

Procurement: Hard Costs

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DECD Bidding, Contracting & Construction Guidelines

Applicants Types and the Value of the Project: Municipalities, Non-Profits and For-Profits

- Public Competitive (Newspaper Advertisement) versus Competitive Bid (Solicitation)
- Performance and Payment Bonds
- State of Connecticut Prevailing Wage – *if in question, verify with CT DOL*
- Insurance
- Projects below \$250,000 and over \$250,000 requirements
- CT DAS Contractor Prequalification Certificate - C.G.S Sec. 4b-91
- Construction Manager in place of a General Contractor

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Preparing Documents for Procurement. What you'll need:

- Project Manual and Drawings to be prepared by a licensed design professional
- Hard copies allowed, electronic preferred
- Invitation to Bid
- Instruction to Bidders and Front End Specifications
- CHRO Form and DECD Construction sign template
- Design Professional estimate
- For Projects over \$250,000 – *DECD to review prior to advertisement.*
- Two week DECD review period
- DECD will issue comments

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Documents to be Forward After Completion of Bidding

- Bid Tabulation and copies of the 3 Lowest Bids
- CHRO form from the 3 Lowest Bids
- Bid Bond/ Certified Check from each of the 3 Lowest Bidders
- Any/ All Addendums
- Design Professional's Letter of Recommendation – Lowest Responsible & Qualified Bidder
- What to do if the Lowest Bidder is not recommended for award
- CT DAS Contractor Prequalification Certificate - C.G.S Sec. 4b-91
- DECD review – *allow for a 2 week period*
- DECD to issue comments and/or concurrence of Recommendation to Award

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Award of Contract – Documents to be forwarded to DECD

- Executed Contract (copy)
- Notice to Proceed
- Contractor Insurance Certificate – naming Applicant and State as insured
- Performance, Payment Bonds & Power of Attorney for Surety (copies)
- Notification of the first Construction meeting

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Once Construction Starts, Items to be Submitted to DECD for Projects Over \$250K

- Contractor's approved Schedule of Values
- Construction schedule and revisions
- Monthly Contractor Payment Applications (*2 copies – 1 for the Construction Monitor and 1 to be submitted with DECD Payment Requisition*)
- Approved Change Order (copies) – *keeping a C.O. log is recommended*
- Construction (Owner's) Meeting Minutes

Construction Closeout – items to be submitted as applicable to project

- Environmental Closeout Reports
- Certificate of Substantial Completion (AIA G704)
- Contractor’s Affidavit of Payment of Debts and Claims (AIA G706)
- Contractor’s Affidavit of Release of Liens (AIA G706A), including Subcontractor’s
- Consent of Surety to a Reduction in or Partial Release of Retainage at 50% project completion, if applicable. *Requires DECD concurrence*
- Final Application and Certificate for Payment – showing the release of the Retainage