

NJDCA Small Cities CDBG Program Bid Package Checklist

This checklist contains items that must be included in the bid package as per CDBG and NJDCA Small Cities requirements.

This checklist will be used by NJDCA Small Cities to review the submitted bid package. If satisfactory, NJDCA Small Cities will issue a Bid Package Approval Letter.

	ITEM
1	Compliance Summary – Attention to Acknowledgement in Advertising: <i>can be sent upon request</i>
2	Form HUD-4010, Federal Labor Standards Provisions: https://www.hud.gov/sites/dfiles/OCHCO/documents/4010.pdf
3	Contractor’s Guide to Davis Bacon: https://files.hudexchange.info/resources/documents/Davis-Bacon-and-Labor-Standards-Agency-and-Contractor-Guide.pdf and addendum: https://files.hudexchange.info/resources/documents/Davis-Bacon-and-Labor-Standards-Contractor-Guide-Addendum.pdf
4	DBA Employee Rights Poster – English: https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fedprojc.pdf Spanish: https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/davispan.pdf
5	Federal Prevailing Wage Determination, WD to be used – It is the bidder’s responsibility to go to https://sam.gov/wage-determinations and download the WD effective 10 days prior to the bid opening date and shall attach this to the bid submitted.
6	State Prevailing Wages, WD to be used – It is the bidder’s responsibility, if an award is received, to go to https://www.nj.gov/labor/wageandhour/prevailing-rates/ and download the NJ WD on the date of the award, which shall be the effective WD for this project.

7	Awarded bidder shall comply with the highest prevailing wage in the federal and state wage determinations, and the most stringent requirements of the two prevailing wage regulations. (no form)
8	Department of Labor (DOL) Form WH-347, Payroll Form: https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf
9	DOL Form WH-347, Payroll Form Instructions: https://www.dol.gov/agencies/whd/forms/wh347
10	Form HUD-11, Record of Employee Interview and Instructions: https://www.hud.gov/sites/dfiles/OCHCO/documents/11.pdf
11	Form HUD-11, Record of Employee Interview in Spanish and Instructions: <i>can be sent upon request</i>
12	Preconstruction Checklist for Contractors: Meeting Labor Standards Contract Requirements: https://www.nj.gov/dca/dhcr/offices/cdbg.shtml#labor
13	Form HUD-2516, Minority Business Enterprise Report – This information shall be submitted to the project coordinator for entry into NJDCA’s SAGE online system: https://www.nj.gov/dca/dhcr/offices/cdbg.shtml#labor
14	Form HUD-60002, Section 3 Summary Report – This information shall be submitted to the project coordinator for entry into NJDCA’s SAGE online system: https://www.nj.gov/dca/dhcr/offices/cdbg.shtml#labor
15	SAM Registration – Current, Contractors will submit copies of their current registrations, or application for registration with the bid. Contractors must submit the completed registration to the Grantee when obtained. SAM renewals must be submitted during the course of the project.
16	Build America Buy America (BABA) Compliance Quick Guide – Bidder shall comply with the most recent HUD BABA guidelines applicable to the Federal Fiscal Year of the CDBG allocation: BABA Quick Guide: CDBG
17	NJ DCA Buy America Preference (BAP) Certification – The awarded bidder shall maintain the BAP Certification and related documents in their records for all covered materials as directed by HUD: <i>certification form can be sent upon request</i>