

**Checklist for Contractors
On Municipal Public Works Contracts
Effective October 1st, 2015**

- 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)
- Complete [non-discrimination affidavit form](#) and submit to CHRO (email Spencer.Hill@ct.gov) (This only needs to be done once every twelve months- [check contractor affidavit list](#))
- Submit bid documents (be sure to read CHRO language and set-aside requirements) (complete the [Notification to Bidders/Contract Compliance Monitoring Report](#) - which is included in the bid information - and return with your bid)

Selected Contractor

For projects greater than \$50,000 but less than \$500,000 in state funds

- 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 equal to or greater than \$500,000 in state funds

- 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

- 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
- [File monthly reports as required](#)
 - [Monthly Employment Utilization Report](#) (257/257a)
 - [Monthly SBE/MBE Status Report](#) (258/258a)
 - [Monthly Materials Consumption Report](#) (259)
 - [Cumulative Employment Utilization Report for end of project](#) (257b)
- Respond to request for closeout documents from CHRO, including, but not limited to:
 - [Final SBE/MBE Status Report](#) (258/258a)
 - Lien Waivers
 - Letter of Substantial Completion (when applicable)