

# 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.

- Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE) required Submittals/documentation - Due five (5) calendar days after bid opening. Refer to the Bid Invitation for important instructions regarding the DBE submittal requirements for the two lowest bidders. The DBE Good Faith Effort (GFE) application and Commitment Approval Request forms are located on the CTDOT website at <https://portal.ct.gov/DOT/General/Conndot-Forms>
- 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 (FTA) 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 DMV rating of Ineligible (I) may jeopardize the award of the contract.

This form is to used in connection with any instrument requiring a bid bond	State of Connecticut Department of Transportation Standard Bid Bond January 2012 THIS FORM CAN NOT BE SUBSTITUTED	Name of Principal (Contractor, Second Party, etc...)
KNOWN ALL PERSONS BY THESE PRESENTS:		Project (s) or Contract Identifier:

That we \_\_\_\_\_ of \_\_\_\_\_

(hereinafter called the Principal) as Principal, and \_\_\_\_\_ a corporation organized

and existing under the laws of the State of \_\_\_\_\_ and duly authorized to transact a surety business in the State of Connecticut (hereinafter called the Surety), as Surety, are held and firmly bound unto the State of Connecticut as Obligee, in the penal sum of THIRTY PERCENT (30%) OF THE AMOUNT OF THE ATTACHED BID in lawful money of the United States of America, for the payment of which, well and truly to be made to the Obligee, we bind ourselves, our heirs, successors, and assigns, jointly and severally, firmly by these presents has herewith submitted a bid for the contract for the

Above referenced project(s), bids for which are scheduled to be opened on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.

**THE CONDITION OF THIS OBLIGATION** is such, that whereas the Principal has herewith submitted a bid for the contract for the above-referenced project(s)

**NOW, THEREFORE**, if the following conditions are satisfied, this obligation shall become void:

- a) the Principal shall not withdraw its bid within sixty (60) days after the bid opening of the same without the consent of the Connecticut Transportation Commissioner (or designee), and
- b) the Connecticut Transportation Commissioner (or designee) shall Award said Project(s) to the Principal in writing, and
- c) the Principal shall, as required by the Transportation Commissioner (or designee) pursuant to the bid specifications for the Project(s), execute a contract in writing for the Project(s) within the time specified by the Department, after being notified by the Department in writing of the Award, including all submissions relating to that contract execution as may be required by the bid specifications, to be submitted to the Transportation Commissioner ( or designee) prior to contract execution, and
- d) the Principal shall deliver such surety bond as shall be acceptable to said Commissioner for the performance of the work according to said written agreement (contract), and shall in all other respects perform the agreement created by the acceptance of said bid.

**Otherwise**, the Principal and Surety hereto agree to pay unto the Obligee the difference between the amount of the bid of said Principal, submitted herewith, and the amount for which the Obligee may contract with another party to perform the work covered by the said bid of the Principal.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for contract execution that the Principal and Obligee may agree to, notice of which extension(s) to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than sixty (60) calendar days in addition to the original sixty (60) days allowed for expiration of this bid bond.

IN TESTIMONY WHEREOF, the said Principal and Surety have caused this bond to be signed by their duly-authorized representatives and have caused their names and corporate seals to be affixed on this form on the respective dates of their signatures.

**Surety**

**Principal**

\_\_\_\_\_  
Print Surety Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agent's Signature and date, enclose a valid Power of Attorney

\_\_\_\_\_  
Signature and date of Authorized Representative

STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

ANNUAL BID BOND  
(Rev. February 2012)

KNOW ALL PERSONS BY THESE PRESENTS, THAT we, \_\_\_\_\_ as Principal (hereinafter called "Principal"), and \_\_\_\_\_ a corporation organized and existing under the laws of the State of \_\_\_\_\_ and duly authorized to transact a surety business in the State of Connecticut, as Surety (hereinafter called "Surety"), are held and firmly bound unto the State of Connecticut as Obligee in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) per bid in lawful money of the United States of America, for the payment of which well and truly to be made to the Obligee, we bind ourselves, our heirs, our successors, and assigns, jointly and severally, by these presents.

WHEREAS, said Principal contemplates submitting, from time to time, bids for construction projects in the State of Connecticut for which the said Obligee may invite proposals, and it is desired in the interest of the Obligee and Principal that such bids as may be submitted during the period of one year from date hereof be covered by this bond.

