

**All bid documents shall be emailed to [FMDCBids@oa.mo.gov](mailto:FMDCBids@oa.mo.gov)**

## SECTION 004113 - BID FORM

### 1.0 BID

A. From: \_\_\_\_\_  
(Bidder's Company Name)

☐ Sole Proprietorship/General Partnership ☐ LLC ☐ Limited Partnership ☐ Corporation ☐ Joint Venture

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: : \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Missouri Business Charter Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact email: \_\_\_\_\_

herein after called the "**Bidder**".

B. To: Director, Division of Facilities Management, Design and Construction  
Room 730, Harry S Truman State Office Building  
301 West High Street  
Jefferson City, Missouri 65101

herein after called the "**Owner**."

C. For: Construction Services  
Telecom & Data Wiring  
Western Region

D. Project Number: IDIQMCA-5005  
hereinafter called the "**Work**."

E. Documents: The undersigned, having examined and being familiar with the local conditions affecting the work and with the complete set of contract documents, including the Invitation For Bid, Instructions To Bidders, Statement of Bidders Qualifications, General Conditions, Supplement to General Conditions, and the technical specifications, including: addenda number \_\_\_\_\_ through \_\_\_\_\_ hereby proposes to perform the Work for the following:

F. Bid Amount: The bidder must state a firm, fixed percent of net cost the bidder shall charge in addition to the bidder's net cost for providing materials and supplies in accordance with the requirements stated herein .

\_\_\_\_\_ percent of net cost of materials and supplies.

The bidder must state a firm, fixed percent of net cost the bidder shall charge in addition to the bidder's net cost for providing equipment and tools in accordance with the requirements stated herein.

\_\_\_\_\_ percent of net cost of equipment and tools.

The bidder must state a firm, fixed percent of net cost the bidder shall charge in addition to the bidder's net cost for providing subcontractor material, supplies, equipment, and tool costs only for those labor rates that are not included in the SECTION 004322 – UNIT PRICES. This rate will be used in lieu of the rates listed in Article 4.1 of the General Conditions (Section 007213)

\_\_\_\_\_percent of net cost for subcontractors.

The bidder must indicate below the maximum percentage of price increase or decrease applicable to labor rates for the extension period. This increase or decrease shall be applied to the labor rates in effect for the original year.

Extension period: \_\_\_\_\_% maximum increase  
OR  
\_\_\_\_\_ % maximum decrease

## **2.0 CONTRACT COMPLETION TIME**

- A. The Bidder agrees the contract shall be in effect for a period of one year from issuance date of the Notice to Proceed. A one-year option period will be available for exercise at the Owner's sole discretion.

## **3.0 ATTACHMENTS TO BID**

- |        |  |
|--------|--|
| 004322 | Unit Prices --- <i>Please utilize the fillable Excel worksheet posted to the solicitation on our website. Requested cells are colored orange; no other cells are editable.</i> |
| 004338 | MBE/WBE/SDVE Joint Venture Form  |
| 004340 | SDVE Business Form   |
| 004541 | Affidavit of Work Authorization  |
| 004545 | Anti-Discrimination Against Israel Act Certification form  |

## **4.0 BIDDER'S CERTIFICATIONS**

By signing and submitting this bid form, the Bidder certifies as follows:

### **A. No Undisclosed Interests or Associations, Collusion, or Solicitation of Other Bidders**

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.
2. The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal.
3. The Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a bid.
4. The Bidder has not sought by collusion or otherwise to obtain any advantage over any other bidder or over the Owner.

### **B. Accuracy of Contract Documents**

The Bidder has based this bid upon an official/complete set of contract documents, either obtained from the Owner or from a secondary source known to the Bidder to have provided a complete and accurate set of contract documents. If the Bidder received the contract documents from such a secondary source, any errors or omissions in the contract documents shall be interpreted and construed in favor of the Owner and against the Bidder. This bid is based upon the conditions within Article 1.2 of the General Conditions.

**C. Non-Discrimination**

The Bidder will not discriminate against any employee or applicant for employment because of race, creed, color or national origin in the performance of the Work.

**D. Prevailing Wage**

**MISSOURI PREVAILING WAGE LAW (Sections 290.210 to 290.340, RSMo):** The Contractor shall pay not less than the specified hourly rate of wages, as set out in the wage order attached to and made part of the specifications for work under this contract, to all workers performing work under the contract, in accordance with sections 290.210 to 290.340, RSMo. The Contractor shall forfeit a penalty to the Owner of one hundred dollars per day (or portion of a day) for each worker that is paid less than the specified rates for any work done under the contract by the Contractor or by any subcontractor, in accordance with section 290.250, RSMo.

