



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

## REQUIRED DOCUMENTS

State Funded 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 Forms**

- a. Bid Cover Sheet
- b. Bid Schedule
- c. Bid Attachments (as applicable)
- d. Addenda Acknowledgement
- e. Bidder's Acknowledgement and Certification

**2. Bid Security**

**REQUIRED FOR BID MODIFICATIONS.** Any bid revisions must be submitted by the bidder prior to bid. Use the following form to modify Manual (paper) bids:

**3. Bid Modification (Form 25D-16)**

**REQUIRED FOR CLAIMED PROCUREMENT PREFERENCE.** The Department will not consider a claimed procurement preference unless a bidder submits the appropriate, signed certification(s) for the claimed preference at the time of bidding:

4. Alaska Bidder Preference Certification (Form 25D-19)
  5. Alaska Veteran Preference Certification (Form 25D-17)
  6. Alaska Products Preference Certification (Form 25D-20)
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**REQUIRED AFTER NOTICE OF APPARENT LOW BIDDER.** The apparent low bidder is required to complete and submit the following document within 5 working days after receipt of written notification:

1. Subcontractor List (Form 25D-5)
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**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) or (Form 25D-10H), as applicable.
2. Payment Bond (Form 25D-12)
3. Performance Bond (Form 25D-13)
4. Contractor's Questionnaire (Form 25D-8)
5. Certificate of Insurance (from carrier)
6. Bidder Registration (Form 25D-6) Bidders must register annually with the Civil Rights Office in order to be eligible for award.