

Checklist to award project to the lowest bidder

If the **LPA** recommendation is to award the project to the lowest bidder, the following items must be submitted to the **MDOT** District LPA Coordinator.

- ___ This checklist (signed by the LPA Official and Engineer).
- ___ One (1) original of the Non-Collusion Affidavit for the recommended bidder.
- ___ One (1) original Bidding Statement from the **LPA** stating that the bidding procedures were performed in accordance with State law.
- ___ Two (2) original signed certified Bid Tabulations for all bidders, including the **LPA's** construction estimate.
- ___ A detailed evaluation of bids and recommendation to award the bids subject to authorization by **MDOT**. The **LPA** and its **professional** must sign this document.
- ___ One (1) copy of the **entire** Section 905 Proposal bid sheets for the recommended bidder including DBE commitment.
- ___ One (1) original signed OCR-481-LPA Form(s) to be completed by the successful bidder according to the instructions on the form. This form must be approved, signed, and dated by the **LPA** and included in the data packet submission to **MDOT**.
- ___ One (1) copy of the completed original OCR-485-LPA Form(s) from all bidders on the project.
- ___ One (1) copy of the Sworn Proof of Publication.
- ___ A copy of the executed contract between the LPA and the **LPA's CE&I Engineer/Architect**
- ___ The name of the **Safety Officer** (if required by the **MDOT** District Coordinator) assigned to the project. A copy of the training certificate(s) must be included.

- ___ The name of the Certified Stormwater Inspector. A copy of the Certification by MDOT approved certifying agency must be included.

- ___ The names and signatures of three (3) publicly employed persons authorized to sign estimates for the **LPA**. One of these must be the assigned **Project Director** or **Project Manager**.

- ___ A copy of the official Minutes of the **LPA** **ACCEPTING THE BID OF THE RECOMMENDED BIDDER AND GIVING THE CHIEF LPA OFFICIAL APPROVAL TO EXECUTE THE CONTRACT** . These Minutes do not have to be APPROVED prior to submission.

- ___ A completed copy of the NTB 4566

Chief LPA Official

LPA Professional