PLAFAP MANUAL

APPENDICES

CHAPTER 14
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Appendix 14-1

BID OPENING, VERIFICATION AND SPONSOR RECOMMENDATION SHEET
Support for Concurrence in Award

Computation:
Verified by: __________________
Date: ____________
Contract No.: __________
Bid Opening Date: __________

Contract Description: [Reconstruction of XYZ Street in the Town of Anywhere]

The Sponsor Received ____ (#) bids

Bidders in rank order:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Bidder Name</th>
<th>Bid Amount</th>
<th>Contract Goal %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Const. Co. A</td>
<td>$ xxx, xxx.xx</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Const. Co. B</td>
<td>$ xxx, xxx.xx</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Const. Co. C</td>
<td>$ xxx, xxx.xx</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Const. Co. D</td>
<td>$ xxx, xxx.xx</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Const. Co. E</td>
<td>$ xxx, xxx.xx</td>
<td></td>
</tr>
</tbody>
</table>

Irregularities found:

A summary of the bid analysis is attached for NYSDOT’s review.
Also find attached are the bid tabulations of the project, showing bid item details for at least the low three acceptable bids.

The Lowest Responsible Bidder: Const. Co. A        Low Bid: $ xxx, xxx.xx

Total Bid
  Federal Share at 100% is $xxx, xxx.xx
  State share (if applicable) is $xxx, xxx.xx
  Local share (if applicable) is $xxx, xxx.xx

(X) I recommend the award of the above contract to the lowest responsible bidder

(     ) I recommend rejection of all bids

Dated ____________                      Signature ___________________________________
(Title)                      (Sponsor)
Appendix 14-2

MEMORANDUM OF BIDS SHEET

Project Authorized for Letting by NYSDOT on __________

Project Advertised for ___ business days beginning __________

Letting Date:   Bidder   Bidder  Rank Name
Contract No. County:  Low Bid of $ is  % of Estimate $
No. Of Bids: A   Const. Co. A
B   Const. Co. B
C   Const. Co. C
D   Const. Co. D
E   Const. Co. E

Item   Item Description  Quantity Unit/Estimate  Bidder A  Bidder B  Bidder C  Bidder D  Bidder E
xxx   xxxxxxxxxxxxxxxxxxxx  xxx  EA. @ $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx
xxx   xxxxxxxxxxxxxxxxxxxx  xxx  SF. @ $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx
xxx   xxxxxxxxxxxxxxxxxxxx  xxx  LS. @ $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx
xxx   xxxxxxxxxxxxxxxxxxxx  xxx  LS. @ $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx

Computed Total   $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx  $xxx.xx

I hereby certify that this contract was bid in accordance with standard competitive bidding procedures and requirements and this tabulation includes all bids received at a public bid opening held at

on   for a contract in   county known as

__________________________________  __________
(Signature)         (Date)
(Title)
(Sponsor)
Appendix 14-3

BRIDGE CONSTRUCTION UNIT COST DATA
(Sponsor Sample)

Letting Date:  
Contract No:  
County:  
BIN:  
PIN:

BRIDGE SHARE ONLY

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit/Bid</th>
<th>Low Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxx</td>
<td>xxxxxxxxxxxx</td>
<td>xxx</td>
<td>EA. @ $xxx.xx</td>
<td>$xxx.xx</td>
</tr>
<tr>
<td>xxxx</td>
<td>xxxxxxxxxxxx</td>
<td>xxx</td>
<td>SF. @ $xxx.xx</td>
<td>$xxx.xx</td>
</tr>
<tr>
<td>xxxx</td>
<td>xxxxxxxxxxxx</td>
<td>xxx</td>
<td>LF. @ $xxx.xx</td>
<td>$xxx.xx</td>
</tr>
<tr>
<td>xxxx</td>
<td>xxxxxxxxxxxx</td>
<td>xxx</td>
<td>LS. @ $xxx.xx</td>
<td>$xxx.xx</td>
</tr>
</tbody>
</table>

Computed Total  

$xxx.xx
Appendix 14-4

Locally Administered Federal Aid Project Contract Award Checklist

<table>
<thead>
<tr>
<th>PIN: ____________</th>
<th>Project: ____________________________</th>
<th>Finish Review by: <em><strong>/</strong></em>/___</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start Review on: <em><strong>/</strong></em>/___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OK</th>
<th>NA</th>
<th>Date Resolved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Proof of advertising** (Contract Reporter, local newspapers, etc.)

