Group 01800 IFB# 23449
Road Salt and Treated Salt - Types 1 & 2 (Statewide)

ATTACHMENT 6 - BIDDER SUBMISSION CHECKLIST

The following checklist must be completed and submitted with your Bid. It is intended to acquaint the Bidder with all items or information that must be submitted with the Bid. Failure to submit any required item may render the Bid non-responsive.

All documents must be completed in accordance with the instructions for the individual document, which may include an original signature or an original notarized signature. At this time, OGS cannot accept an electronic signature that has been generated by software (e.g., DocuSign or Adobe Acrobat Sign) for documents that are not designed to allow for or require an electronic signature.

Bidder Company Business Name

	Bid Document *(available via the link for the Solicitation on https://ogs.ny.gov/procurement/bid-opportunities, unless otherwise noted)*	**Location of Bid Document**	**Required File Format** (Submit on USB flash drive)	**Paper also Required** (Submit printed copy)
1	Page 1 of the Solicitation	https://ogs.ny.gov/procurement/bid-opportunities	PDF	X
2	Page 2 of the Solicitation – *Bidder Certification and Affirmation* , with signature		PDF	X
3	Appendix C – *Federal Funding Agency Mandatory Terms and Conditions* , with Section 10 completed (page 6)		PDF	
4	Attachment 1 – *Pricing* (must be included with the Bid at the Bid Opening / Due date for Bids)		Excel	X
5	Attachment 2 – *NYS Required Certifications* , with signature		PDF	
6	Attachment 3 – *Encouraging Use of New York State Businesses in Contract Performance*		PDF	
7	Proof of Compliance with Attachment 4 – *Insurance Requirements* . This includes, but is not limited to: a) ACORD Certificate of Liability Insurance, listing coverage for General Liability, Business Automobile Liability. b) Proof of compliance (e.g., NYS form C-105-2 or U-26.3) with NYS Workers Compensation insurance requirements; and c) Proof of compliance (e.g., NYS form DB-120.1) with NYS Disability Benefits insurance requirements.		PDF	
8	Attachment 5 – *Bidder Information Questionnaire* (all tabs, if applicable)		Excel	
9	Attachment 6 – *Bidder Submission Checklist* (this document)	Not required to be submitted with the bid		
10	Attachment 7 – *Bidder Questions Form*	Not required to be submitted with the bid		
11	Attachment 8 – *Report of Contract Usage*	Not required to be submitted with the bid		
12	Attachment 9 – *Certification Under Executive Order 16* , with signature	https://ogs.ny.gov/procurement/bid-opportunities	PDF	
13	Attachment 10 – *Road & Treated Salt Specifications*	Not required to be submitted with the bid		
14	Attachment 11 – *Bidder Certified Product Data Sheet* with orginal ink signature	https://ogs.ny.gov/procurement/bid-opportunities	PDF	
15	Attachment 12 – *Delivery Schedule*	Not required to be submitted with the bid		
16	Attachment 13 – *Manufacturer's Certificate* , with signature (if applicable)	https://ogs.ny.gov/procurement/bid-opportunities	PDF	
17	Attachment 14 – *Bidder Certification of Production/Provision of Product Data,* with notary and original ink signature.			
18	Completed Material Safety Data Sheet(s)		PDF	
19	Completed *Independent Laboratory Analysis Report(s)*		PDF	
20	EEO 100 – *Equal Employment Opportunity Staffing Plan* , with signature (form located under "Commodity & Service Contracts")	https://ogs.ny.gov/mwbe/forms	PDF	
21	MWBE 100, *MWBE Utilization Plan* , with signature (form located under "Commodity & Service Contracts")	https://ogs.ny.gov/mwbe/forms	PDF	
22	Vendor Responsibility Questionnaire (copy of certification that a Questionnaire has been completed online)	https://www.osc.ny.gov/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire	PDF	
22.1	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?		N/A	
22.2	Is the required **Officials** information included with the certified Vendor Responsibility Questionnaire (see Question 1.6 on the online Non-Construction form, or 1.7 on the online Construction form)? This includes identification of individuals who, within the past five (5) years, serves or served in an executive capacity with decision-making authority and responsibility for the oversight of the identified business entity (e.g., Corporation, LLC, LLP, Partnership, Sole Proprietorship) that perform the functions of chief executive officer, chief operating officer, chief financial officer, and/or chairman of the board, or their equivalents (e.g., President, Vice President, Treasurer, Secretary, Managing Partner/Member/Trustee, Director or Operations, Principal, Administrator, Chairperson, Board Member). **For each person, include full name (first, last and middle initial), title, and date of birth, and employment status.** ***Note: Officials must be listed even if they are not Principal Owners as described in question 14.3 below. For multiple entries, the online form includes "add another?" or "Attach Document" options.***		N/A	

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22.3	Is the required **Ownership** information included with the certified Vendor Responsibility Questionnaire (see Question 1.6 on the online Non-Construction form, or 1.7 on the online Construction form)? This includes the following identification of **Principal Owners** within the past five (5) years: • Non-Construction: Individuals or entities owning 25% or more of the Reporting Entity (or 10% or more if the Reporting Entity is publicly owned/traded). • Construction: Individuals or entities that own 5% or more of the Reporting Entity's shares (or the five largest shareholders if there are too many to list all). **For each person, include full name (first, last and middle initial), title, date of birth, employment status, and percentage of ownership. For each entity, include entity name, address, EIN, and percentage of ownership.** ***Note: Principal Owners must be listed even if they are not Officials as described in question 14.2 above. For multiple entries, the online form includes "add another?" or "Attach Document" options.***		N/A	
23	ST-220-CA, *Contractor Certification to Covered Agency* , with signature and notary	https://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf	PDF	
24	ST-220-TD, *Contractor Certification* , with signature and notary.	https://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf	Must be submitted directly to the NYS Tax Department	
25	Published "Bid Solicitation Updates" (if applicable), with signature	https://ogs.ny.gov/procurement/bid-opportunities	PDF	

	Additional Questions	
1	Has Bidder checked the OGS Bid Calendar and the NYS Contract Reporter for any Bid Solicitation Updates, including responses to Vendor Questions?	
	OGS Bid Calendar: https://ogs.ny.gov/procurement/bid-opportunities	NYS Contract Reporter: https://www.nyscr.ny.gov
2	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? Failure to submit the final version of Attachment 1 – *Pricing* , with the correct revision date as posted on the OGS website and announced via the NYS Contract Reporter, may result in the Bid being deemed non-responsive and in the disqualification of the Bid.	
3	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 link below for additional information.	
	https://www.adobe.com/acrobat/how-to/ocr-software-convert-pdf-to-text.html	
4	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?	
5	Did Bidder label the outside of the Bid envelope or package with the following? 1. BID ENCLOSED (preferably bold, large print, all capital letters) 2. Solicitation number (23449) 3. Bid Opening Date and Time 4. The number of boxes or packages (e.g., 1 of 2; 2 of 2)	