#### Construction Advertising and Award Checklist

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| PIN: |  |
| County: |  |
| Federal Project No.: |  |
| State Project No.: |  |

The following checklist is intended to serve as a guide to assist the Local Government for advertising and award of the Contract**. This Checklist shall be submitted when requesting TDOT Concurrence in AWARD.**

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|  | **YES** | **NO** | **N/A** | **COMMENTS** |
| Was the Advertisement for bid posted on TDOT’s website at least 3 weeks prior to the public bid opening date? |  |  |  | Date of advertisement: |
| Did the advertisement state the date, time, and location of public bid opening? |  |  |  | Date of bid opening:  Location: |
| Were bids read aloud at the bid opening?  If not, was the bidders name read and the reason for not reading aloud stated publicly? |  |  |  | Reason for not reading aloud: |
| Were only pre-qualified bidders read? |  |  |  |  |
| If addendums were issued during the advertisement period, were they acknowledged by the bidders? |  |  |  |  |
| Were the bids reviewed for responsiveness and irregularities in accordance with guidelines? |  |  |  |  |
| Has the DBE goal been met (must demonstrate within 3 days of bid opening)? |  |  |  |  |
| Is the lowest responsive bidder recommended for award? |  |  |  | If not, why: |
| Is TDOT provided an electronic bid tabulation of the three lowest bidders at least 14 days prior to the end of award period? |  |  |  | Date to TDOT for concurrence:    Date of award closing : |
| Is the pre-bid estimate with quantities included? |  |  |  |  |
| Is a request for award or rejection included? |  |  |  |  |
| Has a qualified CEI firm been selected properly and with the necessary information submitted to TDOT (or other approved by TDOT)? |  |  |  |  |

I certify that that ALL necessary requirements have been met.

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Signature Date