CDBG SEALED BID REVIEW CHECKLIST

Municipality		**CDBG#**	
Date		**Prepared By**	

	Invitation for Bid (IFB) Notice
☐	Date, time and location of bid opening
☐	Bid submission deadline date
☐	Provide adequate time for response *(minimum 3 weeks from newspaper posting date)*
☐	Language strongly encouraging MWBE and Section 3 firms to apply
☐	Reference to Buy America Build America (BABA) as it applies to infrastructure and facility-related projects
☐	Ensure IFB will be posted in local newspaper
☐	

	Sealed Bid Package
☐	Draft Bid package reviewed by OCR at least 30 days prior to release for bid
	Contract Provisions from Exhibit 4-1, Provisions include: https://hcr.ny.gov/cdbg-grant-administration-manual-chapter-4-procurement-standards.
☐	EEO, Anti-Kickback, Davis Bacon, Contract Work Hours, Patent Rights, Clear Air, Section 3, BABA
☐	OCR access to records, Indemnification of HTFC, and Compliance with Applicable Laws
☐	Anti-job Pirating (if applicable)
☐	Legal Remedies for Contractor Breach, Termination by Recipient
☐	Bid guarantee, Performance & Payment Bond, Surety Company
☐	Section 3 Rider - https://hcr.ny.gov/S3ContractClause
☐	Statement of work
☐	Approximate start/end dates of project suggest; or maximum date complete project
☐	Minimum Qualifications for bidder to be considered (e.g. length of time in business, experience doing comparable work)
☐	Describe items / services to be purchased without preference to specific brand (unless used as an example of function or quality)
☐	Sole source bidding, cannot specify single source, or must identify as equivalent to or equal to…
☐	Buy America Build America (BABA) Covered Materials List and Certification: https://hcr.ny.gov/baba-covered-materials-list-and-certification
☐	Davis-Bacon Wage determination at time of solicitation
☐	Project sign, unless being created by the municipality

	Sealed Bid Procurement
☐	Affidavit of Publication for IFB, must meet requirements listed in IFB section above
☐	Evidence of direct MWBE outreach
☐	Evidence of additional MWBE effort (e.g. NYS Contract Reporter)
☐	Other efforts to solicit bids (e.g. Builders Exchange)

	Post Sealed Bid
☐	Finalized Agreement between Recipient and Contractor
☐	Includes provisions in exhibit 4-1 and Section 3 Rider
☐	Davis-Bacon Wage determination at the start of construction
☐	Acknowledgement that Debarment list was referenced prior to award
☐	Bid Submission List & Plan Holders
☐	Documentation of Bid Review
☐	Acceptance of Bid
☐	Notice of award of contract (confirm with OCR release of funds has been issued)
☐	Schedule Pre-Construction Conference (OCR Project Manager must be invited)
☐	Submit Exhibit 6-4 “Contractor’s Receipt of Required Program Materials”, must be signed by contractor