Procurement: Hard Costs

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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*
• New CHRO requirements for municipalities and quasi-public agencies – *if in question, verify with CT CHRO*
• 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
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
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
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
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