

SAMPLE
CHECKLIST FOR **CONTRACTORS**
ON MUNICIPAL PUBLIC WORKS CONTRACTS
EFFECTIVE OCTOBER 1ST, 2015

- 1 _____ ATTEND PRE-BID MEETING (IF APPLICABLE)
_____ DISCUSS ANY PARTS OF THE CONTRACT THAT REQUIRE SPECIAL MATERIALS,
EQUIPMENT, OR INSTALLATION THAT CANNOT BE SUBCONTRACTED (E.G. SPECIALIZED
MEDICAL EQUIPMENT THAT CAN BE INSTALLED BY SPECIFIC COMPANIES ONLY)
- 2 _____ COMPLETE NON-DISCRIMINATION AFFIDAVIT FORM (FOUND ON THE OPM WEBSITE)
- 3 _____ SUBMIT NON-DISCRIMINATION AFFIDAVIT TO CHRO
- 4 _____ SUBMIT BID DOCUMENTS (BE SURE TO READ CHRO LANGUAGE AND SET-ASIDE REQUIREMENTS)
(Complete the Notification to Bidders/Contract Compliance Monitoring Report and
include with bid documents)

SELECTED CONTRACTOR

FOR PROJECTS GREATER THAN \$50,000 BUT LESS THAN \$500,000 IN STATE FUNDS

- 5 _____ REVIEW AWARD NOTICE FROM MUNICIPALITY AND FOLLOW INSTRUCTIONS;
_____ IF CONTRACTOR HAS LESS THAN 50 EMPLOYEES SUBMIT A SET-ASIDE PLAN TO CHRO
WITHIN 30 DAYS OF EXECUTION OF CONTRACT
_____ CONTRACTORS WITH 50 OR MORE EMPLOYEES SHALL FILE AN AFFIRMATIVE ACTION
PLAN WITHIN 30 DAYS OF THE EXECUTION OF CONTRACT

FOR PROJECTS GREATER THAN \$500,000 IN STATE FUNDS

- 6 _____ REVIEW THE INTENT TO AWARD NOTICE FROM MUNICIPALITY AND FOLLOW INSTRUCTIONS;
_____ SUBMIT AN AFFIRMATIVE ACTION PLAN TO CHRO PRIOR TO AWARD OF CONTRACT
_____ RECEIVE APPROVAL OF AFFIRMATIVE ACTION PLAN PRIOR TO AWARD OF CONTRACT

OTHER FILING REQUIREMENTS

- 7 _____ SEND A COPY OF A LETTER OF TRANSMITTAL TO THE MUNICIPALITY TO CONFIRM AN
AFFIRMATIVE ACTION PLAN OR SET-ASIDE PLAN WAS FILED WITH CHRO
- 8 _____ FILE MONTHLY REPORTS AS REQUIRED
_____ MONTHLY EMPLOYMENT UTILIZATION REPORT
_____ MONTHLY SBE/MBE STATUS REPORT
_____ MONTHLY MATERIALS CONSUMPTION REPORT
- 9 _____ CLOSE OUT DOCUMENTS
_____ RESPOND TO REQUEST FOR CLOSEOUT DOCUMENTS FROM CHRO
_____ SUBMIT CUMULATIVE EMPLOYMENT UTILIZATION REPORT – END OF PROJECT
_____ SUBMIT FINAL SBE/MBE STATUS REPORT
_____ SUBMIT LIEN WAVERS
_____ LETTER OF SUBSTANTIAL COMPLETION (WHEN APPLICABLE)