

# BIDDER'S CHECKLIST

This list of items is intended to be used as a checklist only for completing and submitting the standard required bid documents. Bidders should not rely solely on this checklist for all required bid documents. It is the bidder's responsibility to review all contract bid documents, including, but not limited to; all contract specifications, special provisions, plans, supplemental specifications, addenda, notice to contractors, bid invitation, Construction Contract Bidding and Award Manual, etc.

- Refer to document entitled - Electronic Bidding Instructions/Requirements
- Bid Proposal Request Form (aka Part C) – Bidders must submit a Bid Proposal Request Form for review and approval in order to bid on a particular project.
- Acknowledge the correct number of project addenda (not Project Bids amendment files) posted to the State Contracting Portal, on the Bid Proposal Form.
- Bid Bond or Annual Bid Bond
- Non-Collusion Statement
- OPM Affidavits / Certifications / Affirmations – see attached Notice to Contractors
- Federal Transit Administration funded projects require:
  - Buy America Certificates
  - Certification Regarding Lobbying
- Department of Motor Vehicles – Motor Carrier Review for State Contract Awards (not an actual submittal) – Please refer to the DMV website at [www.ct.gov/dmv](http://www.ct.gov/dmv) to obtain important information about the process and qualifying requirements. A rating of "Does Not Meet Minimum Requirements (DNMMR) may jeopardize the award of the contract.
- Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE) documentation. Due 5 calendar days after bid opening.