

BID DOCUMENT SUBMISSION CHECKLIST
[This form should be used as a sample]

(Name of Local Contracting Unit)

(Name of Construction / Public Works Project)

(Project or Bid Number)

A. Failure to submit the following documents is a mandatory cause for the bid to be rejected.
(N.J.S.A. 40A:11-23.2)

Required With
Submission of Bid
(Owner's checkmarks)

Initial Each Item
Submitted With Bid
(Bidder's initials)

X	A bid guarantee as required by <u>N.J.S.A.</u> 40A:11-21	
X	A certificate from a surety company pursuant to <u>N.J.S.A.</u> 40A:11-22	
X	A statement of corporate ownership pursuant to <u>N.J.S.A.</u> 52:25-24.2	
X	A listing of subcontractors as required by <u>N.J.S.A.</u> 40A:11-16	
X	If applicable, bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to the advertisement, specifications or bid document(s)	

B. Failure to submit the following documents may be cause for the bid to be rejected.
(N.J.S.A. 40A:11-23.1b)

Required with
Submission of Bid
(Owner's checkmarks)

Initial Each Item
Submitted with Bid
(Bidder's initials)

Required with
Submission of Bid
(Owner's checkmarks)

Initial Each Item
Submitted with Bid
(Bidder's initials)

	Certification of Equal Employment Opportunity	
	Certification of Non-Segregated Facilities	
	Certificate(s) of Registration under N.J.S.A. 34:11-56.48 ct. seq.	
	Statement of Experience and Qualifications	
	Certification of Bidder showing that Bidder owns, leases or controls any necessary equipment	
	Business Registration Certificate (s) to comply with N.J.S.A.52:32-44	

	Submission of Non-Collusion Affidavit	
	Affirmative Action Affidavit	
	Debarred, Suspended and Disqualified Bidders Affidavit	
	Certified Financial Statement prepared within the last twelve months	
	Statement of Compliance with <u>N.J.S.A.</u> 45:14C-2(h) (licensed master plumber)	

C. SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements.

Name of Bidder: _____

(To be completed by Authorized Representative)

Signature: _____

Print Name and Title: _____

Date: _____