

**Empire State Development
Invitation to Bid
Administrative Submission Checklist**

I _____, a principal of the firm _____
certify that the following information has been submitted as part of the response to this
Invitation to Bid (“ITB”).

- Submitted all required information with respect to the ITB, including, but not limited to, information specifically outlined in ITB Requirements
- Submitted electronic copies of the Bid Form via email (ITB Requirements)
- Completed and submitted State Finance Law Sections 139-j and 139-k forms (Section IX)
- Completed and submitted ST-220-CA Form or affidavit (Section IX)
- Copy of Vendor Responsibility Questionnaire (“VendRep”) receipt (Section IX)
- Completed and submitted Equal Employment Opportunity Policy Statement and SDVOB participation (Form OCSD-1 and Schedule B-1, Section IX)
- Completed and submitted Iran Divestment Act Statement (Section IX)
- Completed and submitted Use of NYS Business Form (Section IX)
- Certify you are in compliance with EO-177 and EO-16 (Section IX)
- Provide proof of Insurance in compliance with Requirements (Section IX)
- Include bidder’s W-9 Form (Section IX)

Note: Incomplete responses may not be considered by Empire State Development

Signed: _____

Date: _____

Name: _____

E-mail: _____