

BID PACKAGE CHECKLIST

Grantee: _____ Grant #: _____ Project: _____

Bid Date: _____ Bid Opening: _____ Bid amount \$ _____ Reviewer: _____

ITEM	YES	NO	NOTES
Technical Specifications (including ADA compliance)			
Advertisement for Bid			
Information for Bidders			
Bonding and Insurance Requirements			
Payment Bond (projects \$100,000 and over)			
Performance Bond (projects \$100,000 and over)			
Bid Bond (required if Payment and Performance Bonds are required)			
Bid for Unit Price Contracts			
Bid for Lump Price Contracts			
Contract Form			
Certificate of Owner's Attorney			
SAM.gov registration			
Certification of Contractor – Equal Employment Opportunity *			
Certification (Subcontractor) - Equal Employment Opportunity *			
Certification (Contractor) – Lobbying*			
Certification (Subcontractor) – Lobbying*			
Certification (Contractor/Subcontractor) Regarding Debarment*			
Section 3 Provisions for Contracts * (projects \$200,000 and over)			
Section 3 Clause * (projects \$200,000 and over)			
Certification (Bidder/Prime Contractor) Section 3 & Segregated Facilities * (projects \$200,000 and over)			
Certification (Subcontractor) Section 3 & Segregated Facilities * (projects \$200,000 and over)			
SUPPLEMENTAL GENERAL CONTITIONS (INCLUDE ALL FORMS): *			
Equal Opportunity Clause: contracts \$10,000 and under;			
Standard Equal Opportunity Clause: construction over \$10,000;			
Standard Federal Equal Opportunity Construction Contract Specifications: Construction over \$10,000;			
Federal Labor Standards Provisions; [HUD – 4010]			
Federal Wage Rate Determination; [Davis Bacon]			
State Prevailing Wage Rates for Public Works: Construction of \$100,000 or more;			
Certification of Compliance with Air and Water Acts: contracts of \$100,000 or more;			
Special Condition – Hazards, Safety Standard and Accident Prevention;			
Special Condition – Unfair Trade Practices.			
If environmental mitigation applies, does the bid package address?			
FORMS COMPLETED BY GRANTEE AND/OR AWARDED CONTRACTOR			
Wage Comparison Worksheet			
Employee Rate of Pay			
Weekly Payroll report (Federal format) & Instructions			
Non-Performance Report			

ITEM	YES	NO	NOTES
Employee Interviews			
Certification of Understanding & Authorization			
Certification of Applicable Fringe Benefits form			
Authorization for Deductions			
Grantee's Notification of Contracts and Subcontracts Awarded			
MBE/Contract and Subcontract Activity-HUD			
Section 3 Estimated Workforce Breakdown			
Build America Buy America			
Senate Bill 207 Apprenticeship Utilization Act Info			

*** INDICATES ITEMS REQUIRED BY FEDERAL LAW OR REGULATIONS.**