New Jersey Department of the Treasury
Division of Purchase and Property

NJSTART PROCUREMENT PROGRAM CHECKLIST

Solicitation {RFP} Number: 18DPP00227 **Solicitation {RFP} Title:** T0390 - Vehicle Washing and Cleaning Service

This checklist was created as a guide to assist Vendors {Bidders} in preparing a complete and responsive Quote {Proposal} as part of the NJSTART Procurement Program. It is only advisory in nature.

It is the Vendor's {Bidder's} responsibility to ensure that all requirements of the Bid Solicitation {RFP} have been met.

Forms with an NJSTART icon can be accessed through the Maintain General Information section of the Vendor Profile. Forms that have a PDF icon next to them can be accessed on the Division website or by clicking on the icon.

	FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.1 THAT MUST BE SUBMITTED WITH THE VENDOR {BIDDER} QUOTE {PROPOSAL}		
	Offer and Acceptance – **MUST BE PHYSICALLY OR ELECTRONICALLY SIGNED AND COMPLETED. SEE RFP SECTIONS 1.3.4 AND 4.4.1.1**		PDF
	Disclosure of Investment Activities in Iran - Full Version - **SEE SECTION 4.4.1.2.2**	NJSTART	PDF
	Disclosure of Investment Activities in Iran - ***Use with completed NJSTART Category ONLY*** **SEE SECTION 4.4.1.2.2**	NJSTART	
	Ownership Disclosure - Full Version – **SEE SECTION 4.4.1.2.1**	NJSTART	PDF
	Ownership Disclosure - ***Use with completed NJSTART Category ONLY*** - **SEE SECTION 4.4.1.2.1**	NJSTART	

	FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED BY SECTION 4.4.2 THAT SHOULD BE SUBMITTED WITH THE VENDOR {BIDDER} QUOTE {PROPOSAL} REQUIRED PRIOR TO BLANKET P.O {CONTRACT} AWARD		
	Disclosure of Investigations and Other Actions Involving Bidder - Full Version - **SEE SECTION 4.4.2.2**	NJSTART	PDF
	Disclosure of Investigations and Other Actions Involving Bidder - ***Use with completed NJSTART Category ONLY*** - **SEE SECTION 4.4.2.2**	NJSTART	
	Source Disclosure - **SEE SECTIONS 4.4.2.3 AND 7.1.2**	NJSTART	PDF

	ADDITIONAL VENDOR {BIDDER} FORMS		
	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions (Instructions included) - **SEE SECTION 7.1.1**	NJSTART	PDF
	Chapter 51/Executive Order 117 Q & A		PDF
	Affirmative Action Employee Information Report (Form AA302) - **SEE SECTION 7.1.3** *Corresponding Instructions & EEO Language		PDF
	Instructions and EEO Language for Form AA302		PDF

Vendors {Bidders} must ensure that all requirements of the Bid Solicitation {RFP} have been met as the Bid Solicitation {RFP} language supersedes this advisory checklist in the event of an error or omission.