

Checklist for Required Bid Documents

The purpose of this checklist is to inform Contractors what documents should be included with the Bid Submission and to perform Work on campus; this is for informational purposes only, solely for the benefit of respondents, and is not required to be submitted.

Items to be Submitted with Solicitation Response:

- Bid Summary (Three Pages)
- Bid Bond(Two Pages)
- City of Morgantown Contractor’s License (if working within city limits).....(One Pages)
- Contractor Safety Evaluation Pre-Qualification Questionnaire (Three Pages)
 Required for all On-Site Subcontractors..... (Three Pages)
- State of West Virginia Drug Free Workplace Conformance Affidavit..... (One Page)
- State of West Virginia Contractor’s License..... (One Page)
- State of West Virginia Purchasing Affidavit..... (One Page)

Items to be Submitted After Notice of Intent to Award:

- Certificate of Liability Insurance (One Page)
- Certificate of Property Insurance (One Page)
- Contractual Documents (Varies)
- Disclosure of Interested Parties to Contracts.....(Two Pages)
- Labor and Material Payment Bond (Three Pages)
- Maintenance Bond (when applicable)..... (Three Pages)
- Performance Bond..... (Three Pages)
- State of West Virginia Certified Drug-Free Workplace Report Coversheet (Varies)*
- State of West Virginia Supplemental Conditions (Varies)
- Subcontractor List.....(Two Pages)

** This coversheet simply goes on your organization’s drug free policy that’s to be submitted before work may begin.*