

*Guidance for submitting*

**Bid Documents**

*for*

State Revolving Fund projects

The Clean Water State Revolving Fund (CWSRF) program is receiving federal assistance made available by federal capitalization grants and must meet certain federal “cross cutting” authorities (laws and executive orders). When bids are received for any construction contract that will be funded wholly or partially through the CWSRF, bid documents must be submitted to the Department of Environmental Quality (DEQ) for review. The DEQ must provide written authorization to award the contract before any payments will be made from CWSRF funds.

The following documents must be submitted:

1. A transmittal letter from the loan recipient. The letter must state the date bids were opened and the date that the bid award period ends.
2. A certified copy of the advertisement for bids from a newspaper in the local area with a statement from that newspaper indicating that the advertisement was published at least once a week for three different weeks. The first publication of the advertisement must have been at least 25 days before the opening of bids and must not have been on a Saturday, Sunday, or legal holiday.
3. A tabulation of bids showing the unit prices, extensions, and total bid for **all** bidders.
4. A site certificate **without exception**, if not previously submitted.
5. A statement signed by the consulting engineer recommending award of the contract.
6. Prevailing Wage Decision Number, Modification Number, & Issue Date to be utilized for this contract (must be current at least 10 days prior to bid opening)

*For the successful bidder/proposed contractor only:*

6. A copy of the Bid Proposal showing the itemized cost breakdown.
7. An acknowledgment of the receipt of any addenda issued.
7. An executed Contractor’s Guide and Record for Implementation of Six Good Faith Efforts (RF-200) and documentation of efforts by the successful bidder.

8. EPA 6100-2 Subcontractor Participation Form
9. EPA 6100-3 Subcontractor Performance Form
10. EPA 6100-4 Subcontractor Utilization Form
11. An executed EPA Form 5700-49 certificate regarding debarment. The prime contractor must also obtain an executed EPA Form 5700-49 from each subcontractor and supplier used. These need not be submitted to DEQ but must be retained in the contractor's files and available for inspection.
12. The name of the surety company/companies that will underwrite the performance and payment bonds for the contractor. The surety company/companies utilized must be on the most current version of the U.S. Treasury Department's listing of approved sureties, Circular 570. The latest version of this circular can be found on the Internet at [www.fms.treas.gov/index.html](http://www.fms.treas.gov/index.html) under "Publications."

*For the loan recipient:*

13. Completed copy of RF-373 - MBE/WBE Certification