

Provisions, Forms, Documents	ODOT Instructions: If the LPA uses ODOT documents, please modify as necessary.	Links to ODOT Provisions or Samples (LPA may need to request some documents from ODOT)	LPA Notes & Location of Provisions (If a provision has already been approved by ODOT and your agency has made no new revisions, note "Approved --Date". If the only revisions are to update references to the 2018 General Conditions instead of the 2015, complete only the last 2 rows of the checklist.) Please date your Notes and Comment Responses.	ODOT Response Comments	Date Resolved (ODOT Completes)
Description of Work	Description of Work pgs include: Bid Closing, Bid Opening, Class of Project, Class of Work, and Application of Special Provisions		5/18/18 For the first 9 items on the checklist, see [City's/County's] [Invitation to Bid or Bid Booklet or other CLPA template] document.		
Noncollusion					
Noninvolvement in Any Debarment and Suspension					
Lobbying Activities	See ODOT bid documents for these provisions. ODOT includes these provisions in "BB29_BIDS STATEMENT_FEED"				
Compliance With Oregon Tax Laws	The LPA should carefully review and revise as necessary to make the provision applicable to the LPA (versus State) and exclude any state-only provisions.				
Employee Drug Testing Program					
Nondiscrimination					
Use of Registered Subcontractors					
Incorporation of All Addenda					
DBE Commitment Requirements (BB35_DBE)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
DBE Commitment Certification and Utilization Form (BB38_DBE)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
DBE Information Page (BB_74_DBE_INFO)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Bid Schedule / Schedule of Items	ODOT's bid item list with the ODOT prequalification class of work is available on ODOT's website. If the LPA uses a different schedule of items then the LPA will need to match up with the ODOT classes of work if they follow the ODOT prequalification process.	http://www.oregon.gov/ODOT/Business/Documents/2018_Bid_Item_List.xlsx			
Bidder/Surety/Limiting Statement	Optional Request sample provision from ODOT. (BB44)				
Signature Section	See ODOT Sample BPS Part 00000: BB_SIG to be modified by LPA.	2018 Boilerplate Special Provisions			
Bid Guarantee (Bid bond)	The LPA must ensure that the bid security language is consistent with Oregon law 279C.365(4). LPA may request a sample provision from ODOT. (BB77)				
Instructions for Modifying Bid					
Letter Format for Modifying Bid	Optional				
First-Tier Subcontractor Disclosure Instructions & Form (BB71 Sub Disclosure)	See ODOT Sample BPS Part 00000. Note, the Instructions for Submitting Form section needs to be modified for Certified LPA use.	2018 Boilerplate Special Provisions			
Performance Bond	Required for Certified LPA projects: The State of Oregon and ODOT must be named joint or dual obligee per the Master IGA. See ODOT sample.	Certification Guidance and Forms at Construction drop-down			
Payment Bond	For Certified LPA projects, the State of Oregon and ODOT should be named as a joint or dual obligee. See ODOT sample.	Certification Guidance and Forms at Construction drop-down			
Example of Bid Submission Envelope	Optional				
Contract form	See recommended sample posted to Certification webpage.	ODOT LPA Contract Sample			
Workers Compensation Coverage Certification	See language in ODOT LPA Contract Sample.	ODOT LPA Contract Sample			
FHWA 1273 (00017_FHWA_1273)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Sample RR agreement(s) if applicable.	As applicable, see BPS Part 00000 (search "RR") and section 00170.	2018 Boilerplate Special Provisions			
On-Site Workforce Affirmative Action Requirements (00021_AA_REQ)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Equal Employment Opportunity Provisions (00023_EEO_PROV)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Equal Employment Opportunity-Aspirational Target Provisions (00023_EEO_ASP_TARGET)	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Policy Statement DBE Program	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
DBE Supplemental Required Contract Provisions	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Assigned DBE Contract Goal	Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
Reimbursable Federal On-The-Job and Apprenticeship Training	(Note: Only included when an OJT goal assigned.) Most current version required. See BPS Part 00000.	2018 Boilerplate Special Provisions			
State (BOLI) Project Wage Rates (only)	When applicable (BOLI only). For most federally funded projects, see below. See ODOT Instructions BPS 00170.65.	2018 Boilerplate Special Provisions			
Federal Project Wage Rates (HIGHWAY) (1 page) (And, if applicable (BUILDING) (1 page).	See ODOT LPA Sample Project Wage Rates. (USDOL and BOLI)	ODOT LPA Sample Project Wage Rates			
Coating System Warranty and Performance Bond (36 month)	As applicable: See ODOT 2018 Boilerplate Special Provisions Part 00000 - Documents and Forms.	2018 Boilerplate Special Provisions			
Special Provisions	LPA to submit a copy of its Standard Special Provisions or if none, then describe the Special Provision process and provide a sample project.	2018 Boilerplate Special Provisions	5/18/18 See attached [City's/County's] template special provisions. **OR** [City/County] uses ODOT's BPSs on its federal-aid projects.		
For Certified LPAs with previously reviewed and approved Bid Book & Contract Documents (last 3 years).	If your agency's only revisions to previously reviewed and approved bid book and contract documents is to update them to reference the 2018 General Conditions instead of the 2015: In the LPA Notes column, note "Previously approved -- [Date]. Only revision was to update references to the 2018 General Conditions", list the names of the affected documents, and submit copies of the final updated documents with your General Conditions submittal.		5/18/18 The only revisions to the [City/County] bid book/contract documents were to update them reference the 2018 General Conditions [and Oregon Standard Specifications if applicable] instead of the 2015 version. The following bid book/contract documents have been updated: **examples** Contract Form, ITB, etc.		
LPA Submission Certification Statement	Include a statement in the LPA Notes column and in the email submitting the documents to ODOT for review that your "Agency certifies the documents being submitted for review are in accordance with ODOT instructions and have been reviewed with Agency's legal counsel." Please provide the name and title of the person making the certification and also provide the name of the counsel and the date the review with counsel was completed.		5/1/18 On behalf of [City/County] Certification Program Liaison (or designee) Name, Title certifies that the [City/County] bid book/contract documents for federal-aid projects have been prepared in accordance with ODOT instructions and have been reviewed with the [City/County] legal counsel, Legal Counsel Name completed mm/dd/yy.		

