

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

Project Sponsor: _____
 Project Number: _____
 Contract description: _____
 Contractor selected: _____
 Bid Open Date _____

Submit the following documents to the Bureau of Water Facilities Funding:

Attachment

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| 1. Any addenda not previously accepted by DEP. | _____ |
| 2. Certification that contractor is not debarred. | _____ |
| 3. Copy of advertisement (including affidavit) in a statewide publication (with circulation over 50,000) or electronic plan room. | _____ |
| 4. Signed bid tabulation for all of the bidders. | _____ |
| 5. Contractor’s bid proposal. | _____ |
| 6. Engineer’s letter (to Project Sponsor) recommending contract award. | _____ |
| 7. Copy of bid bond or other security or payment and performance bond if contract has been awarded. | _____ |
| 8. Certification from Appendix A, FDEP Supplementary Conditions. | _____ |
| 9. The most recent Davis Bacon wage rates. A wage determination update issued less than 10 days before bid opening shall be in effect in the contracts. For the recent rates go to https://www.wdol.gov/dba.aspx | _____ |

If required by the loan, items 10 through 12 MUST be submitted before the contract can be approved.

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| 10. 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. | _____ |
| 11. Certification of affirmative steps for M/WBE participation, signed by the project’s Authorized Representative. | _____ |
| 12. 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

1. Copy of the Notice To Proceed (NTP).
2. Copy of the executed contract between the sponsor and contractor.
3. Certification of contractor’s bonding and insurance or copies of payment and performance bond, if not previously submitted.

Certification forms are located at: <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>.