

## BIDDER'S CHECKLIST

This list of items is intended to be used as a checklist only for completing and submitting the standard required bid documents. This page does **NOT** need to be submitted with your bid proposal form. Bidders should not rely solely on this checklist for all required bid documents. It is the bidder's responsibility to review all contract bid documents, including, but not limited to; all contract specifications, special provisions, plans, supplemental specifications, addenda, notice to contractors, bid invitation, Construction Contract Bidding and Award Manual, etc.

- Bid Proposal Form (signature page) & Schedule of Prices – **BIDDERS NEED TO REQUEST THE PROJECT SPECIFIC “OFFICIAL” BID PROPOSAL FORM AND SCHEDULE OF PRICES FROM THE DEPARTMENT IN ORDER TO BID ON A PARTICULAR PROJECT**
- Acknowledge all addenda on the Schedule of Prices
- Bid Bond or Annual Bid Bond
- Non-Collusion Affidavit
- OPM Affidavits / Certifications / Affirmations – see attached Notice to Contractors
- Federal Transit Administration funded projects require
  - Buy America Certificate
  - Certificate Regarding Lobbying

CONTRACTOR'S FEDERAL  
IDENTIFICATION NUMBER:

\_\_\_\_\_

STATE OF CONNECTICUT  
Department of Transportation  
BID  
PROPOSAL FORM

Proposal of \_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Address)

to furnish all labor, materials, tools, and appliances, required to complete the construction of the Project described elsewhere herein.

Proposals will be received at the office of the Department of Transportation until the hour and date set in the "Advertisement for proposal", or until such subsequent hour and date as the Department may set up by notice or addendum.

To the Commissioner of Transportation, Newington, Connecticut.

Sir:

In accordance with the advertisement of the Department of Transportation, inviting proposals for the construction of the Project hereinafter named, and in conformity with the plans and specifications on file in the office of the Department of Transportation (I, we) certify that (I am, we are) the only person or persons interested in this proposal as principals, that it is made without collusion with any person, firm, or corporation; that an examination has been made of the Specifications and Contract Form, including the "Special Provisions" contained herein, also of the plans and of the Site of Work and (I, we) propose to furnish all necessary machinery, equipment, tools, labor other means of construction, and to furnish all materials specified in the manner and at the time prescribed, all in accordance with the Contract and Specifications and in conformity with the Plans and the requirements of the Department of Transportation.

(I, We) agree to accept the prices set forth herein for any additions or deductions caused by variations in quantities due to more accurate measurements, or by any changes or alterations in the plans or specifications during the progress of the work.

(I, We) further propose:

To execute the form of contract and begin work on the date specified in the "Notice to Proceed" and to prosecute said work so as to complete the project and it's appurtenances within the time limit stipulated.

To furnish a Performance Contract Bond in the required amount as security for the construction and completion of the Project and its appurtenances in accordance with Plans, Specifications and Contract, and a Payment Bond for the payment for all materials or labor, used or employed in the execution of the Contract.

Accompanying this proposal is a Surety Co. Bond in the amount of One third (1/3) of the amount of the attached bid, or an Annual Bid Bond is on file as a proposal guarantee.

Signed \_\_\_\_\_  
(Signature & Title of Official) (L.S.)

Address \_\_\_\_\_  
(Street, City, State and Zip Code)

IMPORTANT-INSTRUCTIONS FOR SIGNATURES

1. The individuate(s) signing this document must be authorized to do so on behalf of the bidding organization, as indicated by the effective legal documents of the organization. If such authority is not evident based on the documents already filed by the bidder with the Department, then a power of attorney, signed by an authorized agent of the bidding organization granting each signatory the necessary authority to sign this document must be attached to the bid in question.
2. A Corporate Seal, when applicable should be affixed.

This form is to be used in connection with any instrument requiring a bid bond	State of Connecticut Department of Transportation Standard Bid Bond September 09 <b>THIS FORM CAN NOT BE SUBSTITUTED</b>	Name of Principal (Contractor, Second Party, etc.)
		Project (s) or Contract Identifier:

KNOWN ALL PERSONS BY THESE PRESENTS:

That we \_\_\_\_\_ of \_\_\_\_\_

(hereinafter called the Principal) as Principal, and \_\_\_\_\_ a corporation organized and existing under the laws of the State of \_\_\_\_\_ and duly authorized to transact a surety business in the State of Connecticut (hereinafter called the Surety), as Surety, are held and firmly bound unto the State of Connecticut as Obligee, in the penal sum of **ONE THIRD (1/3) OF THE AMOUNT OF THE ATTACHED BID** in lawful money of the United States of America, for the payment of which, well and truly to be made to the Obligee, we bind ourselves, our heirs, successors, and assigns, jointly and severally, firmly by these presents has herewith submitted a bid for the contract for the

Above referenced project(s), bids for which are scheduled to be opened on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.

**THE CONDITION OF THIS OBLIGATION** is such, that whereas the Principal has herewith submitted a bid for the contract for the above-referenced project(s)

**NOW, THEREFORE**, if the following conditions are satisfied, this obligation shall become void:

- a) the Principal shall not withdraw its bid within sixty (60) days after the bid opening of the same without the consent of the Connecticut Transportation Commissioner (or designee), and
- b) the Connecticut Transportation Commissioner (or designee) shall Award said Project(s) to the Principal in writing, and
- c) the Principal shall, as required by the Transportation Commissioner (or designee) pursuant to the bid specifications for the Project(s), execute a contract in writing for the Project(s) within the time specified by the Department, after being notified by the Department in writing of the Award, including all submissions relating to that contract execution as may be required by the bid specifications, to be submitted to the Transportation Commissioner (or designee) prior to contract execution, and
- d) the Principal shall deliver such surety bond as shall be acceptable to said Commissioner for the performance of the work according to said written agreement (contract), and shall in all other respects perform the agreement created by the acceptance of said bid.