**E. Transient Employers**

The Bidder will comply with the provisions of Sections 285.230-234, RSMo, regarding transient employers.

**F. Federal Work Authorization Program**

The Bidder has enrolled and is participating in, and will continue to participate in, a federal work authorization program in accordance with Sections 285.525 and 285.530, RSMo for the duration of any contract awarded because of this bid.

**G. Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA)**

1. If awarded contract for this project, the Bidder/Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal, state and local laws. This includes, but is not limited to, the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
2. If found to be in violation of this requirement or any applicable laws, and if the State of Missouri has reasonable cause to believe that the Contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state.
3. The Contractor agrees to cooperate fully with any audit or investigation from federal, state or local law enforcement agencies.

**H. Anti-Discrimination Against Israel Act**

1. If the awarded Contractor meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the Contractor shall not engage in a boycott of goods or services from the State of Israel; from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or from persons or entities doing business in the State of Israel as defined in section 34.600, RSMo.
2. If, at any time during the life of the contract, Contractor meets the definition of a company as defined in section 34.600, RSMo, and the company's employees increases to ten or more OR the contractor's business status changes to become a company as defined in section 34.600, RSMo, and the company has ten or more employees, then the Contractor shall submit to the Division of Facilities Management, Design and Construction a completed Box C of the exhibit titled "Anti-Discrimination Against Israel Act Certification, and shall comply with the requirements of Box C.

## 5.0 SIGNATURES

### **FOR SOLE PROPRIETORSHIPS/GENERAL PARTNERSHIPS ONLY**

\_\_\_\_\_  
Sole Proprietor's Name (printed)

Name each general partner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_

I, \_\_\_\_\_, being the sole proprietor/general partner of (name of business) \_\_\_\_\_  
(and if the name of said business is other than my legal name, having filed a  
Registration of Fictitious Name with the Missouri Secretary of State in order to allow me to use such name in  
connection with my business, as provided by Section 417.200, RSMo, et seq.), do hereby submit this bid and agree to be  
bound unto the State of Missouri as herein provided (if a general partnership, all partners must sign below).

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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### **FOR LIMITED LIABILITY COMPANIES ONLY**

\_\_\_\_\_  
Manager's (or Managing Member's) Name (printed)

today's date

State(s) of organization: \_\_\_\_\_

I, \_\_\_\_\_, being the Manager (or Managing Member) of (full legal name of limited  
liability company from Articles of Organization) \_\_\_\_\_, and being duly  
authorized to act as herein provided on behalf of said limited liability company, do hereby submit this bid on behalf of  
said limited liability company and agree that said limited liability company shall be bound unto the State of Missouri as  
herein provided.

Signature: \_\_\_\_\_

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### **FOR LIMITED PARTNERSHIPS/LIMITED LIABILITY PARTNERSHIPS/LIMITED LIABILITY LIMITED PARTNERSHIPS ONLY**

\_\_\_\_\_  
General/Managing Partner's Name (printed)

today's date:

State(s) of organization: \_\_\_\_\_

I, \_\_\_\_\_, being the General Partner/Managing Partner of (full legal name of limited  
partnership/limited liability partnership/limited liability limited partnership from partnership agreement or Certificate of  
Limited Partnership) \_\_\_\_\_, and being duly authorized to act as herein provided on  
behalf of said limited partnership/limited liability partnership/limited liability limited partnership, do hereby submit this  
bid on behalf of said limited partnership/limited liability partnership/limited liability limited partnership and agree that  
said limited partnership/limited liability partnership/limited liability limited partnership shall be bound unto the State of  
Missouri as herein provided.

Signature: \_\_\_\_\_

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**FOR CORPORATIONS ONLY**

\_\_\_\_\_  
President's Name (printed)

\_\_\_\_\_  
Secretary's Name (printed)

\_\_\_\_\_  
Today's date

State(s) of incorporation: \_\_\_\_\_

I, \_\_\_\_\_, being the (officer or title) \_\_\_\_\_ of (full legal name of corporation, from Articles of Incorporation) \_\_\_\_\_, and being duly authorized by the Board of Directors of said corporation to act as herein provided on behalf of said corporation, do hereby submit this bid on behalf of said corporation and agree that said corporation shall be bound unto the State of Missouri as herein provided.

