RECEIVED BID CHECKLIST

|  |
| --- |
| Project Name:  |
| Bid#:  |
| Bidder Being Verified:  |

*Mark N/A if item doesn’t apply to this bid. The list should be edited to match the bid documents every time, particularly the insurances which should suit each project as per your Risk Manager.*

**Forms Required with the Bid***Less is more – Only ask for the minimum on bid day because
then that is all that a bid protest can be based on.*

[ ]  Bid Form

[ ] Designated Subcontractor’s List

[ ] Bid Bond *(or other approved security)*

[ ]  Non-Collusion Affidavit

[ ] Iran Contracting Act Certification

**Forms Required After Bid Day From the Low Bidder***(Typically due within 5 working days from Notice of Intent to Award (NOI))*

[ ]  Signed Contractor’s Information Sheet *(Usually needed within 24 hrs. when used)*

[ ]  Executed Agreement

[ ] Performance Bond

[ ]  Payment/Materials Bond

[ ]  Disabled Veterans’ Business Enterprise Participation Certification
*(Required if project is even partially state funded)*

[ ] Criminal Background Investigation / fingerprinting Certification

[ ]  Escrow Form *(at Contractor’s sole option)*

[ ]  Misc. Certifications *(Can be incorporated into a single form)*:

[ ]  Worker’s Compensation Certificate

[ ]  Drug Free Workplace Certification

[ ]  Tobacco-Free Environment

[ ]  No Hazardous Materials

[ ]  Lead as a Health Hazard

[ ]  Imported Materials

[ ]  Roofing Contract Financial Interest

***Insurance: See General & Special Conditions****Make sure District is additionally insured as allowed by type of policy.*

[ ]  Commercial General Liability (Verify that it specifically includes: Bodily Injury, Property Damage, Personal & Advertising Injury, Product Liability and Completed Operations) - $2,000,000 Per Occurrence / $4,000,000 general aggregate

[ ]  Automobile Liability – Any Auto - $2,000,000 Per Occurrence

[ ]  Worker’s Compensation - Coverage as Required by Law

[ ]  Employer’s Liability - $2,000,000 each accident, each disease / $2,000,000 policy limit

[ ]  Builder’s Risk “All Risk” (Course of Construction) – Issued for the value and scope of the work for this project

[ ]  Contractors Pollution Liability Coverage - $1,000,000 Per Occurrence / $5,000,000 aggregate

[ ]  Sexual Abuse / Molestation - $1,000,000 each incident / $2,000,000 policy limit

[ ]  Excess Liability (Umbrella) - $6,000,000 each incident / $6,000,000 aggregate

[ ]  Property of Others – Combined Single Limit – General Aggregate issued for the value and scope of work stored off-site (provided if/when off-site stored items are being paid for prior to arriving on site)

[ ]  Aircraft Liability (when drone/aircraft used) - $1,000,000

[ ]  Insurance - Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Other Required Documents***

[ ]  Contractor’s License (Copy)

[ ]  Taxpayer Identification Information (W-9/other)

[ ]  Statement of Self-performance *(when requested based on Listing Law issue)*

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |

Completed by (Please print) Date