

BID PROPOSAL SUBMISSIONS CHECKLIST

Complete and sign this checklist to verify that all required submissions are attached to the Bid.

**An incomplete bid package that is missing the required forms
will be declared informal and will not be considered for award.**

No required apprenticeship material will be accepted after Bids have been opened.

Included	Item	Notes
_____	Bid Proposal	
_____	Addenda issued for the Bid	Sign and date each addendum issued for this Bid
_____	Bid Bond	See page P-7 (not requirement for bids less than \$100,000)
_____	Bidder's Apprenticeship Agreement(s)	Required if Bid is greater than \$250,000
_____	Bid plus add alternates does not exceed \$250,000	See Special Instructions for Bidders – SIB-9 and SLR-17 for details
_____	OR	
_____	Bid plus add alternates exceeds \$250,000	
_____	_____ AT-10 form(s) of Bidder attached	New York State Department of Labor Form AT-10 for program sponsor
_____	_____ AP3 form(s) of Bidder attached, if needed	City of Rochester Form AP3 if bidder is not the program sponsor
_____	_____ AP1 form	
_____	OR	
_____	_____ Subcontractor AT-10 and AP3, if needed, for subcontractors proposed for each subcontract that exceeds \$100,000	New York State Department of Labor Form AT-10 for program sponsor and City of Rochester Form AP3 if subcontractors are not the program sponsor
_____	OR	
_____	_____ Write "NONE" in subcontractor data area if no subcontract greater than \$100,000 is proposed; and Submit Form with bid	Subcontractor AT-10 and AP3 forms are only required with this proposal if the Bid plus add alternates exceeds \$250,000
_____	M/WBE Form P	Submit M/WBE PARTICIPATION PLAN, pages 1 and 2 (see pages P-13 and P-14)
_____	Incentive Program Payment	The bidder expects to apply for the Incentive Program Payments upon completion of the project (check if Yes)

I am an authorized representative for the bidder named below. The bidder understands that its Bid may be deemed informal and not considered for contract award by the City if the information required above is not submitted with the Bid.

Signature: _____ Corporate Seal: _____

Signed By (print) _____

Title: _____ Date: _____

