**BID/CONTRACT DOCUMENT CHECKLIST**

**PREPARATION - Bid Document**

1. Advertisement for Bid;
2. Instructions for Bidders which describes the method of bidding to be utilized, how the grantee will evaluate bid prices, and the basis and method for subsequently awarding a construction contract;
3. Certificate of Owner’s Attorney;
4. General Contract Conditions
5. Supplemental General Conditions - any specific local regulatory requirements;
6. Supplemental General Conditions - any specific state or federal regulatory requirements (HUD Form 4010 or equivalent) and federal prevailing wage rate decisions, etc. **There can be no substitutions for the federal prevailing wage rate decisions and federal labor standards section**;
7. Technical Plan and Specifications - such information must be provided by an architect or engineer licensed by the State of Illinois. Any plans provided as a part of the bid document must be stamped by a registered architect/engineer;
8. Bid Proposal Form - using the lump sum bidding technique or the unit price bidding approach;
9. Contract Agreement - which provides a statement of the work to be performed by the contractor, specifies the exact level of compensation agreed upon and lists all other contract documents;
10. Bid Bond Form;
11. Performance Bond Form – (100% of the contract price)
12. Payment Bond Form – (100% of the contract price)
13. Section 3 Contractor’s Requirements
14. Intent to Comply with Section 3
15. Contractor/Subcontractor Certification Forms (EEO, Section 3, Labor Standards, and Non-Collusion Affidavit).

**REVIEW / BID SELECTION - Contractors’ Bid**

1. Bid Price in the Format Requested (lump sum or unit price)
2. Contractor’s Bid Guaranty
3. Certification of Bidder Regarding Equal Employment Opportunity
4. Intent to Comply with Section 3
5. Certification of Bidder Regarding Section 3 and Segregated Facilities
6. Non-Collusion Affidavit of Prime Bidder

 Statement of Bidder’s Qualifications

 Copy of Current Federal Prevailing Wage Rates

*A non-responsive bidder is a contractor who: fails to submit all required documentation with the bid; is excluded from receiving federally funded or assisted contracts; cannot document experience in the kinds of project construction required by the grantee; or does submit/sign the appropriate certifications noted above*.

**AWARD CONTRACT - Construction Contract Documents**

1. Notice of Award
2. Contract Agreement
3. Certificate of Owner's Attorney
4. Notice to Proceed.
5. Contractor Section 3 Plan (including subcontractor breakdown and project work force breakdown)
6. Contractor Certification Regarding Labor Standards
7. Bidder Certification Regarding EEO Compliance
8. Insurance Certificates (in the amounts specified by the construction contract naming grantee as an insured party)
9. Contractor’s Payment Bond
10. Contractor’s Performance Bond
11. Non-Collusion Affidavit(s)
12. Subcontractor Section 3 Certifications (including subcontractor and project work force breakdowns)
13. Subcontractor Certification Regarding Labor Standards
14. Proposed Subcontractor Certification Regarding EEO Compliance