

General Contracting (Single Prime) Compliance Requirements for Contract Execution	
Items Required Before Issuing NOIA & Contract	Forms / Websites
Bond (with embossed stamp)	Sent from Contractor after low bid accepted
Certificate of Compliance issued by Ohio Dept. of Insurance (Usually part of the Bond document package). Second link shows if Surety Company is registered with the State.	https://legacy.insurance.ohio.gov/Classic/Company/scripts/CertCmplReq1.htm https://gateway.insurance.ohio.gov/UI/ODI.Risk.Public.UI/Company/Search
W-9 Tax ID Number Certificate	Part of Bid Express Packet
EDGE Affidavit	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/EDGE_Affidavit.pdf

~ Issue Notice of Intent to Award & Contract

Items Required Within 10 Days After NOIA Issued	Forms / Websites
Certificate of Liability Insurance	N/A
Certificate of Builders' Risk Insurance (Except Limited Scope)	N/A
Ohio Workers' Compensation Certificate	https://www.bwc.ohio.gov/
Certificate of Compliance w/ Affirmative Action Programs issued by Equal Opportunity Coordinator. Use link if not registered.	http://das.ohio.gov/Divisions/EqualOpportunity/BusinessCertification/CertificateofCompliance.aspx
Certified copy of current licenses for all plumbing, electric, hydronics, refrigeration, and HVAC contractors issued by the Ohio Department of Commerce, Division of Industrial Compliance	N/A
Certificate of Good Standing issued by Ohio Secretary of State (Foreign Companies Only)	https://cogs.sos.state.oh.us/S(ol2a4soqgvz2wae0kunklvf)/index.aspx
Executed Agreement describing divisions of work and percentages (Joint Ventures ONLY)	N/A
Power of Atty. Designating State of Ohio as Bidders Agent for accepting service of summons (Non-Resident of State Individuals Onlys)	N/A
Registered in Good Standing with Drug Free Safety Program approved by OBWC	https://www.bwc.ohio.gov/employer/services/StateContract/nlbwc/StateContract1.aspx
EDGE Vendor Verification	http://eodreporting.oit.ohio.gov/searchEDGE.aspx
Unresolved Findings for Recovery Certification	https://ohioauditor.gov/findings.html

- ~ Issue Notice to Proceed
- ~ Issue Notice of Commencement
- ~ Issue Tax Exemption Certificate
- ~ Escrow Agreement as Applicable

Compliance Requirements after Contract Execution (10 days after NTP)	
Items Required Within 10 Days After NTP Issued	Forms / Websites
Schedule of Values	N/A
Preliminary Schedule of Shop Drawings and Submittals	N/A
Subcontractor Declaration	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Subcon_and_Material-Supplier-Declaration.pdf
Material Supplier Declaration	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Subcon_and_Material-Supplier-Declaration.pdf
Resumes for Project Manager and Superintendent	N/A
Authorization Agreement for Automatic Deposit	http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx
Prevailing Wage Pay Information	http://198.234.41.198/w3/webwh.nsf/pages/PrevailingWageBid
Payroll Schedule	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Payroll_Schedule.pdf
Prevailing Wage Notification to Employee	http://wagehour.com.state.oh.us/w3/webwh.nsf/Files/PWNoteToEmployee.pdf/\$File/PWNoteToEmployee.pdf

Compliance Requirements for Application for Payment	
Due with each pay request	Forms / Websites
Completed Pay Application (due with all pay requests)	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Pay_Estimate_08-18.xlsm
EDGE Subcontractor or Material Supplier must be identified on the Schedule of Values and/or Schedule of Bid Items	N/A
Certified Payrolls	N/A
Updated Subcontractor and Material Supplier Declarations if applicable	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Subcon_and_Material-Supplier-Declaration.pdf
Due with each pay request beginning with Pay Request #2	
Waiver of Liens from all Subcontractor and Material Suppliers	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Waiver_of_Lien_Rights-6.pdf
Affidavit of Contractor Payment for all EDGE certified Subcontractors and Material Suppliers	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Affidavit_of_Contractor_Payment-2.pdf

Certified Payroll Resources	
Certified Payroll Form	http://wagehour.com.state.oh.us/w3/webwh.nsf/Files/CertifiedPayrollForm.pdf/\$FILE/CertifiedPayrollForm.pdf
Instructions for Preparing Certified Payroll Reports	http://198.234.41.198/w3/webwh.nsf/allbykey/20F5D1DB471F2DAF852566210042F7C3

Compliance Requirements for Final Payment	
Payment Release Affidavit	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Payment_Release_Affidavit-3.pdf
Final Affidavit of Compliance Prevailing Wages	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/PW_Final_Affidavit-4.pdf
Affidavit of Contractor Final Payment (EDGE)	http://engineering.ohiodnr.gov/portals/engineering/pdfs/Affidavits_Contractor_Forms/Affidavit_of_Contractor_Final-Payment-5.pdf