

THE FOLLOWING DOCUMENTS ARE NEEDED BEFORE ISSUING A CONSTRUCTION CONTRACT. IN AN EFFORT TO EXPEDITE THE CONTRACTING AWARD PROCESS, WE ASK THAT THESE DOCUMENTS BE SUBMITTED IN **DUPLICATE** WITH THE BID.

MARK "ORIGINAL" ON ONE AND "COPY" ON THE OTHER

1. Bid Form with signature-company name should be included on the first page same as incorporation name
A. EDGE Commitment-mark either A, B or C. If you choose B, fill in the percentage (required at bid opening.)
2. Bid Security Form – Document 004313 – use form from bid book, bond should include State of Ohio Department of Insurance Certificate of Authority and Power of Attorney (required at bid opening)
3. Drug Free Safety Program Certificate – (requested at bid opening) (All prime contractors and subcontractors must be enrolled in a BWC approved DFSP program.)
4. Bidder's Qualifications – (requested at bid opening)
5. EEO Certificate with current date (requested at bid opening)
6. Workers Compensation Certificate with current date. (requested at bid opening)
7. Ohio Secretary of State Certificate of Good Standing. (requested at bid opening)
Corporate names need to match the listing on this certificate.
8. EDGE Affidavit – Document 004539 (requested at bid opening)

An Accord Certificate of Liability Insurance with Bowling Green State University named as an additional insured as well as the project name will be required before the contract award.

Useful web addresses:

Office of Design and Construction: www.bgsu.edu/design-and-construction.html

Purchasing Department: www.bgsu.edu/purchasing.html

Ohio Facilities Construction Commission: <http://ofcc.ohio.gov/>

EDGE: <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>

Secretary of State of Ohio:

http://www2.sos.state.oh.us/portal/page?_pageid=35,58664,35_58678&_dad=portal&_schema=PORTAL

Construction Bid Documents-Submittals 2.16