirm the bond is on the required form, signed by the principal and surety, or accompanied by a power of attorney.
Confidence	High. The bond amount and the total bid were each read from a single labelled line and compared exactly.
Next step	Confirm the bond is fully executed by the principal and the surety, with the power of attorney attached.

What this check covered

Documents read
4 solicitation files (12 pages) and 1 bid package file (8 pages). Every uploaded file was read.

Requirements identified
23 requirements from wording rules. Requirements written in wording the rules do not recognise can be missed.

AI-assisted pass
Not run for this report. Requirements come from deterministic wording rules only.

Line items: quantity × unit price
8 schedule rows read; every extended amount equals quantity × unit price.

Sum of extended amounts vs stated total
Compared for 1 schedule.

Words vs figures
Compared on 1 page.

Total repeated in the package
2 labelled totals read; all the same.

Bid Schedule vs the agency's form
8 items compared for quantity and unit against the blank schedule in A2_Bid_Forms.pdf.

Not checked
Whether prices are reasonable, alternates, allowances, subtotals and tax. These need estimator review.

Never checked by this tool
Legal sufficiency, responsiveness or responsibility determinations, handwritten signatures and seals, notarization, licensing and registration status, bond validity, scope, pricing accuracy, drawings, and whether the bid is delivered on time.

Limitations and disclaimer

- This report is an aid to your own review. It is not legal advice, and it is not a certification of any kind.
- It does not determine whether a bid is responsive, responsible or compliant with any law, regulation or solicitation, and it does not guarantee that a bid will be accepted.
- "Found" means a matching page or passage was located. It does not mean the item is complete, correct, current, signed or sufficient.
- "Missing / Not Found" means the item was not identified in the pages that could be read. It does not prove the item is absent from your bid.
- Requirements can be missed, particularly when they are written in unusual wording, appear only in drawings or scanned pages, or are in documents that were not uploaded.
- Handwritten signatures, seals and notarization cannot be verified from the text of a PDF. Typed text near a signature line is not proof that a form was executed.
- Only the files listed in this report were considered. An addendum or instruction that was not uploaded was not considered.
- Arithmetic is checked only where numbers could be read reliably from a table. Whether prices are reasonable is never assessed.
- The bidder remains responsible for reviewing the solicitation, every addendum and the complete bid before submission.