

**The Public Competitive Bidding Act of 1974 Checklist –
Standard Contracts over \$100,000
Or Construction Management Contracts over \$50,000**

(NOT All-Inclusive)

- 1) Start project file.
- 2) List project on District agenda.
- 3) District approval to let bids documented in minutes.
- 4) Bidding documents on file with District.
- 5) Publication in County newspaper two consecutive weeks, first publication should be 21 days prior to opening bids.
- 6) Date and time stamp bids.
- 7) Open bids in open meeting as stated in publication.
- 8) Ensure all bid documents are enclosed – including bid bond, business relationship affidavit, non-collusion bidding certification.
- 9) Bid should be awarded within 30 days of opening bids (some exceptions).
- 10) All bid bonds of unsuccessful bidders should be returned.
- 11) Written, executed contract signed by District Board and Contractor. All bonds should be provided to the District prior to executing the contract. Evidence of insurance should be provided to the District prior to executing the contract.
- 12) After contract is signed, the Contractor's bid bond may be returned.
- 13) Work can be commenced upon execution of written contract.
- 14) Inspection of project should be made prior to approving claims.

BUSINESS RELATIONSHIPS AFFIDAVIT

_____ (PROJECT NAME)

STATE OF OKLAHOMA)
)SS
COUNTY OF _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 20 ____

Notary Public _____

My Commission Expires _____

NON-COLLUSION BIDDING CERTIFICATION

_____ (PROJECT NAME)

STATE OF OKLAHOMA)
)SS
COUNTY_____)

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder’s direction or control has been a party to the following:
 - a. Any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. Any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract; and
 - c. Any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, that neither the Contractors nor anyone subject to the Contractor’s direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Certified this _____ day of _____, 20__.

(Signature)

(Print Name)

(Position in the Company)