

CONTRACT LETTING CHECKLIST

A. Advertise Project for Bids:

1. Yes No Minimum of three weeks before letting (23 CFR 635A Section 635.112).
2. Yes No Legal advertisement in local and wide circulation newspapers:
 - a. Yes No Plan rooms, contractor associations and other interested bidders.
 - b. Yes No Open and read publicly at time and place specified in Instructions to Bidders. Bids must be submitted in sealed envelopes.

B. Review and Evaluate Bids for Responsiveness:

1. Yes No Signed proposal.
2. Yes No Bid bond for correct amount and issued by a surety corporation authorized to do business in the State of Montana.
3. Yes No DBE participation verified. Prior to contract award, the Local Entity must verify work and dollar amount with the proposed MDT certified DBE. Contract will not be awarded without documented verification.
4. Yes No Send copies of the bidder's list and proposal form from each bidder to the CTEP Section. This information is necessary for DBE compliance.
5. Yes No Addenda acknowledged.
6. Yes No Errors in extensions or totals resolved.
7. Yes No Obtain MDT Concurrence in Award. Submit copies of bids along with recommendations for award and the completed Local Entity Bid Review Form.

DO NOT PROCEED WITHOUT WRITTEN CONCURRENCE IN AWARD FROM MDT

Preparer's Name

Title

Date

Local CTEP Program Administrator

Title

Date