

Documentation Order Guide for Construction Contracts, Contract Amendments / Change Orders

(Transmitted via OSC's Electronic Document Submission System)

New Construction Contract

1) Transaction Identifying Documents

- Cover Letter which includes agency contact preferences, FOIL concerns, and any unique or unforeseen circumstances.
- SUNY Construction Procurement Checklist (Form 7554-00)
- OSC Non-Approval Notice, if resubmission

2) Contract

- Construction Contract Agreement or Purchase Order Document (including performance bond and labor and material bond, and all current appendixes, exhibits and attachments)

3) Procurement Documents

- Project Manual (Invitation to Bid Package)
- New York State Contract Reporter Advertisement
- Newspaper advertisements
- Bid Tabulation, signed and dated
- All correspondence between agency and vendor pertaining to rejected or withdrawn bids
- When two or fewer responses are received:
 - Agency justification of award with limited competition
 - Canvass of those who did not bid and their responses, if applicable
- Original bids, including any withdrawn or rejected bids
- For Emergencies only
 - Signed Declaration of Emergency
 - Three quotes for Emergency
- Mandatory pre-bid conference and / or site visit sign-in sheet, transcript and items presented or distributed, if applicable
- If a Rebid, submit original Bid Tab and explanation why contract was rebid
- Subcontractor list for Campus funded projects under Wicks Law threshold, if applicable
- Wicks Law Waiver for Campus Let contracts, if applicable
- Project Labor Agreement and Due Diligence Study, if applicable
- Any debriefing or protest/appeal correspondence/documentation relative to the procurement (Note: all protests, and appeals where provided for, must be resolved prior to submission to OSC)
- Municipal Resolution/Authority Board Resolution authorizing the Municipality or Authority to enter into contract, if applicable
- Pre-Bid Cost Estimate
 - Price justification if awarded bid is not within 15% of estimate
 - Revised estimate if awarded bid is higher than the pre bid estimate by more than 15%
- Procurement Lobbying Act documentation as required by law
- Sexual Harassment Prevention documentation as required by law

4) Vendor Responsibility and Integrity

- Vendor Responsibility Profile
 - Vendor Responsibility Questionnaire (or CUNY Construction Fund Vendor Disclosure Form dated 10/2014 or later version as mutually agreed to by the parties) certified within six months of the contracting entity's defined due date for the Questionnaire (or CUNY Construction Fund Vendor Disclosure Form)
 - Proof of Workers Compensation and Disability Insurance coverage
 - Vendor Responsibility documentation on all known subcontractors
 - Proof of EO 192 compliance as applicable, including any required vendor integrity certification forms
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Construction Contract Amendment/Change Order

1) Transaction Identifying Documents

- Cover Letter with agency contact preferences, FOIL concerns, and any unique or unforeseen circumstances
- OSC Non-Approval Notice, if resubmission

2) Construction Change Order/Contract Amendment

- Change Order/Contract Amendment, including a description of all increases and decreases and/or request for time extension

3) Supporting Documents

- Justification of need, including reasonableness of transaction
- Justification of price for all increases and decreases
- Justification of time extension, including estimate of percentage of project completion

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- Vendor Responsibility documentation on all known subcontractors
- Proof of EO 192 compliance as applicable, including any required vendor integrity certification forms

For questions related to document requirements, please call OSC at 518-474-6494