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 CHECKLIST

BID SOLICITATION #: 19DPP00317
BID SOLICITATION TITLE: T0896, Asphaltic Oil and Aggregate Surface Treatment

THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST VENDORS {BIDDERS} IN PREPARING A COMPLETE AND RESPONSIVE QUOTE. IT IS THE VENDOR'S {BIDDER'S} RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE BID SOLICITATION HAVE BEEN MET.

PART 1 **FORMS, REGISTRATIONS AND CERTIFICATIONS THAT MUST BE SUBMITTED BY THE VENDOR {BIDDER} WITH THE QUOTE**
OFFER AND ACCEPTANCE PAGE (See Bid Solicitation Section 4.4.1.1)
OWNERSHIP DISCLOSURE FORM (See Bid Solicitation Section 4.4.1.2.1)
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM (See Bid Solicitation Section 4.4.1.2.2)
SUBCONTRACTOR UTILIZATION PLAN (See Bid Solicitation Section 4.4.1.3)

PART 2 **FORMS, REGISTRATIONS AND CERTIFICATIONS THAT SHOULD BE SUBMITTED BY THE VENDOR {BIDDER} WITH THE QUOTE.** **THESE FORMS MUST BE SUBMITTED PRIOR TO THE AWARD OF THE MASTER BLANKET PURCHASE ORDER.**
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING VENDOR {BIDDER} (See Bid Solicitation Section 4.4.2.2)
TWO-YEAR CHAPTER 51/EXECUTIVE ORDER 117 VENDOR CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS (See Bid Solicitation Section 7.1.1)
AFFIRMATIVE ACTION COMPLIANCE (See Bid Solicitation Section 7.1.3) **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)**
SOURCE DISCLOSURE FORM (See Bid Solicitation Sections 4.4.2.3 and 7.1.2)
COOPERATIVE PURCHASING FORM (See Bid Solicitation Section 4.4.6)