

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*. **Proposals with major informalities will be rejected.**
 - Attachment A of the Proposal (List of Completed Similar Construction Contracts) must be completed. **Do not submit a blank form** or insert "refer to attached lists".
 - 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 Fund's form of Bid Bond with date Dec 2015 in the lower right-hand corner.
- Deliver the Proposals and bid security **using the special bid envelope** per the *Notice to Bidders*.
- Be in compliance with NYS Dept. of State registration requirements. Nominated subs must also comply. Business entities must be in the DOS database. Search for entities at this web site:
 - <https://apps.dos.ny.gov/publicInquiry/>
- Be aware that all insurance must be provided by companies approved by the Fund, have an A.M. Best Company rating of "A-" Class "VII" or better, and such companies must be either 1) licensed by the New York State Department of Financial Services (NYS DFS) or 2) authorized by NYS DFS to issue insurance in the State of New York.
 - Please consult your insurance agent prior to bidding, who should be made aware of the requirements of Agreement Section 5.06 Insurance and Schedule A.
 - Certificates of Insurance must be in the formats required by Schedule A of Attachment A.
- 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 (if applicable), 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 your CCA-2 shows financial information required by Section 7(2) of the *Information for Bidders*.
 - Confirm your CCA-2 Attachment A shows completed construction contract information required by Section 7(3) of the *Information for Bidders*.
 - Confirm your CCA-2 includes the additional information requested for "Yes" responses, if any.
 - Confirm your 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 and Attachment A's showing their experience per Section 8(1)c.iv of the *Information for Bidders*.

00 21 13 15 CONTRACTOR'S BID AND POST BID CHECKLIST

- Provide detailed descriptions of work for projects listed in Attachment A of your Proposal (List of Completed Similar Construction Projects) if such descriptions did not fit or if requested by the Fund.
 - Cooperate with the Fund's Consultant and provide other information they may reasonably require to evaluate your bid in detail.
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, disability benefits insurance coverage, and as requested, names of all insurance carriers.
 - 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>
3. Prior to the Fund sending you a Notice of Award letter:
- Provide additional information per Section 8(5) of the *Information for Bidders*, if requested.
4. After your receipt of the Notice of Award letter, provide the following by the date stipulated in the letter transmitting the Notice of Award:
- Sign and complete the Contractor's portion of the **Project Specific** Agreement sent to you by the Fund.
 - Provide required bonds per Section 10 of the *Information for Bidders*.
 - Provide the 120-day Construction Schedule required by the General Requirements, Special Conditions paragraph titled "Project Schedule."
 - Provide the completed insurance forms per Sections 5.06 and 5.07 of the Agreement.
5. Prior to starting work:
- Be in receipt of the Notice to Proceed letter issued by the Fund.

Special Notice

Please be advised that Part 10 of the Proposal you signed requires your office to be timely and responsive in your submissions of information requested by the Fund or Consultant.

The Fund may begin the process to exercise its rights regarding your bid bond and/or making an adverse determination of responsiveness if you do not provide your proper and timely attention to our requests.
