

School Building Authority of West Virginia
BID CHECKLIST & CERTIFICATION FORM
SBA FORM 401

INSTRUCTIONS:

The Proposer shall complete this form in its entirety verifying that the above listed documentation has been provided and enclosed in the proper envelope. The Proposer will certify the below statement is true and place this form, along with Envelope #1 and Envelope #2 in Envelope #3. This completed form shall be submitted with the proposal in accordance with Section 4.3.1 of the SBA Supplemental Instructions to Bidders. Failure to **fully** complete or submit this form shall result in rejection of the proposal.

CHECKLIST:

	Contractor Initial	<i>Owner or A/E Initial</i>
Envelope #1		
Valid Bid Bond	_____	_____
Valid West Virginia Contractor License	_____	_____
State of West Virginia Purchasing Affidavit	_____	_____
Drug Free Work Place Affidavit	_____	_____
Certification Receipt of Addendum (SBA 402)	_____	_____
List of Proposed Major Subcontractors (SBA 403-A)	_____	_____
Envelope #2		
Bid Form	_____	_____

BID CERTIFICATION:

I hereby certify that the bid requirement found in Article 22, Section 5-22-1 of the West Virginia State Code have or will be met should I be awarded the construction contract for the project referenced below. I further certify that all requirements found in the School Building Authority, Supplemental General Conditions applicable to this project and bound within the bidding documents for this project will be complied with prior to the execution of the construction contract. I understand that if the SBA requirements exceed those of West Virginia Code, the more stringent requirements will apply to this project.

Project Name: _____ Date: _____

Name of Contractor's Company: _____

Signature of Responsible Contractor: _____

Notary's Signature: _____

Notary Seal