

**THE WILLIAM PATESON UNIVERSITY OF NEW JERSEY**  
**BID DOCUMENT CHECKLIST**

**MUSIC DEPARTMENT INTERIOR IMPROVEMENTS**  
**(WP-16-02-01)**

**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	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 -----