THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

BID DOCUMENT CHECKLIST

Cheng Library Carpet Replacement
WP18-06-10

Failure by the Bidder to submit the following documents may result in the Bid being deemed non-responsive. Documents listed under this section are included in the Bid Package and can be retrieved in WPU Capital Planning website: http://www.wpunj.edu/capital-planning/rfp.html.

Document	Bidder to Initial Each Item on Checklist Required with Bid
WPU01 – Bid Document Checklist	
WPU03 – Bid Form, Signed and Sealed as required	
WPU-DOC-1 : Division of Property Management & Construction (DPMC) Notice of Classification for contractors and listed subcontractors (Sample attached in "Docs Attachment with ref number" folder)	N/A
WPU-DOC-2: DPMC – Notice of Uncompleted Contracts (Bidders only)	N/A
WPU-DOC-3: Set Asides for Small Business Enterprises – Construction information	
WPU-DOC-4:Schedule of SBE Participation for Construction Firms	
WPU-DOC-5: SBE Affidavit of Outreach	
WPU-DOC-6: SBE Subcontractor Data Sheet	
WPU-DOC-7: Bid Security Form	
WPU-DOC-8: Available Bonding Capacity Form	
WPU-DOC-9: Non Collusion Affidavit	
WPU-DOC-10: Employee or Relative Disclosure Requirement	
WPU-DOC-12 Two-Year Chapter 51/EEO 117 Vendor Certification & Disclosure of Political Contributions (3 pages). Instructions (4 pages) listed under WPU-DOC-11.	
WPU-DOC-13: Public Law 2005 & Chapter 271 – Vendor Certification Political Contribution Disclosure Form (2 pages)	
WPU-DOC-15: MacBride Principles Form	
WPU-DOC-16: Disclosure of Investment Activities in Iran	
WPU-DOC-17: Copy of valid Certificate of Registration Issued pursuant to the "Public Works Contractor Registration Act	
Ownership Disclosure Form WPU-DOC-19	

Prior to the award of the Contract, the Successful Bidder will have to submit the following documents. WPU will generate a Notice to Proceed upon receipt of all required Public Law documentation listed below.

Document	Bidder to submit each item on Checklist as required
WPU-DOC-18: Initial Project Workforce Report Construction (Form AA201)	
Business Registration Certificate issued by Department of Treasury, Division of Revenue – award Bidder and sub-contractors	
Sub-contractor Licenses	
W9 form of the award Contractor	
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 Insurance Certificate.	
Performance Bonds (refer to IB-7 of Instructions to Bidders WPU05)	
Payment Bonds (refer to IB-7 of Instructions to Bidders WPU05)	
3 (Three) original executed contracts (Contract for signature will be sent to award Bidder with Notice to Proceed)	

The undersigned has submitted this Bid Document Checklist and is aware of required documentation for bidding, award and Notice to Proceed.

Name of Bidder: _____

Authorized Representative Signature: _____

Print Name: _____

Title: _____

Date: _____

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