

**ATTACHMENT 6: BIDDER SUBMISSION CHECKLIST (REVISED 03/05/25)**  
**GROUP 31503**  
**IFB #23388 - BITUMINOUS CONCRETE ASPHALT MIXTURES**  
**(2025 VPP NYSDOT SPECIFIC PROJECTS)**  
**(Federal & State Funds)**

Item	Response
1 Did Bidder submit a completed page 1 of the Solicitation (PDF)?	
2 Did Bidder submit a completed page 2, signed <i>Bidder Certification and Affirmation</i> , of the Solicitation (PDF)?	
3 Did Bidder submit a completed Attachment 1 - <i>Pricing</i> (Excel) and hard copy (PDF)?	
4 Did Bidder submit a completed Attachment 2 - <i>NYS Required Certifications</i> (PDF)?	
5 Did Bidder submit a completed Attachment 3 - <i>Encouraging Use of NYS Businesses</i> (PDF)?	
6 Did Bidder submit proof of compliance with Attachment 4 - <i>Insurance Requirements</i> (PDF)?	
If "No," is Bidder prepared to submit proof of compliance with insurance requirements upon request from OGS?	
7 Did Bidder submit a completed Attachment 5 - <i>Bidder Information Questionnaire (Note - New Ownership &amp; Officials Tab)</i> (Excel)? <b>Did Bidder also enter the DOL registration number from the NYSDOL Registry?</b>	
8 Did Bidder review Attachment 6 - <i>Bidder Information Checklist</i> (this document) for completeness?	
9 Did Bidder submit a completed Attachment 9 - <i>Certification Under Executive Order No. 16</i> (PDF)?	
10 Did Bidder submit a completed Attachment 14 - <i>Federal Aid Project Requirements (Chapter 12 - Appendix 12-1)</i> ; Pages 9-10 and 13-17 of this attachment (if the projects that are being bid are Federal Funded projects) (PDF)?	
11 Did Bidder submit Appendix C – <i>Federal Funding Agency Mandatory Terms and Conditions</i> , with Section 10 completed - (page 6) (PDF)?	
12 Did Bidder submit a completed signed Equal Employment Opportunity Staffing Plan (EEO 100) (PDF)? The form is available under the “Commodity & Service Contracts” section at: <a href="https://ogs.ny.gov/mwbe/forms">https://ogs.ny.gov/mwbe/forms</a>	

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<b>13</b>	<p>Has Bidder completed and certified the NYS Vendor Responsibility Questionnaire? Forms are available on the OSC website at:  <a href="https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire">https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire</a></p>	
	<p>If Bidder completed the Questionnaire online, has Bidder certified or recertified the Vendor Responsibility Questionnaire no more than six (6) months prior to the bid opening date?</p>	
<b>14</b>	<p>Did Bidder submit a completed signed and notarized ST-220-CA <i>Contractor Certification to Covered Agency</i>, as required by New York State Tax Law § 5-A (PDF)?  The ST-220-CA form can be found at:  <a href="https://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf">https://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf</a></p>	
<b>15</b>	<p>Did Bidder complete ST-220-TD and <i>submit directly to the Department of Taxation and Finance</i> as required by New York State Tax Law § 5-A?  The ST-220-TD form can be found at:  <a href="https://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf">https://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf</a></p>	
<b>16</b>	<p>Has Bidder checked the NYS Contract Reporter (<a href="https://www.nyscr.ny.gov">https://www.nyscr.ny.gov</a>) and the OGS website (<a href="https://ogs.ny.gov/procurement/bid-opportunities">https://ogs.ny.gov/procurement/bid-opportunities</a>) for any Bid Solicitation Updates, including responses to Vendor Questions and submitted signed copy(s) of the Bid Solicitation Update(s) (PDF)?</p>	
<b>17</b>	<p>Has Bidder submitted the most up-to-date versions of the Solicitation documents as posted on the OGS website and released through the NYS Contract Reporter?</p>	
<b>18</b>	<p>Did Bidder submit documents requested in PDF format as an Adobe Acrobat PDF file that has been converted to allow for Optical Character Recognition (OCR)? (see <a href="https://www.adobe.com/acrobat/how-to/ocr-software-convert-pdf-to-text.html">https://www.adobe.com/acrobat/how-to/ocr-software-convert-pdf-to-text.html</a>).</p>	
<b>19</b>	<p>Did Bidder submit all required documents on two (2) USB flash drives, with each USB flash drive containing a complete set of the submitted documents?</p>	
<b>20</b>	<p>Has Bidder included a copy of a completed Page 1 and 2 of the Solicitation and Attachment 1 - <i>Pricing</i> in the Bid envelope or package, and labeled the outside of package with the following?  1. BID ENCLOSED (preferably bold, large print, all capital letters);  2. Solicitation number (IFB #23388);  3. Bid Opening Date and Time; and  4. The number of boxes or packages (e.g., 1 of 2; 2 of 2)?</p>	