Signature: \_\_\_\_\_  
President

Attested by: \_\_\_\_\_  
Corporate Secretary

The President should sign as the bidder. If the signator is other than the corporate president, the bidder must provide satisfactory evidence that the signator has the legal authority to bind the corporation.

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**FOR ASSOCIATIONS/JOINT VENTURES**

If multiple business entities/individuals are bidding collectively as an association or joint venture, each business entity/individual bidding as part of the association or joint venture shall sign this bid in the above sections relevant to the form that such business entity or individual does business, and the bidder shall duplicate the necessary number of signature pages so that all members of the association or joint venture shall sign this bid. If a name is adopted for use by the association or joint venture, the association or joint venture shall file a Registration of Fictitious Name with the Missouri Secretary of State in order to use such name in connection with the association or joint venture, as provided by Section 417.200, RSMo, *et seq.*

## SECTION 004338 - MBE/WBE/SDVE ELIGIBILITY DETERMINATION FORM FOR JOINT VENTURES

Project Name:

Project No.:

*If bidder is a joint venture, this form shall be completed and submitted with the bid submittal to the Missouri State Division of Facilities Management, Design and Construction.*

1. Joint Venture Firm:

(Name)

(Address)

(City, State, Zip Code)

(Phone Number)

(Fax Number)

2. In order to be counted toward project MBE/WBE/SDVE goals, the MBE/WBE/SDVE partner(s) must be currently certified by a State of Missouri public entity or have proof of SDVE eligibility. Identify the firms which comprise the joint venture and include a copy of the certification of each MBE/WBE/SDVE firm included in the joint venture.

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- (a) Describe the role of each MBE, WBE, or SDVE firm in the joint venture:

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- (b) Briefly describe the experience and business qualifications of each non-MBE/WBE/SDVE co-venturer:

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3. What is the claimed percentage of MBE/WBE/SDVE ownership in the joint venture?

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4. Ownership of joint venture. **Attach a copy of the joint venture agreement.** (The following need not be filled in if described in the joint venture agreement)

- (a) Description of profit and loss sharing:

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(b) Description of capital contributions, including equipment:

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(c) Description of other applicable ownership interests:

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6. Control of, and participation in, this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making including, but not limited to, those with prime responsibility for:

☐ Financial Decisions      ☐ Management Decisions      ☐ Estimating      ☐ Marketing      ☐ Sales  
☐ Hiring (of management)      ☐ Firing (of management)      ☐ Purchase of major items or supplies

Name	Race	Sex	Firm & Title	Responsibility	Management Decisions

**NOTE:** If after filing this information and before the completion of the joint venture's work on the contract covered by this regulation, there is any significant change in the information submitted, the joint venture must inform the Commissioner, either directly or if the joint venture is a subcontractor through the prime contractor.

#### AFFIDAVIT

"The undersigned swear that the foregoing statements are correct and include all material and information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide the Commissioner, Office of Administration, current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture arrangements and to permit the audit and examination of the books, records, and files of the joint venture, or those of each joint venturer relevant to the joint venture, by authorized representatives of the Commissioner of the Office of Administration. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Date: \_\_\_\_\_  
State of: \_\_\_\_\_  
County of: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared  
(name) \_\_\_\_\_ to me personally known, who, being duly sworn, did execute the foregoing  
affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_  
to execute the affidavit and did so as his or her own free act and deed.

Notary Public: \_\_\_\_\_ (seal)

My commission expires: \_\_\_\_\_

Date: \_\_\_\_\_  
State of: \_\_\_\_\_  
County of: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared  
(name) \_\_\_\_\_ to me personally known, who, being duly sworn, did execute the foregoing  
affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_  
to execute the affidavit and did so as his or her own free act and deed.

Notary Public: \_\_\_\_\_ (seal)

My commission expires: \_\_\_\_\_

## MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE FORM

Pursuant to section 34.074, RSMo, a service-disabled veteran business doing business as Missouri firm, corporation, or individual, or that maintains a Missouri office or place of business, shall receive a three-point bonus preference in the contract award process. The bonus preference will be calculated and applied by reducing the bid amount(s) of the eligible service-disabled veteran business by three percent of the apparent low responsive bidder's bid. This reduction is for evaluation purposes only, and will have no impact on the actual amount(s) of the bid or the amount(s) of any contract awarded. In order to be eligible for the service-disabled veteran business preference, the bidder must complete and submit this form with its bid.

