

## ECONOMIC DEVELOPMENT ADMINISTRATION

### BID DOCUMENT REVIEW CHECKLIST

EDA Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient: \_\_\_\_\_

Co-recipient(s): \_\_\_\_\_

Recipient's Architect/Engineer: \_\_\_\_\_  
*Name & Phone Number*

This EDA Bid Document Review Checklist is for the \_\_\_\_\_ portion(s) of the project. Tentatively, the advertisement date for bids will begin on \_\_\_\_\_, in the following newspapers, journals, websites and/or plan rooms:

1) \_\_\_\_\_.

2) \_\_\_\_\_.

3) \_\_\_\_\_.

The bids will be opened \_\_\_\_\_ days later on \_\_\_\_\_, as required by state (or local) law. The current Architect/Engineer's (A/E) cost estimate is below:

| Project/Contract Description | Construction Calendar Days | EDA Eligible Amount | *Non-EDA Eligible Amount | Current A/E (Total) Cost Estimate |
|------------------------------|----------------------------|---------------------|--------------------------|-----------------------------------|
|                              |                            |                     |                          | \$                                |

*\* Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

|   |   |    |
|---|---|----|
| Y | N | NA |
|---|---|----|

1. The most current A/E cost estimate has been submitted for EDA's review.
2. All Specific Award Conditions that are required prior to advertisement been met.
3. The EDA award number is on the face sheet of both the plans and Specifications.
4. The contract stipulates the number of calendar days allowed for completing the work.

|   |   |    |
|---|---|----|
| Y | N | NA |
|---|---|----|

5. Schedules are used in this contract.
  - a. If yes, the order in which schedules are going to be awarded is specified.
6. Additive or deductive alternates are used in this contract.
  - a. If yes, the order in which alternates are going to be awarded is specified.
7. Materials and/or equipment have been limited to a particular manufacturer or brand name.
  - a. If yes, this has been approved by EDA.
8. Workers' Compensation Insurance, Public Liability Insurance and Builder's Risk Insurance (if applicable) is required to be maintained by the contractor and all subcontractors.
9. For contracts over \$150,000, a 5% bid bond and 100% performance bond and payment bond required is required.  
*(Surety companies must be listed on Circular 570).*
10. The following items are included in the bid package:
  - a. Current prevailing Davis-Bacon wage rate determination
  - b. "EDA Contracting Provisions for Construction Projects"
  - c. EDA "Notice of Requirements for Affirmative Action."  
*(EDA Grant Recipient must fill out this form with the appropriate information).*
  - d. Lobbying Restriction Form (Form CD-512).  
*(Required for all contracts in which Federal funds exceed \$100,000)*
  - e. EDA Site Sign Specifications
  - f. Federal Participation Disclosure – "This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program."  
*(This statement is usually added to Instructions To Bidders)*
  - g. Proposal/Bid Form - (Unit Cost or Lump Sum or Combination)
  - h. Unexecuted Contract/Agreement
  - i. General Conditions

|   |   |    |
|---|---|----|
| Y | N | NA |
|---|---|----|

11. The following items are addressed or included in the bid package:

- a. Clear statement of method of award (Lowest, responsive, responsible bidder)
- b. Payment retainage provision
- c. Specific profit and overhead for change orders
- d. Liquidated damage provision
- e. Architect's or Engineer's Stamp is on the plans & specifications

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**Name & Title (Prepared By)**

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**Signature (Prepared By)**

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**Date**