

Required Documentation to Complete Contracting Process

When Emailing Documentation, please attach each item as a separate document

1. Technical Proposal from A/E
 - a. Including items on Departments list of minimum required information
2. Certificate of Liability Insurance (A/E requests from Insurance Carrier)
 - a. On ACORD 25 under the Section “Description of Operations/Locations/Vehicles, Exclusions added by Endorsement/Special Provisions” – **include name of project; RFQ number, if there is one; and project location.**
 - b. Also, in the “Other” category – include information about the builder’s risk/installation floater and its “policy number, effective date, expiration date and limits” (which must not be less than the full amount of the contractor’s contract”.
 - c. Address of Certificate Holder should be: Bowling Green State University, Office of Design and Construction, 1010 Administration Building, Bowling Green, Ohio 43403.
3. Copy of State of Ohio Architectural or Engineering “**Certificate of Authorization**” with certificate number. Companies doing business prior to 1982 are exempt from this requirement, unless they have already applied for this certificate. **Certificates are to be renewed annually on June 30 and copies of the same submitted to BGSU Project Manager.** *Additional Architect’s information can be obtained at: <http://arc.ohio.gov/RegistrationRequirements.aspx>. Additional Engineer’s information can be obtained at: <http://peps.ohio.gov/>*
4. Copy of current State of Ohio Bureau of Workers’ Compensation certificate.
5. *Current documents can be found on the Ohio Facilities Construction Commission’s website under Forms/Procurement at <http://ofcc.ohio.gov/>. BGSU’s EDGE participation goal is 5% of the total compensation (includes basic fees, additional fees and reimbursable expense).*
 - a. If the 5% EDGE participation goal can be met, the following items are required to be submitted:
 - An EDGE Affidavit form (Form M140-00 45 39) needs to be completed for each EDGE firm.
 - b. If none of the 5% EDGE participation goal cannot be met, the following items are required to be submitted:
 - The EDGE Participation/Demonstration of Good Faith (Form F110-13) needs to be completed.
 - A request for a waiver needs to be completed. This needs to be written on company letterhead and must include the following:
 1. Project name, number, contract amount and the EDGE participation dollar amount and percentage of contract sum.
 2. Detailed explanation of the scope of work that was to be performed by EDGE contractor and/or why the lead firm/prime has determined the proposed EDGE participation goal cannot be met.
 3. Once company realized they had an issue with the EDGE component what else was done to meet the requirement.

4. Has company considered scope within other areas of the project/contract to meet the goal.
- c. If part of the 5% EDGE participation goal is being met, the following items are required to be submitted:
 - The EDGE Participation/Intent to Perform (Form F110-12) needs to be completed for the portion of EDGE participation being met.
 - A request for a waiver needs to be completed for the portion of the EDGE participation not being met. This needs to be written on company letterhead and must include the following:
 1. Project name, number, contract amount and the EDGE participation dollar amount and percentage of contract sum.
 2. Detailed explanation of the scope of work that was to be performed by EDGE contractor and/or why the lead firm/prime has determined the proposed EDGE participation goal cannot be met.
 3. Once company realized they had an issue with the EDGE component what else was done to meet the requirement.
 4. Has company considered scope within other areas of the project/contract to meet the goal.
6. Secretary of State of Ohio – Letter of Good Standing. Needs to have an “Active” status. A search can be completed at <https://www.sos.state.oh.us/businesses/>
7. Complete, sign, and return the Vendor Data Form (only if you are a new vendor to BGSU). The form can be found at <http://www.bgsu.edu/content/dam/BGSU/purchasing/documents/vendor-data-forms/Domestic-Vendor-Form.pdf>

Documentation may be sent to Emily Nungester, Project Coordinator
by email (enunges@bgsu.edu)