

Construction Procurement Checklist

General Information

Project Name: _____ Date: _____
 Project Number: _____ Reviewer: _____
 Agency/Div Code: _____ Contract No.: _____
 Contract Amt.: _____ Low Bid Amt.: _____
 No. of Bids Received: _____ No. of Bids Rejected/Withdrawn: _____
 No. of Bids Over Estimate: _____ Under Estimate: _____
 Alternates: No. Proposed: _____ No. Selected: _____

Award to Low Bidder Yes No Alternate Effect Position Yes No
 Bid Changes Effect Position Yes No Informalities Yes No
 Contract Type: Unit Price Lump Sum Cost Plus

Agency Documentation

1. Division of Budget B-1184 approval, if applicable
2. Project justification
3. MWBE Compliance Checklist and associated documentation (Form 7557-120, Procedure 7557) (>\$100,000)
4. Invitation to Bid Package
 - a. Project Manual (7554-05)
 - b. Division 1 – General Requirements
 - c. Specifications (separate procurements if subject to Wicks)
 - d. Prevailing Wage Rates
 - e. Addenda, if applicable
5. Advertisements and solicitation
 - a. New York State Contract Reporter Advertisement (>\$50,000)
 - b. Newspaper advertisement – Albany Paper (>\$50,000, for projects funded with capital only)
 - c. Newspaper advertisement – Local paper of general circulation (>\$50,000)
 - d. Mailing List, No. of Bidders Contacted: _____
 - e. Publish Bid Results in the NYSCR
6. Recommendation of Award and Associated Documentation
 - a. Wicks Waiver, if applicable
 - b. Campus (or consultant) pre-bid cost estimate (7554-02), Est. Amount: _____
 - c. Price justification if low bid is not within 15% of estimate or next lowest bidder
 - d. Bid Tabulation, signed and dated (7554-04)
 - e. Memo of Explanation if less than 3 bids were received, if applicable
 - f. Original bids, including any rejected bids
 - g. Memo of Explanation for any rejected or withdrawn bids, if applicable

- h. Mandatory Site Visit Required - Yes No
 - i. Copies of sign in sheets
- i. Bid protests and campus response, if applicable
- j. Letter of Intent (7554-14)
- 7. Procurement Lobbying
 - a. State University of New York Procurement Lobbying Law Record of Contact (Form D, Procedure 7552)
 - b. Governmental Entity Representation Concerning Compliance with State Finance Law §§139-j and 139-k (Procedure 7552)
- 8. Campus Procurement Certification (Form XV, Procedure 7553) (\geq \$250,000)
- 9. Fully encumbered Single Transaction Summary and IDL
- 10. Contract
 - a. Two copies of original contract agreement
 - b. Contractor signature and notary acknowledgement
 - c. Authorized campus signature
- 11. Contract Clauses
 - a. Current Exhibit A and A-1
 - b. Hold Harmless Clause Page No.: _____
 - c. Retainage Clause Page No.: _____
 - d. Termination Clause Page No.: _____
 - e. Liquidated Damages Clause Page No.: ____
 - f. Contract Period Clause Page No.: _____
 - g. Scope of Work and Deliverables
 - h. All other necessary clauses

Contractor Documentation

- 1. Performance Bond and Labor and Material Bonds (>\$50,000)
 - a. In full/exact amount of contract
 - b. Dated the same/after the date of the agreement
 - c. Power of Attorney – Surety
 - d. Financial Statement – Surety
 - e. Surety signature and notary acknowledgement
 - f. Contractor signature and notary acknowledgement
 - g. Insurance Company has writing power #16 (Fidelity and Surety) in NYS
- 2. Procurement Lobbying: State Finance Law §§139-j and 139-k (>\$15,000)
 - a. Summary: Policy and Procedure of the State University of New York Relating to State Finance Law §§139-j and 139-k (Form A, Procedure 7552)
 - b. Vendor’s Affirmation of Understanding of and Agreement pursuant to State Finance Law §§139-j and 139-k (Form B, Procedure 7552)
 - c. Vendor’s Disclosure and Certification with respect to State Finance Law §§139-j and

