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

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Chief LPA Official

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LPA Professional