

## 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.

- | <b>Task No.</b>                                    | <b>Task Description</b>  |
|--|--|
| <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. <ul style="list-style-type: none"><li><input type="checkbox"/> a. If applicable, each bidder shall complete the project-specific prequalification.</li></ul>  |
| <input type="checkbox"/> 2                         | Bids must be received before the closing time for receiving bids or will be returned unopened. <ul style="list-style-type: none"><li><input type="checkbox"/> a. Bids and/or bid modifications must be submitted to the appropriate office. For Electronic Bids, if multiple bids are received by the same bidder for the same division of work, the later bid will be considered official.</li><li><input type="checkbox"/> b. Bids must be submitted in a manner that does not reveal the price prior to the bid opening.</li><li><input type="checkbox"/> c. For Hard Copy Bids, 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. For Electronic Bids, submit bids on forms furnished by the Owner as one PDF less than 200MB at PRZM project link provided.</li><li><input type="checkbox"/> d. For Electronic Bids, submit bids on forms furnished by the Owner as one PDF less than 200MB at PRZM project link provided.</li></ul> |
| <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.  |
| <b>Documents required for each bid submission:</b> |  |
| <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 - Business Enterprise Program (BEP) and Veteran Business Program (VBP) Utilization Plan – completed and signed. <ul style="list-style-type: none"><li><input type="checkbox"/> a. Attachment B must include only BEP/VBP certified vendors that are IL Commission on Equity and Inclusion (CEI) Certified.</li><li><input type="checkbox"/> b. BEP/VBP Vendors. Attachment B must include MBE/WBE/PBE in conformance with the vendor's Illinois Commission on Equity and Inclusion (CEI) BEP/VBP Vendor Directory results for each identified MBE/WBE/PBE/VOSB/SDVOSB vendor.</li><li><input type="checkbox"/> c. Attachment B must include the proposed dollar value of the contract for each MBE/WBE/PBE firm listed.</li></ul>   |
| <input type="checkbox"/> 8                         | Bid Deposit.   |
| <input type="checkbox"/> 9                         | A Form A or Form B Certifications and Disclosures. The Form A and Form B can be found at <a href="https://www.uocpres.uillinois.edu/contracts___forms/for_contractors">https://www.uocpres.uillinois.edu/contracts___forms/for_contractors</a> .   |