Group 01800 IFB #23409
Road Salt, Treated Salt, & Emergency Standby Road Salt (Statewide)

ATTACHMENT 6
BIDDER SUBMISSION CHECKLIST

The following checklist is intended to acquaint the Bidder with all items of information that must be submitted with the Bid. This information can also be found in Invitation for Bids, Section 4.4 - *Content*.

#	Item
1	Did Bidder submit a completed page 1 of the Solicitation?
2	Did Bidder submit a completed page 2, signed *Bidder Certification and Affirmation*, of the Solicitation (PDF)?
3	Did Bidder submit a completed Attachment 1 - *Pricing* (Excel)?
4	Did Bidder submit all Bid Solicitation Updates (if applicable), with original ink signature
5	Did Bidder submit a completed Attachment 2 - *NYS Required Certifications* (PDF)?
6	Did Bidder submit a completed Attachment 3 - *Encouraging Use of NYS Businesses* (PDF)?
7	Did Bidder submit proof of compliance with Attachment 4 - *Insurance Requirements* (PDF)?
8	Did Bidder submit a completed Attachment 5 - *Bidder Information Questionnaire* (Excel)?
9	Did Bidder submit completed Attachment 9 – *Certification Under Executive Order 16* with original ink signature?
10	Did Bidder submit completed Attachment 11 - *Bidder Certified Product Data Sheet* with original ink signature?
11	Did Bidder submit completed Attachment 13 – *Supplier/Manufacturer's Certificate* (if applicable), with original ink signature?
12	Did Bidder submit completed Attachment 14 – *Bidder Certification of Production/Provision of Product Data,* with notary and original ink signature?
13	Did Bidder submit Appendix C – *Federal Funding Agency Mandatory Terms and Conditions*, with Section 10 completed (PDF)?
14	Did Bidder submit completed *Material Safety Data Sheet(s)* for each toxic substance? (see Section 4.9.1)
15	Did Bidder submit *Independent Laboratory Analysis Report* indicating Sieve Size and Moisture Content for Road Salt & Solar Salt (if applicable)? (see Section 4.9.3)
16	Did Bidder submit *Independent Laboratory Analysis Report* indicating chemical makeup for Treated Salt (if applicable)? (see Section 4.9.2)
17	Did Bidder submit a completed signed and notarized ST-220-CA *Contractor Certification to Covered Agency* (PDF), as required by New York State Tax Law § 5-A? The ST-220-CA form can be found at: https://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf
18	Did Bidder submit a completed signed *MWBE Utilization Plan* (MWBE 100) (PDF)? The form is available under the "Commodity & Service Contracts" section at: https://ogs.ny.gov/mwbe/forms
19	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: https://ogs.ny.gov/mwbe/forms

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#	Item
20	Has Bidder completed and certified the NYS Vendor Responsibility Questionnaire? Forms are available on the OSC website at https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire
21	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?
22	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?
23	Has Bidder checked the NYS Contract Reporter (https://www.nyscr.ny.gov) and the OGS website (https://ogs.ny.gov/procurement/bid-opportunities) for any Bid Solicitation Updates, including responses to Vendor Questions?
24	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?
25	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 https://www.adobe.com/acrobat/how-to/ocr-software-convert-pdf-to-text.html).
26	Has Bidder included a PRINTED copy of a completed Page 1 & 2 of the Solicitation and Attachment 1 - *Pricing* in the 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 #23409) 3. Bid Opening Date and Time 4. The number of boxes or packages (e.g., 1 of 2; 2 of 2)