**Otherwise**, the Principal and Surety hereto agree to pay unto the Obligee the difference between the amount of the bid of said Principal, submitted herewith, and the amount for which the Obligee may contract with another party to perform the work covered by the said bid of the Principal.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for contract execution that the Principal and Obligee may agree to, notice of which extension(s) to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than sixty (60) calendar days in addition to the original sixty (60) days allowed for expiration of this bid bond.

IN TESTIMONY WHEREOF, the said Principal and Surety have caused this bond to be signed by their duly-authorized representatives and have caused their names and corporate seals to be affixed on this form on the respective dates of their signatures.

Surety

Principal

\_\_\_\_\_  
Print Surety Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agent's Signature and date, enclose a valid Power of Attorney

\_\_\_\_\_  
Signature and date of Authorized Representative

You may not amend or alter this form in any way whatsoever  
**NONCOLLUSION AFFIDAVIT**  
Connecticut Department of Transportation

This entire document shall be completed, notarized and attached to your Bid Proposal. **FAILURE** to return this Affidavit with your bid proposal will result in the rejection of your bid as nonresponsive. If the subject bid is being submitted by a joint venture, a separate noncollusion affidavit must be submitted by each of the Joint Venturers.

State Project No.(s): \_\_\_\_\_  
F.A.P. No(s): \_\_\_\_\_  
Town(s) of: \_\_\_\_\_  
Summary Description of Project: \_\_\_\_\_  
\_\_\_\_\_

**The undersigned, being duly sworn, states that (a) he/she is authorized to make this affidavit on behalf of the bidder, and (b) the bidder has not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the subject bid. I understand that false statements made herein may be subject to criminal prosecution.**

\_\_\_\_\_  
Name of Bidder (i.e. Person or Organization)

\_\_\_\_\_  
Signature and Title of Official

\_\_\_\_\_  
Typed/Printed Name of Official

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court

My Commission Expires \_\_\_\_\_

# FTA – BUY AMERICA CERTIFICATE

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification (below) with all bids or offers on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

## Certification requirement for procurement of steel, iron, or manufactured products.

Certificate of Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.5.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

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## Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1) and 49 C.F.R. 661.5, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

**This form must be completed and attached to your bid proposal. Failure to do so will result in the rejection of your bid.**

REV 11/09

Came from here:

APPENDIX A, 49 CFR PART 20  
**CERTIFICATION REGARDING LOBBYING**  
Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned \_\_\_\_\_ certifies, to the best of his or her knowledge and belief, that:  
[Enter Name]

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). The Standard Form LLL is available at the Office of Budget and Management's website at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and  
[Enter Name]

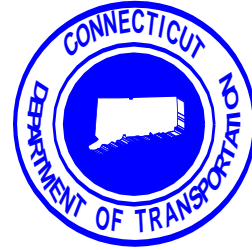
accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_ Signature of Contractor's Authorized Official

\_\_\_\_\_ Name and Title of Contractor's Authorized Official

\_\_\_\_\_ Date

Note: For this document Contractor means Consultant, Consulting Engineer, Second Party, or other entity doing business with the State.



(860) 594-3128

November 4, 2011

**Subject:** Revised Requirements for Submitting Affidavit/Certification/Ethics Affirmation Forms  
(aka OPM Forms)

NOTICE TO CONTRACTORS:

As a result of Public Act 11-229, and effective immediately, we are revising the process in which the Department will receive Affidavits/Certifications/Ethics Affirmation Forms (OPM Forms), for bidding and contract award. The new law greatly simplifies the requirements and allows for the use of electronic Forms (PDFs). The following link will guide you to the revised OPM Forms:

[http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=386312&opmNav\\_GID=1386](http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=386312&opmNav_GID=1386)

Under the new law, the Affirmation of Receipt of State Ethics Laws Summary (OPM Form 6) and the Consulting Agreement Affidavit (OPM Form 5) will only have to be filed once and will be updated only if any information on the form changes. The Gift and Campaign Contribution Certification (OPM Form 1) and Nondiscrimination Certifications will be filed once per year, with any updates required upon changes to information. Updates are required within 30 days of any change. The Forms are no longer contract specific, but will need to be uploaded to the DAS online system (Biznet) prior to award and/or execution of any contract.

All bidders/contractors must upload the applicable/required “Forms” to the DAS online system (Biznet). Please access the LINK below to subscribe to Biznet and download the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)”.

<http://das.ct.gov/cr1.aspx?page=371>

Once the “Forms” are on file with the Department of Administrative Services (DAS) online system (Biznet), the contractor’s obligation is complete, until the need for revisions/updates and/or new annual submission as required by the specific Form.

If you have any questions, please feel free to contact Pall Oushana at 860-594-3126. Please contact DAS for any questions related to subscribing to Biznet and uploading the Forms.

Thank you.

*Gregory D. Straka*

Gregory D. Straka  
Contracts Manager  
Division of Contracts Administration