

# COMMUNITY FACILITIES BID DOCUMENTS CHECK LIST

**Project:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Reviewer:** \_\_\_\_\_

Items with an (\*) asterisk require completion by the Architect/Engineer  
Items with a (+) plus sign require Agency Attachment

- A. \_\_\_\_\_ Architect/Engineer's Project Cost Estimate
- B. \_\_\_\_\_ Drawings (site plan, floor plans, elevations, sections, schedules, details, MEP&S)
- C. \_\_\_\_\_ Project Manual
  - \_\_\_\_\_ 1. \* Title Page (As per Architect/Engineer, but with Signature Block)
  - \_\_\_\_\_ 2. \* Table of Contents (As per Architect/Engineer)
  - \_\_\_\_\_ 3. \* Architect's Certification
  - \_\_\_\_\_ 4. \* Plan Certification
  - \_\_\_\_\_ 5. \* Advertisement for Bids
  - \_\_\_\_\_ 6. \* Information for Bidders
  - \_\_\_\_\_ 7. Instructions to Bidders (+)
  - \_\_\_\_\_ 8. Supplemental Information for Bidders
  - \_\_\_\_\_ 9. Bid Bond (**Contractors to submit with Bid**)
  - \_\_\_\_\_ 10. Bid (**Contractors to submit with Bid**)
  - \_\_\_\_\_ 11. Certification for Contracts, Grants, and Loans (**Contractors to submit with Bid**)
  - \_\_\_\_\_ 12. Notice of Award
  - \_\_\_\_\_ 13. Standard Form of Agreement Between Owner and Contractor (+)
  - \_\_\_\_\_ 14. Payment and Performance Bonds
  - \_\_\_\_\_ 15. Power of Attorney for Agent of Bonding Company (Place Holder only)
  - \_\_\_\_\_ 16. Certificate of Power of Attorney (Place Holder only)
  - \_\_\_\_\_ 17. Certificate of Insurance (Place Holder only)
  - \_\_\_\_\_ 18. Certificate of Owner's Attorney
  - \_\_\_\_\_ 19. Disclosure of Lobbying Activities
  - \_\_\_\_\_ 20. Compliance Statement
  - \_\_\_\_\_ 21. Certificate Regarding Debarment, .... Exclusion (**Contractors to submit with Bid**)
  - \_\_\_\_\_ 22. Contract Concurrence
  - \_\_\_\_\_ 23. Notice to Proceed
  - \_\_\_\_\_ 24. General Conditions of the Contract for Construction (+)
  - \_\_\_\_\_ 25. Labor Standards Provisions (Only if Davis-Bacon is required)
  - \_\_\_\_\_ 26. Discovery of Cultural Material
  - \_\_\_\_\_ 27. Clean Air Act and Water Pollution Control Act Requirements
  - \_\_\_\_\_ 28. Change Order - \_\_\_ AIA G701 (+) ; or \_\_\_ Form RD 1924-7
  - \_\_\_\_\_ 29. Application and Certification for Payment (+)
  - \_\_\_\_\_ 30. Certification of Contractor's Release
  - \_\_\_\_\_ 31. Release by Claimants
  - \_\_\_\_\_ 32. Builder's Warranty
  - \_\_\_\_\_ 33. Certificate of Substantial Completion (+)
  - \_\_\_\_\_ 34. Addenda (Place Holder only – addenda issued after Bid Documents are issued)
  - \_\_\_\_\_ 35. \* Trade or Technical Specifications (As per Architect/Engineer)