CONSTRUCTION PROCUREMENT CHECKLIST FOR SUBMITTALS

Grant recipient name: _____

CDBG Contract Number: _____

Brief Project Description: _____

_____

REFERENCE: Policy 407 Attachment 33 - SAMPLE construction bidding & contract documents

TASK BOX ITEM – Notice of Award Required – NOA Form 407.1 - Upload the checklist and applicable items before changing the status to 'submit the Notice of Contract Award.'

- ☐ Construction Bid Document
- ☐ Advertisement for Bids:
  - ☐ Affidavit of Publications – construction activity estimated at $100,000 or more must be advertised twice in two consecutive weekly local or county-wide newspapers.
  - ☐ Copy of email(s) - Bid Advertisement must be provided to at least one in-state construction plan room
  - ☐ Copy of email(s) or other written correspondence - Direct solicitations for businesses, including the required:
  - ☐ Minority-owned and Women-owned businesses: https://www.okcommerce.gov/doing-business/business-services/women-owned-business-certifications/; and https://www.okcommerce.gov/about-us/diverse-business-certification-program/
- ☐ Pre-bid meeting sign-in sheet, as applicable.
- ☐ Bid Tabulation:
  - ☐ Evidence of bid opening results – spreadsheet including amounts and required submittals.
- ☐ Lowest & Best Bid & submittals:
  - ☐ bid proposal
  - ☐ 5% bid bond
  - ☐ Contractor Notarized Sworn Statement of Non-Collusion (located in the Sample Bid Document)
  - ☐ Contractor Sam.gov Active Registration (check the SAM.gov website and print the PDF for submittal)
  - ☐ Form 407.1 – Notice of Contract Award (see Yes or No budget question below)
  - ☐ Form 407.2 – Contractor Self-certification of no debarment
  - ☐ Form 407.5 – Grantee Certification of Debarment Review of Selected Bidder
  - ☐ Form 407.6 – Selected bidder's certification for BABA (construction projects at $250,000 or more)
  - ☐ Other items required by the grantee for submittal with the bid

IS THE LOW BID AMOUNT WITHIN THE PROJECT APPLICATION BUDGET FOR CONSTRUCTION?

- ☐ YES – The Grantee takes Board Action to complete and provide Form 407.1 Notice of Contract Award to the contractor for acceptance based on receipt and review of all submittals for compliance with the bid instructions.
- ☐ NO—The grantee takes Board Action to add the shortfall, initiate a budget modification in the grant system, and provide Form 401.1 Leverage Commitment; once completed, the grantee may complete and provide Form 407.1 Notice of Contract Award to the Contractor for acceptance, as the budget now reflects the necessary funding available to enter into a contractual agreement.

THE **CONTRACTOR** HAS 10 DAYS FROM RECEIPT OF NOA TO PROVIDE THE GRANTEE/OWNER WITH THE FOLLOWING:

☐ Performance Bond, Payment Bond, Maintenance Bond, and Insurance (liability and workers comp)

THE GRANTEE PROVIDES THE FOLLOWING:

☐ Executed Contract

☐ Attorney's review and approval of contract and bonding (sample format)

☐ Minutes of the Board Meeting selecting a contractor and awarding the bid amount.

☐ Form 407.3 Notice to Proceed – fully executed.

THE GRANTEE SCHEDULES A MANDATORY PRE-CONSTRUCTION MEETING (Sign-in Sheet, Meeting Notes)

The following items should be used, discussed, and/or provided for compliance:

☐ Form 407.4 Pre-construction Meeting & Instruction Checklist to include the following for discussion:

- Attachments 407 through 408 should be provided to contractors for use and compliance.
- Posters at the job site (photos should be taken once posters are in place, at the job site for the project file).
- Weekly Payroll Reports – discuss submittals
- Applicable Wage Rate Classifications – Are there any additional classifications needed?

SECTION 3, as applicable, A Section 3 Project is defined as having HUD financial assistance of over $200,000

- Form 404.3 Contractor -Evidence of public notice - Section 3 Project Service Area (radius of low-income area)
- Form 404.5 Contractor - Certification of Section 3 Business Concern
- Form 404.6 Contractor - Estimated Workforce Breakdown
- Form 404.7 Contractor - Section 3 Affirmative Action Plan
- Form 404.8 Contractor Utilization Monthly Report (to be submitted with Monthly Pay Estimate)
- Form 404.9 Worker Status Certification (Form contains the HUD link to County Low-Income Limit)

BABA, as applicable, discuss Policy 407 Attachments 35 through 39.

- Projects with construction costs exceeding $250,000.00 (including all project funding) must provide the necessary information and certifications for BAP or Made in America products and materials.

☐ Form 407.8 BAP Applicability Checklist with HUD Notice CPD-25-01 Instructions

☐ The items above are uploaded to the grants management system, and the grantee is ready to change the status to submit the 'Notice of Contract Award' for ODOC review.

ODOC REVIEW AREA:

Preparer Name, Title, Agency (typed)	ODOC Reviewer Name & Title
Date	Date