

DOCUMENT REVIEW FOR CONTRACT WORK

For Project Worksheets

Procurement Documents for Debris Removal and Disposal Contracts:

1. Applicants must provide *complete* copies *all* original documents that evidence free and open competition, including but not limited to:
 - a. All bid solicitations made by applicant to prospective contractors through any means of communications (mailed or faxed notice, published notice, internet or other electronic notice).
 - b. All bid packets, including bid specifications, draft contracts, bid instructions, and bid forms provided by applicant to prospective contractors.
 - c. All contractor responses to applicant's bid solicitations (whether or not responsive to request), including attached materials.
 - d. All unsolicited contractor proposals, resumes, and similar promotional materials received by applicant at any time during 2007.
 - e. List of all bidders submitting sealed bids to applicant.
 - f. Minutes and notes of all meetings of Applicant where bids were, opened, reviewed, considered, or awarded.
 - g. 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.

- h. All documents relating to any cost or price analysis of the proposed work, conducted by or on behalf of the applicant.

Contract documents for debris removal and disposal:

- 2. Applicants must provide *complete* copies of *all* contract related documents, including without limitation the following:
 - a. 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.
 - b. All documents, including those relating to bonds, insurance, and certifications provided to applicant by contractor.
 - c. Any document, letter, or order authorizing contractor to commence work.
 - d. All amendments, change orders or other documents intending to modify the original contract.
 - e. Minutes of meetings, notes, or other documents evidencing discussions, negotiations and applicant's approval of any modification of the original contract.

Monitoring documents for debris removal and disposal contracts:

- 3. Applicant must provide all documentation relating to the administration and monitoring of performance of the Contract, including without limitation the following:
 - a. If applicant contracts with a company, firm, or other person for monitoring services relating to quantity of eligible debris removed and its disposal, the applicant must provide all of the documentation listed below at subsections b,c,g, and h.

- b. A list of all the Monitor firm's employees, who were present at applicant's work locations at any time, by name, title, and dates of work.
- c. *All* of the daily reports prepared by Monitor firm and Contractor showing completed work.
- d. *All* load tickets.
- e. Names of persons authorized to issue load tickets to monitors; and the records of such issuers that shows which numbered tickets were issued to named individuals.
- f. All time and pay records prepared by Monitor firm (and subcontractors) relating to all employees working at any time under Monitor's contract with the applicant.
- g. All documents of any kind prepared by the Monitor relating to its work for applicant.
- h. All of applicant's time and pay records relating to all eligible debris related work.
- i. All of applicant's records relating to equipment and vehicle expenses, and other costs relating to the removal and disposal of eligible debris.