Definitions (as provided by Section 34.074, RSMo):

Service-Disabled Veteran: any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business: a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

In order to receive the preference described above, the bidder must either be registered with the Office of Administration, Division of Purchasing or the Department of Veterans Affairs (VA) or provide a copy of the bidder's discharge papers (DD Form 214, Certificate of Release from Active Duty). For ease of evaluation, it is preferred that proof of registration with Division of Purchasing or the VA be provided with this form. Discharge papers are not required if registered with Division of Purchasing or the VA.

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business, as defined in Section 34.074, RSMo, and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

\_\_\_\_\_  
Service-Disabled Veteran's Name

(Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Name

\_\_\_\_\_  
Service-Disabled Veteran's Signature

\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran Business

**SECTION 004541 - AFFIDAVIT OF WORK AUTHORIZATION**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared \_\_\_\_\_ (Contractor representative), personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, deposed as follows:

My name is \_\_\_\_\_ (Contractor representative), and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities:

I am the \_\_\_\_\_ of \_\_\_\_\_, and I am duly  
title business name  
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

I hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, and the aforementioned business entity shall participate in said program with respect to all employees working in connection with the contracted services related to \_\_\_\_\_ with the Office of Administration, Division of Facilities Management, Design and Construction (FMDC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

In addition, I hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection to work under the within state contract agreement with FMDC, an alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Section 285.525 through 285.559, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

\_\_\_\_\_  
Affiant Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

**SECTION 004545**  
**ANTI-DISCRIMINATION AGAINST ISRAEL ACT CERTIFICATION**

**Statutory Requirement:** Section 34.600, RSMo, precludes entering into a contract with a company to acquire products and/or services “unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.”

**Exceptions:** The statute provides two exceptions for this certification: 1) “contracts with a total potential value of less than one hundred thousand dollars” or 2) “contractors with fewer than ten employees.” Therefore the following certification is required prior to any contract award.

Section 34.600, RSMo, defines the following terms:

**Company** - any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

**Boycott Israel and Boycott of the State of Israel** - engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company’s statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion.

**Certification:** The vendor must therefore certify their current status by completing either Box A, Box B, or Box C on the next page of this Exhibit. (As used herein, “vendor” refers to any contractor or consultant entering into a contract with the Division of Facilities Management, Design and Construction. “Contract” is used generically to include both a contract for construction or agreement for design services.)

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| <p><b>BOX A:</b> To be completed by any vendor that <u>does not meet the definition of “company”</u> above, hereinafter referred to as “Non-Company.”</p> <p><b>BOX B:</b> To be completed by a vendor that meets the definition of “Company” but has <u>less than ten employees</u>.</p> <p><b>BOX C:</b> To be completed by a vendor that <u>meets the definition of “Company”</u> and <u>has ten or more employees</u>.</p> |
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### BOX A – NON-COMPANY ENTITY

I certify that \_\_\_\_\_ (Entity Name) currently **DOES NOT MEET** the definition of a company as defined in section 34.600, RSMo, but that if awarded a contract and the entity's business status changes during the life of the contract to become a "company" as defined in section 34.600, RSMo, and the entity has ten or more employees, then, prior to the delivery of any services and/or supplies as a company, the entity agrees to comply with, complete, and return Box C to the Division of Facilities Management, Design and Construction at that time.

\_\_\_\_\_  
Authorized Representative's Name (Please  
Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Entity Name

\_\_\_\_\_  
Date

### BOX B – COMPANY ENTITY WITH LESS THAN TEN EMPLOYEES

I certify that \_\_\_\_\_ (Company Name) **MEETS** the definition of a company as defined in section 34.600, RSMo, and currently has less than ten employees but that if awarded a contract and if the company increases the number of employees to ten or more during the life of the contract, then said company shall comply with, complete, and return Box C to the Division of Facilities Management, Design and Construction at that time.

\_\_\_\_\_  
Authorized Representative's Name (Please  
Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

### BOX C – COMPANY ENTITY WITH TEN OR MORE EMPLOYEES

I certify that \_\_\_\_\_ (Company Name) **MEETS** the definition of a company as defined in section 34.600, RSMo, has ten or more employees, and is not currently engaged in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel as defined in section 34.600, RSMo. I further certify that if the company is awarded a contract for the services and/or supplies requested herein said company shall not engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel as defined in section 34.600, RSMo, for the duration of the contract.

\_\_\_\_\_  
Authorized Representative's Name (Please  
Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date