

## 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 No. of Bids Received: \_\_\_\_\_ No. of Bids Rejected/Withdrawn: \_\_\_\_\_  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

### **Contract Begin Dates**

Upon approval, the Campus requests the Office of the State Comptroller (OSC) update the contract begin date to be (pick ONE):

- |  |   |
|--|---|
| <input type="checkbox"/> 10 days after OSC approval, and the campus will issue a NTP on or after that date | <input type="checkbox"/> No change – the Campus will issue an administrative change to update the contract begin date (and will submit that change to OSC for approval) |
| <input type="checkbox"/> The date of OSC approval, and the campus will issue a NTP on or after that date   |   |

OSC will also update the contract end date in SFS if that date is impacted by the date of OSC approval.

#### Important Information:

OSC will change the contract begin date in the Statewide Financial System (SFS). DUE TO A SYSTEM LIMITATION THIS WILL NOT CHANGE THE DATE IN SUNY'S FINANCIAL MANAGEMENT SYSTEM (FMS). In order to update the contract begin date in FMS, contact your University Controllers Office representative.

Change Orders submitted to OSC with a contract begin date not consistent with the contract begin date in SFS will be rejected. It is recommended that Campuses verify the contract start date in SFS prior to processing a change order. If the contract begin dates in FMS and SFS are different, contact your campus UCO representative.

## 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)
    - i. Estimate Amount: \_\_\_\_\_
    - ii. Does the estimate amount include alternates –  Y /  N
  - 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.  Fully encumbered Single Transaction Summary and IDL
9. Contract
  - a.  Two copies of original contract agreement

- b.  Contractor signature and notary acknowledgement
- c.  Authorized campus signature

### 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 139-k (Form C, Procedure 7552)
3. Omnibus Procurement Act Forms
  - a.  Omnibus Procurement Act (Form I, Procedure 7553) (>\$1,000,000)
  - b.  Omnibus Procurement Act (Form II, Procedure 7553) Out of state firms (>\$1,000,000)
  - c.  Public Officers Law Form - Ownership of Controlling Interest (Form XIII, Procedure 7553) (applicable to all contracts)
4. Insurance (applicable to all contracts)
  - a.  Certificate of Insurance (7554-12)
  - b.  Certificate of Workers Compensation Insurance (as provided by insurance carrier or licensed NYS insurance agent; Form DB120.1 )
  - c.  Certificate of Disability Benefits Insurance(as provided by insurance carrier or licensed NYS insurance agent; Form C-105.2 or U-26.3)
5. Opportunities Programs (MWBE and SDVOB) (>\$100,000)
  - a.  Contractors EEO Policy Statement (or Form 7557-104, Procedure 7557)
  - b.  M/WBE Utilization Plan (Form 7557-107, Procedure 7557)
  - c.  SDVOB Utilization Plan (Form 7564-107, Procedure 7564)
  - d.  EEO Staffing Plan (Form 7557-108, Procedure 7557)
6. Vendor Responsibility
  - a.  New York State Vendor Responsibility Questionnaire - For Profit Business Entity; includes agency responsibility determination (form required for ≥\$100,000)
  - b.  Subcontractor Vendor Responsibility Questionnaire (required for subcontracts ≥\$100,000)

- 7.  Bidder's Certifications (Form 7554-20, Procedure 7554)
  - a. NY Human Rights Law Executive Order 177 Certification
  - b. NYS Finance Law 139-1 Certification
  - c. Non-collusive Bidding Certification

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