

Document Review for Contract Work (PUR-6)

For Project Worksheets

Procurement Documents for Contracts:

We must provide complete copies all original documents that show free and open competition (in compliance with 2 CFR Part 200), including but not limited to:

- ☐ All bid solicitations we made to prospective contractors through any means of communications (mailed or faxed notice, published notice, internet or other electronic notice).
- ☐ All bid packets, including bid specifications, draft contracts, bid instructions, and bid forms provided by us to prospective contractors.
- ☐ All contractor responses to our bid solicitations (whether or not responsive to request), including attached materials.
- ☐ All unsolicited contractor proposals, resumes, and similar promotional materials received by us at any time during the previous 12 months.
- ☐ List of all bidders submitting sealed bids for this project.
- ☐ Minutes and notes of all meetings where we opened, reviewed, considered, or awarded bids.
- ☐ Names of all persons including consultants and attorneys, if any, who participated in any capacity in the review of bids and the contractor selection process.
- ☐ All documents relating to any cost or price analysis of the proposed work, conducted by or on behalf the agency.

Contract Documents for Projects:

We must provide complete copies of all contract related documents, including without limitation the following:

- ☐ The final original contract, signed by both parties prior to commencement of work, and all amendments, change orders or other modifications to the original signed contract.
- ☐ All documents, including those relating to bonds, insurance, and certifications provided to us by the contractor.
- ☐ Any documents, letters, or orders authorizing the contractor to commence work.

- ☐ All amendments, change orders or other documents intending to modify the original contract.
- ☐ All minutes of meetings, notes, or other documents showing discussions, negotiations and our approval of any modification(s) to the original contract.

Monitoring Documents for Contracts:

We must provide all documentation relating to the administration and monitoring of performance of the contract, including without limitation the following:

- ☐ If we (the agency) contract with a company, firm, or other person for monitoring services relating to the performance of a contract, we must provide all of the documentation listed below.
- ☐ A list of all the monitor firm's employees, who were present at our work locations at any time, by name, title, and dates of work.
- ☐ All of the daily reports prepared by monitor firm and contractor showing completed work.
- ☐ All load tickets or other documentation documenting specific performance of work items.
- ☐ Names of persons authorized to issue load tickets or other specific documentation to monitors; and the records of such issuers that shows which numbered tickets were issued to named individuals.
- ☐ All time and pay records prepared by monitor firm (and subcontractors) relating to all employees working at any time under monitor's contract with us.
- ☐ All documents of any kind prepared by the monitor relating to its work for us.
- ☐ All of our time and pay records relating to all eligible related work.
- ☐ All of our records relating to equipment and vehicle expenses, and other costs relating to the removal and disposal of eligible debris or other eligible work which is being monitored.