

SRF Bid Document Checklist



PLEASE NOTE: Attachment 10 is a new program requirement and is effective for all SRF projects bid after January 2021.

When bids are received and the Applicant accepts a bid proposal, the Consultant prepares and submits to the SRF a packet of documents. Required documents are listed below. Please submit the completed checklist with the bid document packet. When all the information is complete, SRF issues to the Applicant a Notice of Funding Eligibility which explains the amount of bid that is eligible for SRF reimbursement.

Date: _____

From: _____

SRF Number: _____

The following documents are enclosed for review and approval prior to contract award:

Engineering Documents

Please note: If there have been any changes made to the DNR-approved plans and specifications, submittal of an as-bid set of plans and specifications is required. Where there have not been any changes made to the DNR-approved plans and specifications, project managers may request an as-bid set as needed.

- ☐ As-bid set of plans and specifications or statement by Consulting Engineer that no changes to the DNR-approved plans and specifications have been made
- ☐ Tabulation of bids with itemized schedule of values
- ☐ Consulting Engineer's written recommendation of award
- ☐ Cost and Effectiveness Self-Certification (Applies to CWSRF Projects Only)

Contractor Documents

- ☐ Successful bid and/or proposal applicant chooses to accept
- ☐ Any addenda not previously submitted and bidder acknowledgment of all addenda
- ☐ Attachment 1: Certification of Non-Segregated Facilities Form
- ☐ Attachment 2: Certification Regarding Debarment and Suspension Form
- ☐ Attachment 3: Disadvantaged Business Enterprise Certification Form
- ☐ Attachment 4: DBE Program Subcontractor Performance Form
- ☐ Attachment 5: DBE Program Subcontractor Utilization Form
- ☐ Attachment 10: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
- ☐ Executed Contract (when available)
- ☐ Notice to Proceed (when available)
- ☐ Davis-Bacon wage determination (when available)

**For more information, please contact Amy Seyffer at 515-725-0327 or Amy.Seyffer@dnr.iowa.gov.
Email bid documents to Amy.Seyffer@dnr.iowa.gov.**