

**ECONOMIC DEVELOPMENT ADMINISTRATION
PLANS & SPECIFICATIONS REVIEW CHECKLIST**

EDA Award Number: _____ Date: _____

Recipient: _____

Recipient's Architect/Engineer: _____
Name & Phone Number

	YES	NO	N/A
1. Is the EDA award number on the face sheet of both the plans and specifications?	_____	_____	_____
2. The contract stipulates the # of calendar days allowed for completing work?	_____	_____	_____
3. The liquidated damage provision is included in the contract?	_____	_____	_____
4. Are additive or deductive alternates are used in this contract?	_____	_____	_____
a. If yes, is the order in which alternates are to be taken specified?	_____	_____	_____
5. Have materials and/or equipment been limited to a particular manufacturer or brand name?	_____	_____	_____
a. If yes, has this been approved by EDA?	_____	_____	_____
6. Are Workman's Compensation Ins. and Public Liability Ins. required to be maintained by the contractor and all subcontractors?	_____	_____	_____
7. For contracts over \$100,000, is a 5% bid bond and 100% performance bond and payment bond required? <i>(NOTE: Surety companies must be listed on circular 570).</i>	_____	_____	_____
8. Are the following items are included in the bid package:			
a. Current prevailing Davis-Bacon wage rate determination	_____	_____	_____
b. "EDA Contracting Provisions for Construction Projects"	_____	_____	_____
c. EDA "Notice of Requirements for Affirmative Action"	_____	_____	_____
d. Lobbying Restriction Forms (Required for all contracts in which Federal funds exceed \$100,000)	_____	_____	_____

Signature (Prepared By)

Date