

Form 8-B Sample Letter Authorizing Bid Award

DEQ Letterhead

Re: Loan Project Number [number]
Authorization to Award Bid

Dear [addressee name]:

This letter acknowledges receipt of bid documents, supporting information, and bid award recommendation to [loan recipient] from [engineering consultant] for review and approval by the Department of Environmental Quality (DEQ). We have also received your {[letter] or [email]} dated [date] accepting the recommendation of [engineering consultant].

This letter will constitute your authorization to award the construction contract to [bidder name], the lowest-priced responsible bidder. Please note that the signed contract **must include** the following within its provisions (the use of item 2 or 3 depends on when the contracts are signed):

1. Attachment B from the Loan Offer Acceptance and Agreement. (Attachment B is identical to Paragraph {[I.12] or [I.13]} of the Idaho Clean Water State Revolving Fund (SRF) Specifications Insert (Form 6-C), which was included in the plans and specifications for this project.)
2. The latest wage determinations from the U.S. Department of Labor that were in effect up until 10 days before close of the bids (i.e., the wage determinations utilized for the bids).
3. If the contracts are not signed within 90 days of Bid Opening, then the latest wage determinations, if any, are the ones that must be included in the contract.

The total amount of the contract is \$ [dollar amount]. {[The bid items eligible for state participation are as follows: [list items]] or [All the bid items listed in the Bid Schedule in the Bid Form in the DEQ approved Bid Documents are eligible for state participation]}.

Please note that the designated Authorized Representative for this project must sign key documents. Example documents typically include the award of the bid, the signed contract between the owner and the contractor, and the notice to proceed.

Please furnish our office with the following:

1. A copy of each of the SRF Forms that must be submitted by the successful bidder prior to the notice to proceed (see the next paragraph)
2. A copy of the signed contract between the owner and the contractor, and
3. A copy of the notice to proceed itself.
4. A List of Bidders must also be submitted to our office within thirty (30) days after the award of the contract (40CFR 33.501). The List of Bidders must contain the following for each bidder and each of its subcontractors:
 - Name with point of contact,
 - Mailing address, telephone number, and email address,
 - The procurement on which the entity bid or quoted, and when, and
 - Status as an MBE/WBE or non-MBE/WBE.

Refer to the Clean Water Loan Account Handbook, Form 8-A, Checklist for Reviewing Bid Documents, Item 8 to ensure that appropriate documentation and SRF Forms are provided to DEQ at the appropriate times. Note that a number of those Forms must be secured from the successful bidder prior to your issuance of the notice to proceed. The Handbook can be found on DEQ's Website (currently at <http://www.deq.idaho.gov/media/651373-dw-loan-handbook.pdf>).

We recommend that your engineer complete Form 8-A (or revise if it were partially completed at the Bid Recommendation step), and include it as part of the transmittal letter with the required SRF forms and the signed contract. Please note that DEQ will not be able to process Reimbursement Requests if we do not get the required documents in a timely manner.

Equal Employment Opportunity (EEO) Standard Form 100 (Form 6-M) must be submitted by separate letter to the Office of Federal Contract Compliance no later than thirty (30) days after the award of the contract. Also, in accordance with 41 CFR 60-4.2, the contractor must provide written notification to that office within ten (10) working days of award of any construction subcontract in excess of \$10,000 for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; and the geographical area in which the subcontract is to be performed.

Please contact me before scheduling the pre-construction conference so that I may attend.

The contractor(s) must maintain adequate fire and extended coverage (where appropriate), workmen's compensation, public liability and property damage, and "all risk" builders' risk insurance (including blasting where appropriate) during the construction phase of the contract. Please send to our office the workmen's compensation and insurance certificates and the performance and payment bonds.

Sincerely,

[Name], Project Officer

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