

## ECONOMIC DEVELOPMENT ADMINISTRATION BID OPENING CHECKLIST

EDA Award Number: \_\_\_\_\_ Date of Bid Opening: \_\_\_\_\_

Recipient: \_\_\_\_\_

Co-Recipient(s): \_\_\_\_\_

Recipient's Authorized Representative: \_\_\_\_\_  
*Name & Phone Number*

The proposed recommended contractor is: \_\_\_\_\_

Project/Contract Description	Proposed Total Contract Amount	Proposed EDA Funded Amount	* Proposed Non-EDA Funded Amount	Current A/E Estimate
	\$	\$	\$	\$

\* Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.

Y	N	NA
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1. All Special Award Conditions that are required prior to awarding the contract have been met.

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2. Certified minutes of the bid opening were taken. (If yes, a copy is included.)

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3. If no certified minutes of the bid opening were taken, provided is a statement to the effect that the sealed bids were submitted then opened in the presence of the EDA grant Recipient's representative.

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4. The following documents are enclosed for EDA's review:

- a. Affidavits of Publications
- b. Tabulation of bids
- c. Proposal of recommended contractor
- d. Justification of award if other than low bidder
- e. Copy of recommended contractor's bid bond
- f. Architect/Engineer's recommendation of award


5. The Recipient has verified through the website [www.SAM.gov](http://www.SAM.gov) that the contractor does not appear on the Excluded Parties List. Provided is documentation that the recommended contractor has been verified (e.g. screenshot or printout.)

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Y	N	NA
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6. If an overrun has occurred, enclosed is evidence that the Recipient(s) has additional funds available (include source and date of availability).

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7. The grantee acknowledges that funds or interim construction loans are available and verifies that the contractor(s) will be paid (in full) until EDA funds are available for reimbursement of incurred and approved costs.

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**Prepared By (Signature)**

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**Date**

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**Prepared By (Typed or Written Name & Title)**