Description of Work pgs include: Bid Closing, Bid Opening, Class of Project, Class of Work, and Application of Special Provisions

See ODOT bid documents for these provisions. ODOT includes these provisions in "BB29_BIDS STATEMENT_FEED"

The LPA should carefully review and revise as necessary to make the provision applicable to the LPA (versus State) and exclude any state-only provisions.

Email ODOT Certification if you need a copy of BB29 to work from.

ODOT includes these provisions (see red lines) in our Bid Book.

ODOT includes these provisions (see blue lines) in our Special Provisions booklet.

Some Certified LPAs combine their bid and special provisions documents into a single booklet. This is acceptable.
ODOT will be reviewing to confirm that all of provisions on this checklist appear somewhere in the agency's bid and contract documents.
Help us help you get through the review process faster! Please explain where ODOT reviewers can find the provisions in the LPA Notes & Location of Provisions column of this checklist.

Certified LPAs need to have a process in place to ensure the most current version of ODOT's Civil Rights & FHWA Form 1273 are included in the agency's bid book/special provisions (see highlighted items on checklist). Please retain the ODOT footer, as it includes version details for OCR review.

Unless it's obvious from review of the agency's bid book template documents, please explain the agency's process in the LPA Notes column.

Please see the sample PWR provisions. Note, federal PWR changes that occur prior to Bid Opening apply on federal low-bid projects. ORS & OARs allow the BOLI PWR effective date to align with the federal PWR effective date. Also note, PWRs may be incorporated by reference during the solicitation phase, but federal PWRs have to be physically included in the final contract. ODOT includes both BOLI & Davis Bacon PWRs in our contracts.