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## Bid Package Review Checklist

Agency \_\_\_\_\_ Contractor Package \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Are the following items included?

(Originals for agency records, copies only for OLIEC review)

		Yes/No
1.	“Justification for Contractor Selection” form	
2.	“Non-Collusion Affidavit of Prime Bidder” form	
3.	“Contractor Registration Application” form	
4.	“Affirmative Action Affidavit” form	
5.	List of Contractors who picked up and/or were mailed packages (to be used when less than three (3) contractors submit bids)	
6.	Alpha/numeric contract package identification	
7.	<u>Signed</u> bids submitted by contractors	
8.	Identification of Grant to which package is to be charged	
9.	Copy of newspaper ad and proof of publication a. Did the bid opening occur at least ten (10) calendar days after the ad was first published?	
10.	Summary minutes of bid opening a. List of people present at opening (include names and affiliations) b. Date and time of bid opening specified	
11.	List of labor and material costs per unit	
12.	Are all the units under the maximum allowable cost per unit as specified by the grant to be charged? a. If the answer to 9 is no, is a plan included for handling the excess costs?	
13.	Are units identified by Job#?	
14.	Are work specifications included? a. Are material standards attached (from DOE regulations)?	

15.	Copies of Insurance Certificates a. Is coverage specified in amounts required for architectural measures (bodily injury - \$300,000; property damage - \$300,000; workmen's compensation - \$100,000)	
	b. Is policy current? (Check expiration dates)	
	c. If no workmen's compensation is required (i.e. contractor is sole employee), are affidavits and "hold-harmless" clauses included?	
	d. Is self-protection coverage in place?	
16.	Are the contract start and completion dates specified? Start _____ Completion _____	
17.	Are other sources of funds used? (Utilities, owner contribution, etc.) a. Are amounts clearly specified?	
	b. Are appropriate agreements in place (i.e. letter from owner agreeing to pay any balance)?	
18.	Is a multi-dwelling included in this package? a. If the answer to 14 above is yes, is the total number of units in the building specified?	
	b. Is the total number of eligible units specified?	
	c. Is the total number of ineligible units specified?	
19.	If a multi-family (five units or more), are vacant units in the package?	

Additional Remarks:

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Date \_\_\_\_\_

\_\_\_\_\_  
*Signature of Person  
Completing Form*

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**