

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

**Recreation and Health Sciences Center Renovations and Addition**  
**Project # WP-23-01-29**

**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>**

<b>Documents to Submit <u>with Bid</u></b>	<b>Bidder to Initial Each Item included with Bid</b>
Bid Document Checklist (WP-B1)	
Bid Form, signed and sealed as required (WP-B2)	
Proof of DPMC Classification	
DPMC – Notice of Uncompleted Contracts (Bidders only) (WP-B3)	
Bid Security Form (WP-B6)	
Available Bonding Capacity Form (WP-B7)	
Non-Collusion Affidavit (WP-B8)	
Employee or Relative Disclosure Requirement (WP-B9)	
Ownership Disclosure Form (WP-B10)	

**Prior to the award of the Contract, the Successful Bidder will have to submit the following documents.**

<p align="center"><b>Documents to Submit <u>Before Contract Award</u></b></p>	<p align="center"><b>Initial Submitted Documents</b></p>
Business Registration Certificate issued by Department of Treasury, Division of Revenue – award Bidder and sub-contractors	
Bidders and listed Sub-contractor Licenses	
Form W9 for General Contractor and each listed sub-contractor	
Certificate of Liability Insurance (refer to Article 13 of University Contract). <u>Please include:</u> 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)	
Copy of valid Certificate of Registration Issued pursuant to the “Public Works Contractor Registration Act (Sample certificate is in Forms file.	
Disclosure of Investment Activities in Iran (WP-BC1)	
Federal Non-Debarment Certification (WP-BC-2)	

**Following award of the Contract, the Successful Bidder will have to submit the following documents.**

<b>Documents to Submit <u>After Contract Award</u></b>	
Payment Bonds (refer to IB-7 of Instructions to Bidders)	
3 (Three) original executed contracts (WP-AC1)	
Initial Project Workforce Report Construction (Form AA201)	
Project Labor Agreement (WP-AC2)	
Letter of Assent (WP-AC3)	
Diane B. Allen Equal Pay Act Instructions (MW-564)	File form with the State of NJ
Payroll Certification – Public Works (MW-562)	
Schedule of SBE Participation for Construction Firms (WP-AC4)	File form with WP at contract completion

**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 -----