

Contractor Invitation for Construction Bid Checklist

This checklist is intended as a tool for Bidders but does not include all details. For detailed requirements, refer to the Project Manual. Sections 00 20 00 - General Instructions to Bidders and 00 40 00 - Bid Form provide detailed information on Bidding requirements.

- | Task No. | Task Description |
|--|--|
| <input type="checkbox"/> 1 | Each bidder shall be prequalified with the owner using owner's web-based Contractor Annual Prequalification System (CAPS). Bidders are required to be prequalified, for each division of work, no later than the close of business the day before the bid opening. |
| <input type="checkbox"/> | a. If applicable, each bidder shall complete the project-specific prequalification. |
| <input type="checkbox"/> 2 | Bids must be received before the closing time for receiving bids, or will be returned unopened. |
| <input type="checkbox"/> | a. Bids and/or bid modifications must be submitted to the appropriate office. |
| <input type="checkbox"/> | b. Bids must be submitted in a manner that does not reveal the price prior to the bid opening. |
| <input type="checkbox"/> | c. Bids must be in a sealed envelope and marked in a manner that reasonable identifies the project and division of work for which it is intended. |
| <input type="checkbox"/> 3 | Bidders are required to attend the pre-bid meeting if identified as MANDATORY in the advertisement. |
| <input type="checkbox"/> 4 | Bidders must be registered with the State Board of Elections at the time of bid, if required. |
| Documents required for each bid submission: | |
| <input type="checkbox"/> 5 | Document 00 40 00 - Bid form, completed and signed. |
| <input type="checkbox"/> 6 | Document 00 40 00 - Attachment A - Contractor's Workforce (Includes Direct Subcontractors) |
| <input type="checkbox"/> 7 | Document 00 40 00 - Attachment B - Minority/Women Business Enterprise Program Utilization Plan - completed and signed. |
| <input type="checkbox"/> | a. Attachment B must include only firms that are IL CMS Certified MBE/WBE's. |
| <input type="checkbox"/> | b. Attachment B must include MBE/WBE in conformance with the vendor's Illinois Department of Central Management Services (CMS) Business Enterprise Program (BEP) Vendor Directory results for each identified MBE/WBE vendor. |
| <input type="checkbox"/> | c. Attachment B must include the proposed dollar value of the contract for each MBE/WBE firm listed. |
| <input type="checkbox"/> 8 | Bid Deposit. |
| <input type="checkbox"/> 9 | Certifications and Statutory Requirements Form. |
| <input type="checkbox"/> 10 | Financial Disclosures and Conflict of Interest Form. |