

## **BID AND POST BID CHECKLIST**

### **On bid day, bidders must:**

- Be aware of the requirements of the **project specific** Section 00 21 13 10 Notice to Bidders.
- Be aware of the requirements of the **project specific** Section 00 21 13 20 *Information for Bidders*.
- Provide two (2) complete original **project specific** Proposals per Sections 3 and 5 of the *Information for Bidders*.
  - Attachment A of the Proposal (List of Completed Similar Construction Projects) must be completed.
  - Before completing Attachment A, read the **project specific** requirements of Section 7 Qualification of Bidders and Section 01 11 00 Description of Work (Section A).
- Provide two (2) complete original Bid Bonds per the Instructions for Execution of Bid Bond and Acknowledgment, or other bid security per Section 6 of the *Information for Bidders*. Use the Bid Bond with date Dec 2015 in the lower right-hand corner.
- Deliver the Proposals and bid security in the special bid envelope per the *Notice to Bidders*.
- Be in compliance with NYS Dept. of State registration requirements. Nominated subs must also comply. See [http://www.dos.ny.gov/corps/bus\\_forms.html](http://www.dos.ny.gov/corps/bus_forms.html)
- Be aware that all insurance must be provided by companies approved by the Fund, licensed to do business in the State of New York (“admitted” carriers: see <https://myportal.dfs.ny.gov/web/guest-applications/ins.-company-search> (Choose “Property/Casualty” in the dropdown) and rated at least “A-” by A.M. Best Company. Excess line insurers are not acceptable. Please consult your insurance agent prior to bidding, who should be aware of Sections 5.06 and 5.07 of the [Agreement](#).
- Be aware of project specific physical conditions and subsurface conditions that could reasonably anticipated from the provisions of the Contract Documents, Section 00 31 00 Available Project Information, and other information available to bidders and from the bidder’s own inspection and examination of the site.

### **Post bid, bidders must:**

1. Within 48 Hours after the time of the Bid Opening:
  - Provide a completed Appendix “A” per Section 8(1)d of the *Information for Bidders*.
  - Provide a Construction Schedule per Section 8(1)b of the *Information for Bidders*.
  - Provide a completed [NYS Vendor Responsibility Questionnaire For-Profit Construction \(CCA-2\)](#) per Section 8(1)a of the *Information for Bidders*.
    - Confirm the CCA-2 shows financial information required by Section 7(2) of the *Information for Bidders*.
    - Confirm the CCA-2 Attachment A shows completed construction contract information required by Section 7(3) of the *Information for Bidders*.
    - Confirm the CCA-2 includes the additional information requested for “Yes” responses, if any.
    - Confirm the CCA-2 Attachments A and B show current information for owners, architects and their current telephone numbers for contracts listed.
  - Provide names of proposed subcontractors per Section 8(1)c.iv of the *Information for Bidders*.
  - Provide detailed descriptions of work for projects listed in Attachment A of your Proposal (List of Completed Similar Construction Projects).
2. Within seven days after the time of the Bid Opening:
  - Provide CCA-2 for each proposed subcontractor per Section 8(1)c of the *Information for Bidders*.
    - Confirm the CCA-2 includes the additional information requested for “Yes” responses.
    - Confirm the CCA-2 Attachments A and B show construction contract information for owners, architects and their current telephone numbers.
  - Provide an MWBE Utilization Plan per Section 8(3) of the *Information for Bidders*.
  - Provide an EEO Statement and Plan per Section 8(4) of the *Information for Bidders*.
  - Provide proof of workers’ compensation and disability benefits insurance coverage. This is the Workers Comp/Disability link for employers: <http://www.wcb.ny.gov/content/main/Employers/Employers.jsp> This is the link with a description of the required forms for Workers Compensation and Disability: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XI/18/G.htm>
  - Provide additional information per Section 8(5) of the *Information for Bidders*.