

CITY OF FALLS CHURCH

**BID SUBMISSION CHECKLIST**

IFB #0823-22-TBCI

Title: Trammel Branch Culvert Improvements Phase 2

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**\*Special Announcement\***

Paper, facsimile (“FAX”), or hand-delivered bids will not be accepted in response to this solicitation. **All bids must be in the form of password protected PDFs and submitted electronically via email.** A password must be provided in a separate email. See the IFB Cover Page and Section XXIV. *Bid Submission Requirements* for the instruction.

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*Bidders are encouraged to utilize this Checklist to make certain Bid Packages are complete:*

**Cover Sheet - Completed & Signed**

*First Page of the IFB, completed and signed in ink by person authorized to bind the company.*

*If the Bid contains proprietary or confidential information, check “Yes” box.*

*If the Bid Package contains proprietary or confidential information, the Bidder shall also submit a separate, redacted secure/password protected PDF version of the bid.*

**Any IFB Addenda** (each one dated & signed)

*Check the City website to make certain you have downloaded all Addenda for this IFB.*

<http://www.fallschurchva.gov/bids.aspx>

**Bid Sheet** (Attachment A, Excel Spreadsheet) *Completed in Excel, signed by authorized person.*

*Completed properly, numbers checked, signed by authorized person. Once completed, this Bid Sheet needs to be converted as PDF and to be included in Bidder’s password protected bid.*

**Please provide BOTH the Excel and pdf versions.**

**Attachment B1 - Company & Compliance & Project-Specific Information**

**Attachment B2 - Company References & Current Projects**

*At least one reference must be for a successfully completed federally-funded project, comparable in size to this project.*

**Attachment B3 - Proof of Authority to Transact Business in Virginia** (dated & signed)

**Attachment B4 - Construction Safety Violation Certificate**

**Bid Bond - 5%**

**Licensing Information:**

Copy of applicable licensing including VA Contractor’s License Class A if available but not mandatory at the time of bid submission (per federal guidelines)

(Optional) Documentation showing firm is a VDOT Pre-Qualified Vendor

**Required Federal Forms** (Attachment D):

**D1** Certificate of Non-Debarment / Suspension

**D2** Civil Rights Certification Form

- D3** Certification regarding Lobbying by Contractor  
Only if applicable:  **D4** Disclosure of Lobbying Activities

**Optional DBE Forms, if applicable:**

- C-48** Subcontractor/Supplier Solicitation and Utilization Form  
 **C-104** VDOT Affidavit  
 **C-105** VDOT Affidavit

Only if DBE firm(s) is utilized:  **Federal DBE Certification** attach screenshot of DBE certification with current date for each DBE subcontractor/supplier (and prime contractor/bidder, if applicable)

- Written Warranty** on official letterhead which Bidder proposes to furnish
- One (1) original PDF version of the Bid Package** (all of the documents listed above), password-protected.

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**Email #1 – BID PACKAGE**

- Labeled with Bidder's Company Name, IFB Number, and identification of the contents (Cover Sheet, Addenda, Forms, etc.)
- Email to [jwise@fallschurchva.gov](mailto:jwise@fallschurchva.gov) with copy to [ylee@fallschurchva.gov](mailto:ylee@fallschurchva.gov)

**Email #2 – PASSWORD FOR THE BID PACKAGE**

**DUE DATE AND TIME:** **by no later than Tuesday, August 23, 2022 @ 11:00:00 A.M.**

***It is the Bidder's sole responsibility to read and comply with all requirements of the IFB. If there is any conflict between the requirements listed in this Checklist and the IFB documents, the IFB documents shall take precedence.***