



BID SOLICITATION CHECKLIST

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # & TITLE: **22DPP00684, T0415 Furniture Unassembled, Unfinished, Including Components, DEPTCOR and DPMC**

THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST BIDDERS AND MAY NOT IDENTIFY ALL OF THE DOCUMENTS, FORMS OR OTHER INFORMATION REQUIRED FOR SUBMITTING A COMPLETE AND RESPONSIVE QUOTE. IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE BID SOLICITATION HAVE BEEN MET.

STANDARD PROCUREMENT FORMS, REGISTRATIONS AND CERTIFICATIONS THAT MUST BE SUBMITTED BY THE BIDDER AND ARE INCLUDED IN THIS PACKET	
REQUIRED	
☒	OFFER AND ACCEPTANCE PAGE
☒	OWNERSHIP DISCLOSURE FORM
☒	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM
☒	DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR
☐	MACBRIDE PRINCIPLES FORM
☒	SUBCONTRACTOR UTILIZATION PLAN <i>If this bid solicitation has a subcontracting set-aside requirement, the vendor <u>must</u> consult the Division of Revenue & Enterprise Services New Jersey Selective Assistance Vendor Information database at https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp for information regarding registered small businesses and/or disabled veteran businesses.</i>
☐	SOURCE DISCLOSURE FORM
☒	EO 271 CERTIFICATION
☒	CONFIDENTIALITY AND COMMITMENT TO DEFEND

PROCUREMENT SPECIFIC FORMS, REGISTRATIONS AND CERTIFICATIONS THAT MUST BE SUBMITTED BY THE BIDDER, BUT ARE <u>NOT</u> INCLUDED IN THIS PACKET	
REQUIRED	
☒	STATE PRICE SHEET
☐	STATE OF NEW JERSEY SECURITY DUE DILIGENCE THIRD-PARTY INFORMATION SECURITY QUESTIONNAIRE
☐	PUBLIC WORKS CONTRACTOR REGISTRATION

STANDARD PROCUREMENT FORMS, REGISTRATIONS AND CERTIFICATIONS THAT MUST BE SUBMITTED BY THE BIDDER PRIOR TO AWARD, BUT ARE <u>NOT</u> INCLUDED IN THIS PACKET	
REQUIRED	
☒	TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS
☒	PROOF OF BUSINESS REGISTRATION You may register your business HERE or obtain a copy of the Business Registration Certificate HERE .
☒	CERTIFICATE OF INSURANCE / ACORD
☒	PROOF OF AFFIRMATIVE ACTION COMPLIANCE Submit one of the following: - NEW JERSEY CERTIFICATE OF EMPLOYEE INFORMATION REPORT - FEDERAL LETTER OF APPROVAL VERIFYING A FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (Dated within 1 year of the Quote submission) AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (FORM AA302)