**NOW, THEREFORE**, if the following conditions are satisfied, this obligation shall become void:

- a) the Principal shall not withdraw its bid within sixty (60) days after the bid opening of the same without the consent of the Connecticut Transportation Commissioner (or designee), and
- b) the Connecticut Transportation Commissioner (or designee) shall Award said Project(s) to the Principal in writing, and
- c) the Principal shall, as required by the Transportation Commissioner (or designee) pursuant to the bid specifications for the Project(s), execute a contract in writing for the Project(s) within the time specified by the Department, after being notified by the Department in writing of the Award, including all submissions relating to that contract execution as may be required by the bid specifications, to be submitted to the Transportation Commissioner ( or designee) prior to contract execution, and
- d) the Principal shall deliver such surety bond as shall be acceptable to said Commissioner for the performance of the work according to said written agreement (contract), and shall in all other respects perform the agreement created by the acceptance of said bid.

**Otherwise**, the Principal and Surety hereto agree to pay unto the Obligee the difference between the amount of the bid of said Principal, submitted herewith, and the amount for which the Obligee may contract with another party to perform the work covered by the said bid of the Principal.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for contract execution that the Principal and Obligee may agree to, notice of which extension(s) to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than sixty (60) calendar days in addition to the original sixty (60) days allowed for expiration of this bid bond.

IN TESTIMONY WHEREOF, the said Principal and Surety have caused this bond to be signed by their duly-authorized representatives and have caused their names and corporate seals to be affixed on this form on the respective dates of their signatures.

DEPARTMENT OF TRANSPORTATION  
ANNUAL BID BOND

The foregoing, however, is subject to the following further provisions:

1. The liability of the Surety hereunder, regardless of the number of bids, shall not exceed the penal sum of this bond, nor shall this bond cover any bid in the amount of which when added to the amount of a pending open bid, or pending open bids, would cause the total amount of the outstanding open bids to exceed the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_). The amount of bids which have been accepted and respect to which the Principal has performed in all respects its agreement created by the acceptance of such bids, and the amount of bids which are no longer susceptible of acceptance, shall not be included in the calculations to determine the total amount of outstanding open bids.
2. The above term "open bid" shall refer to any bids with the Department, where the bid is in the top 4 lowest bids for projects not yet awarded.
3. This bond will be in effect either one year from the effective date or for thirty (30) days after the Obligee has received, by certified mail, written notice of the Surety's request to cancel the bond. This Cancellation Notice MUST be directed to the Contracts Section of the Department with a request for Acknowledgement of Receipt by the Contracts Section. Cancellation of this bond shall not affect the Surety's liability for bids already opened prior to the expiration of the said thirty (30) days.
4. This bond covers only those bids submitted by said Principal within the period of one year effective from \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed and sealed, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Principal (Seal)

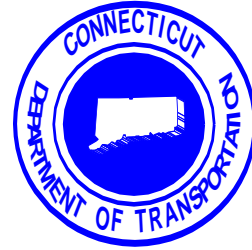
\_\_\_\_\_  
Principal Signature and Date

\_\_\_\_\_  
Print name/Title

\_\_\_\_\_  
Surety (Seal)

\_\_\_\_\_  
Surety Signature and Date

\_\_\_\_\_  
Print name/Attorney-in-Fact



(860) 594-3128

November 4, 2011

**Subject:** Revised Requirements for Submitting Affidavit/Certification/Ethics Affirmation Forms  
(aka OPM Forms)

NOTICE TO CONTRACTORS:

As a result of Public Act 11-229, and effective immediately, we are revising the process in which the Department will receive Affidavits/Certifications/Ethics Affirmation Forms (OPM Forms), for bidding and contract award. The new law greatly simplifies the requirements and allows for the use of electronic Forms (PDFs). The following link will guide you to the revised OPM Forms:

[http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=386312&opmNav\\_GID=1386](http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=386312&opmNav_GID=1386)

Under the new law, the Affirmation of Receipt of State Ethics Laws Summary (OPM Form 6) and the Consulting Agreement Affidavit (OPM Form 5) will only have to be filed once and will be updated only if any information on the form changes. The Gift and Campaign Contribution Certification (OPM Form 1) and Nondiscrimination Certifications will be filed once per year, with any updates required upon changes to information. Updates are required within 30 days of any change. The Forms are no longer contract specific, but will need to be uploaded to the DAS online system (Biznet) prior to award and/or execution of any contract.

All bidders/contractors must upload the applicable/required “Forms” to the DAS online system (Biznet). Please access the LINK below to subscribe to Biznet and download the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)”.

<http://das.ct.gov/cr1.aspx?page=371>

Once the “Forms” are on file with the Department of Administrative Services (DAS) online system (Biznet), the contractor’s obligation is complete, until the need for revisions/updates and/or new annual submission as required by the specific Form.

If you have any questions, please feel free to contact Pall Oushana at 860-594-3126. Please contact DAS for any questions related to subscribing to Biznet and uploading the Forms.

Thank you.

*Gregory D. Straka*

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Contracts Manager

Division of Contracts Administration