

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"/> | <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"/> | <input type="checkbox"/> a. Bids and/or bid modifications must be submitted to the appropriate office. |
| <input type="checkbox"/> | <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"/> | <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/Female Business Enterprise Program Requirements - completed and signed. |
| <input type="checkbox"/> | <input type="checkbox"/> a. Attachment B must include only firms that are IL CMS Certified MBE/FBEs. |
| <input type="checkbox"/> | <input type="checkbox"/> b. Attachment B must include MBE/FBE name(s) in conformance with the vendor's Illinois Department of Central Management Services (CMS) Business Enterprise Program (BEP) Vendor Directory results for each identified MBE/FBE vendor. |
| <input type="checkbox"/> | <input type="checkbox"/> c. Attachment B must include the proposed dollar value of the contract for each MBE/FBE firm listed. |
| <input type="checkbox"/> 8 | MBE/FBE information for Contractor and Subcontractor(s). Only MBE/FBE firms certified with IL CMS are acceptable. Printed proof of CMS BEP certification must have been provided with the bid for each identified MBE/FBE vendor as per Section 1.4.A of Document 00 40 00. Printed proof is a current and valid print version of the vendor's Illinois CMS BEP Vendor Directory results. If a current and valid CMS BEP certification letter is included with the bid, reconciliation to obtain proper printed proof is allowed. If the CMS BEP certification letter is not current and valid, reconciliation is not permitted. |
| <input type="checkbox"/> 9 | Bid Deposit. |
| <input type="checkbox"/> 10 | Certifications and Statutory Requirements Form. |
| <input type="checkbox"/> 11 | Financial Disclosures and Conflict of Interest Form. |