SF 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. Email bid documents to amy.seyffer@dnr.iowa.gov.