

Concurrence in Award (CIA)
(Checklist)

After following SHA procedures on advertising for bids, the Local Government (LG) shall submit a formal request as one packet for concurrence in award for SHA approval. The LG will submit the following information:

- a. A complete copy of the successful bidder's proposal (**two copies**).
- b. A complete Tabulation of Bids and totals for all bidders. The Tabulation of Bids (see example, **ATTACHMENT W**) must be verified and certified true and correct by the LG [**two copies**]. Should there be more than three (3) bidders to any bid, the bid tab should show only the three lowest bidders with their respective bids. The names and addresses of those remaining bidders and their accepted bids will be included on the last page of the bid tab or on an attached sheet.
- c. Contractor's signed non-collusion affidavit [**two copies**]

(IF NOT SIGNED BY THE PRESIDENT OF THE COMPANY, THEN SUBMIT A COPY OF THE COMPANY'S BY-LAWS AS TO WHOM CAN SIGN THE DOCUMENT)
- d. Experience and Equipment form [**two copies**]
- e. Clear ROW Certification [**two copies**]
- f. Minority/Disadvantaged Business Enterprises (DBE) Affirmative Action Plan approved by the LG, and DBE Form C and Form D [**original + one copy**] (view the advertised document “**CONTRACT PROVISIONS, PROPOSAL FORM PACKET — FEDERAL**” page 17 of 28 for additional information.)
- g. Copies of advertisements of bid opening
- h. Bid Analysis [two copies] must be verified and certified true and correct by the LG See example, **ATTACHMENT X**.

- i. SHOULD the Lowest Responsive Responsible Contractor's BID be MORE THAN 10% OVER OR 15% UNDER the final approved engineer's estimate, a "LETTER OF JUSTIFICATION" will be needed (see attachment "Y" for an example). The Letter will be written by the LG to the SHA'S CHIEF, Construction Contracts Section (CCS) and, included in the CIA packet requesting CONCURRENCE IN AWARD PACKAGE to the FAP section.

After concurrence in Award is provided, the LG will then contact the DE noting that concurrence has been given by the SHA and the District Office will be responsible for monitoring the work for compliance with the contract specifications and advise the LG that all requests for subcontract approvals, as well as any change or deviation from the approved Affirmative Action Plan, must be approved by the SHA by way of the DE.