

## SECTION 00 40 13

## BIDDING FORMS CHECKLIST

- A. Each Bidder should submit **at least 3 weeks prior to the date of Bid opening**, the following, properly completed with all required documentation as applicable:
- ☐ Safety Prequalification Form (refer to Section 00 45 12 for instructions)
- B. Each Bidder shall submit **with its Bid** the following forms, properly completed and executed with all required documentation as applicable:
- ☐ Executed Bid Form (Section 00 41 00), with Contractor's license number and expiration date
  - ☐ Schedule of Bid Prices (Section 00 41 10)
  - ☐ Bid Bond (Section 00 43 13)
  - ☐ Acknowledgment of Receipt of Addenda (Section 00 43 20)
  - ☐ Proposed Subcontractors Form (Section 00 43 36)
  - ☐ Non-collusion Affidavit (Section 00 45 19)
  - ☐ Highest General Prevailing Rate Certification (Section 00 45 60)
  - ☐ Certificate of Bidder Regarding Nondiscrimination in Contracts and Benefits (Section 00 45 70)
  - ☐ Certificate of Bidder Regarding Contracting in States That Allow Discrimination (Section 00 45 78)
  - ☐ Certification of Bidder Regarding Debarment and Suspension (Section 00 45 82)
  - ☐ Business Tax Registration Declaration (Section 00 45 85)
  - ☐ Business Registration Certificate Requirement (Section 00 45 86)
  - ☐ Certificate of Bidder Regarding Apprenticeship Training Program (Section 00 45 87)
  - ☐ FORM 2B: "Good Faith Efforts" Requirements Form (CMD2B) including all good faith documentation, if applicable
- C. Deliver the forms listed below electronically to [CAB@sfgwater.org](mailto:CAB@sfgwater.org), as identified in Key Contacts and Details Section 00 01 03. Timely delivery of these forms is required. 2 working days following Bid Opening, submit:
- ☐ Bidder's Qualifications (Section 00 45 13)
  - ☐ Experience Statement (Section 00 49 12)
- D. **No later than 5 p.m. on the fifth business day after the date of Bid opening**, the Apparent Low Bidder, and any other Bidder so requested, shall submit electronically the forms listed below to the attention of the CMD Contract Compliance Officer identified in Key Contracts and Details, Section 00 01 03.
- ☐ S.F. Administrative Code Chapters 12B & 12C – Declaration: Nondiscrimination in Contracts and Benefits (refer to Section 00 45 70 for Chapter 12B Equal Benefits Complete Compliance Guide)
  - ☐ FORM 3: CMD Compliance Affidavit (CMD3)
  - ☐ FORM 6: CMD LBE Subcontractor Participation Affidavit (CMD6)
  - ☐ FORM 6A: CMD LBE Trucking Form (CMD6A)

- E. Deliver the forms listed below electronically to [CAB@sfgwater.org](mailto:CAB@sfgwater.org), as identified in Key Contacts and Details Section 00 01 03. Timely delivery of these forms is required.
- 2 working days following Bid Opening, submit:
- ☐ Release and Waiver Agreement (Section 00 21 16)
- 7 calendar days following Bid Opening, submit:
- ☐ Certificate of Subcontractor Regarding Apprenticeship Training Program (Section 00 45 88) completed by each subcontractor who employs journeymen or apprentices in an apprenticeable craft or trade.
  - ☐ Certification of Subcontractor, Lower-Tier Subcontractor or Supplier Regarding Debarment and Suspension (Section 00 49 14), completed by each subcontractor, lower-tier subcontractor and supplier expected to have subcontracts of \$25,000 or more.
- Within 10 working days following City's written notification of Award, submit:
- ☐ Escrow Bid Documents Declaration (Section 00 67 00/A) including a set of Escrow Bid Documents (Section 00 67 00) in a sealed container in accordance with Escrow Bid Documents.
- Within 15 calendar days of notice of award, submit to SFPUC Contract Administration Bureau **and** OEWD (see contact information in Section 00 01 03):
- ☐ Local Hiring Workforce Projection (Section 00 73 30: Form 1)
  - ☐ Local Hiring Plan (Section 00 73 30: Form 2)
  - ☐ Conditional Waiver (Section 00 73 30: Form 4): to be completed by Contractor and Subcontractors with subcontracts in excess of \$400,000 in the event that Contractor and/or Subcontractor(s) believe that they cannot meet applicable local hiring requirements.
- F. Email the form listed below to the contact listed in the form. Timely delivery of this form is required.
- 5 working days following Bid Opening, submit:
- ☐ Department of Industrial Relations Requirements (Section 00 49 16)
- G. The SFPUC General Manager reserves the right after opening Bids to reject any or all Bids, and to waive any minor irregularity in a Bid.

END OF SECTION