



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

REQUIRED DOCUMENTS

Federal-Aid Contracts

REQUIRED FOR BID. Bids will not be considered if the following documents are not completely filled out and submitted at the time of bidding:

1. **Bid Form (Form 25D-9)**
2. **Bid Schedule**
3. **Bid Security**
4. Any bid revisions must be submitted by the bidder prior to bid opening on the following form:
Bid Modification (Form 25D-16)

REQUIRED AFTER NOTICE OF APPARENT LOW BIDDER. The apparent low bidder is required to complete and submit the following documents within 5 working days after receipt of written notification:

1. **Subcontractor List (Form 25D-5)**
2. **DBE Utilization Report (Form 25A-325C)**
3. When Form 25A-325C indicates less than the stated goal for the project, the successful bidder shall submit documentation of efforts in meeting the goal by submitting the following:
Summary of Good Faith Effort Documentation (Form 25A-332A), and
Contact Reports (Form 25A-321A), as required within 7 calendar days prior to bid opening.
4. For each DBE to be used on the project, submit a **DBE Commitment (Form 25A-326)**

REQUIRED FOR AWARD. In order to be awarded the contract, the successful bidder must completely fill out and submit the following documents within the time specified in the intent to award letter:

1. **Construction Contract (Form 25D-10A)**
2. **Payment Bond (Form 25D-12)**
3. **Performance Bond (Form 25D-13)**
4. **Contractor's Questionnaire (25D-8)**
5. **Certificate of Insurance** (from carrier)
6. **EEO-1 Certification (Form 25A-304)**
7. On projects that include bid item 645, Training Program, the successful bidder shall submit the following:
Training Utilization Report (Form 25A-311), and/or
DOT&PF Training Program Request (Form 25A-310), if required
8. On Federal-aid highway projects: **Material Origin Certificate (Form 25D-60)**
9. On Federal-aid airport projects: **Buy American Certificate (Form 25D-61)**
10. Bidders must register annually with the Civil Rights Office in order to be eligible for award. If not registered, or if unsure, submit the following: **Bidder Registration (Form 25D-6)**