

Bidding Worksheet

Use this worksheet to help ensure you have the information needed to properly bid on a prevailing wage project.

1. Ensure your company Contractor registration verification active.
2. Know who the awarding body is for managing the project.
3. List the project name according the bid documents.
4. List the project address.
5. List the county that the project is located.
6. Know the Agency specific labor reporting requirements.
7. Know what category of wage determination is.
8. Verify if the project has a split wage determination or not.
9. List the federal wage determination.
10. List the state prevailing wages rates.
11. List the local prevailing wage rates.
12. Verify if apprentices are mandated on this project.
13. Verify the craft/trade classification(s) via the scope.
14. Ensure the required documents are included in bid.
15. Verify that all the workers that will be onsite are E-verified/I-9 verified.
16. Know the overhead rates outside of onsite labor costs.