Invitation for Bids Checklist

| **ITEMS TO BE NOTED AND/ OR INCLUDED** | **Check** | **NA** |
| --- | --- | --- |
| Description and location of project and who is the issuing party |  |  |
| Identification of municipal contact person for any and all questions |  |  |
| Submission requirements for determination of responsiveness |  |  |
| How and where plans and specifications can be obtained and associated cost |  |  |
| How and when bids will be received and opened |  |  |
| Explanation of basis of award & requirement of contractor to be on the VTrans Prequalified list under the appropriate category |  |  |
| Identification of any known start and finish dates |  |  |
| Reference to and explanation of debarment and non-collusion statements |  |  |
| Inclusion of all project permits and project clearances (see Local Projects Permits and Clearances Checklist) |  |  |
| Reference to and explanation of Federal Form 1273 (Contract Provisions) |  |  |
| Reference to and explanation of Executive Order 11246 |  |  |
| Reference to and explanation of Davis-Bacon Act, with wage rate schedule  |  |  |
| Reference to and explanation of Buy America Provisions |  |  |
| Reference to & explanation of Disadvantaged Business Enterprise – CR 110  |  |  |
| Debarment and Non-Collusion Affidavit (CA 91) |  |  |
| Minimum Labor and Truck Rates (CA 101) |  |  |
| Contractor EEO Certification (CA 109) |  |  |
| Worker Classification Compliance Requirement Form |  |  |
| Certification for Federal-Aid Contracts |  |  |
| Disadvantaged Business Enterprise (DBE) Policy CR 110 |  |  |
| Example of Compliance Bond |  |  |
| Example of Labor and Materials Bond Form |  |  |
| Project Change Order Form |  |  |
| Standard Title VI/Non-Discrimination Assurances Appendices A and E |  |  |
| Certificate Verifying Workers’ Compensation Coverage |  |  |
| Reference to and explanation of Waste Disposal Areas and approvals |  |  |
| Bid Form detailing the items and quantities to be bid on |  |  |
| Reference to and explanation of insurance requirements |  |  |
| Reference to and explanation of any bonding requirements |  |  |
| Notification of grievance procedures |  |  |
| Statement RE: estimated quantities and right to reject bids |  |  |
| Reference to Quality Assurance Program and Testing Level |  |  |
| Materials Record, Certification List and Forms |  |  |
| Project Specifications, General Special Provisions, Project Special Provisions, Utility Special Provisions |  |  |
| Engineers Estimate Range as per chart in Section 108.12(c) of VTrans Spec’s |  |  |
| Erosion Prevention & Sediment Control Plans |  |  |
| Design Certification in project file |  |  |
| Right of Way Plans |  |  |
| Prompt Pay Compliance |  |  |
| No References to Retainage – Use Mobilization/Demobilization Specification |  |  |
| Work Zone Safety and Mobility Guidance |  |  |
| Plan for Contaminated Soils |  |  |