

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources
Office of Low Income Energy Conservation

State Monitor's Checklist for Sole Bidder

Agency _____

Contractor _____

Package/Bid Package # _____

Date Reviewed _____

Grant: _____

State Monitor must review and ensure that all of the following documents are in the Sole Bidder Review package prior to submission to OLIEC:

		Present in Package?
1)	Affirmative Action Affidavit	
2)	Bid Opening Attendees List	
3)	Bid Package	
4)	Bid Package Review Checklist	
5)	Contractor Bids/Quotes	
6)	Contractor Registration Application	
7)	Copies of Insurance Certificates	
8)	Justification for Selection of Contractor	
9)	List of Contractors who picked up and/or were mailed packages	
10)	List of labor and material costs per unit	
11)	Newspaper ad and proof of publication	
12)	Non-Collusion Affidavit of Prime Bidder	
13)	Summary of minutes of bid opening	

Once State Monitor has verified that all required documents are present in the above checklist, State Monitor will submit the Sole Bidder Request Package to DCA for approval.

Monitor's Signature: _____ **Date:** _____