

# Oakland County Community Development Preconstruction Check List & Document Submittal

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

Please submit the following items to our office within 2 weeks to complete our files.

## **Municipality: (Submit to Oakland County CDBG)**

1. Plans/Specifications
2. Advertisement (copy with affidavit of publication, or photocopy of published ad)
3. Bid Tabulation listing all bidders
4. Municipality Board Resolution awarding contract
5. Copy of Insurance (Municipality to be named as additional insured)
6. Bid Bond or Certified Check = 5% of Bid Price
7. Performance Bond (Projects over \$50,000)
8. Labor/Material Bond (Projects over \$50,000)
9. Debarment Certification via SAM <https://www.sam.gov/index.html/#content>
10. Signed & Dated Contract for total \$ amount of construction, including HUD attachments
11. Mandatory two payment system incorporated into contract
12. \*\* Employee Interviews (send originals to Oakland County CDBG)
13. Forward Contractor's, Subcontractor's paperwork (originals, not photocopies). -Who?
14. Projects using iron, steel, manufactured products and construction materials costing less than \$250,000 are Build America Buy America (BABA) exempt

## **Contractor: (Originals, not photocopies, submit to municipality within 2 weeks)**

1. Contractor & Sub Contractor Certification(s) two pages
2. Agreement of Prime Contractor / Ethnic Ownership Report(s), Contractor and Subcontractor(s)
3. Weekly Submittal Certified Payrolls & Statement of Compliance (form #WH- 347 & 348) (signed by owner) or letter authorizing person to certify.
4. Habitat Destruction / Ground Disturbing Activities / Tree Removal / Endangered Species / If human remains, suspected human remains, or cultural items are found, excavation in the immediate vicinity is halted. Cover and secure the area and do not handle finds. Contact the Municipality.
5. Payment Applications / Invoices
6. Sworn Statements / Unconditional waivers of Lien
7. HUD Contract Provisions / Labor Standards self-employed workers / Executive Order 11246
8. Section 3 forms

X \_\_\_\_\_  
Contractor

I have reviewed the above information.

X \_\_\_\_\_  
Municipality

1/10/2024