

## SRF Bid Document Checklist

**PLEASE NOTE: Attachment 10 is a new program requirement and is effective for all SRF projects bid after January 2021.**

When bids are received and the Applicant accepts a bid proposal, the Consultant prepares and submits to the SRF a packet of documents. Required documents are listed below. Please submit the completed checklist with the bid document packet. When all the information is complete, SRF issues to the Applicant a Notice of Funding Eligibility which explains the amount of bid that is eligible for SRF reimbursement.



Date: \_\_\_\_\_  
From: \_\_\_\_\_  
SRF Number: \_\_\_\_\_

The following documents are enclosed for review and approval prior to contract award:

### ***Engineering Documents***

*Please note: If there have been any changes made to the DNR-approved plans and specifications, submittal of an as-bid set of plans and specifications is required. Where there have not been any changes made to the DNR-approved plans and specifications, project managers may request an as-bid set as needed.*

- As-bid set of plans and specifications or statement by Consulting Engineer that no changes to the DNR-approved plans and specifications have been made.
- Tabulation of bids with itemized schedule of values
- Consulting Engineer's written recommendation of award
- Cost and Effectiveness Self-Certification (Applies to CWSRF projects only)

### ***Contractor Documents***

- Successful bid and/or proposal applicant chooses to accept
- Any addenda not previously submitted and bidder acknowledgment of all addenda
- Attachment 1: Certification of Non-Segregated Facilities Form
- Attachment 2: Certification Regarding Debarment and Suspension Form
- Attachment 3: Disadvantaged Business Enterprise Certification Form
- Attachment 4: DBE Program Subcontractor Performance Form
- Attachment 5: DBE Program Subcontractor Utilization Form
- Attachment 10: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
- Executed Contract (when available)
- Notice to Proceed (when available)
- Davis-Bacon Wage Determination (when available)

**For more information, please contact Amy Seyffer at 515-725-0327 or [amy.seyffer@dnr.iowa.gov](mailto:amy.seyffer@dnr.iowa.gov) .  
Email bid documents to [amy.seyffer@dnr.iowa.gov](mailto:amy.seyffer@dnr.iowa.gov).**

