**Post-Bid Document Submittal Checklist**

Use this checklist to track receipt of documents after a grant recipient has bid a construction project and chosen a contractor.

|  |  |
| --- | --- |
| Grant Recipient Entity Name: |  |
| ARPA Project Number: |  |
| Contractor: |  |
| DNR Project Manager: |  |

The following three documents must be received before a construction award can proceed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Bidding Documents** | | | |
| **Document** | **File Name of Document Received** | **Date Received** | **Notes** |
| **1. Bid Tabulation** |  | XX/XX/XXXX TP |  |
| **2. Bid Form** (completed by chosen contractor) |  |  | |  |  | | --- | --- | | Addenda Acknowledged? |  | |
| **3. Recommendation of Award**:   |  |  | | --- | --- | | Bid alternates? |  | | Value of contract? |  | |  |  | |  |  | | --- | --- | | Value: | $ | |

The following documents are required before reimbursements can be made, but a construction award can proceed prior to receipt:

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Bidding Documents** | | | |
| **Document** | **File Name of Document Received** | **Date Received** | **Notes** |
| **Proof of advertisement:**  Affidavit of publication or  online documentation |  |  | |  |  | | --- | --- | | Publication? |  | | Plan Room? |  | | Website? |  | |
| **Addenda** (if issued) |  |  |  |
| **Contractor acknowledgment** |  |  | (If addenda issued) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor Forms** | | | |
| **Document** | **File Name of Document Received** | **Date Received** | **Notes** |
| **Business Entity Certification** |  |  |  |
| **Affidavit of Work Authorization** |  |  |  |
| **E-Verify MOU** |  |  |  |
| **Domestic Products Certification** |  |  |  |
| **Debarment Certification** |  |  |  |
| **Certification of Non-Segregated Facilities** |  |  |  |
| **Certification Regarding Lobbying** |  |  |  |
| **(Disclosure of Lobbying Activities)** |  |  | (if applicable) |
| **Sample/template invoice\*** |  |  |  |
| **Executed contract** |  |  |  |
| **Notice to Proceed (NTP)** |  |  |  |

\*Line items on the sample/template invoice from the contractor should be based on the information in the bid form.