THE WILLIAM PATESON UNIVERSITY OF NEW JERSEY

BID DOCUMENT CHECKLIST

Speert Hall Rooftop Unit Replacement (WP-16-07-16)
1600 Valley Road Chiller Replacement (WP-16-08-46)

Failure by the Prime Contractor to submit the following documents may result in the Bid being deemed non-responsive.

Required submission		Document	Bidder to Initial Each Item on Checklist Required with Bid
Form Provided by WPU	Form Provided/Info. acknowledged by Bidder		
x	x	WPU01 – Bid Document Checklist	
x		WPU02 – Notice to Bidders	
x	x	WPU03 – Bid Form, Signed and Sealed as required	
x	x	Bidder's acknowledge receipt of any Clarifications or Addenda (on Bid Form WPU03)	
x	x	Alternate Price Proposal (on Bid Form WPU03)	
x	x	Unit Price Proposal (on Bid Form WPU03)	N/A
x		WPU04 – General Conditions	
x		WPU05 – Instructions to Bidders	
x		WPU06 – Supplemental Instructions	
x		WPU07 – University Standard Construction Contract	
x	x	WPU-DOC-1 : Division of Property Management & Construction (DPMC) Notice of Classification for contractors and listed subcontractors (Sample attached)	N/A
x	x	WPU-DOC-2: DPMC – Notice of Uncompleted Contracts (Contractors only)	N/A
	x	Subcontractor Information (on Bid From WPU03)	
	x	Subcontractor Licenses	
x		WPU-DOC-3: Set Asides for Small Business Enterprises – Construction information	

Required submission		Document	Bidder to Initial Each Item on Checklist Required with Bid
Form Provided by WPU	Form Provided/Info. acknowledged by Bidder		
x	x	WPU-DOC-4:Schedule of SBE Participation for Construction Firms	
x	x	WPU-DOC-5: SBE Affidavit of Outreach	
x	x	WPU-DOC-6: SBE Subcontractor Data Sheet	
x	x	WPU-DOC-7: Bid Security Form	
x	x	WPU-DOC-8: Available Bonding Capacity Form	
	x	Surety Power of Attorney	
	x	Surety Financial Statement	
x	x	WPU-DOC-9: Non Collusion Affidavit	
x	x	WPU-DOC-10: Employee or Relative Disclosure Requirement	
x		WPU-DOC-11: Two-Year Chapter 51 & Executive Order 117 Instructions (4 pages)	
x	x	WPU-DOC-12 Two-Year Chapter 51/EEO 117 Vendor Certification & Disclosure of Political Contributions (3 pages)	
x	x	WPU-DOC-13: Public Law 2005 & Chapter 271 – Vendor Certification Political Contribution Disclosure Form (2 pages)	
x	x	WPU-DOC-14: Supplier Information	
x	x	WPU-DOC-15: MacBride Principles Form	
x	x	WPU-DOC-16: Disclosure of Investment Activities in Iran	
x	x	WPU-DOC-17: Copy of valid Certificate of Registration Issued pursuant to the “Public Works Contractor Registration Act	
	x	Identify 3 projects completed in the last 5 years	
	x	Bidder’s Supplemental Information	

After the Award of the Contract, the Successful Bidder have to submit the following documents:

Required submission		Document	Bidder to submit each item on Checklist as required
Form Provided by WPU	**Form Provided by Bidder**		
	x	Business Registration Certificate issued by Department of Treasury, Division of Revenue – award Bidder and sub-contractors	
	x	Copies of valid Contractor or Trade Licenses and Permits where applicable	
x	x	WPU-DOC-18: Initial Project Workforce Report Construction (Form AA201)	
	x	A list of officers with titles worked for the award Contractor	
	x	W9 form of the award Contractor	

- **WPU will generate a Notice to Proceed upon receipt of all required Public Law documentation listed above. At this point, the award Bidder needs to submit the following before the kickoff meeting:**

Required submission		Document	Bidder to submit each item on Checklist as required
Form Provided by WPU	**Form Provided by Bidder**		
	x	Certificate of Liability Insurance (refer to Article 13 of University Contract WPU07). Please include: William Paterson University, The State of New Jersey, the New Jersey Educational Facilities Authority and the William Paterson University Board of Trustees as additional insured parties on the	
	x	Performance Bonds (refer to IB-7 of Instructions to Bidders WPU05)	
	x	Payment Bonds (refer to IB-7 of Instructions to Bidders WPU05)	
x	x	4 (Four) original executed contracts (Contract for signature will be sent to award Bidder with Notice to Proceed)	

The undersigned has received this Bid Document Checklist, is aware of required documentation and has submitted the above required documents.

Name of Bidder: _____

Authorized Representative Signature: _____

Print Name: _____

Title: _____

Date: _____

--------- END OF BID DOCUMENT CHECKLIST WPU01 ----------