#### Construction Advertising and Award Checklist

|  |  |
| --- | --- |
| PIN: |       |
| County: |       |
| Federal Project No.: |       |
| State Project No.: |       |

The following checklist is intended to serve as a guide to assist the Local Government for advertising and award of the Contract**. This Checklist shall be submitted when requesting TDOT Concurrence in AWARD.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **COMMENTS** |
| Was the Advertisement for bid in the newspapers at least 3 weeks prior to the public bid opening date? | [ ]  | [ ]  | Date of advertisement:       |
| Did the advertisement state the date, time, and location of public bid opening? | [ ]  | [ ]  | Date of bid opening:      Location:       |
| Were bids read aloud at the bid opening? If not, was the bidders name read and the reason for not reading aloud stated publicly? | [ ]  | [ ]  | Reason for not reading aloud:       |
| Were only pre-qualified bidders read? | [ ]  | [ ]  |       |
| If addendums were issued during the advertisement period, were they acknowledged by the bidders? | [ ]  | [ ]  |       |
| Were the bids reviewed for responsiveness and irregularities in accordance with guidelines? | [ ]  | [ ]  |       |
| Has the DBE goal been met (must demonstrate within 3 days of bid opening)? | [ ]  | [ ]  |       |
| Is the lowest responsive bidder recommended for award? | [ ]  | [ ]  | If not, why:       |
| Is TDOT provided an electronic bid tabulation of the three lowest bidders at least 14 days prior to the end of award period | [ ]  | [ ]  | Date to TDOT for concurrence:     Date of award closing :       |
| Is the pre-bid estimate with quantities included? | [ ]  | [ ]  |       |
| Is a request for award or rejection included? | [ ]  | [ ]  |       |
| Has a qualified CEI firm been selected properly and with the necessary information submitted to TDOT (or other approved by TDOT)? | [ ]  | [ ]  |       |

I certify that that ALL necessary requirements have been met.

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Signature Date