

# CONSTRUCTION BID LETTING CHECKLIST

Sponsor's Guide to Non-Traditional Project Implementation  
SG09

WisDOT Local Program (Central Office)  
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WisDOT Project ID Number		Date Form Prepared
Project Title	Hwy N <sup>o</sup> /Letter	County
Project Limits		Sponsor
Project Description		Preparer/Title

1. Will the proposed project use local forces to complete construction activity?  Yes<sup>1</sup>  No
  
2. Will the proposed project be executed by a competitively bid contract?  Yes<sup>2</sup>  No
  - a.  An affidavit of non-collusion has been included in the **bid package**<sup>3</sup>, stating:  
*This certifies that the undersigned bidder, duly sworn, is an authorized representative of the firm named above; that the bidder has examined and carefully prepared the bid from the plans and specifications and has checked the same in detail before submitting this proposal or bid; and that the bidder or agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal bid.*
  
3.  Develop a **bid package**, including an advertisement and plans for the proposed project, to have available three weeks<sup>4</sup> prior to the opening of bids to ensure adequate time to review and encourage competition. The package must include the following information:
  - a. Notification that the project is federally funded
  - b. Information regarding the date, time, and location where sealed bids will be received
  - c. Proposed project description including location, type of work, project ID, required guaranty, plan remittance, principal bid items, and contact name for further project information
  - d. Location where specifications are available
  - e. Information regarding the request of plans and/or description of proposal request procedures
  - f. Information on proposal guaranty requirements
  - g. DBE project goal (if applicable)
  - h. Statement regarding affirmative action project requirements
  - i. Description of the qualification requirements for prospective bidders
  - j. Statement requiring the prime contractor will perform at least 30% of the original contract amount with the contractor's own organization<sup>5</sup>
  - k. Federal prevailing wage rates

<sup>1</sup> Review FDM 19-25 for requirements.

<sup>2</sup> Competitive bidding must be compliant with federal ([23 USC §112\(a\)&\(b\)](#), [23 CFR §635.104](#)) and state (Wis. Stat. [84.06\(2\)](#) and/or [66.29](#)) specifications. Exemptions may be granted if another method proves more cost effective.

<sup>3</sup> [23 USC §112](#) and [23 CFR §635.112\(f\)](#) and Wis. Stat. [66.29\(7\)](#) require that the bidder submit a sworn affidavit that the bid has been examined and carefully prepared, and that the bidder has not participated in any collusive activity or restraint of trade in connection with the bid preparation.

<sup>4</sup> At minimum.

<sup>5</sup> WisDOT Standard Specifications, 108.1.2