

## **CHECKLIST FOR SUBMITTING BID DOCUMENTS TO DEP STATE REVOLVING FUND PROGRAMS**

Project Sponsor:  
Project Number:  
Contract description:  
Contractor selected:

### **Submit the following documents to the State Revolving Fund Program:**

Any addenda not previously accepted by DEP.  
Certification that contractor is not debarred.  
Copy of advertisement (including affidavit) in a statewide publication (with circulation over 50,000) or electronic plan room.  
Signed bid tabulation.  
Contractor's bid proposal.  
Engineer's letter (to Project Sponsor) recommending contract award.  
Copy of bid bond or payment and performance bond if contract has been awarded.  
Certification from Appendix A, FDEP Supplementary Conditions.  
Davis Bacon wage rates for agreements 2010 or newer.

### **If required by the loan, the next three items MUST be submitted before the contract can be approved:**

List of minority and women's (M/WBE) subcontractors, stating name, address, whether minority or women's business, and anticipated subcontractor amount. Include current certifications for each M/WBE subcontractor. Also, note if the prime contractor is M/WBE.

Certification of affirmative steps for M/WBE participation, signed by the project's Authorized Representative.

If the contract includes equipment procured through negotiation, submit certification by the authorized representative of compliance with all conditions in the DEP letter approving negotiated procurement.

### **The Following Items are Needed After Contract Award:**

Notice to proceed with construction.  
Copy of the executed contract between the sponsor and contractor.  
Certification of contractor's bonding and insurance or copies of payment and performance bond, if not previously submitted.

Certification forms are located on the following website:  
<https://floridadep.gov/wra/srf/content/state-revolving-fund-resources-and-documents>

If you have any questions about these items, please contact your DEP Project Manager or the State Revolving Fund Management Disbursements Coordinator. For a current list of contacts go to <https://floridadep.gov/wra/srf/content/srf-program-contacts>.