**Copy of all amendments issued**

- **No concerns with amendments**

- **Copy of receipts of amendments**

**Bidding & Award Certification by Responsible Local Official**

**Bid analysis** (no collusion, no unbalancing for high bid/low bid items (25% over/under EE) and in certain cases major items (see Chapter 15, page 6) and additional items determined if low bid is 10% over EE).

**Memorandum of Bids**

- **Copy of verified low bidder’s signed bid sheets**

- **Mathematical verification of bids**

- **EE & unit bid prices for all bidders**

**Low bid broken down by fiscal and highway/bridge share**

**If EE greater than available capped funds, is assurance granted by agency to fund difference with own funds?**

**Explanation of cost increases adequate**

**If additional fed aid is requested/needed, it has been secured**

**Know construction related costs (CI, RRFA, utility, etc.) needed for award**

**Bridge unit cost data** (new/replacement bridges)

**NYS Uniform Contracting Questionnaire (Form CCA-2)**

- **On file with Department**

**Debarment history certification**

**Disclosure of lobbying activities**

**Non-collusive bidding certification**

**Copy of certificate of insurances/bond**
DBE goal met

- DBE firms verified in UCP
- DBE firms certified for items of work they are proposed to perform
- DBE firms entered correctly, acknowledged and approved in EBO

DBE goal not met

- Good Faith Efforts documentation submitted
- Good Faith Efforts documentation approved by Main Office LPB

Transmittal letter from administering agency

Recommendation of award by Responsible Local Official (On NHS or State Highway System)

Award notification (formal award documentation)

Award or recommendation consistent with LPU approved alternate bidding process

EE at time of letting matches Award EE (If Award amount differs from EE at letting by > 10% and the additional bid analysis is not done, is federal funding affected? If not, then eliminate this checklist item. If so, then next step is to make sure appropriate bid analysis was done (> or < 10% of EE).

<table>
<thead>
<tr>
<th>Low Bid vs. Programmed Funds</th>
<th>(to be used in award notification memo)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fundng Source</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Highway</td>
<td></td>
</tr>
<tr>
<td>Bridge</td>
<td></td>
</tr>
<tr>
<td>100% Local</td>
<td></td>
</tr>
<tr>
<td>(betterment, amt over capped funding, etc)</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Construction Inspection</td>
<td></td>
</tr>
<tr>
<td>Total Construction Phase</td>
<td></td>
</tr>
</tbody>
</table>

If Low Bid exceed Programmed Costs, then add appropriate language to Award Review Letter
## Unique Situations

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Situation</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Signature Signifies OK to Concur with Award of Construction Contracts

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Situation</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 14-5

Local Project Award Information Letter

[INSERT DATE]

[INSERT RLPL NAME]
[INSERT RLPL ADDRESS INFORMATION]

RE: [INSERT PIN & PROJECT NAME]

Dear M__:

On [INSERT DATE], [INSERT SPONSOR NAME] received bids for the subject project. The project was authorized for a letting by NYSDOT on [INSERT DATE]. The project was advertised for [INSERT NUMBER] days beginning [INSERT DATE].

The Sponsor received [INSERT NUMBER] bids, of which all are tallied in order as follows:

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>BID ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[INSERT BIDDER NAMES]</td>
<td>[INSERT BID AMOUNT]</td>
</tr>
</tbody>
</table>

The Sponsor awarded the project to [INSERT BIDDER NAME]. The breakdown of this bid by fiscal share is as follows:

- Total Bid
- Federal share at 100%, is
- State share, if applicable, is
- Local share, if applicable, is
- Other share(s)

Other share(s)

The contract was awarded to the lowest bidder on [INSERT DATE]. [IF NOT, WHY?] Our office concurred with award for this project on [INSERT DATE].

The Construction Inspection will be performed by [INSERT, SPONSOR, STATE, CONSULTANT] inspection for [INSERT CI COST].

The Engineer’s estimate was [INSERT NUMBER]. The awarded bid is [INSERT NUMBER] % over the Engineer’s Estimate. [If required, perform Reasonable Justification pursuant to Section 14.1.3 of the PLAFAP.]

The proper bid documents have been received and are available upon request. If you have any questions, please contact [INSERT STAFF NAME] at [INSERT PHONE NUMBER].

Sincerely,

[INSERT STAFF NAME AND TITLE]
Cc:  [INSERT RLPL], RLPL, Region ___
[INSERT RPPM], RPPM, Region___
[INSERT STAFF], Local Programs Bureau (localprograms.ebo@dot.ny.gov), POD 6-1
[INSERT STAFF NAME AND TITLE], Program Management Bureau, POD 6-1