

# **BIDDER CHECKLIST**

RFQ FOR DISASTER DEBRIS REMOVAL AND MANAGEMENT SERVICES

**REVISED DUE DATE: THURSDAY, DECEMBER 27, 2012 at 2:00 PM**

THIS CHECK LIST IS DESIGNED TO HELP A BIDDER PREPARE A COMPLETE, RESPONSIVE PROPOSAL. **IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE RFQ HAVE BEEN MET.**

<b><u>YES</u></b>	<b><u>PROPOSAL MUST INCLUDE THE FOLLOWING DOCUMENTATION OR THE PROPOSAL WILL BE DEEMED NON-RESPONSIVE:</u></b>
<input type="checkbox"/>	\$1,000,000 bid security provided as required in Section 8.3 of the RFQ
<input type="checkbox"/>	Prices supplied on <b><u>ALL</u></b> price lines in Attachment 1 – Price Proposal Form (Part A, Exhibit A-1, Part B and Part C)
<input type="checkbox"/>	Reviewed and Signed Waivered Terms and Conditions for Services Contracts at: <a href="http://www.state.nj.us/treasury/purchase/forms/wtermss.pdf">http://www.state.nj.us/treasury/purchase/forms/wtermss.pdf</a>
<input type="checkbox"/>	Completed and signed Ownership Disclosure Form at: <a href="http://www.state.nj.us/treasury/purchase/forms/StandardRFPFForms.pdf">http://www.state.nj.us/treasury/purchase/forms/StandardRFPFForms.pdf</a>
<input type="checkbox"/>	Completed and signed Disclosure of Investigations and Other Actions Involving Bidder Form at: <a href="http://www.state.nj.us/treasury/purchase/forms/StandardRFPFForms.pdf">http://www.state.nj.us/treasury/purchase/forms/StandardRFPFForms.pdf</a>
<input type="checkbox"/>	Completed and signed Disclosure of Investment Activities in Iran at: <a href="http://www.state.nj.us/treasury/purchase/forms/StandardRFPFForms.pdf">http://www.state.nj.us/treasury/purchase/forms/StandardRFPFForms.pdf</a>
<input type="checkbox"/>	Completed Certification of MacBride Principles and Northern Ireland Act of 1989 at: <a href="http://www.state.nj.us/treasury/purchase/forms/MacBride.pdf">http://www.state.nj.us/treasury/purchase/forms/MacBride.pdf</a>
<input type="checkbox"/>	Affirmative Action Employee Information Report/New Jersey Affirmative Action Certificate/other AA/EEO evidence at: <a href="http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf">http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf</a>
<input type="checkbox"/>	Completed and signed Vendor Certification - EO #129 Compliance (Source Disclosure Form) at: <a href="http://www.state.nj.us/treasury/purchase/forms/sdcert.pdf">http://www.state.nj.us/treasury/purchase/forms/sdcert.pdf</a>
<input type="checkbox"/>	A-901 License or Proof of A-901 License Application Submission and Supporting Documentation
<input type="checkbox"/>	Completed and signed Certification of Non-Debarment (Attachment 2)

<b><u>YES</u></b>	<b><u>THE FOLLOWING DOCUMENTATION MUST BE PROVIDED AT TIME OF CONTRACT AWARD:</u></b>
<input type="checkbox"/>	New Jersey Business Registration Certificate
<input type="checkbox"/>	Public Works Contractor Certificate